



Shaughnessy Heights  
United Church

1550 West 33<sup>rd</sup> Avenue, Vancouver BC V6M 1A7

**June 1, 2020**

## **How do We Sing the Lord's Song in a Strange Time?**

### **Guidelines for reopening SHUC:**

#### **Guiding Principles:**

As leaders in our Community of Faith, we have the responsibility to our staff, community members and to our rental groups to provide a reasoned and safe plan for re-entry to SHUC based on the best available information. The safety of all is of paramount importance.

#### **Purpose:**

Provide a plan for reopening that is:

- Phased
- Based on best practices as advised by BCCDC, BC Health Ministry and Worksafe BC
- Allows for new learning and is adaptable as needed
- Is respectful of and responsive to staff needs especially as relates to safety and security
- Ensures that all staff and others requiring entry to the premises are aware of and understand measures put in place and understand that there may still be some amount of risk.
- Ensures that all users of the premises have been educated in proper handwashing, cleaning of personal space, and understand and maintain proper physical distancing from others.

#### **Core Measures and Responsibilities:**

##### **SHUC:**

1. Provide signage that outlines key principles of guidelines, including handwashing, areas which are closed to access, room number limits and traffic flow patterns as needed.
2. Provide for appropriate cleaning of the premises as dictated by the number of individuals using the premises. Frequency will increase with increased use.
3. Provide cleaning supplies for individuals to clean their personal work areas as well as shared area, ie. washrooms and common area surfaces.
4. Provide physical barriers as needed.
5. All washrooms with the exception of the handicap washroom will be closed at this time.



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6. Ensure that those who use the premises for work or other activities are safe. Any safety concerns should be reported to SHUC. Staff will report to James Fraser. All others to report to Nancy Cho.
7. A list of individuals who have access to the premises, as well as their contact information, will be collected and held for a period of 30 days only for the purpose of contact tracing should an illness occur.

### **Staff/Individuals**

1. All individuals will be required to maintain physical distancing of 2 meters.
2. All individuals will be required to practice good hygiene including: hand washing on entering the premises, before and after any break time, after touching common surfaces and prior to exiting the premises. Use of hand sanitizers is recommended when there is not access to soap and water.
3. All individuals unless otherwise permitted, shall enter the premises by the blue door (Northwest corner of office area.)
4. An information bulletin board will be located at any entrance used by staff or others who have access to the premises.
5. All individuals who access the premises will sign in with contact information on entry.
6. Anyone who has symptoms of a cold, flu, or Covid-19 including a cough, fever, sneezing, runny nose, sore throat, fatigue must stay home and should not enter the premises.
7. Anyone who has traveled internationally must self-isolate for 14 days prior to accessing the premises.
8. Anyone who has had contact with someone with Covid-19 must self-isolate for 10 days prior to accessing the premises.
9. Anyone who develops symptoms of a cold, flu, or Covid-19 must notify others present in the premises and isolate, sanitize hands and surfaces, call 8-1-1 and leave to go home to self isolate. Notify Nancy Cho, Chair of Council.
10. Anyone who feels that they are at greater risk because of underlying health issues, age or other reasons will not be required to enter the premises.
11. All high touch areas such as washrooms, door handles, handrails will be cleaned and sanitized with approved cleaners twice per day. Phones, keyboards and other items for personal use by one individual should be cleaned at the beginning and end of each work day.
12. If any individual encounters a situation in which they have concerns or feel unsafe they must report to Nancy Cho, Chair of council, so that the situation can be dealt with quickly and effectively.

### **Rental Groups:**

1. All groups must comply with SHUC Covid -19 guidelines as outlined.



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2. Members of groups must comply with responsibilities as pertains to individuals.
3. Only group participants will be allowed to enter the premises. Parents/drivers must wait in their cars or outside the premises for drop off and pick up.
4. There will be no change facilities open at this time so participants must come dressed for their activity.
5. There will be no access to kitchen facilities. Each group/participant must provide their own water bottles, coffee/tea and food items. No SHUC dishes, cups, glasses or cutlery will be used by groups or individuals.
6. The supervisor/leader of a group must keep an accurate log of individuals participating in an activity at each meeting. This will be held by the group but must be made available to public health officials should someone become ill. This information will only be used for notification of others and tracking of cases.
7. The supervisor/leader of each group must monitor group participants for signs and symptoms of illness including: cough, fever, sore throat, sneezing, fatigue or any other symptoms related to Covid-19. Any participant that develops symptoms or becomes ill while on the premises must immediately put on a face mask, wash their hands, notify the group leader and leave the premises. On return to home they should call 8-1-1, and self isolate for 14 days. The leader must notify SHUC of any illnesses.

## **Plan:**

Phase I: Allowing staff including cleaning staff access to workspace; May 15th, 2020

- Identify individuals who wish to or need to access the premises
- Identify any items including equipment which should be removed from spaces in order to reduce exposed surfaces.
- Provide guidelines for access and personal responsibility of those entering the premises.
- Provide any needed education for staff or others requiring entry to the premises.
- Provide adequate cleaning of high touch areas (twice daily). In this phase, the staff that are using the premises will be responsible for cleaning their work areas, washrooms and other common areas which they access. SHUC will supply gloves and sanitizing wipes or sprays.
- Provide hand sanitizer for each staff member as required. Staff must wash hands upon entry to the premises, after touching common surfaces, and before leaving the premises.



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- Room occupancy lists will be posted.
- Areas to be closed to use at this time include: library, balcony, lounge, chapel, kitchens, multi-stall washrooms.

Phase II: Access for some congregational volunteers and rental groups which have approved and have developed appropriate safety plans. June 6th, 2020

- All rental groups will provide SHUC office as well as Nancy Cho, with their safety plans
- All rental groups must agree to SHUC guidelines
- There will be a maximum of 25 people in the premises at any given time.
- Enhanced cleaning and sanitizing of ALL high touch and other surfaces twice a day.
- Any microphones, electronics or musical instruments will be for individual use and will be cleaned before and after use by the user.

Phase III: Access for larger groups and congregational members for small gatherings including worship. This will be reviewed on August 24th, 2020 and as necessary as to appropriate timing of increased access to the premises.

- All groups will provide the SHUC office with their safety plans.
- All groups must agree to SHUC guidelines. Any group that is in violation of safety guidelines will be denied access to the premises.
- There will be a maximum of 50 people in the premises at any given time.
- Enhanced cleaning and sanitization of ALL high touch and other surfaces twice a day.
- All participants in worship will practise physical distancing. Masks may be required depending on information available at the time of this phase.
- Traffic flow patterns will be established to reduce risks. Congregants not requiring use of ramp entrance, will enter and exit by north doors in Narthex. Entry into the sanctuary will be through the centre aisle and exit via side aisles.



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- Any microphones, electronics or musical instruments will be for individual use and will be cleaned before and after use.

### **Resources:**

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>

[http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-faith-based-organizations.pdf>

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>

<http://www.bccdc.ca/Health-Info-Site/Documents/Coronavirus%20FAQ%20Trad%20Chinese.pdf>

<http://www.bccdc.ca/Health-Info-Site/Documents/Coronavirus-FAQ-English.pdf>

### **TATEMENT OF UNDERSTANDING AND ACCEPTANCE**

This applies to all users of the premises and is to be completed by all SHUC staff, contractors and volunteers, and at least one representative having authority over each of the rental groups. By signing this document, I acknowledge that the SHUC premises are a shared space and my understanding that these guidelines are necessary for the safe and respectful shared use of the premises. In particular:

1. I confirm that I have read and understood these guidelines and that they apply to all users of the premises.
2. I agree to abide by these guidelines as a condition for using the premises.
3. I understand that if I do not follow these guidelines SHUC can ask me to leave the premises. I understand that if I am a representative of a rental group, I am responsible for ensuring that members of my rental group abide by these guidelines and that SHUC can ask my rental group to leave the premises if any member of my rental group does not abide by these guidelines.



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## **WAIVER RELEASE OF CLAIMS AND ASSUMPTION OF RISK**

**This waiver is to be read carefully, as it affects your future legal rights. By signing below, you (on behalf of yourself, any user group that you represent, and any personal representatives, assigns, heirs and next of kin), acknowledge, agree and represent that you have carefully read and fully understood the waiver and agreed to its terms. If you are the representative of a user group, you agree that you will assume responsibility for any harm that may come to any member of such user group that uses the SHUC premises.**

- A. I am aware that there are risks and hazards associated with using shared spaces in view of COVID-19. I understand that abiding by the guidelines set out herein will reduce these risks, but that these risks can not be eliminated entirely.**
- B. I freely and voluntarily agree to assume the risk with respect to COVID-19, including the risk of death, bodily injury or property damage, regardless of severity, that I (or others in my user group) may sustain as a result of my use of the premises, however so arising, including but not limited to, the active or passive negligence of other people sharing in the use of the premises.**

I acknowledge that I am signing this agreement freely and voluntarily and intend my signature to be a waiver and complete and unconditional release of all liability due to the negligence of SHUC staff, contractors and members, or the inherent risks of using the premises directly or indirectly related to COVID-19.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

User Group (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

This agreement may be executed electronically and submitted via facsimile, or scanned and sent by email, and if so executed it shall be deemed to be an original.