

# COVID-19 Scarborough Chinese Baptist Church (SCBC) safety plan

## Organization details:

SCARBOROUGH CHINESE BAPTIST CHURCH  
(SCBC)

Revision date: 29 NOVEMBER 2020 (version  
02)

Date completed: 29 NOVEMBER 2020

Developed by: SCARBOROUGH CHINESE  
BAPTIST CHURCH (SCBC) ADMINISTRATION  
Team

Division/group: SCBC ADMINISTRATION  
Team

Others consulted: SCBC COVID19  
Monitoring Group and SCBC HEALTH TEAM

Date distributed: 29 NOVEMBER 2020

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

## Actions:

Note: As a workplace as well as place of worship, all precautions covered in this document that apply to workers also apply to congregants, visitors and contractors as appropriate.

To ensure all workers know how and are able to keep themselves safe from exposure to COVID-19:

The SCBC Administration on behalf of the employer will:

- Screen all people (staff, visitors or contractors) who enter the church. The screening shall include but not limited to recording the details as contained in the Toronto Public Health Self-Assessment Form and taking of body temperature
- ensure self-isolation for workers with symptoms and workers who are close contacts of COVID-19 cases
- ensure people maintain a physical distance of at least 2 metres
- have workers, clients and visitors wear masks
- disinfect surfaces and objects
- ensure hand hygiene and provide sanitizing throughout the facility, particularly handwashing
- remind workers about good cough and sneeze etiquette and to avoid touching their face
- work with the local public health unit i.e. **Scarborough Health Network - Birchmount (2.80 km away)** 3030 Birchmount Road Scarborough, ON M1W 3W3 and at **Phone number [416-495-2601](tel:416-495-2601)** if any workers have COVID-19 or are exposed to someone with COVID-19
- Ensure the SCBC COVID-19 safety procedures are up to date by a daily review of Ministry of Health guidance.

All SCBC staff/workers are required to know and comply with:

- Current Toronto Public Health COVID-GUIDANCE – COVID-19 Guidance for Places of Worship latest version.

- Post all information of the above latest guidance in the form of poster at the church East entrance; online at Toronto Public Health website (<https://www.toronto.ca/home/covid-19/>) and relevant links provided at scbc.com
- Encourage to download and use the COVID ALERT app as far as practicable

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

### **Actions:**

- SCBC COVID Compliance Officer (SCBC Building Superintendent Peter Wong) will conduct screening when on duty. Duty Custodian will carry out the screening outside the duty hours of Peter.
- During the screening, any person (staff, worker, visitor, member, volunteer, public officer, pastor etc.) who enter SCBC at any time of the day through the East entrance (the only entrance allowed) will be individually inquired verbally in accordance with the Ontario Provincial list of COVID-19 symptoms as stated in the Self-Assessment Form.
- All symptoms are assessed in accordance with each and every symptom as stated in the form. The answers will be recorded accordingly. The body temperature of the person will also be taken by the touchless thermometer and recorded. The staff conducting the screening should record his/her name at the end of the completed form.

### 3. How we will control the risk of transmission in our workplace?

#### **Actions:**

To control the risk of COVID-19 transmission in SCBC building and workplace, all persons should:

- Maximize distance between persons of at least 2m
- Use hand sanitizer as frequent as possible
- Use washroom for hand washing as frequent as possible
- Cover nose and mouth by facemask at all times inside the church
- Follow the SCBC safety action plan
- Be subject to the maximum of people limit indoor per Toronto Public Health latest guidance

Through administrative control, the SCBC Administration shall:

- Support good hand hygiene by providing more hand sanitizing stations throughout the building. All hand sanitizers and soap dispensers are checked periodically daily to ensure they are filled.
- Providing respiratory hygiene through provision of free facemask/face shield (for person with breathing difficulty) at the east entrance.
- Implement no food/drink policy inside the church. The kitchen/pantry are closed for use and locked up.
- BBQ tables are provided at the north lawn outside the church building for use by any person taking food or drink. However, persons are reminded to keep 2m distancing by poster on the lawn.
- Deploy skeleton staff to carry out the necessary duty at the church

The SCBC Building Superintendent/Duty Custodian/staff should:

- Reduce transmission of COVID19 virus from surfaces and objects by frequent cleaning/sanitizing of high exposure touch areas including but not limited to washrooms, entrance, office, elevator, staircase, handrails, door handles, photocopier etc. by using the recommended/listed sanitizers and recommended sanitizing procedure

- Through maintenance control, all roof-top heating / air-conditioning units are checked and maintained in efficient working order daily by the Building Superintendent, to ensure effective and optimal airflow. All irregularity found will be rectified expeditiously. The intake air filters for the roof-top heating/air-conditioning units are checked periodically under scheduled maintenance by outside maintenance contractor.

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

The SCBC Administration have designated Rm 115 (Choir Room) next to the East Entrance as the safe isolation area in the workplace and created a checklist with the procedures of what to do if someone gets sick at work, including key contact numbers.

These are the steps to be taken if any workers, congregants, visitors or clients has symptoms that may be related to COVID-19 or is diagnosed with COVID-19.

### **Step 1: Exclude symptomatic people from the workplace**

If a worker calls in sick, informs of symptoms or informs they had close contact with someone with symptoms, have them take the self-assessment. Ask the worker to follow any recommendations given by the tool, including being tested and self-isolating.

If anyone shows symptoms in the workplace, they should return home and self-isolate immediately. If they cannot leave immediately, they should be isolated until they are able to leave. There is a plan in place to deal with this and supervisors are trained on how to handle the situation.

If the person is critically ill, call 911 and let the operator know that they may have COVID-19.

Ask the person to contact their doctor or [Telehealth Ontario](#) at [Toll-free: 1-866-797-0000](#) for further directions about testing and self-isolation.

### **Step 2: Contact public health**

Contact local public health unit i.e. **Scarborough Health Network - Birchmount (2.80 km away)** 3030 Birchmount Road Scarborough, ON M1W 3W3 and at **Phone number [416-495-2601](#)** for guidance on what to do if someone develops symptoms at workplace. Public health will provide instructions and do contact tracing if needed.

To support contact tracing, provide the following information about which people had close interactions with an affected worker:

- dates and times of interactions
- approximate length and frequency of interactions
- full names
- contact telephone numbers
- addresses (for workers) or the name of the visitor's business

### **Step 3: Follow public health direction**

The local public health unit may require that:

- other workers who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
- the workplace be shut down while the affected workplace or area and equipment are disinfected
- other public health measures are implemented

Disinfect surfaces that may have been touched by the ill person as soon as possible.

### **Self-isolation and return-to-work**

Specific direction for each situation is provided by the local public health unit based on Ontario guidance on the management of cases and contacts of COVID-19. Follow the Toronto public health direction.

Workers should self-isolate if they :

- have symptoms
- had close contact with an individual with symptoms or a confirmed diagnosis
- have travelled outside of Canada

In general:

- A worker who had close contact with someone known to have COVID-19 should self-isolate for 14 days. If they do not develop symptoms, they may usually return to work and other activities 14 days after their last contact with the case.
- A worker with COVID-19 symptoms should be tested and self-isolate for at 14 days from when the symptoms started.
- If a worker who has symptoms receives a negative COVID-19 test result, they may return to work if they do not have a fever and their symptoms are getting better.

Some symptomatic workers may need to self-isolate for longer based on the advice of public health or their health care provider.

These timelines for self-isolation include time spent waiting for COVID-19 test results.

### **Step 4: Inform any workers who may have been exposed**

The SCBC Administration will let workers know if they may have been exposed in the workplace and will give all workers information about the date and time of the potential exposure and where it took place. It is important NOT TO give out any information that might identify the infectious person.

The SCBC Administration does not need to undertake contact tracing activities unless asked to do so by the local public health unit.

This duty to inform workers is independent of any public health direction, although it may be fulfilled by steps taken under public health direction as part of contact tracing.

## 5. How we are managing any new risks caused by changes to the way SCBC operates?

### **Actions:**

The SCBC Administration will:

- Establish regular check-ins with workers about how they're coping with the change to shift work through communications with the SCBC Administration Manager or the Certified Member of the SCBC Joint Health and Safety Committee
- Upon receiving the feedback of the work, the management will review existing critical risks and determine whether work practice changes will affect current risk management strategy
- Check for any new risks introduced due to changes in worker numbers or work practices and consider whether new risk controls are required
- Lockdown the premises and restrict entry to a very limited number of workers and congregants who have an urgent need to be on-site
- Conduct all worship services and ministry programs online

## 6. How we are making sure our plan is working?

### **Actions:**

- The SCBC Administration will review this safety plan daily and as frequent as necessary
- Input and ideas from workers will be gathered through regular communications with the COVID-19 Compliance Officer (Peter), the Administration Manager and evaluated by the COVID-19 Monitoring Group, the SCBC Health Team and Certified member of the SCBC Joint Health and Safety Committee.
- Input and ideas from person other than workers will be gathered through communications such as verbal, emails, WhatsApp, message with the SCBC Administration Manager. Such views will be evaluated by the SCBC Joint Health and Safety Committee, COVID-19 Monitoring Group, and the SCBC Health Team and will be adopted if considered suitable for the church
- Meeting between the SCBC Administration Manager and members of the Health and Safety representative will be held weekly or as circumstance arises

# 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: SCARBOROUGH CHINESE  
BAPTIST CHURCH (SCBC)**

**Division/group: SCBC ADMINISTRATION**

**Revision date: 29 NOVEMBER 2020**

**Date completed: 29 NOVEMBER 2020**

## Measures we're taking

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

- Don necessary personal protective equipment (facemask, gloves, protective gown etc.)
- Maximizing distance of at least 2m between persons
- Comply with all measures in the SCBC safety plan

### How we're screening for COVID-19

- Conduct health screen for each and every person entering SCBC
- Check and record the screening results
- Deny entry of any person into SCBC who has failed the health screening

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

#### **Physical distancing and separation**

- Maintain physical distancing of at least 2m between persons
- Wear facemask
- Limit maximum of people in the premises per Toronto Public Health latest guidance

#### **Cleaning**

- Frequent hand washing/sanitizing
- Frequent cleaning/sanitizing all surfaces and occupied areas including washrooms

## Other

- Wear facemask
- Don full personal protective equipment as needed

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

The SCBC Administration will

- Provide a temporary safe isolation room (Rm 115 – Choir Room) for any person with COVID-19 symptom
- Contact local public health unit i.e. **Scarborough Health Network - Birchmount (2.80 km away)** 3030 Birchmount Road Scarborough, ON M1W 3W3 and at **Phone number [416-495-2601](tel:416-495-2601)** for guidance on what to do if someone develops symptoms at workplace.

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

The SCBC Administration will:

- Maintain close communications with all staff/works/members/visitors on the changes made to the way of the current operation
- Collect and evaluate any inputs; comments, ideas, suggestions received and implement changes if needed
- Lockdown the premises and restrict entry to a very limited number of workers and congregants who have an urgent need to be on-site

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

The SCBC Administration will:

- Monitor/ensure all the safety measures are taken in accordance with the safety plan
- Refine the safety plan as needed