

First Lutheran Church COVID-19 Safety Protocols and Plan

We are happy to welcome you home with in-person services beginning October 11th!

Our Sunday Services are held at 10:00am, the Lakeshore Road doors will open at 9:45am. All services will continue to be available to view online via live streaming.

Registration

Registration is required to attend a service in-person in order to offer you a safe and comfortable experience. Services will be open for registration the Thursday prior. The link to register can be found below. As we are limited to 50 people in the Sanctuary at one time, we ask that you register for services every other week.

Please email or call the church office if you need assistance or to cancel your registration.

Communion

We will be offering communion after the regular service on the last two Sunday's of the month. Communion will commence immediately after the service and will be distributed as per public health guidelines.

Guidelines for Physical Distancing for Attending In-Person

Our Sanctuary seating is arranged with physical distancing protocols in mind. Children are welcome to attend and will sit with their families. Masks are required to enter the church and throughout the service. A mask will be provided if you do not have one. Hand sanitizing stations will be located throughout the lobby. As you enter our lobby, an Usher will greet you and confirm your registration and that you have reviewed our Health and Safety Protocols.

Please refrain from attending services in person for at least 14 days if:

1. You are or have been experiencing any COVID-19 symptoms such as: cough, shortness of breath, fever, runny nose, chills, loss of taste or smell or general feeling of malaise.
2. You have travelled outside of Canada in the past 14 days.
3. You have been in contact with someone in the last 14 days who has felt ill, has experienced any of the COVID-19 symptoms or has tested positive for COVID-19.

First Level Protection - Elimination

- FLC will resume office hours on July 6th. WFH models will be available to all staff on an individual basis.
- Meetings or gatherings where physical distances cannot be maintained will be replaced with larger rooms, moving meetings outside, or having all/some attendees attend virtually.
- If office attendance is required, position workers in a location that allows them to put more distance between themselves and their co-workers or customers. Arrange workstations at least 2 metres apart and away from communal pathways.
- Where possible, cancel in-person meetings and hold meetings by teleconference, video conference, or email instead.
- Rental groups will be limited to outside of school hours (Monday-Friday 7:30am-6pm) prior to June 30, and after August 15th.
- Visits to the workplace should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace. All visitors are required to sign in at the designated location.
- When booking appointments, visitors will be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.
- We will minimize non-essential in-person interaction between workers and visitors (e.g., use of virtual meeting tools, email, or telephone).
- The office will not be used as a waiting area. The chairs in the primary hallway will be staggered and signage will instruct those to knock and wait for a staff-person/volunteer.
- We will limit the number of workers allowed in common areas at any one time. No more than 50 people will be permitted in the facility at any one time outside of school hours. During school hours, minimal staff will be permitted in the building and no group activities.
- We will post occupancy limits on elevators.
- We will limit the number of staff/workers in the kitchen to four.
- We will restrict access into the kitchen area by delivery agents and members of the public and other staff.
- Packages will be dropped at the back door, outside buildings; using call ahead and/or text instructions so the deliverer is aware of any site requirements and the customer can be ready to accept the delivery. Practices will be adjusted for proof of delivery so that in-person signatures are avoided and online confirmation of receipt of package can be used instead.
- Gym use will be limited to 25 people.
- Use will require guests to wash their hands before and after using the gym, and to use hand sanitizer when transitioning between pieces of equipment.
- Group classes should only be offered if physical distancing measures can be maintained at all times. This does not include group sports where distancing can't be maintained (basketball, volleyball etc.) Group sports are not permitted at this time.
- Where possible, we will provide virtual services, offering in-person services only if necessary.
- Home visits will be minimized to reduce physical contact

COVID-19 Safety Plan

Second Level Protection - Engineering

- A physical barrier will be added to the exterior of reception by a sliding glass partition. This will eliminate the need to enter the office to sign documents, engage with staff, or request assistance.
- Some stalls and stations will be disabled to maintain distancing requirements.

Third Level Protection - Administrative

- Hand sanitizer will be available to staff/visitors as they enter the building.
- Signage will be posted, indicating that staff, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the office building.
- A new rental agreement will be used that outlines physical distancing and requirements.
- Groups will follow all specific guidelines for their specific facility space, including cleaning and disinfecting plans.
- Groups will be required to provide their own COVID-19 Safety Plan
- Signage will be posted to inform everyone of the measures in place.
- We will remove non-essential communal items, including magazines.
- We will arrange for suppliers and/or delivery persons to drop off goods at building entrance whenever possible. Contactless delivery will be used to maintain physical distancing requirement when signing or proof of receipt is not required.
- We will ensure that whatever changes are made to the usage of communal areas is clearly communicated to staff.
- All staff are encouraged to eat in their offices, outside, or on the roof to maintain recommended distances.
- Staff are required to bring in their own utensils and dishes.
- No unpackaged food or drinks will be provided to staff. Use of single-serve coffee stations require disinfectant after each use.
- Communal doors will remain open throughout the workday to reduce contact with door handles.
- Staff should use their own equipment, such as pens, staplers, headsets, and computers whenever possible.
- Shared equipment should be cleaned and disinfected after each use.
- Markings will be added on the ground to indicate where staff/visitors should stand while lining up to enter the elevator, and in the elevator itself.
- We will minimize sharing of communal equipment and small tools. Any shared equipment such as small appliances, mixers, etc. will be cleaned between use and workers should wash their hands. Shared ingredients, containers, and high-touch equipment will be included.
- We will develop and establish additional handwashing procedures for all kitchen staff. This includes before and after leaving the kitchen and using equipment.
- Ensure used tissues, disinfectant wipes, and safety equipment are properly disposed of in a lined waste bin that is emptied daily.
- Time will be scheduled between use to allow for appropriate cleaning and disinfecting.
- Our illness policy and safety protocols will be available through email or website before entry into the workplace takes place.

COVID-19 Safety Plan

- An emergency plan for crowd control and staff support in events such as: Medical emergencies, including providing first aid to the public (consider vulnerable visitors) and sudden over-crowding will be created.
- Emergency plans will be discussed with local emergency responders
- Staff should use their own equipment, such as instruments, whenever possible.

Fourth Level Protection - PPE

- Staff/volunteers serving groups will be required to wear a mask.
- Staff must also carry a mask with them in case they are requested to wear one by a visitor/guest. All masks will meet the guidelines outlined by the BC Centre for disease control (BC CDC).
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Cleaning Protocols

- Cleaning and disinfecting of all spaces will meet the recommendations laid out by the BC CDC; including but not limited to the following:
 - General cleaning and disinfecting of surfaces will occur at least once a day.
 - Cleaning and disinfecting highly touched surfaces at least twice a day and when visibly dirty (e.g., door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Workstations will be integrated into our cleaning and hygiene protocols, ensuring that frequently-touched surfaces are addressed such as the computer keyboard and mouse, desk surface, and telephone.
- We provide safe places for visitors to dispose of used sanitizing wipes and other personal protective equipment.
- Elevator panels will be routinely disinfected.
- We will enhance cleaning and disinfecting practices for high-contact areas such as surfaces in public serving zones; incorporating regular and closing cleaning and disinfection for all shared spaces; and ensuring individuals are provided with appropriate supplies, such as soap and water, hand sanitizer, and disinfectant wipes.
- Equipment and fitness areas will be positioned at least 2 metres apart with greater distancing for aerobic fitness where high exertion is common to ensure adequate spacing is available.
- Policies require guests to wipe down equipment before and after every use. Provide adequate supplies and garbage bins for disposing used materials.
- Communal doors will remain open throughout the workday to reduce contact with door handles.
- Shared equipment, including all instruments, computers and A/V controllers will be cleaned and disinfected after each use.
- Post-use and daily cleaning schedules will provide accountability to staff and contract workers.