

# Johnson Heights Church

## Communicable Disease Prevention Plan

(COVID-19 Safety Plan)

April 2022

With the long-term presence of COVID-19 and seasonal cold & flu all staff, volunteers, and guests are expected to self-manage for the benefit of all community members. This plan will be updated as changes are necessary. Staff will be informed and required to communicate to their ministry the most updated copy of the Plan and current orders/guidelines from public health.

### Level 1 Elimination

#### A. **Physical Distancing:**

- a. **Events:** Plan all indoor events to allow for physical distancing and consider the flow of guest, volunteer, and staff. Use floor markings when necessary. All speakers and worship team must be 3 meters from guests during meetings of more than 12 individuals. Occupancy limits of spaces must be followed if posted.
- b. **Office wing/meetings:** maintain 1 metre when possible.

#### B. **Work from home:** when needed, staff may work from home and are to adhere to the work from home policy.

### Level 2 Engineering

#### A. **Ventilation:** Ensure there is always proper ventilation.

- a. **Offices:** if more than one person is in an office there must be ventilation in the form of the AC fan or open window.
- b. **Youth centre:** must have the heating system going or open two windows/doors on opposite sides of each other to create a cross breeze.
- c. **Classrooms/lower auditorium:** open two windows/doors on opposite sides of each other to create a cross breeze.
- d. **Main auditorium:** open first three windows on both sides, all doors at back of auditorium and turn on large fan.

#### B. **Physical Barriers:** plexi-glass can be used for extra protection when physical distancing is not possible.

**Examples are** check-ins, giving centre, front office guest window, and sound booth

### Level 3 Administration

- A. **Sick:** If anyone is sick, they should stay home even if the symptoms are mild. Health Check signs should be posted at all entrances. Staff to obtain covid-19 tests to use when symptomatic.
- B. **Employee care:** All employees may work from home if unwell and qualify for sick pay per JHC employment agreement. Employees also qualify for paid leave, if necessary, for the first three COVID-19 vaccines. All employees are encouraged to keep up to date with other communicable disease vaccines such as a yearly influenza vaccine.
- C. **Travel:** When more than one household is travelling together, ensure proper ventilation during drive time. Masks and 1-metre separation are recommended.
- D. **Food/Drink:** When preparing food and drink for gatherings mask are strongly encouraged.

For non-self-serve settings (preferred):

- a. Servers are encouraged to wear masks, avoid touching their face, and wash their hands.
- b. Provide a buffer between the guest and food so they are not standing over it, and when possible, have sneeze guards.
- c. Plate/mug/glass will be picked up by server and filled before handing over to the guest. Utensils and other small items can be passed over as needed. Server is to avoid physical contact when handing over items.

For self-serve settings:

Johnson Heights Church  
Communicable Disease Prevention Plan  
(COVID-19 Safety Plan)

April 2022

- a. Start the self-serve line with hand washing/sanitization and sign requiring hand sanitation.
- b. Clean all serving utensils or containers touched by guest regularly.
- c. Provide a buffer between the guest and food so they are not standing over it, and when possible, have sneeze guards.
- d. Plates, glasses, and utensils be picked up by the guest without touching the rest.

Level 4 Using Masks

- A. **Masks:** Please wear masks as per public health recommendations/orders.

Level 5 Cleaning

- A. **Hygiene:** Wash hands regularly, avoid touching your face, and provide alcohol based hand rubs (ABHR) for meetings if handwashing is not possible. Post handwashing signs in restrooms. Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough. Please do not share food, drinks, utensils, and so forth. Avoid handshaking during respiratory season.
- B. **Cleaning:** Clean all areas regularly and increase cleaning intervals when mass gatherings are taking place, with special attention to high touch areas. If more than one service takes place in one day, ensure the space is fully ventilated before the next event.