



## Parish / Facility Safety Plan

### • Section 2 •

Please fill out the form below and submit to your region's archdeacon by email at least ten days before your requested date to re-open. For example, if you are requesting to re-open on July 12, this plan must be submitted by July 2.

This form is designed to fulfill three requirements:

1. Help the parish to ascertain whether it has the capacity, as per the guidelines, to re-open.
2. If so, demonstrate to diocesan leadership the parish's capacity and competence to re-open, and document the protocols that will be practiced.
3. Once approved, the form below acts as the parish's provincially mandated safety plan. It can be printed and posted publicly in the parish, as per provincial requirement.

#### Basic Steps:

Incumbent and wardens fill out the form below and submit to your region's archdeacon by email at least ten days before your requested re-opening date. (Parishes located in the Nimpkish region can submit to the executive archdeacon, Barry Foster).

Your archdeacon will approve the plan or provide feedback, as necessary.

Once approved, print this plan and post in a prominent, public area. If you have multiple buildings, a copy of the plan must be posted in each building.

Your archdeacon will follow-up approx. ten days after the facility re-opens to assess whether the new protocols are effective or require any additions or adjustments.

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Parish Name: St. Anne and St. Edmund, Parksville

Region: Nimpkish

Requested date to re-open: July 26, 2020 (St. Anne's Day)

Date plan submitted: July 16, 2020

# The Parish of St. Anne & St. Edmund, Parksville

## Facility Safety Plan

We have assessed our facilities and implemented protocols to reduce risk to the public and parish members. If you have any concerns about facility safety, please contact:

Name: Mariellen Martin (People's Warden)

Phone: cell: 604 802-6043

Email: mari-ellen@icloud.com

### Risk Identification and Assessment

We have identified and assessed:

- Areas where there is potential to gather in groups, such as worship spaces, meeting rooms, and entry halls.
- "High touch" surfaces, such as doorknobs, light switches, counters, banisters, etc.
- Areas or activities where church staff are close to members of the public or parish members.
- Shared tools and equipment, such as printers/photocopiers, telephones, paper-cutters, liturgical items, books, pews/chairs, etc.

# Safety Protocols Implemented - General

## Administrative Measures

- We have reviewed our sick leave policy and encouraged staff and office volunteers to stay home if they are feeling ill.
- We have provided a health self-assessment for staff and office volunteers.
- We will manage the number of the people in the parish office at any given time by:  
People will stay outside until invited in to the office. The maximum number of people allowed in the office at one time is 3. Office hours are limited to Tuesday and Thursday, 9 -12.

## Environmental Measures

- We have installed protective barriers between our staff and the public, or made other provisions for their safety, as follows:  
Physical distancing is possible, if numbers are limited to 3 or less. Masks will be available upon entry.

## Posting of Signage

- We have posted signage at all exterior and interior entrances, as necessary, that state:
  - Occupancy limits for each room in the building.
  - Requirement to social distance (2 metres minimum).
  - Requirement to practice hand sanitizing / washing, plus instructions.
  - Requirement to stay home if feeling unwell.
  - Requirement to sign-in with name and contact information for each visit to the premises, even just to drop something off.

## Entrance and Exit

- We will ensure that all visitors enter and exit through different doors, or if this not possible, that those entering and exiting will not encounter each other, as follows:  
Entrance and exits will alternate and will be monitored by an assigned staff member for every event at the church. Community groups will have to address this in their safety plans.

## Registration

- All those entering the buildings for any reason (including staff) must provide their names and contact information (email, phone, or other) to assist in contact-tracing, if required. This information will be gathered as follows:

A registrar will be assigned for every event in the church, a list will be kept in the office, and community partners will have to address this in their safety plans.

All collected information will be held for 30 days and then destroyed; the person responsible for managing and destroying this information will be: Mandy Truman, Safety Co-ordinator

### **Hand Washing / Sanitization**

- We will ensure that people are given the opportunity to sanitize or wash their hands upon entering the facility.

- The name of the surface sanitizer we are using is:  
Dilute bleach solution, as per Health Canada list.

- The name of the hand sanitizer we are using is:  
Purell Instant Hand Sanitizer (product ID 02248868)

- We have verified that all these products are approved for use during Covid-19 by Health Canada.

### **Washrooms**

- Our washrooms are open. We have determined that toilet handles, faucets and stall handles / locks must be sanitized after each use. This will be achieved as follows:  
Staff have been instructed to sanitize after using facilities. Community users will have to address this in their safety plans. During services a Program Assistant (staff member or volunteer) will be assigned to monitor the washrooms to ensure that only one person at a time enters the washrooms, and to sanitize between uses.

## Safety Protocols Implemented – The Worship Space

### Physical Distancing

- The maximum number of people who can be accommodated in our worship space when observing 2 metre social distancing in all directions is: St. Anne's : 18 including clergy; St. Edmund's 30 including clergy
  
- We have ensured that social distancing is adhered to during worship by removing chairs or marking designated spacing on the pews as follows:  
Pews have been removed, and chairs arranged according to seating plans attached.
  
- We understand that the maximum number of attendees, regardless of our capacity, is 50.
  
- We have determined how to accommodate all those who wish to attend in-person worship, while still adhering to the worship space capacity as noted above, as follows:  
Pre booking attendance ahead of time so that if one service is full, people registering will get first chance at the next service planned.

### Removal of High-Touch Items / Sanitation of surfaces

- As part of addressing the risk of shared items, all prayer books, hymn books and other literature have been removed from the worship space.
  
- Our plan for sanitizing high-touch surfaces following every service is as follows:  
A Program Assistant (staff member) will be tasked with sanitizing high-touch services after a service.

The person(s) who will do this work: **Mandy Truman, Program Assistant, will supervise**

### Children during Worship

- We have communicated to all regular worshippers that children and infants who are present during worship are required to remain with their families at all times.

### Coffee Hour / Hospitality

- We have communicated to all regular worshippers and community users that the facility's kitchens are closed for all and any use, including making tea or coffee.



We have communicated to all regular worshippers that Coffee Hour after worship continues to be suspended.

## Safety Protocols Implemented – During Worship

### Orders of Service

- The Orders of Service must be single use, provided electronically, or projected.  
Our plan for this is:  
Single use orders of service will be used.

### Music

- We understand that congregational singing is prohibited at this time. Our plan for musical leadership is:  
Instrumental musicians. Where permitted by provincial health authorities, at some events, a soloist or a duet, using masks, or masks and shields, may sing a song, or more than one song

### Touch

- We understand and have communicated to our regular worshippers that the Peace is not to be exchanged by handshake, hugs or other touch.
- We understand and have communicated to our regular worshippers that the almsbasin is not to be passed hand to hand. Our plan for receiving the offering safely and securely is:  
On-line donations will be encouraged. A receptacle will be placed near the entrance with signage telling people to drop any envelope, cash or cheque donations there on entry. The person who handles these donations will sanitize their hands and any surface contacted afterwards.
- We understand and have communicated to our regular worshippers that the laying on of hands and/or healing prayers which require people to be in closer proximity to each other than 2 metres is suspended.

### Sacramental Practice

- We will abide by the provisions for Eucharistic elements and distribution set out under "Protocols related to Liturgical Practice," Item #8, as distributed by the synod office of the Diocese of British Columbia. To obtain a copy of these protocols, please contact:  
Contact the parish office, or see guidelines available on-line at <https://bc.anglican.ca/resources/reopening-plan>
- We have suspended the use of baked bread in favour of wafers.
- The sacrament will be distributed under the form of bread only by the clergy. There will be no passing of the common cup.



We have procured disposable, non-medical masks for the use of the clergy who will be administering the sacrament.



We have a plan for ensuring that adequate physical distancing is maintained between communicants, as follows:

Clergy will administer bread directly to seated parishioners while wearing a non-medical mask or face shield.



## Safety Protocols Implemented – Parish Life and Community Users

- We have shared this Parish / Facility Safety Plan with all parish members and community users who have requested to use the facility outside of worship times and shown these users where the plan is posted within the building(s).
- We have shared specific “Protocols related to Parish Life” and/or “Protocols related to Community Users” with all parish members and community users who have requested to use the facility outside of worship times. These documents outline protocols specific to activities outside of worship. To obtain a copy of these protocols, please contact:  
Available on line at: <https://bc.anglican.ca/resources/reopening-plan>
- We have required all community users to submit a safety plan which addresses the group’s potential risks and protocols to mitigate risk as pertains to the activities they have requested to perform in this facility. The safety plan has been reviewed and approved by the parish.
- If any parish member has concerns or questions about the protocols being practiced by community users while in this facility, they are invited to contact the parish office to discuss their concerns and receive a copy of the community user’s safety plan.