

## COVID-19 Safety Plan – revised June 15, 2021

At Gracepoint Community Church (GCC), we have developed a COVID-19 Safety Plan, outlining the control measures, policies, procedures, protocols, communication plans, training, and monitoring processes necessary to reduce the risk of transmission of SARS-CoV-2 at our workplace. One of a family of coronaviruses, SARS-CoV-2 is the biological hazard that causes the illness COVID-19 (BCCDC).

Our plan follows the [six-step process](#) as outlined by WorkSafeBC. By [Order of the Provincial Health Officer](#) dated May 14 2020, employers are required to **post a copy of their COVID-19 Safety Plan on their website and at the workplace**. This plan must be readily available for review by staff, as well as visitors, contractors, suppliers, and any other person who could be providing services at our workplace.

A copy of our COVID-19 Safety Plan and other associated documentation must be provided if requested by a WorkSafeBC officer. This COVID-19 Safety Plan is posted on our website here:

<https://gracepoint.ca/contact/>

### STEP 1 Assess the risks at the workplace

To assess the risk of transmission of SARS-CoV-2, we have consulted and involved:

- [Information about COVID-19](#) as offered by the Public Health Authorities
- Our staff and Lead Pastor and our Worker health and safety rep (Tracy Baker)

We have identified the areas/jobs/tasks that may present a risk of transmission of the SARS-CoV-2 virus, which causes COVID-19. We also determined who could be at risk of exposure, including workers, contractors, suppliers, and the public. With this in mind, we took *at least one* of these three steps:

- We have identified areas where people gather, such as break rooms, meeting rooms and common areas.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons and light switches.
- We have identified job tasks and processes where workers are close to one another or members of the public.

### STEPS 2 & 3 Implement control measures, including policies, procedures, and protocols to reduce the risks

To determine what control measures are required, we have consulted the following:

- Our staff and Lead Pastor
- Our worker health and safety representative (Tracy Baker)
- Guidance and industry-specific information from provincial health authorities

The control measures we have identified as necessary for our facility are assessed in Step 1. Based on that assessment, with reference to the above resources, we have implemented necessary controls and developed/updated the following policies, procedures and protocols:

- Each staff member will be working in their own space. If staff have offices, they will keep to working in them. If they do not have an office, we will designate a space for them to work away from other staff.
- no other staff or visitors are allowed in staff spaces/offices. If a meeting needs to take place, this can be done in an open space such as the lobby or for privacy in the Fireside room. Staff can have conversation at safe distances from each other, as in standing at the doorway of an office.
- staff will be required to wear a mask when they are outside their offices or workspace. This includes, going to the washroom, attending an in person meeting or on a break. Also, when entering and exiting the building.
- Kitchens and lunches: Lunches will be staggered. No more than 3 people will be allowed in the kitchen at one time. Masks must be worn in the kitchen and food can no longer be consumed in the kitchen. Please wipe any area you use in the kitchen with disinfectant. Also, when going on any type of break, staff will be required to wash their hands. Workplace inspections policy/program, with added checklist items for inspections
- No more than 2 persons allowed in bathrooms at one time. Masks are to be worn and hands must be washed. Taps and counters are to be wiped with disinfectant after each use.
- Visitor's policy
- Hand hygiene procedures
- Reporting symptoms in the workplace
- Enhanced Cleaning protocol for common areas
- Long Distance Travelling Guidelines
- Pre-Visit Questionnaire

Managers have been made aware of these policies/procedures/protocols.

#### **STEP 4 Develop communication plans and training**

To ensure workers, contractors and visitors know how to stay safe at our workplace, we have:

- Developed plans to communicate new and updated policies to all our employees.
- Posted awareness posters throughout our workplace(s): [No visitors](#), [Distancing reminder](#), [Sanitizing Station](#), [Stop Sign](#), [Feeling Symptoms?](#), [Handwashing station](#).
- Posted occupancy limit signage throughout our workplace(s).

- Chosen the use of virtual meeting tools and/or phone calls in lieu of in-person meetings or training sessions, whenever possible. However, all required control measures, such as physical distancing, must be in place if communication or training must take place in person.

## STEP 5 Monitor our workplace and update our plans as needed

As the pandemic situation changes, we are doing the following to monitor changes in our operations and workplace(s) to ensure that control measures are effectively providing the expected level of protection and prevention.

- Workers are aware of how to report workplace hazards.
- Workers are aware of [how to report symptoms of COVID-19](#).
- We review all workplace inspections to check for new areas/jobs/tasks of concern.
- We audit our cleaning and hygiene practices and protocols.
- We consult with our worker health and safety representative (Tracy Baker)
- We update our policies/procedures/protocols accordingly.
- We re-assess communication and training needs accordingly.

## STEP 6 Assess and address risks from resuming operations or getting back to normal

For areas within our operations or workplace that have not been operating normally during this pandemic and would now be re-started or re-occupied, we have completed the following:

- Reviewed our existing risk assessments for the jobs and areas affected. We have considered the effects of the control measures discussed in this Plan on existing safeguards and controls and revised our risk assessments accordingly.
- Consulted with our worker health and safety representative (Tracy Baker)
- Communicated plans to staff.