

COVID-19 Safety Plan for: St. Peter’s Fireside

Updated September 28, 2020

References:

- [Worksafe BC: Protocols for Faith-Based Organizations](#)
- [Worksafe BC: Protocols for Offices](#)
- [BCCDC: COVID-19 Prevention and Risks](#)
- [Worksafe BC: COVID-19 and Returning to Safe Operation](#)
- [BCCDC: Faith-Based Organizations](#)

Contents:

Preamble	2
General Procedures	2
Staying Home When Sick	2
Contact Information	2
Working Remotely	2
Vancouver First Church of the Nazarene (998 E 19th Ave)	3
Building Access	3
Points of Entry	4
Washroom Facilities	4
Event Attendance	4
Moving through the Building	5
Cleaning Procedures	5
Filming Safety	5
Downtown Office (#302 - 998 Howe St)	6
Building Access	6
Occupancy Limits	6
Workplace Operations	6
For Discussion	7
Action Items	8

COVID-19 Safety Plan for: St. Peter's Fireside

Updated September 28, 2020

Preamble

This Safety Plan applies to all St. Peter's Fireside staff, volunteers, visitors and event attendees. It is the organization's intention to comply with all Provincial Health Orders and Guidelines.

General Procedures

Staying Home When Sick

All staff, volunteers, visitors and event attendees shall stay home and not enter any workplace or building where St. Peter's Fireside events take place if any of the following apply:

- you have travelled outside of Canada in the last 14 days;
- you are experiencing fever, chills, sore throat, shortness of breath, a new or worsening cough, and/or new muscle aches or headache;
- someone in your household is in isolation for COVID-19;
- you have been in close contact with a confirmed or probable case of COVID-19;
- you are waiting for results of a COVID-19 test

COVID-19 can cause different symptoms in people of all ages. If you have any signs of illness, please stay home and complete the COVID-19 self assessment online at <https://bc.thrive.health/covid19/en>

Contact Information

St. Peter's Fireside shall maintain up-to-date contact information for all staff, volunteers, visitors and event attendees. Names and contact information shall be collected from all persons attending activities and events organized by St. Peter's Fireside, and retained for the purpose of contact tracing as required by public health orders.

Contact information shall be documented through the Planning Center People database software. Attendance records shall be collected and retained by the Ministry Coordinator.

If you are contacted by public health because you have tested positive for COVID, or need to quarantine because of contact tracing, please inform public health when you attended any service, appointment, or event at St. Peter's Fireside in the relevant time period.

Working Remotely

Employees are encouraged to work remotely whenever possible, and to minimize trips to workplaces.

COVID-19 Safety Plan for: St. Peter's Fireside

Updated September 28, 2020

Vancouver First Church of the Nazarene (998 E 19th Ave)

Person(s) who decline to follow these procedures will not be permitted to enter the Vancouver First Church of the Nazarene building.

Building Access

- No person answering "yes" to the following may enter the building:
 - a. you have travelled outside of Canada in the last 14 days;
 - b. you are experiencing fever, chills, sore throat, shortness of breath, a new or worsening cough, and/or new muscle aches or headache;
 - c. someone in your household is in isolation for COVID-19;
 - d. you have been in close contact with a confirmed or probable case of COVID-19;
 - e. you are waiting for results of a COVID-19 test

- If you or your household members are ill, please stay home and take the COVID-19 self-assessment online at <https://bc.thrive.health/covid19/en>

- **Masks must be worn at all times while in the building.** Disposable single-use masks will be provided for persons who do not have a mask. Exceptions:
 - a. Children under 2 years old (as per BCCDC recommendation: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>)
 - b. Persons being filmed for online services may remove their masks once in position in front of the camera only for the duration of filming. Physical distancing (minimum 2 metres) must be maintained between the person on camera and any other persons in the room.
 - c. Clergy presiding over services may remove their masks providing physical distancing (min 2m) is maintained between them and others.
 - d. One (1) musician may remove their mask to lead singing provided additional physical distancing (minimum 3 metres) is maintained between them and others, and provided microphones are not shared.

- All persons must immediately wash or disinfect their hands when entering the building. Hand Sanitizer will be provided at all entrances and at the alarm panel.

- Everyone must follow directional signage and arrows throughout the building, and maintain 2 metres / 6 feet physical distance from persons outside their household at all times.

COVID-19 Safety Plan for: St. Peter's Fireside

Updated September 28, 2020

Points of Entry

- **When attending a service/event in the Main Sanctuary:** Enter through the Main Entrance (glass double doors) that faces the corner of Windsor Street & East 19th Avenue. Follow all directional arrows, signage, and instructions from ushers and greeters.
- **If Ramp Access is required when attending a service/event in the Main Sanctuary:** Enter through the West Entrance (white double doors) that faces East 19th Avenue. Follow all directional arrows inside the building to reach the Main Sanctuary.
- **At all other times:** Access is by Appointment Only (excepting St. Peter's Fireside staff). Enter through the white double doors (West Entrance) that faces East 19th Avenue. If the door is locked, please phone or text the person you've made the appointment with.

Washroom Facilities

1. Washroom facilities with running water, soap and paper towels for drying hands are available throughout the building.
2. The occupancy limit for all washrooms shall be one (1) person per washroom, with the exception of guardians/caregivers providing assistance to household members.
3. To support occupancy limits and physical distancing, Multiple-Stall Washrooms in the building are temporarily closed. Signs have been posted indicating which washrooms are closed. The four (4) single-stall washrooms in the building will remain open.

Event Attendance

1. Physical Distancing (minimum 2 metres/6 feet) shall be maintained in each area of worship and throughout the building
2. Access to public gatherings (i.e. worship services) shall be controlled by:
 - a. Requiring pre-registration for events
 - b. Limiting the number of registration spots available for events
 - c. Having patrons queue outside the building
 - d. Requiring patrons to check-in at the entrance
 - e. Stationing a Greeter at the entrance to monitor the number of patrons entering the event
3. Physical Distancing during events shall be maintained by:
 - a. Placing markers throughout, inside, and outside the building to guide and assist patrons in maintaining a distance of two (2) metres from other households
 - b. During check-in, reminding patrons to maintain physical distancing
 - c. Staggering seating of patrons as they arrive
 - d. Staggering dismissal of patrons to exit at the end events
 - e. Maintaining one-directional travel throughout the building

COVID-19 Safety Plan for: St. Peter's Fireside

Updated September 28, 2020

- f. Placing arrow markers throughout the building to indicate the direction of travel
- g. Placing markers on the stage for presiders and musicians to indicate a distance of at least three metres separation from the nearest patron

Moving through the Building

1. The Main Entrance and West Entrance shall be designated as Entrance Only. Signage and directional arrows have been posted accordingly.
2. All other exterior doorways shall be designated as Exit Only. Signage and directional arrows have been posted accordingly.
3. All staircases shall be one-way to minimize contact. Signage and directional arrows have been posted to indicate direction.

Cleaning Procedures

1. There shall be at least one hour between events during which there are no patrons present in the place to permit cleaning and sanitizing, and the place must be cleaned and sanitized once no patrons are present and before patrons are permitted to enter the place for another event.
2. All high-touch surfaces shall be disinfected prior to and following public events. This includes, but is not limited to: light switches, door handles, temperature controls, table tops, microphones, pew backs, chair arms, pew arms.
3. Washrooms shall be fully disinfected by use of disinfectant spray at minimum once per hour.

COVID-19 Safety Plan for: St. Peter's Fireside

Updated September 28, 2020

Downtown Office (#302 - 998 Howe St)

Office Access / Occupancy

1. St. Peter's Fireside employees are encouraged to prioritize working from home as the best course of action for preventing the risk of spread of COVID-19.
2. Acknowledging that some work is challenging to do from home, we ask there is a maximum of 2 people in the office at a time, maintaining 6ft (2m) of distance.
3. At this point in time, staff must not allow for non-staff members to be in the office.
4. Staff who need to go into the office must sign in via a Google Sheet, and inform the team through Twist if they are going into the office. They must check in 12 hrs in advance.

Workplace Operations

1. Any and all meetings should be prioritized to be done remotely, via the St. Peter's Fireside Zoom account.
2. In the event of an in-person meeting, staff should prioritize remote meetings to reduce contact with members of the congregation. In the event that a member of the congregation would like to see a pastor or staff member in person, staff must follow these protocols:
 - a. Prioritize meeting outside
 - b. Maintain distance of 6ft (2m)
 - c. When possible, wear a mask during the meeting
 - d. Avoid shared spaces, food, etc during these meetings
3. **Masks must be worn at all times while moving through the common spaces of the office building** including, but not limited to: Entrance Foyer, Mail Room, Elevators, Stairwells, Hallways, and Washrooms. When one cannot maintain 2 metres physical distance in the office, masks must be worn
4. All persons must immediately wash or disinfect their hands when entering the office. Hand Sanitizer will be provided at the entrance.