

## Hope City Church - COVID-19 Safety Plan

June 3rd, 2020 - From the desk of the Hope City Joint Health and Safety Committee

July 3rd, 2020 - Approved by Elders Board

Committee Members: Andrew, Bryan, Josephine, Krystal (Front-line worker), Leon, Michelle, Chris (Supervisor)

With the continued presence of COVID-19 in BC, we as staff and volunteers of Hope City Church want to be safe and be part of the solution. To that end, we have created the following policy.

### Part 1: Employee & Volunteer Safety

- A. **Social Distancing:** We urge all staff and volunteers to practice social-distancing, and to work from home, where practically possible. Working from a Café is not considered a safe practice and is discouraged at this time.
- B. **Meetings:** When possible, continue to host meetings online or over the phone. However, essential meetings can take place in person. If an in-person meeting is unavoidable, please follow the BC health guidelines:
  - 1. Social distancing: keep 2 meters (6 ft) apart and, when possible, meet outside.
  - 2. If meeting in-person, whether indoors or outdoors, limit the meeting length to a maximum of 1 hour (60 minutes).
  - 3. Keep a list of contacts who have attended in case the need to contact trace comes up in the future.
  - 4. If anyone is sick, they should stay home even if the symptoms are mild. This requirement should be confirmed by the organizer of the in-person meeting. Even if you are scheduled to attend, if you start to feel unwell before the meeting, you should cancel.
  - 5. Prioritize meeting in larger spaces and avoid crowded places.
  - 6. Wash hands often with soap and water for at least 20 seconds – before, after, and even during the meeting if appropriate. Using soap and water is the single most effective way of reducing the spread of infection.
  - 7. If a sink is not available, alcohol based hand rubs (ABHR) can be used to clean your hands as long as they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them. Personal hand sanitizer should be brought to meetings.
  - 8. Do not touch your face, eyes, nose or mouth with unwashed hands.

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9. Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough. Disposal of the used tissue must be done by the individual who used it.
10. Greet with a wave or bow instead of a handshake, kiss or hug.
11. Do not share food, drinks, utensils, etc.
12. While not required, the use of a mask is encouraged.

**BC CDC links for more information on masks:**

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>

[http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_SurgicalMaskPoster.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf)

**WHO link for more information about masks:**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

See the following for additional info on preventing the spread of Covid-19:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/prevention>

**C. Traveling for work:**

1. Public Transit: When possible, plan your trip to be during non-peak time. Wearing a mask is encouraged.
2. Essential travel only at this time. Pastoral visits are considered essential travel. Records of visits and travel must be kept.
3. Only those who reside in the same household may travel together in the same vehicle.

**D. Sick leave:** If you become ill with COVID-19 or other illness, you are not required to get a doctor's note to take time off. Please notify the office if you do need to take time off due to illness.

Follow the Worksafe BC requirements in regards to illness or exposure and stay home if:

- Anyone has COVID-19-like symptoms such as a fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache. Self-isolate at home for a minimum of 10 days from onset of symptoms.
- Workers who have travelled internationally or been exposed to a confirmed case. In these cases, they must remain away from the workplace for at least 14 days and monitor for symptoms.
- Anyone is under the directions of a health official to self-isolate.

See the following for additional info:

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/what-employers-should-do>

## Part 2: Project and Ministry Safety

### A. Indoor or Outdoor In-Person Gatherings of 15 to 50

Hope City Church is not endorsing mass gatherings of this size at this time.

### B. Small groups of 3 to 14

#### **Updated: November 5th, 2020**

#### **Hope City Health and Safety Update**

Due to the current rise in COVID cases and following the guidelines of Dr. Bonnie Henry, the Hope City Health & Safety Committee will not be approving any in-person group gatherings until further notice. This applies to any gathering between 3-14 people that previously required board approval. If you have any questions or are unsure about Health and Safety at Hope City, please reach out to [elders@hopecitychurch.org](mailto:elders@hopecitychurch.org).

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Meetings and gatherings this size cannot be hosted at an individual's home at this time. Meeting in a backyard, park, or public building, rented space, etc. is allowed as long as the group follows the guidelines below.

This group must follow these guidelines:

- Maintain social distance, 2 meters (6 feet) apart.
- If anyone is sick, they should stay home and not attend the group even if the symptoms are mild.
- Individuals who have travelled internationally or been exposed to a confirmed case must not attend a group gathering for at least 14 days since their return home.
- Wash hands often with soap and water for at least 20 seconds – before, after and even during the meeting appropriate. Using soap and water is the single most effective way of reducing the spread of infection.
- If a sink is not available, alcohol based hand rubs (ABHR) can be used to clean your hands as long as they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them.
- Do not touch your face, eyes, nose or mouth with unwashed hands.
- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
- Do not share food, drinks, utensils, etc.
- Greet with a wave or bow instead of a handshake, kiss or hug

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- Keep the meeting to a maximum of 1.5 hours (90 minutes).

See the following for additional info:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/prevention>

- C. **Food and Drink:** For the safety of all, at this time, no homemade food or buffet-style serving is allowed. Drinks stations (like coffee stations) are considered buffet-style serving.
- Allowed: Bring your own bag-lunch and utensils (with no sharing).
  - Not Allowed: Backyard BBQ, potluck, self-serve drink stations (such as coffee), shared salads or desserts.
  - Exceptions: Permission can be granted to deviate from this if a Hope City staff or volunteer is volunteering on the behalf of Hope City Church with an organization that serves food to those in need. The organization must have a COVID-19 Safety Plan that is submitted to the Hope City Church Health and Safety Committee for approval. The permitted exceptions will be listed directly below if allowed.
- D. **Location Safety:** Whether the meetings take place in rental location or other building, we expect enhanced cleaning and disinfecting before and after any meetings.
- Sanitization of high contact points
  - Clean by removing any surface dirt or debris
  - Once the surface is clean of all dirt, apply disinfectant.
- See the following for more info on cleaning and disinfecting:  
<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting>
- E. **Singing or shouting:** Indoor gatherings of any size must not involve any singing or shouting at this time. Outdoor gatherings can involve singing/shouting if the worship leader and singers are at least 3 meters apart and not facing each other.
- F. **Offering and money collection:** Any offering or money collection should only be received through online and electronic methods.
- G. **Keep up to date:** This document will be updated as changes take place in public health conditions and policy. Hope City Church staff and volunteers will be informed and required to ensure their ministry is adhering to the most updated copy of the COVID-19 Safety Plan.

The following was provided by Sharon Williams (May 27, 2020)

**Appendix A:** Effective Use of a Non-medical Face Mask

- Wearing a face mask does not eliminate the need to maintain social distance and wash your hands frequently. These remain the most effective ways to reduce your risk of infection.
- If you are unable to maintain social distancing, wearing a face mask is recommended.
- Before donning a face mask, wash your hands with soap and water for 20 seconds or, if not available, use ABHS.

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- Put the face mask on, ensuring a good fit behind your ears or around the back of your head.
- Wash your hands after applying your mask and avoid touching the mask or your face and eyes with your hands.
- If you inadvertently touch your face mask, wash your hands again.
- If your mask becomes soiled or damp, remove and replace it with a clean mask.
- When you need to remove your mask, carefully touch the ear straps or head straps and remove the mask and discard. Wash your hands after removal.
- If you need to re-use a mask, place it carefully, with the outside surface down, on a paper towel. Wash your hands after removal. When ready to re-apply, follow the same procedure described above.

**BC CDC links for more information on masks:**

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>

[http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_SurgicalMaskPoster.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf)

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**Appendix B: Communication with others while wearing a mask**

- Talk a little louder, but do not shout as this will add distortion and make your speech harder to understand.
- Slow your rate of speech a little bit - but again not too much.
- Face the person you are speaking to – this will help to make sure your speech has a direct path to the ears of the person you are speaking with.
- Use signage and written material to give important instructions.
- Use more gestures when communicating.
- Reduce background noise as much as possible.

When a person can't see your smile - remember to communicate in other ways that you are happy to help them. Be a little more animated with your words and tone when you greet them, wave hello and goodbye.