

Trinity United Church COVID Safety Plan Master[2305843009241413451]

Reference document sources:

- World Health Organization
- Public Health Organization of Canada (Federal Government)
- British Columbia (BC) Provincial Health Officer
- BC Centre for Disease Control (BCCDC)
- WorkSafe BC
- United Church of Canada
- Vernon Trinity United Church public statements and direction

After thorough document and website research, detailed plans for “re-starting” fall under Provincial jurisdiction. Accordingly, the Province of BC determined this direction employers falls within WorkSafe BC accountability. Organizations such as ours (churches etc.) must create, post, educate and follow an effective site use [Safety Plan](#). The Safety Plan identifies and addresses unique risks posed by the COVID-19 virus and is patterned after the required [WSBC Occupational Health and Safety Regulations](#) directly related to the COVID-19 virus.

According to the BCCDC church gatherings fall under “large public gathering, performing arts, event planning categories, while office space fall under another “offices” protocol.

BC Centre for Disease Control (“in-person gatherings”)

“BC Provincial Health Officer Dr. Henry’s orders are not suggestions, recommendations or advice – they’re the law.

Local bylaw officers are being redeployed to help ensure compliance with the Provincial Health Officer’s orders and to remind people in public spaces to physically distance.

If you are concerned about compliance with the Provincial Health Officer’s orders, you can contact your local bylaw office. Please use your judgment and report only serious offences to make sure bylaw officers are available when needed.

Police can and will be used to enforce the Emergency Program Act at the discretion of the Provincial Health Officer. The RCMP can be called to offences such as the resale of essential goods and materials needed during the health emergency.”

“At this time, all in-person gatherings of any size are strongly discouraged.

All event organizers are ordered to limit all public gatherings larger than 50 people. This includes indoor and outdoor sporting events, conferences, meetings, concerts, religious gatherings or other similar events

For weddings, marriage commissioners can choose to proceed or not, as they see fit. Marriage commissioners may require further restrictions on the number of guests at wedding ceremonies to five people; the couple and two witnesses.

Refer to the [Event Planning & Performing Arts for more details](#). Also stay tuned to the BC Restart Plan for guidance on large gatherings.”

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Aspects of BCCDC's COVID-19 Protocols for office, performing arts (akin to buildings designed for large seated gatherings: e.g. churches) and event planning are included in TUC's Safety Plan.

It has been determined that as of October 4, 2020 TUC will restart public gatherings. We understand that the main demographic who attend must be fully considered and the following Safety Plan addresses these requirements. TUC and our interest in taking a more conservative path than the opportunities which are available within the Province's Phase 3 return opportunity to open business,

Vernon Trinity United Church (TUC) Safety Plan Steps

1. Step One – **Assess the risks** at your workplace
2. Step Two – **Implement protection protocols to reduce the risks**
 - a. First level - **Elimination**: limit the number of people at the workplace and ensure physical distance wherever possible
 - b. Second level – **Engineering**: Barriers and partitions
 - c. Third level – **Administrative**: Rules and guidelines
 - d. Fourth level – **Physical Controls**: Using masks, implement effective cleaning and hygiene practices
3. Step Three – **Develop policies**
4. Step Four – **Develop & implement communication plans and training**
5. Step Five – **Monitor** your workplace and update your plans as necessary
6. Step Six – **Assess and address risks** from resuming operations

General considerations

- **Establish, post and enforce an occupancy limit** for the facility that *includes members of the public and staff*. Establish and post occupancy limits for areas within the facility including dressing rooms, break rooms, and washrooms. Venues are subject to the provincial health officer's order prohibiting mass gatherings of 50 people or more.
- **Ensure that physical distancing can be maintained throughout the facility.**
- **Post and communicate the COVID-19 Safety Plan, related policies or procedures for staff and support workers.** Communicate COVID-19 protocols to workers prior to their arrival on site.
- Clearly communicate policies to ensure workers understand who can be at the workplace, which includes following the **guidance of the provincial health officer and the BCCDC around self-isolation**:
 - anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache
 - anyone under the direction of the provincial health officer to self-isolate must follow those instructions
 - anyone who has arrived from outside of Canada, must self-isolate for 14 days and monitor for symptoms
- **Inform patrons when they contact the church of policies restricting people exhibiting symptoms of COVID-19** and people who have come into contact with a person who has tested positive for COVID-19 from attending. Patrons should be advised that they will not be allowed access to the facility if they develop symptoms before the event.

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- **Communicate your policy and venue protocols to patrons prior to the event** (post on access doors and website).
- Provide additional messaging on event policies and procedures at the venue or event, and through website, social medial channels, ticket purchasing sites, emails and push notifications, mobile apps, and signage.
- **Include COVID-19 education where possible**, including safety meetings and daily toolbox talks (where applicable).
- **Identify workers who may effectively be able to work remotely** or from home and limit onsite work to essential roles and responsibilities.
- **Where possible, stagger schedules and breaks to reduce overcrowding.**
- **Establish small working groups** (or cohorts) that work together routinely and exclusively **to reduce the risk of broader transmission.** Examples may include small groups or teams that require closer contact for tour buses, loading, assembling, striking, rehearsing, etc.
- **Consider alternatives to large gatherings**, e.g., live streaming, pre-recorded shows, small acoustic concerts, solo performances, or virtual reality and other digital experiences.
- **Where possible, hold events outdoors** instead of indoors.
- **Limit or cancel activities where physical distances** or other appropriate controls cannot be implemented
- Assign designated restrooms to sections of the church to control patron movement.
- **Workers should ensure that organizations, groups, or individuals that participate in events in a public venue comply with the venue's rules** and precautions to reduce the risk of COVID-19 transmission.
- **Adjust publicly accessible spaces to support physical distancing among workers and patrons.** This could include:
 - Control and stagger entry into, and exit from, the venue. Organize patron egress from back to front or nearest the exits leaving first by row or section.
 - Extend the time between door opening and performance start time.
 - Increase the amount of time available for intermission to allow patrons to navigate high traffic areas such as ingress, egress, hallways, concessions, and washroom areas, or reduce the length of time for event to eliminate the need for intermission.
 - Open the lobby at the same time as house to allow patrons to move directly to seats or load venue by row or entry door.
 - Establish different points of entry and exit from high traffic areas.
 - Manage the flow of people by implementing one-way walkways or marking off designated walking areas.
 - Identify areas, such as lobbies or washrooms, where crowding is common, and using workers, or barriers to redirect people who may gather in these areas.
 - Create delineated and designated areas if patrons are required to wait in line.
 - Use floor markings, lines or cones to show proper physical distance when lining up for box office, security screening, entry, washrooms, etc.
- **Establish and communicate handwashing and sanitizing guidance for workers and patrons.**

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- **Provide adequate hand washing and hand sanitizing facilities** and ensure these are stocked with supplies. Provide at entrances and other well-marked and illuminated locations throughout the venue. These stations should allow no-touch activation if possible.
- **Ensure that seating allows for a physical distance of 2 metres between people who are not in the same party.** Depending on the size of seats, this may mean leaving alternating rows empty, and leaving one or more seats empty between parties. This may be done through a combination of blocking off unavailable rows, and signage and communication to patrons reminding them to leave the appropriate number of seats between parties.
- **Ensure a minimum distance of at least 2 metres between those delivering the service and audience seating areas.**
- Increase the availability of waste receptacles near washrooms and at venue egress points to reduce the accumulation of litter.
- If there are other productions or existing tenants sharing the complex, establish joint protocols to facilitate the recommended physical distancing, hand washing, and enhanced cleaning of common areas.
- Discontinue use of sharable worker lockers.

Cleaning and disinfecting

- Establish cleaning and disinfecting protocols that address high-contact surfaces throughout the venue.
- Consider the following areas in your cleaning protocols:
 - Front of house and public areas (lobby, hallways, dining and food service areas)
 - Door handles, push plates, elevator buttons
 - Washrooms
 - Handrails and banisters for stairs, ramps, and escalators
 - Reception desks and ticket counters
 - Point of sale terminals, and other keypads
 - Tables and chairs, including arm and head rests
 - Beverage stations, water fountains, vending and ice machines
 - Trash receptacle touch points
 - Back of house room, dressing areas
 - Shared office spaces
 - Door handles, push plates, doorways, railings
 - Light switches and candles/holders
 - Cabinet handles
 - Telephones, computers, other keypads, mouse
 - Microphones and music stands
 - Other audio or video technical equipment
 - Trash receptacle touch points
 - Back of house flower preparation areas
 - Ensure that arm rests within the theatres are cleaned and disinfected regularly.
 - Ensure all outside gear entering a venue is cleaned and sanitized upon arrival at workplace.

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Delivering and receiving goods

- Establish pick up and drop off areas for courier drivers and ensure that physical distancing is maintained throughout the delivery and drop-off.
- Request contactless delivery to maintain physical distancing requirement (e.g., delivery person leaves packages in Narthex entrance area. (this option may be limited if signing or proof of receipt is required.

Performers, including actors, dancers, and musicians

- Be deliberate to employ alternative methods for performances to reduce or eliminate close contact between performers.
- Playing instruments or singing may result in greater dispersion of droplets from each worker due to higher intensity breathing in addition to participant movement. Position workers to maximize physical distancing 4m. Where possible, perform these activities outdoors.
- Reduce the number of workers in large gathering areas such as backstage and waiting areas.
- Establish and post occupancy limits. Limit access to essential personnel only.
- Mark areas on stages to ensure each worker is assigned a designated area in which they can move about to maintain physical distancing with other workers.
- Where feasible, workers should put on and adjust their own headphones, in-ear monitor, and microphone to ensure physical distancing is maintained.
- Wherever possible, instruction and practice sessions should be conducted remotely, via video conference or other means.
- Travellers to B.C. from outside of Canada may not be permitted to enter the province, and if they do, they are required under order by the provincial health officer to self-isolate for 14 days.
- Do not allow individuals to enter facility until scheduled time.
- Use larger rooms where physical distancing can be maintained or barriers can be installed (arrange for at least 2 metres between work stations).
- Where physical distancing cannot be maintained and other control measures such as barriers cannot be used, masks should be worn to reduce the risk of transmission. Ensure that masks are selected and cared for appropriately and that workers are using masks correctly. If the type of mask used does not offer adequate protection to the wearer, clients should also be encouraged to wear masks to protect workers.

Production (audio and visual support staff)

- Develop strategies to limit the number of workers required during load-in, run, and strike.
Restrict
- back-of-house workers to essential personnel only.
- Stagger technical set up time, rehearsal or sound check time so they do not overlap.
- Post occupancy limits in enclosed spaces such as control/sound booths, change or dressing rooms, green rooms, tents and orchestra pits.
- Reduce the number of workers allowed, to conform with physical distancing guidelines or if not possible, consider barriers such as plexiglass or mute shields between musicians where possible.

Tools, equipment, props, and instruments

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- Where possible, equipment should be assigned and kept with a specific department or working group. For example, each department (carpentry props, lighting, sound, etc.) should have their own gear including hand tools, portable power tools, carts, cases, tape, etc.
- Assign personal visual and audio equipment such as microphones, radios, headsets, etc. to individual workers for their exclusive use. These can be stored in labeled, sealed bins or bags.
- Minimize the sharing of tools, equipment, props, instruments, musical scores and all other items.
- Establish protocols for cleaning/disinfecting shared items before they are used by another person.
- Workers should wash or sanitize their hands before and after using shared items.
- Ensure shared items and high-contact areas of the work area are included in cleaning and disinfecting protocols for the workplace. For electronics, follow the manufacturer's instructions for all cleaning and disinfecting.
- Consider using wipeable covers for electronics, touchscreens and keypads.
- Clean and sanitize production equipment and cargo when loaded at the warehouse and unloaded at the venue.

Construction

- Refer to WorkSafeBC guidance for construction for protocols pertaining to load in, set-up, run, and strike.
 - Transportation of workers and charter buses
 - Restrict access onto charter or tour buses to authorized personnel only.
 - Seat workers in such a way that a physical distance of 2 metres is maintained wherever possible
 - except between members of the same household or working group or cohort. Consider using larger vehicles or multiple vehicles to give people more space. If it is not possible to ensure 2 metres of distance between workers in a vehicle through these measures, consider other control measures, such as the use of masks.
 - Implement a process that allows for physical distancing when loading and unloading buses or other vehicles.
 - Ensure high contact surfaces within vehicles are routinely cleaned and disinfected. These include seats, seatbelts, headrests, door handles, steering wheels, and hand holds. For charter buses this includes couches, beds, washrooms, tables, etc.

Managing attendees physical distancing

- Ensure any workers that are expected to manage line-ups of patrons are trained in COVID-19 protocols. Ensure that they have support and strategies for dealing with patrons who may be unwilling or who are unable to understand the approach to managing volumes.
- Provide audience instruction prior to the show to emphasize changes and new expectations around audience behaviour, regular egress, emergency egress and washroom use.

Line ups and queuing

- Ushers must wash or sanitize hands if contact with unsanitized surfaces occurs
- Ensure handwashing stations or sanitizing supplies are available close to the valet area.

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- Workers should consider wearing masks during the vehicle for the comfort of attendees
- Disinfect any touched surfaces in vehicle upon entering and exiting the vehicle including the steering wheel, door handle, and vehicle controls.
- Ensure additional waste receptacles are available in the immediate area so that cleaning supplies can be discarded.
- Reconfigure queuing area for access or egress.

Venue Access:

- Provide physical barriers such as glass partitions or plexiglass at first point of contact prior to venue access
- Provide online reservation options
- Install guest-operated card readers where possible.
- Encourage attendees to pick up tickets in advance of performance date. Establish will-call pickup time slots to control peak traffic.

Security screening

- For services where physical distancing cannot be maintained and other control measures such as barriers cannot be used (for example workers conducting a pat-down), masks should be worn to reduce the risk of transmission. Masks may not protect the wearer from the virus, but they can reduce the spread of the wearer's respiratory droplets to others. For that reason, patrons should be encouraged to wear masks in these situations to protect workers. Workers should also wear masks
- to protect patrons. Refer to WorkSafeBC guidance on selecting and using masks.
- Review the screening area configuration to allow greater distance between patron and worker. If secondary inspection is required, provide a location for patron to remove the contents of their bag.
- Ensure no worker contact with the patron or belongings.
- Eliminate workers from conducting secondary hand scanning and require patrons to empty pockets, purses, bags, etc.
- Ensure hand washing or sanitizing stations are accessible by workers.

Ushering

- Limit patron movement to designated seating area only.
- Eliminate usher contact with patrons and provide self-service seating and program pickup (if any).
- Increase floor marking and aisle signage to allow patrons to find their seats more easily.

Building entry

- Implement assigned entry locations to reduce crowds at the main doors.
- Adopt touchless ticket scanning; patron retains the ticket or electronic device during scanning.
- Relocate scanning locations away from the doorway to increase distancing.

Concession and counter service

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- On June 10, the office of the provincial health officer issued a revised order for Food Service Establishments and Liquor Services. This order provides a number of requirements for these establishments, including how occupancy limits must be calculated, table and seating configurations, the use and configuration of barriers, collecting and maintaining contact information from patrons, and the application of the 50-person maximum order on events.
- Refer to WorkSafeBC guidance for restaurants, cafes, and pubs for additional protocols for food services.
- Establish and post occupancy limits for concession, food courts and seating areas.
- Ensure adequate handwashing or sanitizing or stations are located close to food and beverage services. Post signage around effective hand hygiene practices.
- Ensure appropriate physical distancing is maintained in food service and eating areas. Consider the configuration of tables and seating to ensure distancing is maintained.
- Create delineated and designated eating areas. Use lines or cones to show proper physical distance when lining up for food or beverages.
- Mark one-way entry in and one-way exit out of eating areas.
- Provide mobile ordering or pre-ordering intermission refreshments.
- Provide barriers, such as plexiglass, at point of sale or where the physical distancing requirement cannot be maintained between workers. Ensure that barriers are included in the cleaning and disinfecting protocols.
- Redesign cashier layout or point of sale terminals to provide greater physical distancing between workers. Point of sale terminals should be assigned to one worker where possible, and they should be sanitized between each user and before and after each shift.

The other aspect our Safety Plan deals with the church office. For office functions we rely on direction found in this link [WSBC Returning to Safe Operations for Offices](#). In summary, our **Office Safety Plan must be posted** at the worksite and our website.

Office environments

- Refer to WorkSafeBC guidance for office for protocols pertaining to office spaces.
- Encourage use of appointments and stagger appointment times to limit customer interaction.
- Provide adequate time to clean and sanitize equipment and high-touch surfaces (i.e., mic stands, door knobs).
- Encourage bringing clean personal equipment (such as headphones) to the appointment.
- Post occupancy limits for the studio based on space available and physical distancing.
- Have vocal performances conducted in an isolated room whenever possible.

Related links

- See the following links for additional information, guidance, or resources that may assist you in the development of your plan.
- For more information
- The information on this page is based on current recommendations and may change. For the latest

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- guidance, please see the health information from the British Columbia Centre for Disease Control and the latest news from the government of British Columbia.
- If you have a question or concern

