

Prophet Elias Greek Orthodox Church & Hellenic Community Centre  
COVID-19 Safety Plan

**\*Version 6\***

Business name:

Revision date: July 13, 2021

Prophet Elias Greek Orthodox Church (PE)

Developed by: Tina Peeler

Hellenic Community Centre (HC)

Others consulted: Board of Directors &  
COVID-19 Committee

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PE and HC Directors have been diligently adhering to the COVID-19 policies and changes to ensure that our church and hall are as safe as possible. These changes include, but are not limited to:

- PPE requirements for workers and guests
- Self-assessment requirements for everyone entering the facility, both staff and guests
- Enhanced cleaning standards and protocols
- Added and updated signage to promote social distancing and protocols
- Protocols to manage and alert families of positive cases of COVID-19 within our facility/community

We hope that these safeguards, along with our new protocols will help keep our community as safe as possible as we venture forward together.

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

The Board of Directors have developed and approved policies and procedures using Provincial Regulations, Ministry of Health Regulations, City of Brantford Bylaws, BCHU guidance and Workforce Support guidance.

Using current communication methods, we will provide frequent reminders and updates.

- Posting notices on-site
- Emails
- Website
- Social Media (Facebook)
- Direct Messaging
- Mail
- Signage throughout the facility

We will:

- Keep up with public health and workplace safety guidance for COVID-19 and share new information as soon as possible.
- We will continue to contact Workforce Support (1-888-444-3659) to confirm every decision and action of the committee and council follows the regulations to the letter.
- Post information for workers and other people entering the facility.
- Share information in all languages spoken by our workers, if possible.
- Provide information in ways that are easy to understand, like graphics, and use resources from the Ontario government.
- Train and re-train on procedures.

**How will you screen for COVID-19?**

1. President and committee will continue to monitor for updates from Provincial and Federal Government, Ministry of Health, City of Brantford, BCHU, and the Archdiocese.
2. Active screening will be conducted for all workers and guests before entry to the facility
  - a. Available in both English and Greek languages
  - b. If they answer YES to any screening questions, they are not permitted in the facility.
3. Screening questions will be on our website, FB page and on a stand outside the facility.
4. Guests and staff must sign they have answered NO to ALL Covid-19 screening questions

**PE/HC Screening Questions**

1. If you, or someone in your household, have new or worsening COVID-19 symptoms or have been in contact with a confirmed COVID-19 case, you cannot enter the building.
  - i) Fever
  - ii) New onset of cough
  - iii) Worsening chronic cough
  - iv) Shortness of breath
  - v) Difficulty breathing
  - vi) Sore throat
  - vii) Difficulty swallowing
  - viii) Decrease or loss of sense of taste or smell
  - ix) Chills
  - x) Headaches
  - xi) Unexplained fatigue/malaise/muscle aches (myalgia's)
  - xii) Nausea/vomiting, diarrhea, abdominal pain
  - xiii) Pink eye (conjunctivitis)
  - xiv) Runny nose or nasal congestion without a known cause

For persons 70 years of age or older, are you experiencing any of the following symptoms?

- xv) Delirium
  - xvi) Unexplained or increased number of falls
  - xvii) Acute functional decline
  - xviii) Worsening of chronic conditions
2. Are you or someone in your household, waiting for test results after experiencing symptoms?
  3. Have you or someone in your household, travelled outside of Canada in the last 14 days?
  4. Have you or someone in your household, been identified as a “close contact” of someone who currently has COVID-19 in the last 14 days?
  5. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

6. Have you or someone in your household, received a COVID Alert exposure notification on your cell phone in the last 14 days?

**How will you control the risk of transmission in your workplace? How will you mitigate the risk of any interactive activities, exhibits or games that may be included in the business place or at the event?**

### Active Screening of Staff and Guests

- Active screening will be conducted for all workers and guests before entry to the facility
  - Guests and staff must sign they have answered NO to ALL Covid-19 screening questions
  - If they answer YES to any screening questions, they are not permitted in the facility.

### Clear and Direct Signage

- Addition of high quality signage throughout facility. Vinyl that will not fade or tare and cannot be easily removed.
- Signage is intended to be both visual and worded for those who may not read English (i.e. red = stop, green = go)

### Adhere to Physical Distancing Measures

- Workers and guests are required to keep physical distance from each other while entering, exiting and while in the building.
- Everyone is required to be 2 meters or 6 feet away from anyone that is not in their household.
- Markers will be placed every 6 feet.
- Couches have been removed from public spaces to prevent unauthorized seating

### Strictly Adhere to Limit Capacities

**STEP 1** of the Reopening Roadmap

**Church:** 15% capacity

**All Other Events:** The hall is closed except for court services, government services, mental health and addictions support services and social services. The gathering limit for permitted purposes is 10 people.

**STEP 2** of the Reopening Roadmap

**Church:** 25% capacity

**All Other Events:** The hall is closed except for court services, government services, mental health and addictions support services and social services. The gathering limit for permitted purposes is 10 people. The hall is open for viewing for potential booking of a future event.

**STEP 3** of the Reopening Roadmap

**Church:** As many that can maintain social distancing between groups and persons (approximately 35 people)

**All Other Events:** The hall is open to indoor events and meetings with capacity limit of 50% (provided social distancing can be maintained.)

### 50% Occupancy Limits

(Based on Fire Code)

tables & chairs (dining, alcohol & no dance floor) ~ 194 people

table & chairs (dining, alcohol & dance floor) ~ 163 people

chairs only (ganged) ~ 240 people

tables & chairs (NO dining & alcohol) ~ 225 people

(Please Note: limits will be decreased to ensure social distancing when necessary)

### **Use of Barriers, Masks & Face Coverings**

- Plexiglas barriers will be utilized to maintain separation as a primary means of control
- The City of Brantford implemented a bylaw that requires masks or face coverings to be worn in all public spaces except during a religious rite (i.e. communion).
  - The bylaw says there are exemptions from wearing a mask and guests are not required to provide proof.
  - We will supply masks free of charge to those who do not have one or forget.

### **Increased Cleaning Measures**

- PE/HC have purchased hospital grade cleaners and sanitizers and misters to apply the solution
  - Ultra Lyte Plus
  - SDS sheet on site
- All chairs and surfaces will be disinfected with hospital grade products after every service, event etc.
- Increased cleaning and disinfecting of door knobs, light switches, bathrooms and shared items
- Cleaned areas are closed to guests to prevent contamination.

### **Increased Sanitization and Limited Washroom Facilities**

- Bathrooms have max capacity of 3 each. Some stalls and urinals have been closed to comply with social distancing requirements.
- Public water fountain use is not permitted. It has been covered and a sign has been added.
- Hand sanitizer will be available at the entrances and exits of the building
- Changed out air dryers for touchless paper towel dispensers
- Garbage receptacles have been moved closer to the doors.
- Assign tools and equipment to a single user if possible, or limit the number of users
- Regularly clean and disinfect any shared equipment and tools, including between users

### **Supporting Good Hand and Respiratory Hygiene**

- We have posted reminders to wash hands with proper procedure
- Provided ways to properly clean hands by providing sanitizing stations throughout the facility
- All workers and guests must properly clean their hands before entering the facility and after contact with shared objects and surfaces.

### **Temporarily Modify Memorials and Established Conventions for Administering Holy Sacraments**

- Communion will be distributed on separate spoons instead of one shared spoon.
- The faithful must use individual napkins.
- Antithoron will be placed in individual bags and distributed with tongs.
- Kollyva for memorials must be individually portioned and sealed.

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

Common symptoms of COVID-19:

- Fever (temperature of 37.8°C or greater)
- New or worsening cough
- Shortness of breath

Other symptoms of COVID-19:

- Sore throat
- Difficulty swallowing
- New olfactory (smell) or taste disorder(s)
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose or nasal congestion (in absence of underlying reasons for these symptoms such as seasonal allergies, post nasal drip, etc.)

**If a worker or guest starts feeling symptoms during a service or event...**

- The individual will be asked to return home and self-isolate immediately
- If they need to be picked up, the individual will be asked to isolate in the board room.
- The person will be directed to contact the BCHU for guidance and direction
- Individual will be asked to self-isolate for 14 days

**If a worker or guest tests positive for COVID-19 while off site...**

- For privacy reasons, the identity of the person who tests positive for COVID-19 will not be disclosed
- The person will be directed to contact the BCHU for guidance and direction.
- Close contact is considered that both parties were within 6ft of each other for more than 15 minutes without PPE

**If a COVID-19 outbreak occurs...**

- An outbreak is considered to be two or more lab-confirmed COVID-19 cases within 14 days of each other
- PE/HC Workers and guests will be directed to contact the BCHU for guidance and direction
- An outbreak may result in the temporary closure of the church/hall while workers and guests are directed to self-isolate for 14 days by the Medical Officer of Health
- Facility will be thoroughly cleaned and disinfected before reopening.

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

New risks may be introduced by:

- Workers and guests having been away from the facility
- Changes to processes and procedures
- Changes to provincial regulations
- Use of temporary labor and inexperienced staff
- Restarting activities and machinery that have been shut down
- Stress and change (worker and guest mental health)

We will mitigate these risks by:

- Communicating to our existing workers, members and guests who have been away from the facility about all the physical changes and procedural changes
  - Training and retraining
  - Posting notices on-site
  - Emails
  - Website
  - Social Media (Facebook)
  - Direct Messaging
  - Mail
  - Signage throughout the facility
- We will try not bring on new/temp staff at this time
  - If we must bring in temporary staff, they will be briefed on the protocols before they arrive to the facility as well as at their first arrival.
- Ideal staffing to run the church is 6 - 10 people depending on the service needs.
  - Example: Easter Services require the following:
    - Priest
    - Chanter
    - Priest's Assistant (minimum 1, maximum 2)
    - 2 people to screen, sign-in and seat
    - 1 person to disinfect and clean
    - 1 person to run the Live Stream
    - 2 people to monitor the parking lot for incoming guests and provide direction
- Ideal staff to run hall events is dependent on the type of event and its size. Staffing will be determined by the number of staff to safely execute the event. Staffing needs during COVID will be higher than normal to ensure we can properly monitor, direct and serve our guests.



**How will you make sure your plan is working?**

- Monthly board meetings will continue as normal ( 1<sup>st</sup> Tuesday of each month)
- COVID-19 Committee meets every Sunday to review PE/HC Safety Plan and update if necessary.  
Members are:
  - Tina Peeler
  - Sophia Balis
  - Voula Karalis
  - Angela Korakas
- Risk assessments and reassessments will be conducted if and when a confirmed or probable COVID-19 case occurs in our facility OR regulations change.

**How will you prevent gatherings and crowds in the business place or at the event and ensure that section 3.2 of REG. 364/20 Schedule 1 is complied with**

- High-quality signage throughout facility. Vinyl that will not fade or tare and cannot be easily removed.
- Floor markers indoors (and outdoors if necessary) to ensure patrons who line up or congregate are socially distancing from other groups or persons
- Staff present to monitor and direct guests as needed.