

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: The Gate Alliance Church

Date completed: February 10, 2021

Developed by: David Gagne, Campus Director

Approved by: The Gate Alliance Church Board of Elders

Provide as much information in response to each question as possible. This will help your workers and other people to know exactly what to do and what to expect.

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?

Actions:

- Email updates to staff will be provided of any changes as directed by the governing authorities as presented as changes.
- Information for updates will be gathered from:
 - <https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open>
 - <https://covid-19.ontario.ca/>
 - <https://www.niagararegion.ca/health/covid-19/default.aspx>
- Employees must submit an online Covid-19 Screening Form each day prior to entering the Workplace. Essential Volunteers will be screened each day they enter the workplace to volunteer. Employees and Essential Volunteers who fail the screening must remain home and not enter the workplace. (as of February 10, 2021)
 - Staff/volunteers may access the online screening form by visiting:
 - <https://www.thegatechurch.ca/> - at the very bottom of the page there is a button to select (COVID-19 FORM) to access the online form
 - Or the form can be accessed directly:
<https://forms.gle/5AUkhWFKEaHMR3e5A>

2. How will you screen for COVID-19?

Actions:

- Staff and volunteers will observe the posters upon entry to the building (located at all entrances) and determine if they should consider not entering based on the government provided posters information (both municipal and provincial)
- Office staff are responsible to one another in communicating should they have any symptoms and if so will arrange to work from home until such a time as they are clear to return to the office either by self-assessment or by receiving a negative Covid-19 test.
- Staff and volunteers will be asked about symptoms and travel as directed by the Ministry of Health and Niagara Regional Health via online form or on site prior to entering the workplace.

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

Actions:

- Masks are mandatory while in the Gate Campus. A policy was approved by the Board of Elders and is posted at all entrances as well as available at:
 - <https://www.thegatechurch.ca/mask>
- Hand sanitizer is located at all entry points to the building and also placed in the office for the use of staff and guests when permitted.
- Each staff member has their own office and are able to consistently keep 6' apart during any interactions.
- A divider strip has been placed at the main office reception desk (unattended) which communicates to guests that this is a barrier not to be passed.
- In the Fellowship Hall (being used as a Studio for video recording of Church services and worship), clear plastic dividers have been placed between Worship Team members to assist in the protection of airborne transmission.
- More frequent cleanings using a hospital-grade sanitizer has been implemented since the beginning of the pandemic and will continue until such a time as not required as frequently. All high contact surfaces are cleaned following or during each program/service, whichever is deemed more essential.

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

Actions:

- Should there be a suspected or potential exposure in the office, the office will close immediately requiring staff to work from home until such a time as there is a negative result from a Covid-19 test.
- Should the test be positive, the office shall remain closed for the time required as designated by the governing authorities. After such a time has passed a thorough disinfecting of the office will take place by the cleaning staff and once completed, as long as staff are symptom free, they may return to the office.
- An office entry contact sheet will be placed on the reception desk for those that enter to provide their name, date and time of entry. This list will only be used in the event of having to contact such person(s) should there be a positive test result of office staff or a volunteer that was in the office.
- If there is a reasonably suspected potential case or exposure to Covid-19, staff, board and all people who were in close contact with the individual will be contacted and notified. If there is a Covid-19 positive case, employees, church board, volunteers, members and visitors will be contacted and notified, programs will be suspended indefinitely, and the facility will be thoroughly sanitized.

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

Actions:

- There are no additional risks to the operations of the Church or the Church Office.
- Lead Pastor and staff have conversations on a regular basis.
- Before implementing new procedures, risks are assessed by the staff to eliminate and manage as needed to ensure the safety of our staff, volunteers, members, and visitors. Should any new risks arise, they will be discussed seriously as soon as possible to come to a safe and satisfactory resolution.

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

Actions:

- Our plan will be reviewed every 2 weeks to ensure the plan is in compliance with any required directives as provided by Niagara Region or the Province of Ontario.
- The Campus Director will provide direct input into the plan and the Lead Pastor as well as Board of Elders may also contribute and make suggestions.
- This plan will be made available online as a link that is current for all stakeholders to have immediate access should they require.
- Staff meet weekly to discuss the effectiveness and efficiency of our Covid-19 Safety Plan to ensure information, procedures, policies, and communication lines are up to date and functioning to protect the staff, volunteers, members, and visitors.