



## **HSUC COVID-19 PROCEDURES**

### **OVERVIEW**

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep our employees and the public safe and healthy so we can stop the spread and prepare to reopen our facility, when we are ready.

Below is a set of objectives, resources, tips and best practices to help HSUC prevent the spread of COVID-19.

### **OBJECTIVES**

1. Our community is a delightful spiritual group and we need to get back together and do what we can to enjoy each other's company and promote our community we love and appreciate.
2. We must take precautions to ensure the safety of our community and others.
3. It is also an opportunity to vision within our commitment to God's word. It is an opportunity to vision on how this pandemic has changed the future of our society and how we can engage it.

### **BEST PRACTICES**

We know that our facility is unique which makes it important that every space is assessed by function and acknowledged by our facility users to ensure they take action to protect against hazards presented by exposure to COVID-19.

Practicing physical distancing (staying at least 2 metres away from others), minimizing contact with droplets of mucous or saliva, keeping hands, surfaces and objects clean, and preventing contact with potentially infected people – are all critically important measures.

We support the advice to use a simple cloth face coverings—to slow the spread of the virus. This will limit transmission from those who may have it but, don't know it.

## **RECOGNIZE HAZARDS/ASSESS RISKS**

We recognize that the nature of these procedures we will provide a safe environment with respect to close contact with persons using our facility (i.e. less than 2 metres) and encourage the use of facial masks.

These interactions as well as the need to touch surfaces and equipment could increase the likelihood that you could come in contact with the virus. We will implement procedures to sanitize and schedule usage to minimize exposure to a virus or communicable disease.

We will take action to minimize those risks within our facility. Employees or the public who are sick or have signs of illness (e.g. fever, coughing, sneezing, runny nose, tiredness, shortness of breath) should self-isolate and **not** enter our facility, risking an opportunity to spread the infection.

Notify all persons with door codes that they cannot enter the church without permission.

## **GENERAL PROCEDURES**

- There will be a log of visitors/individuals at the Queen's Avenue entrance, **ALL VISITORS/INDIVIDUALS MUST BE RECORDED**, it will require date, time, name and signature.
- We will require records of each function documenting by each group with the names of participants, function date and times.
- For confidentiality purposes, the names and contact information can be sealed in an envelope and kept in a secure location. If not needed, it can be shredded after 30 days.
- Entrance and exit to the facility: Entrance will be Queen's Avenue (east) and the exit will be Main Street (south).
- This will be reversed for those and their attendants that require accessibility assistance (lifts). The reason for this is to provide the safe distancing requirements, effective flow for all. The lifts will be attended to assist those in need.

- Use antibacterial product provided at entrance and exit. If there is a concern about quality or fragrance, please bring your own preferred product.
- Please use the door opening buttons at entrances/exits and washrooms it will help with sanitizing and lessen exposure on doors and door handles.
- Markings on the floor will provide guidance for proper physical distancing in the halls and stairs during entrance and exiting.
- Upon completion of each function, cleaning caddies will be provided and a check list to ensure a thorough and complete sanitation of the facility to be completed prior to exit.
- Ensure all staff have completed WHIMS training, especially those working with cleaning and disinfecting products.
- The record of the function and sanitizing check list will be deposited in the box outside the administrator's office upon exiting.
- Both the entrance and exit are locked and secure.
- Lower level washrooms are two person at a time.
- The kitchen, servery, choir room and mechanical room will be closed and not accessible.
- All refreshments and food are to be brought in, served and removed after each function.
- The minister's and administration office are not accessible to protect our employees, if contact or something is required arrange a date/time and we will be pleased to comply and we will advise where the material may be picked up.

## CLOSING COMMENT

These procedures are required to ensure we can all stay safe and healthy. If someone has to **remind** anyone of compliance to these procedures it is not about **you** it is about your **action**, we all need to be aware; **the reminder is kindness and love of us all.**

Thank you for your support in these special times.

