**Cityview Church**

**Covid-19 Safety Plan**

**Phase 2 - May 21, 2020**

**Step One: Assess Risks**

* We have involved employees and the Support Leadership Team in a Health and Safety meeting.
* We have identified areas where people gather: the sanctuary, the basement, the foyer, and the kitchen.
* We have identified job tasks and processes where workers are close to one another or members of the public: the Sunday morning LiveStream production and the preparation of the OpenTable meal on Thursdays.
* We have identified the tools, machinery, and equipment that workers share while working: the sound board, the printer, and the kitchen applicances (fridge, stove, faucets and utensils)
* We have identified surfaces that people touch often: doorknobs, sanctuary doors, bannisters, bathroom surfaces, and light switches.

**Step Two: Implement Protocols to Reduce Risks**

* We have reviewed and implemented protocols on worksafebc.com for food service establishments.

***First-Level Protection***

* We have established and posted occupancy limits for our premises.
* We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.

The occupancy limit for the building is 50 until BC Public Health informs us otherwise.

* + The occupancy limit for the sanctuary is 25.
	+ The occupancy limit for offices and smaller rooms is 2.
	+ The occupancy limit for the foyer/front office 3
	+ The occupancy limit for the kitchen is 4.
	+ The occupancy limit for the downstairs basement is 20.
	+ The occupancy limit for each washroom is 1.
* In order 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 and visitors in the workplace.
* We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.
* The maximum number of employees in the building at any time is 3.
* The number of volunteers and additional workers will be reduced or avoided.
* Working from home and attending meetings online is encouraged as much as possible.
* We keep the front door locked to eliminate walk-in public contact.

***Second-Level Protection***

* Barriers and partitions are not necessary in this environment, since employees are able to maintain a 2-metre separation.

***Third-Level Protection***

* Employees are reminded to keep 2 metre separation, wash hands frequently/use hand sanitizer and use technology to aovid in-peron meetings when possible.

***Fourth-Level Protection***

* We have reviewed the information on selecting and using masks and instructions on how to use a mask.
* We understand the limitations of masks to protect the wearer from respiratory droplets.
* We understand that masks should only be considered when other control measures cannot be implemented.
* We have trained workers in the proper use of masks.
* Employees have been trained in use of PPE and are aware that they can choose to use PPE as they see fit.
* There is no work situation that requires use of a mask, but we have posted mask training posters in high-traffic areas.

**Cleaning and Hygiene Practices**

* We have reviewed the information on cleaning and disinfecting surfaces.
* Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed. There is also a hand santitizer station at the front entrance.
* We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers.
* We have implemented cleaning protocols for all common areas and surfaces:
	+ Each Sunday, a volunteer will sanitize the sanctuary and common-contact points (light switches, door handles, bannisters, washrooms, and sound board) after the LiveStream and sanitize the kitchen after the Thursday meal preparations. These spaces are not in use on other days of the week.
	+ Employees will wipe down the sanctuary doors, printer and front door knobs during the week as necessary.
* Workers who are cleaning have adequate training and materials.

**Step 3: Policies**

* Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.
* 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 headache.
* Anyone directed by Public Health to self-isolate.
Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
* Visitors are limited in the workplace to the key volunteers who develop the LiveStream and the OpenTable meal.
* First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
* We have a working alone policy in place.
* We have a work from home policy in place.
* Our employees have violence prevention training and experience.
* Our policy addresses workers who may start to feel ill at work. It includes the following:
	+ Sick workers should go straight home or choose to work from home, even with mild symptoms.
	+ If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.
* Workers will discuss health and safety concerns with each other as well as with the Support Leadership Team

**Step 4: Communication Plans and Training**

* Our two employees are actively involved in the development of workplace policies and procedures.
* All workers have received the policies for staying home when sick.
* We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
* We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.

**Step 5: Monitor the Workplace and Update Plans as Necessary**

* We have a plan in place to monitor risks, which includes regular check ins between employees and a monthly leadership meeting.
* We make changes to our policies and procedures as necessary.
* Workers know who to go to with health and safety concerns: each other, and the Support Leadership Team. This is who is able to resolve health and safety concerns.

**Step 6: Address and Assess Risks From Resuming Operations**

* In the short term, we are not resuming operations. When we do consider reopen for gatherings or rentals we will review and update this plan according to the most recent advice from Public Health.