



COVID-19 Safety Plan for Employees

**Grace Lutheran Church
7283 Nelson Avenue,
Burnaby, BC**

Understanding the Risk

“The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk. The risk of person-to-person transmission is increased the closer you come to the other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk. The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective disinfecting and hygiene practises help mitigate this risk.”

WorkSafeBC:
Faith-based organizations:
Protocols for returning to operation

Grace Lutheran COVID-19 Safety Plan for Employees (using format of WorkSafeBC Covid 19 Safety Plan)

The congregation of Grace Lutheran, recognized as the employer, has one full time employee (Pastor), one administrator, and one janitor. All of them have different jobs. The Pastor and Administrator occupy different offices or space to do their job.

Step 1: Assess the risks at your workplace. Identify areas where there may be risks:

Potential contaminated surfaces: Door handles, washrooms, photocopier, computers, telephones, church alarm key pad, narthex sink, office counter, light switches, microwave.

Common areas: Employees enter the same common area.

- ✓ **We have involved frontline workers, supervisors and the joint health and safety committee.**

We have involved the pastor, janitor and office administrator. The church has a safety COVID committee involving a council co-chair and office administrator. The office administrator is also a member of the Synod COVID Response Team.

- ✓ **We have identified areas where people gather, such as breakrooms, meeting rooms.**

Employees are rarely in the church at the same time. They work on separate days or work from home.

- ✓ **We have identified job tasks and processes where workers are close to one another or members of the public.**

Sandwich making days (twice a month)

- ✓ **We have identified tools, machinery, and equipment that workers share.**

Pastor and the office administrator have their own office and separate washrooms to use. The administrator is the only one using the printer at this time. Each person has their own phones.

- ✓ **We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.**

Door handles, light switches, narthex sink, washrooms (sink taps, toilet seat). We minimize handling of the door handles by using the automatic door opener during our sandwich ministry.

Step 2: Implement protocols to reduce the risks. Select and implement protocols to minimize the risks of transmission. Look to the following information, input, and guidance:

- ✓ **Review industry-specific protocols on [worksafebc.com](https://www.worksafebc.com) to determine whether any are relevant to your industry.**

We have reviewed WorkSafeBC resources and adopted those which meet our needs as well as resources found on church specific sites.

Frontline workers, supervisors, and the joint health and safety committee.

The safety plan, which includes ways to reduce transmission, has been reviewed with the employees, financial secretary and our janitor.

(COVID-19 A Guide to Reducing the Risk)

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid19-guide-to-reducing-risk?lang=en>

- ✓ **Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.**

We have reviewed the various notices with employees. The most recent notices are posted on the bulletin board in the narthex.

Different protocols offer different levels of protection.

A. First level protection - Limit the number of people and ensure physical distance whenever possible.

- ✓ **We have established and posted occupancy limits on the premises.**

Notices posted on entrance to the church indicating that “masks required inside”, “Do not enter if you are sick”, self-assessment and safe distancing in effect.

- ✓ **To reduce the number of people at the worksite, we have considered work from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of visitors in the workplace.**

Pastor works from home on most days except to record Sunday services. The office administrator is in the office four days/ week. The janitor comes in once a week. Council meetings are on ZOOM. Visitors are by appointment only.

Updated Feb 10, 2021

Sandwich ministry is twice a month with volunteers scheduled in advance.

- ✓ **We have established and posted occupancy limits for common areas such as the sanctuary, narthex and library.**

There are signs posted on all washroom doors limiting capacity to one.

There are signs posted on the doors leading to the library and sanctuary and on the narthex bulletin board indicating the maximum capacity.

- ✓ **We have implemented measures to keep workers and others two meters apart, wherever possible.**

Employees must wear a mask in the workplace in any location where they are in a shared space with other workers or members of the public.

Employees must self-assess for COVID-19 symptoms before entering the church and report to a member of the COVID-19 Task Force.

“Physical Distance in Progress” is posted at all entrances to the church and in the common areas.

Maximum capacity signs have been posted.

Other measures in place? There is an attendance sheet to track all people entering the building to facilitate contact tracing. This contact information will be kept for a minimum of 30 days. We have a security alarm record of anyone entering the church and an entry log which can be used for contact tracing.

B. Second level protection (barriers)

Tables are used as barriers during our sandwich ministry to keep volunteers at their station while working.

C. Third level protection: Rules and guidelines.

- ✓ **We have identified rules and guidelines for how workers should conduct themselves.**

Workers have been instructed to read the COVID-19 self-assessment before entering the church.

Employees have been asked to wash and use disinfectant wipes on high touch areas when entering and leaving the church. We have posted signs in all washrooms when to wash hands and how to wash them properly to prevent transmission.

Hand Hygiene: sheet is posted at the worksite.

[file:///C:/Users/Office/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/help-prevent-spread-covid-19-handwashing-pdf-en%20\(1\).pdf](file:///C:/Users/Office/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/help-prevent-spread-covid-19-handwashing-pdf-en%20(1).pdf)

Each washroom has been equipped with a bottle of disinfectant, including instructions, to disinfect high contact areas after use.

There is also a bottle of disinfectant spray in every common room. Employees will take responsibility to disinfect their own desk/workstation, including computer and telephone, at the end of their work shift. Gloves and masks are available at all times.

- ✓ **We have clearly communicated these rules and guidelines to workers through a combination of training and signage.**

Effective November 19, 2020 employees must wear a mask in the workplace in any location where they are sharing a space with other workers or members of the public.

IMPLEMENT EFFECTIVE DISINFECTING AND HYGIENE PRACTICES

- ✓ **We have documentation on all aspects of disinfecting surfaces.**

Posted at the website.

[file:///C:/Users/Office/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/covid-19-health-safety-cleaning-disinfecting-pdf-en%20\(1\).pdf](file:///C:/Users/Office/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/covid-19-health-safety-cleaning-disinfecting-pdf-en%20(1).pdf)

- ✓ **We have adequate handwashing facilities, including training and signs for proper hand-handwashing.**
- ✓ **We have implemented procedures and provided training for good personal hygiene.**
- ✓ **We have implemented disinfecting protocols for all common areas and surfaces – e.g., washrooms, tools, shared equipment i.e. telephones, photocopier, shared desks, light switches, door handles and drawer knobs.**

Step 3: Developing Policy Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arise at the workplace, and how workers can be kept safe in adjusted working conditions.

- ✓ **Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headaches.**

Policy: Anyone showing any symptoms of COVID-19 is instructed to not enter the building. Notice posted on entrance door.

Policy: Anyone in the church who is experiencing symptoms or risk factors related to COVID-19 will be asked to leave the premises immediately and contact public health for guidance.

- ✓ **Anyone directed by Public Health to self-isolate.**

Policy: Employees are prohibited from coming to work if they have been directed to self-isolate by a Public Health Worker.

- ✓ **Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.**

Policy: Employees must self-isolate and monitor for symptoms if they have arrived from outside of Canada in the past 14 days.

- ✓ **Visitors are prohibited or limited in the workplace.**

The church is closed. Occupancy in employee's offices is limited to two.

- ✓ **First Aid attendants have been provided OFAA (Occupational First Aid Attendant) Protocols for use during COVID-19 pandemic.**

We do not have a first aid attendant.

- ✓ **We have a work alone in place, if needed.**

Not needed at this time.

- ✓ **We have a work from home policy in place (if needed).**
- ✓ **Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure as appropriate violence prevention program is in place.**

The church is closed. Anyone working alone should keep the front doors locked.

Policy: Employees experiencing any of the signs or symptoms of COVID-19, even if these symptoms are mild are to leave the workplace and call their health care provider or call 811. They also need to advise the pastor.

- ✓ Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. The Worker should go straight home, consult the BC COVID-19 self-assessment tool or call 811 for further guidance related to testing and self-isolation.
- ✓ If the worker is severely ill (difficulty breathing, chest pains), call 911.
- ✓ Disinfect any surfaces that the ill worker has come into contact with. When a worker is sent home because they are feeling ill arrangements will be made for a thorough disinfecting of the employee's office and common area.

Step 4: Develop Communication plans and training You must ensure that everyone entering the workplace, including workers from other employers, know how to keep themselves safe while at your workplace.

We have reviewed the information on selecting and using masks. We have instructions on how to use a mask (attached). We understand the limitations of masks to protect the wearer from respiratory droplets. Masks to be worn upon entering the church (or unless health protocols are relaxed) when there is more than one person in the church at any given time.

- ✓ **Employees have also been trained in disinfecting their personal office space.**

Step 5: Monitoring your workplace and updating plans, as necessary. Things may change as your business operates. If you identify a new area of concern, or if it seems like something is not working, take steps to update your policies and procedures. Involve workers in this process.

- ✓ **We have a plan in place to monitor risk. We make changes to our policy and procedures, as necessary.**

We will review the safety plan monthly with employees. Ask employees what is working, and what is not, including safety concerns.

- ✓ **Workers know who to go to with health and safety concerns.**

Yes. Pastor or office administrator.

- ✓ **When resolving safety issues, who will we involve?**

Pastor and the COVID-19 Task Force.

Step 6: Assess and address risks from resuming operations. If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- ✓ **We have a training plan for new staff.**

Not required at this time.

- ✓ **We have training materials and will review with new staff members as part of their orientation whether volunteer or paid staff.**

Not required at this time

- ✓ **We have a training plan for staff taking on new roles or responsibilities.**

Not required at this time.

- ✓ **We have a training plan for staff taking on new roles or responsibilities.**

Not required at this time.

- ✓ **We have a training plan around changes to our business, such as new equipment, process, or products.**

If new equipment or products enter the building, the office administrator is responsible for disinfecting the boxes or supervise and coordinate the safe delivery and set up of equipment, as required.

- ✓ **We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.**

Not required at this time.

- ✓ **We have identified a safe process for clearing systems and lines of product that have been out of use.**

Not applicable.

The COVID-19 Task Force will continue to work on updating and revising our safety plan as changes are being considered.