



ARMOUR HEIGHTS PRESBYTERIAN COVID-19 SAFETY PLAN

Under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, outlined below is our safety plan for Armour Heights Presbyterian Church.

Business name: Armour Heights Presbyterian Church

Developed by: The Ministry Team of Armour Heights Presbyterian Church

Date updated: September 24, 2021

1. Screening

Armour Heights Presbyterian Church operates in compliance with the advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health on screening employees and patrons for COVID-19.

These actions include:

- Using the COVID-19 Staff Screening Questionnaire to screen all individuals who perform work, including employees, workers, volunteers, contractors, suppliers, etc., before they enter the workplace.
- Ensure all employees know to stay home if they have COVID-19 symptoms that are new, getting worse or unexplained. Employees who have an explained symptom and can produce a negative Covid-19 test may come to work.
- Ensure all employees know who their workplace contact (e.g., supervisor/manager) is and how to get in touch with them in case they need to stay home/go home.
- Active screening includes:
 - Individual completes questionnaire using pen and paper
 - Assigned screener asks questions directly to individual and records answers
- When in-person active screening is conducted, a screening station is set up at entrance as follows:
 - Signs are posted in visible locations clearly explaining the screening process and conditions for entry.
 - The area allows for at least two metres distance between the employee conducting screening and the individual being screened.
 - Supplies provided for screening are available (e.g. hand sanitizer, personal protective equipment (PPE), disinfectant spray, optional thermometer).
- A screener will advise anyone who does not pass the screening:
 - That they may not enter the workplace, including any outdoor, or partially outdoor, workplaces.
- Signage is posted with the screening questions, and instructions asking people to self-screen prior to entering Armour Heights Presbyterian Church.
- Signs are posted clearly stating that people with symptoms are not to enter.

2. Physical Distancing

Armour Heights Presbyterian Church operates in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.

Capacity limits for businesses or facilities open to the public

Armour Heights Presbyterian Church shall limit the number of persons in the place of business or facility so that:

- the members of the public are able to maintain a physical distance of at least two metres from every other person in the business or facility (excepting that people who live in the same household are not required to maintain a physical distance of at least two metres from each other); and
- the total number of members of the public in the business or facility at any one time does not exceed the prescribed capacity in the regulation.



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Armour Heights Presbyterian will post signs in conspicuous locations visible to the public that state the maximum capacity permitted in its public spaces — at present:

- 1 in all washrooms
- 70 in the Sanctuary
- 45 in Scott Duncan Hall
- 60 in Gymnasium
- 20 in Multi-purpose Room (Blue Room)

Physical distancing and masks or face coverings in lines, etc.

Armour Heights Presbyterian Church will not permit patrons to line up **inside** the business or place, unless they are:

- maintaining a physical distance of at least two metres from other groups of persons; and
- wearing a mask or face covering in a manner that covers their nose, mouth, and chin, unless they are entitled to an exception.

Armour Heights Presbyterian Church does not permit patrons to line up or congregate **outside of** the business or place, unless they are:

- maintaining a physical distance of at least two metres from other groups of persons.

3. Masks and Face Coverings

Armour Heights Presbyterian Church shall ensure that any person in the indoor area of the premises of the business or organization, wears a mask or face covering in a manner that covers their nose, mouth, and chin during any period when they are in the indoor area, unless they are entitled to an exception.

- Armour Heights Presbyterian Church follow mask policy as per the City of Toronto bylaw.
- Signs are posted by the bylaw at all entrances where they are clearly visible to the public.
- Protective plexiglass barriers are physical distancing are in use when masks are removed for the purpose of singing and preaching at the pulpit, lectern, and individual chorister locations.
- Disposable masks are provided for people who have not brought their own.

4. Hand Hygiene and Respiratory Etiquette

Armour Heights Presbyterian Church has signs posted in high-traffic reminding persons to clean their hands, cover their cough, and protect themselves.

- Hand sanitizer (70-90% alcohol concentration) is provided by entrances and throughout the business or organization for employees and patrons to use.
- Adequate supplies of liquid soap, paper towel, hand sanitizer, tissues, and waste receptacles are available throughout Armour Heights Presbyterian Church and in washrooms.
- Employees have been educated on proper hand hygiene and respiratory etiquette.

5. Cleaning and Disinfecting

Armour Heights Presbyterian Church operates in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.



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- Washrooms made available to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition; and
- Equipment for the use of members of the public is cleaned and disinfected as frequently as is necessary to maintain a sanitary condition. This applies to computers, electronics and other machines or devices that members of the public are permitted to operate.
- Masks, gloves, and appropriate sanitizing agents are provided for all staff and volunteers involved in cleaning and disinfecting.

6. Preventing and Controlling Crowding

Armour Heights Presbyterian Church safety plan includes strategies on maintaining physical distance of two metres.

- Staff are assigned to monitor and manage patron lines within and outside the venue.
- Staff and volunteers are assigned to monitor capacity within the venue.
- Tape barriers are in our sanctuary to implement space for physical distancing in our venue.
- There are designated entry and exit points.
- Areas are managed to control the number of patrons.
- Arrivals, departures are staggered to reduce congestion at entrances and exits and in common areas.
- Gathering and loitering outside the venue is discouraged until outdoors.
- An overflow room for the sanctuary is available in our adjacent Scott Duncan Hall to provide overflow capacity.