

JUBILEE UNITED CHURCH

a congregation of The United Church of Canada



May 17, 2020

Re: COVID-19 Coronavirus Re-Opening Protocol

Jubilee United Church will begin to resume to a “new normal” along with the rest of British Columbia as of Tuesday, May 19, 2020.

While we yearn for the time when we can return together in community, we know that the safety of staff, volunteers, church members, and all those whom we serve continue to guide our decisions about reopening. Many of our members are among the most vulnerable to this pandemic.

All staff and congregants will adhere to the guidelines, recommendations, and directives offered by the Province of British Columbia, Health Minister Adrian Dix and Public Health Officer Dr. Bonnie Henry, and we will work within the rule and the spirit in which they are given.

We will also follow the three-phase reopening plan suggested by the General Council and Pacific Mountain Regional Council.

We are currently in Stage ONE of three - we will (slowly) re-open the building with enhanced protocols.

Church Specific

- We will continue to worship virtually and encourage continued connection between members of the community of faith.
- Our Executive Team, Core Ministry Groups and Bible study will not meet in person, but shall continue to meet virtually.
- Neither our community lunch nor our thrift shop will open at this time.
- Jubilee United Church reserves the right to cancel the use of any use of space if it is determined that the facility partner is not following the hygiene and social distancing guidelines, not cleaning the space appropriately, or using space they have been asked not to.
- Jubilee United Church reserves the right to limiting the number of people in a given space based on meeting the social distancing requirements, and the limit may be lower than that set by the BC Health Authorities at any given time.
- We will communicate regularly with our stakeholders, staff, volunteers, church members and facility partners.

Building Access

- Physical distancing requirement of at least 2 metres will be maintained. There will be no handshaking or hugging and if unable to maintain physical distancing, a non-medical mask or face covering will be used.
- A record of visitors for possible contact tracing will be kept.
- Hand sanitizer is available to staff and volunteers as they enter the building.

7591 Gray Ave. Burnaby, BC V5J 3Z4

604-434-8323 | office@jubilee-uc.ca | www.jubilee-uc.ca

Lead Minister: Rev. Graham K. Brownmiller minister@jubilee-uc.ca

- signage restricting access to the workplace to those who are exhibiting symptoms of COVID-19 will be posted
- Disinfecting and cleaning of bathrooms and high-touch areas (telephones, door knobs, light switches, cabinet handles, and stair railings) will occur throughout the day

Facility Partners

- Our Facility partners are required to adhere to enhanced safety protocols as set out by the church (including physical distancing, no food, hand hygiene etc.)
- Our Facility partners will inform the church as to what they will do beyond those measures.
- Facility partners will use the provided sanitizing materials and clean the space before they leave the premises.
- Facility partners will keep track of their own membership in the event that contact tracing is required, and provide such upon request.
- Jubilee United Church reserves the right to cancel the use of our facility if it is determined that a facility partner is not following the hygiene and social distancing protocols, not cleaning the space appropriately, or using space they have not been given permission to use.
- If a congregation, singing will occur only by soloists or small groups (3), at least 10 feet apart and distant from the congregation. Microphones are not to be shared.

Workplace operations

- Office hours will be considered in order to reduce the risk of exposure and maintain the physical distancing requirement.
- Meetings or gatherings where physical distances cannot be maintained will be avoided. When necessary, larger rooms will be used, meetings will be moved outside, or attendees may attend virtually.
- If any staff feel uncomfortable working in the building even with these enhanced protocols, measures will be put in place to have them work from home, if possible.

Workstations

- Staff will be positioned in a location that allows them to put more distance between themselves and their co-workers or customers.
- Where possible in-person meetings will be cancelled and held by teleconference, video conference, or email instead.
- Sharing of office space or workstations will be limited; when shared, they 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.
- The number of people using shared office equipment or other items (photocopiers, coffee machines, microwave ovens, etc.) will be minimized. Shared equipment will be cleaned and disinfected after each use.

Communal spaces

- Changes made to the usage of communal areas is clearly communicated to staff and volunteers.
- The number of workers allowed in common areas at any one time is limited.

7591 Gray Ave. Burnaby, BC V5J 3Z4

604-434-8323 | office@jubilee-uc.ca | www.jubilee-uc.ca

Lead Minister: Rev. Graham K. Brownmiller minister@jubilee-uc.ca

- Staff are encouraged to take breaks or eat outside or at their desk.
- If breaching the physical distancing requirement is unavoidable, a plan for the work task and instructions will be provided to ensure that time spent in close proximity is minimized.
- Staff are to required to wash and sanitize dishes and utensils used.
- There will be no communal foods provided or shared.
- Communal doors will remain open throughout the workday to reduce contact with door handles.
- Staff will, to the best of their ability, use their own equipment, such as pens, staplers, headsets, and computers.
- Hygiene practices will be established that address the needs of the workplace that includes the requirement to wash or sanitize hands after coming into contact with public items.

Outside visitors

- Drop-in Visitors are discouraged at this time.
- Visitors to the church will not enter the offices of staff without invitation, but speak to them from doorways or move to an open location where physical distancing is possible
- If required, visits to the workplace should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance).
- Signage will be posted to inform everyone of the measures in place.
- When booking appointments, visitors will be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.
- Non-essential in-person interaction will be minimized (e.g., use of virtual meeting tools, email, or telephone).
- Waiting areas will be arranged to maintain physical distancing requirement. Markings will be placed on the floor directing visitors where to stand when approaching front desk.
- Staff will be provided with hand sanitizer for their use only.
- A safe place will be provided for visitors to dispose of used sanitizing wipes and other personal protective equipment.

Deliveries

- Delivery zones are clearly identified and limited to receivers and deliverers only.
- Suppliers and/or delivery persons will drop off goods at building entrance.
- Contactless delivery will be requested to maintain physical distancing requirement. This option may be limited if signing or proof of receipt is required.

Room Limits

based on 113 square feet per person

- | | |
|--------------------------------------|-------------------|
| • Sanctuary | 20 people (TOTAL) |
| • Chancel | 5 people |
| • Memorial Room: (561 sq ft) | 5 people |
| • June Burritt Lounge: (442.5 sq ft) | 4 people |
| • Upper Hall: (1,550 sq ft) | 12 people |
| • Lower Hall: (1,860 sq ft) | 16 people |
| • Choir Room: 570 (sq ft) | 5 people |

7591 Gray Ave. Burnaby, BC V5J 3Z4

604-434-8323 | office@jubilee-uc.ca | www.jubilee-uc.ca

Lead Minister: Rev. Graham K. Brownmiller minister@jubilee-uc.ca