



COVID-19 Safety Plan for Employees

Mount Zion Lutheran Church

930 Cumberland Street

New Westminster, BC

**Prepared by
The Covid-19 Taskforce**

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

**Mount Zion COVID-19 Safety Plan for Employees
(using the format of WorkSafeBC: “COVID-19 Safety Plan”)**

There are four employees at Mount Zion (Pastor, bookkeeper, custodial staff, and office secretary). All of them have different jobs and occupy different offices or space to do their job. We have included two other individuals in this safety plan (the financial secretary and her husband, who is our “go to” volunteer. They are at the church frequently and work closely with the employees.

Step 1: Assess the risks at your workplace.

Identify areas where there may be risks:

Potential contaminated surfaces: Door handles, washrooms, photocopier, computers, telephones, and church keys.

Common areas: Three of the employees have offices that enter the same common area.

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

We have involved the pastor, custodial staff, office secretary, bookkeeper, financial secretary and our “go to” volunteer. The church does not have a safety committee but have developed a COVID-19 Task Force for the purpose of completing this safety plan. Two of the employees are on the task force.

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

All four employees are rarely in the church at the same time. They do not gather for breaks or meetings.

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

Photocopying
Bookkeeping tasks
Counting and reconciling donations
Telephone
Computers

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

Workers share a photocopier, telephones, computers, and other office equipment such as staplers, pens, pencils, and keys used in common.

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

Door handles, light switches, bathroom surfaces (toilet handle, sink taps, toilet seat), photocopier, hand sanitizer containers, paper towel holder.

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 “go to” volunteer.

(COVID-19 A Guide to Reducing the Risk)

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-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.

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 entrances to the church indicating that “All in-person worship services and events have been cancelled.” Notice on website also indicates that “Until further notice all in-person worship services and gatherings are cancelled due to COVID-19.”

- 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.**

The bookkeeper performs some of her duties from home.

The pastor performs some tasks at home.

Church services are recorded in the church and are shown on YouTube. During the recording of these services there are no more than four people in the church at any given time.

Meetings take place via Zoom.

- We have established and posted occupancy limits for common areas such as break room, meeting rooms, washrooms.**

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

There are signs posted on our three employee's offices showing a maximum capacity of two.

The elevator is not in use currently.

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

"Physical Distance in Progress" is posted at all entrances to the church and in the common area outside the employee's offices.

Maximum capacity signs have been posted on all office doors and washrooms.

The Office Secretary's desk has been moved further away from the photocopier to help maintain six feet when someone is using the photocopier.

Other measures in place?

There is a sign-in sheet to track all people entering the building to facilitate contact tracing. This contact information will be **kept for a minimum of 30 days. (see Appendix 5)**

Employees have been asked to use the 10th St. entrance to enter and exit the building as tenants have been directed to use the Cumberland Street and lower hall entrance only.

B. Second level protection (barriers)

No barriers are needed to separate people at this time.

C. Third level protection: Rules and guidelines.

☒ We have identified rules and guidelines for how workers should conduct themselves.

Workers have been asked to self-assess using the “BC COVID-19 Self-Assessment Tool” before entering the building.

We have posted on the outside of the door to all three entrances:

- (i) Reduce the Risk of Covid-19 (Physical Distance in Progress)

(http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf)

- (ii) Sick or Self Isolation? Do Not Enter

(http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_DoNotEnterPoster.pdf)

- (iii) Help Prevent the Spread of COVID-19.

(<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en>)

Employees have been asked to sign in when they enter the church. They have also been asked to wash their hands often with soap and water or use hand sanitizer when they arrive at work, before and after going on break, after using the washroom, after handling cash, before and after handling shared tools and equipment and before and after using protective equipment. We have posted signs in all washrooms when to wash hands and how to wash them properly to prevent transmission.

Hand Hygiene

(http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf)

Help Prevent the Spread of COVID-19

(<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&direct>)

We have posted on the washroom mirrors above the sink:

(http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.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 office. Employees will take responsibility to disinfect their own desk/workstation, including computer and telephone, at the end of their work shift. Each office has been given gloves, a spray bottle of disinfectant and wipes to complete this task.

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

We provided virtual training to all staff and key volunteers to review the contents of this document and to address any concerns they may have

D. Fourth level protection: using masks (optional measure in addition to other control measures).

While masks are not mandatory, masks are made available at each entrance to anyone who chooses to wear a mask.

Employees are asked to wear a mask when they are not able to maintain a 2-meter distance.

IMPLEMENT EFFECTIVE DISINFECTING AND HYGIENE PRACTICES

- We have documentation on all aspects of disinfecting surfaces. This includes providing training to office staff and cleaners on the correct use of disinfectants depending on the surface to be disinfected.
- 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 posted handwashing and cover for cough and sneezes posters.
- 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. This includes frequency that these items must be disinfected, time of day and times per week.

- We have provided training for our office staff and cleaners in the proper use of disinfectants, including what strength is used for what purpose etc.
- We have provided proper PPE for disinfecting as well as training and detailed step-by-step disinfecting checklist. (See Appendix 1, 2, 3 & 4)
- We have removed unnecessary tools and equipment to simplify the disinfecting process i.e. coffee makers, utensils, and dishes etc.

Mount Zion's Disinfecting and Disinfecting Plan:

- There are five trained cleaners in place.
- The disinfecting schedule is presently twice per week. This schedule will be updated when our building is open to members.
- The entire building is disinfected once per week. The second cleaning time focuses primarily on disinfecting the Staff Offices & Bathrooms, Side Entrance, Boardroom and Common Area between offices.

The disinfecting protocols are as follows: (see Appendix 1 - 4)

- BATHROOM DISINFECTING AND DISINFECTING CHECKLIST)
(APPENDIX 1)
- SIDE ENTRANCE, ADMINISTRATION OFFICES, BOARDROOM AND COMMON AREA DISINFECTING CHECKLIST (APPENDIX 2)
- SANCTUARY, FRONT ENTRANCE, FOYER, COAT CLOSET, MUSIC ROOM, NURSERY, LOWER HALL INCLUDING CLASSROOMS AND KITCHEN (APPENDIX 3)
- Germalin Cleaner, Degreaser and Disinfectant Strengths - Depending on Use, Disinfecting Wood Surfaces, Bleach (Appendix 4)

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 symptoms of COVID-19 are asked to not enter the building. There is a notice posted on the outside of every entrance stating “do not enter this workplace if you have any of the following symptoms: Fever, chills, new or worsening cough, shortness of breath, new muscle aches or headache or a sore throat or have travelled outside of Canada within the last 14 days. Employees are asked to self-assess daily before entering the building. 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. They are to monitor for symptoms and are given a handout on “How to self-monitor” by Coronavirus COVID-19 BC Centre for Disease Control and a second handout on “Self-Isolation” from the NBC Centre for Disease Control.

- 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).**

Not needed at this time.

- 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.

Our policy addresses workers who may start to feel ill at work. It includes the following:

Sick workers should report to first aid, even with mild symptoms.

We do not have a first aid attendant.

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. Ask the Worker to go straight home. Consults 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 provided training to both staff and volunteers around Covid-19 safety measures. The following have been posted throughout the church:

Signs aimed at keeping everyone safe are posted on the outside door of each entrance include:

"Help Prevent the Spread of COVID-19 Please do not enter this workplace if..."

"Physical Distancing in Progress"

"Sick or Self-Isolating? Do not Enter"

Just inside each doorway there is a telephone sign-in sheet asking people to document the date, their name. There is hand sanitizer and a poster "Help prevent

the spread of COVID-19". The poster talks about when to wash hands with soap for 20 seconds or use an alcohol-based hand sanitizer.

We have a training plan to ensure everyone is trained in workplace policies and procedures. A training plan has been developed for disinfecting the church. Employees have also been trained in disinfecting their personal office space.

We have provided virtual training for employees including our Financial Secretary and our 'go to' volunteer. A Training Booklet has been provided and includes the following:

Recognizing the symptoms

How to self-monitor

Self-Assessment Tool

How to take a face mask on and off

In addition, the cleaning staff have been provided hardcopies of:

- BATHROOM DISINFECTING CHECKLIST (APPENDIX 1)
- SIDE ENTRANCE, ADMINISTRATION OFFICES, BOARDROOM AND COMMON AREA DISINFECTING CHECKLIST (APPENDIX 2)
- SANCTUARY, FRONT ENTRANCE, FOYER, COAT CLOSET, MUSIC ROOM, NURSERY, LOWER HALL INCLUDING CLASSROOMS AND KITICHEN (APPENDIX 3)

All workers have received the policies for staying home when sick.

Handout from the BC Centre for Disease Control on Self-Isolation.

We have posted signage at the workplace including occupancy limits and effective hygiene practices.

We have posted a limit of two people per employee's offices and one person in the bathroom. We have also posted good hand hygiene practices in all washrooms.

We have posted signage at the main entrance indicating who is restricted from entering the premises including visitors and workers with symptoms.

Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

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, financial secretary or our “go to” volunteer.

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.

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

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, processes, or products.

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

We have purchased new disinfectant products to meet COVID-19 safety standards and we have trained a team of cleaners on how to use these products.

- 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.

Appendix 1

BATHROOM DISINFECTING CHECKLIST

Cleaners will wear face masks, eye protection and gloves while measuring the disinfectant solution and throughout all aspects of disinfecting the church and will wear disposable gloves inside the coloured reusable gloves during disinfectant preparation.

For ALL Disinfecting EXCEPT TOILETS AND URINALS the strength is **50ml per 1 litre of water**.

TOILETS AND URINALS USE 175 ML OF GERMALIN FULL STRENGTH.

Fill the bucket to the black line inside the bucket. This is 14 litres of water. For 14 litres add 750 ml of Germalin Cleaner, Degreaser Disinfectant.

Prior to beginning to disinfect a room, if possible, open the window/s for good ventilation while using the strong disinfecting chemicals.

- If any surface is heavily soiled clean it first. If a surface is dirty the disinfectant will not be effective. Otherwise, for general disinfecting, use the Germalin solution in the spray bottle (mixing strength: 50ml per 1 litre of water) and the disposable paper provided.
- Moving in the same direction helps ensure that nothing is missed as you move through the disinfecting checklist.
- Begin by disinfecting the toilets and urinals. Pour 175ml (full strength) Germalin into toilets and urinals. Disinfect, being sure to scrub the toilet and under the rim. ***Do not flush the toilet or urinal for 10 MINUTES.*** The disinfectant needs this time to kill the Covid-19 virus. Once the inside of the bowl is done continue to disinfect all around the toilet, back, sides and flush handle. Leave on. Disinfect the floor around the toilet and the walls that surround the sides of the toilet – half-way up the walls.
- Continue from left to right around the room being generous with the Germalin spray as you wipe down the sinks, wash basins, counters, taps and any shelves – *all surfaces*. Do not dry or shine the taps. It removes the disinfectant.
- Disinfect and polish all mirrors and glass to remove stains, streaks, and smudges.
- Disinfect the full surface areas of all restroom walls around fixtures and toilet, urinals, doors, windows, doorknobs, handles, countertops, window frames, sills, vents, and wastepaper receptacles, etc.
- Disinfect all dispensers and replenish as necessary, including liquid hand soap, paper towels, and toilet paper where provided.
- Empty trash cans and replace liners.

- Scrub and/or wet mop all hard and resilient floors with the disinfectant paying special attention to the corners. Disinfect the vinyl floor molding around the room. **When complete do not walk on the floor for at least ten minutes.**
- When the bathroom is cleaned and disinfected, complete the cleaning schedule, found outside the bathroom door/s, with the date, the time, and your signature
- Report items in need of repair, e.g., inoperative lights, broken windows, and doors, leaking sinks, urinals, commodes, broken fixtures, etc. to the Marg Leech.
- To clean **laminated floors and all wood surfaces do not use the disinfectant.** Use a solution of 1 litre of warm water mixed with 1 cup of white vinegar and a few drops of dish detergent. Do not allow water to pool as this may harm the wood.
- When finished with the damp mop spray with a 10% solution of bleach and water, leave on, in preparation for the next cleaning day

Once a month, or when needed, fill (top up) all the disinfecting spray bottles throughout the church i.e. offices, boardroom, bathrooms (12 spray bottles, including cleaner's spray bottle) Fill a small pail with 5 litres of water and add 250 ml of Germalin. Fill all bottles to the top using the 1 litre plastic cup provided. Any leftover can be put in the floor bucket as it is the same strength.

Appendix 2

ENTRANCE, ADMINISTRATIVE OFFICES, BOARDROOM AND COMMON AREA DISINFECTING CHECKLIST

Cleaners will wear face masks, eye protection and gloves while measuring the disinfectant solution and throughout all aspects of disinfecting the church and will wear disposable gloves inside the coloured reusable gloves during disinfectant preparation and use.

Do not dust, sweep or dry mop in the building as this spreads the germs to other surfaces.

Entire church will be disinfected weekly. Office area, including bathrooms twice a week. Currently Mondays (entire church) and Saturday in staff area.

- Disinfect the outside stairs at the 10th Avenue church entrance.
- Disinfect high touch surfaces on entrance doors inside and out.
- Disinfect table at entrance used for hand sanitizer and sign-in sheet.
- Empty wastebaskets and remove trash to the designated disposal area.
- Materials in recycling containers shall be removed and placed in the designated area for removal by others – if previously determined.
- Replace wastebasket plastic liners, as necessary.
- Disinfect tables, desks, chairs, cabinets, shelves (partitions where applicable).
- Disinfect high contact areas such as doorknobs and light switches. Also, windowsills, doors, glass surfaces and mirrors 2X per week.
- Leave documents and working-papers untouched.
- Thoroughly vacuum all floors and carpet areas.

BOARDROOM

- Empty wastebaskets and remove trash to the designated disposal area.
- Replace wastebasket plastic liners, as necessary.
- Damp wipe with disinfectant all desks, chairs (not cloth ones), cabinets and shelves.
- Disinfect all glass surfaces and windows including windowsills.
- If applicable, leave documents and working-papers untouched.
- Disinfect all hard surfaces. [Leave untouched for 10 minutes.](#)
- Damp mop floor using disinfectant solution.

- *To protect the laminate floors throughout the church, vacuum, and then damp mop with a solution of 1 litre of warm water to 1 cup of white vinegar and a few drops of dish detergent.*
- When disinfecting tasks are complete ensure the mop is sprayed with a 10% solution of bleach and water (in spray bottle add 75ml of bleach to 750ml of water ~ spray the mop and leave on in prep for next workday).
- Remove reusable gloves one finger at a time. Do not turn them inside out. Match up the gloves and fold over the top. Store with the disinfecting supplies until the next workday.
- Report items in need of repair, e.g., inoperative lights, broken windows, and doors, leaking sinks, urinals, commodes, broken fixtures, etc. to Financial Secretary.

Appendix 3

CHURCH DISINFECTING CHECKLIST

ENTRANCE, FOYER, COAT CLOSET, ELAVATOR, MUSIC ROOM & NURSERY

- Vacuum Exterior Entrance Areas.
- Use damp cloth to disinfect all high contact areas on front doors – inside and out.
- Empty wastebaskets and remove trash to the designated disposal area. Replace plastic liners, as necessary.
- Disinfect all surface areas including the side counter and tables in foyer
- Vacuum and/or damp mop the floors including elevator floor, stairways, railings, hallways, music room, coat closet and nursery.

SANCTUARY

- Disinfect and/or damp wipe wood surfaces with vinegar, water, dish soap solution – do not let wet solution remain on wood. Wipe dry (cup of vinegar, cup of warm water and a few drops of dish detergent (See Appendix 4 for solution strength).
- Disinfect pews, altar, altar railings and other necessary surfaces to ready these areas for weekend services.
- Clean the windowsills to remove bugs, critters, dust, etc. then disinfect using vinegar solution.
- Vacuum and damp mop all hard floor areas ***for laminate use vinegar solution.
- Disinfect all surface areas. and tidy as needed.

BOARDROOM

- Empty wastebaskets and remove trash to the designated disposal area.
- Replace wastebasket plastic liners, as necessary.
- Damp wipe with disinfectant all desks, chairs (not cloth ones), cabinets and shelves
- Disinfect all glass surfaces and windows including windowsills.
- If applicable, leave documents and working-papers untouched.
- Disinfect all hard surfaces. Leave untouched for 10 minutes.
- Damp mop floor using disinfectant solution.

FELLOWSHIP HALL & KITCHEN

- Vacuum and/or damp mop floor areas.

- Disinfect the horizontal surfaces of all furniture i.e. tables, chairs (metal only).
- Thoroughly disinfect all countertops including coffee/food areas.
- Disinfect oven surfaces, handles, stovetops, microwaves, inside and outside.
- Disinfect refrigerators on all outside surfaces and handles.
- Disinfect the dishwasher front.
- Disinfect all light fixtures, facets, and sinks – ensure all high touch areas are disinfected.

CLASSROOMS

- Vacuum and/or damp mop floor areas with disinfectant.
- Wipe the doorknobs, light switches, windowsills, and doors weekly
- Disinfect the surface of the changing table.
- Empty wastebaskets and remove trash to the designated disposal area.

Appendix 4

Germalin Cleaner, Degreaser and Disinfectant Disinfection Strengths Depending on Use

General Disinfecting:

50 ml of Germalin for every 1 litre of water

i.e. spray bottles for offices and general disinfecting on high contact surfaces

Must remain on surfaces for 10 minutes and allow to air dry

Toilet Bowls and Urinals:

If soiled Disinfect first

To disinfect pour 175 ml Germalin (full strength) into bowl

Scrub surfaces with a toilet brush, including under the rim

Let stand for 10 minutes – FLUSH

Food Surfaces:

For non-porous, previously disinfected surfaces

13 ml of Germalin for every 1 litre of water – let sit 10 minutes and rinse with Disinfect water

Wood Surfaces - INCLUDING LAMINATE FLOORS:

1 litre of water mixed with 1 cup of vinegar plus a few drops of dish detergent

Disposal of empty containers:

Rinse container thoroughly and dispose of in garbage

