

# COVID-19 safety plan

Use this template to document how your organization will keep workers and other people safe at your workplace during the COVID-19 pandemic. [How to develop your COVID-19 safety plan: A guide for Ontario workplaces](#) explains what you should think about and gives examples to help you come up with your plan.

## Company details

Business name: Trinity United Church,  
Cobourg

Revision date: Mar 16 2022

Developed by: COVID Re-opening Committee

Date completed: Dec 13 2020

Others consulted:

Date distributed: February 19 2021

Revision Mar 16, 2022: Updated for post-Omicron reopening, resumption of in-person worship and congregational singing

Trinity United Church is now open for rentals, regular Sunday worship services, weddings and funerals. This plan is designed to allow renters to safely resume use of the space for instruction and meetings. Various church groups will also be back in to use the space as needed. In-person worship services on Sundays, plus occasional weddings and funerals, will be held in the Sanctuary.

Vaccination requirements, formal health screening and collection of information to support contact tracing have been discontinued as of Mar 14th, 2022, in accordance with changes to provincial regulations.

Masking and distancing rules will still be in effect for groups engaged in singing and playing wind instruments, until these restrictions are relaxed on April 9th. The Trinity United Church Administrator will continue to schedule all bookings through a set process, with no exceptions.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government's [COVID-19 website](#) for up-to-date information.

# 1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

**Consider:** What guidance will you need to provide? How will you share information? Do you need new or more frequent types of communication? Where will you update yourself on new COVID-19 guidance?

Action	Responsibility
<ul style="list-style-type: none"> <li>Ensure our procedures are up to date by a daily review of Ministry of Health guidance.</li> </ul>	COVID Re-opening Committee (CRC)
<ul style="list-style-type: none"> <li>Inform Trinity Church (TUC) staff of updates to protocol</li> </ul>	CRC
<ul style="list-style-type: none"> <li>Inform all users of updates</li> </ul>	TUC staff – administrator, custodian; CRC
<ul style="list-style-type: none"> <li>Install reminder signage throughout building – hand washing, mandatory masks, physical distancing.</li> </ul>	CRC/TUC staff
<ul style="list-style-type: none"> <li>Ensure supplies of cleaning and sanitization product are maintained</li> </ul>	TUC Custodian (Health Canada accepted virucidal)
<ul style="list-style-type: none"> <li>Hand-rub sanitization stations have been installed at strategic points throughout the building for easy access.</li> </ul>	CRC/ TUC Custodian
<ul style="list-style-type: none"> <li>Initial COVID protocols training for staff, volunteers and user groups</li> </ul>	CRC

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## 2. How will you screen for COVID-19?

**Consider:** How will you stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

**Actions:**

- CRC will check HKPR Health Unit and provincial and federal websites for updates on COVID-19 symptoms as the pandemic progresses, informing staff and users of changes in protocol.
- Ushers and leaders of groups meeting in the church space have been trained on specific safety protocols for use of the building, what areas are available to them at their allotted time.
- Group members including members of the congregation are asked to stay home and self-isolate if they are exhibiting any COVID-19 symptoms.

### 3. How will you control the risk of transmission in your workplace?

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

**Consider:** What [engineering and administrative controls](#) will you use? What changes will you make? Who needs to be in the workplace? How will you gather worker ideas about different ways of working?

**Actions:**

Action	Responsibility
<ul style="list-style-type: none"> <li>● Access to the building limited to specific groups, with pre-arranged meeting times and assigned meeting space</li> </ul>	TUC Administrator
<ul style="list-style-type: none"> <li>● Number of people in the building at any one time is restricted through arrangement of meeting time/space</li> <li>● When singing or playing wind instruments, room capacities will be limited to allow 2m distancing (to be discontinued April 9th, 2022)</li> </ul>	TUC Administrator
<ul style="list-style-type: none"> <li>● Signage placed around facility reminding people to wash hands, maintain physical distance, limit number of people congregated</li> </ul>	CRC
<ul style="list-style-type: none"> <li>● Meeting spaces to be cleaned on an as-needed basis, with cleaning supplies made available to user groups as needed</li> </ul>	TUC Custodian/ user group
<ul style="list-style-type: none"> <li>● Masks will be worn by all congregants and members of user groups at all times while in the building. (to become optional April 9th, 2022)</li> </ul>	ALL
<ul style="list-style-type: none"> <li>● Physical distancing will be maintained by all individuals in all user groups and between households in the congregation while present in the building. (to become optional April 9th, 2022)</li> </ul>	ALL

<ul style="list-style-type: none"> <li>● Physically distanced seating areas have been demarcated in the Sanctuary for worship services</li> </ul>	CRC/Ushers
<ul style="list-style-type: none"> <li>● Entrance and exit are specifically designed to minimize contact, maintaining uni-directional traffic flow through the building.</li> </ul>	CRC
<ul style="list-style-type: none"> <li>● Cleaning schedule has been developed/implemented.</li> </ul>	CRC/TUC Custodian
<ul style="list-style-type: none"> <li>● Air filtration units have been installed to reduce the risk of airborne transmission in meeting rooms.</li> </ul>	CRC
<ul style="list-style-type: none"> <li>● User groups have been informed about/instructed on use of air filtration units. Usage is required when rooms are occupied.</li> </ul>	User group

#### 4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

**Consider:** What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

**Actions:**

- Anyone who begins to feel unwell with COVID-19 symptoms MUST go home and self-isolate immediately. Use of the [Ministry of Health self-assessment tool](#) is recommended to determine what further care may be needed.
- TUC staff who might have had contact with an individual who has become infected, will follow all direction provided by the public health department (e.g. isolate at home and closely monitor their symptoms using the assessment tool available.)

## 5. How will you manage any new risks caused by changes to the way you operate your business?

**Consider:** With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

**Actions:**

- The COVID Re-opening Committee will maintain close contact with the TUC staff and volunteers who are working to assist with groups who meet in the church.
- As the situation evolves, any changes to safety precautions required will be relayed to TUC staff and Church Council. TUC staff are encouraged to relay concerns and suggested amendments to the plan as they see fit. This information is welcomed. The safety of everyone is of prime concern.
- Feedback from user groups will be solicited monthly, following up on how the protocol is working from their perspectives.

## 6. How will you make sure your plan is working?

**Consider:** How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

**Example:** We will set up a weekly meeting between the CEO and the health and safety representative.

**Actions:**

- The CRC will continue to meet a minimum of monthly to review procedures and make adjustments to the requirements.
- Feedback will be solicited from front-line staff, volunteers and group leaders

# COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

**Business name:** Trinity United Church,  
Cobourg

**Revision date:**

**Date completed:** December 15 2020

## Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Procedures will be kept up-to-date by a daily review of Ministry of Health guidance.
- All users will be advised of updates in a timely manner.
- Reminder signage is throughout the building – hand washing, mandatory masks, physical distancing, screening for symptoms, etc.
- Supplies of cleaning and sanitization products are maintained in stock.
- Hand-rub sanitization stations are placed at strategic points throughout the building for easy access.

How we're screening for COVID-19

- CRC will check HKPR Health Unit and provincial and federal websites for updates on COVID-19 symptoms as the pandemic progresses, in turn informing staff and users of changes in protocol.
- Groups have been informed about safety protocol for use of the building and what areas are available to them at their allotted time.
- All groups have been advised and agreed to have members stay home if they are exhibiting any COVID-19 symptoms.

## How we're controlling the risk of transmission in our meeting/workplace

### Physical distancing and separation

- Chairs placed 2 m apart within a space, maximum numbers posted for each meeting room.
- Traffic flow through the building marked. Where line-ups may occur, markings are placed on the floor indicating 2 m separation.

### Cleaning

- Air filtration units to reduce the risk of airborne transmission in rooms are in place and to be used.
- Custodial duties have been augmented to ensure cleaning of meeting spaces, common areas and disinfection of high-touch surfaces.

### Other

- Use of the building is scheduled to ensure maximum numbers are not exceeded.
- Staff and designated volunteers trained in the protocols are present in the building at all times when meetings are going on.

## What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Isolate the individual who has fallen ill until they are able to be transported home.
- Inform others who may have been in contact or in the space occupied by the individual so that they may take any needed precautions such as self monitoring or isolating according to instructions from a medical professional or the HKPR Health Unit.

## How we're managing any new risks caused by the changes made to the way we operate our business

- TBD

## How we're making sure our plan is working

- Feedback is solicited from all building users on at least a monthly basis.
- Feedback is solicited from TUC staff on a regular basis with check-ins by members of the COVID Re-opening Committee.