

BLYTHWOOD ROAD BAPTIST CHURCH

COVID-19 Policy & Procedures

As Blythwood Road Baptist Church prepares to reopen, we have put a plan in place to protect the health and well-being of Blythwood's congregation and guests during on-site worship.

The following regulations and safety measures to prevent the spread of the COVID-19 virus will be implemented in accordance with the Ontario and Toronto Public Health Guidelines.

SCREENING

- All staff and attendees must be masked in accordance with the City of Toronto By-Law 541-2020 (face shields are not masks).
- Those who cannot or will not, for any reason, wear a mask may not attend and are invited to view the Worship Service on-line
- Masks will be provided for those who do not have one.
- Mask must cover the nose, mouth and chin.
- Children under two years of age will not be required to wear a mask.
- Each week the Church congregation will be emailed the Toronto Public Health Covid-19 Self-Screening questionnaire form to determine that those planning on attending Sunday's Service are safe to do so. <https://www.blythwood.org/siteimages/COVID-19%20/COVID-19%20Health%20Screening%20Questionnaire%20.pdf>

Drop-Ins will be welcome; however, a Self-Screening questionnaire will need to be completed on arrival before entering the Sanctuary.

- Anyone exhibiting any of the following symptoms will be asked not to attend the Service. If you answer YES to any of the below you will be asked to go home and self-isolate immediately. Call Telehealth or your health care provider to find out if you need a test.
 - Fever
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Sore throat
 - Difficulty swallowing
 - Loss of taste or smell
 - Nausea/vomiting, diarrhea, abdominal pain
 - Runny nose or nasal congestion without other known cause
 - Not feeling well

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- Do not attend Blythwood if you have been in contact with a COVID-19 positive person in the previous 14 days.
- Do not attend Blythwood if you have travelled outside of Canada in the past 14 days.

CONTACT TRACING

- The First Greeter will record each guest's name and contact information (phone number or email address) with their permission.
- The Pastor will advise the congregation that the Contact Tracing List is totally voluntary and does not preclude you from attending future worship services if you opt out.
 - The Contact Tracing List will be used SOLELY FOR AND ONLY IF the public health department needs access for contract tracing.
 - Each week after the service it will be securely stored in the church office.
 - After four weeks the dated sheet will be destroyed (Note that the 4 weeks gives the TPHD time to contact re that date of exposure such that if an attendee becomes positive 10-14 days after being at church the TPHD needs enough time/days to operationalize the contact tracing of all sites including Blythwood).

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BLYTHWOOD SET-UP

COVID-19 POSTERS THROUGHOUT THE CHURCH

- ***SOCIAL DISTANCING***
 - All exterior entrances (South, Main East, Elevator)
 - All interior entrances (South, Main East, Elevator)

- ***SAFELY ATTENDING FAITH-BASED SERVICES DURING COVID-19***
 - South entrance of the Sanctuary
 - All exterior entrances

- ***COVID-19 HEALTH SCREENING LIST***
 - All exterior entrances (South, Main East, Elevator)
 - All interior entrances (South, Main East, Elevator)

- ***STOP – Do NOT ENTER: SUNDAY SERVICE ENTRANCE IS ONLY AT THE SOUTH-BLYTHWOOD ROAD DOORS***
 - Exterior North and East Doors

- ***HAND SANITIZER***
 - All Hand Sanitizer Stations (Sanctuary: South/North East/North West, East Entrance, Friendship Room, Main Floor Washrooms: Men's/Women's)

- ***ELEVATOR FOR SINGLE OR 'BUBBLE GROUP' ONLY***
 - Elevator interior
 - Exterior of wall next to elevator on each floor

- ***WASHROOMS SINGLE USE ONLY***
 - Men's & Women's main floor washrooms

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THE SANCTUARY/NARTHEX

- Hand sanitizer and a framed poster with sanitizer instructions will be on the white stands located as follows:
 - South entrance
 - North East entrance
 - North West entrance
- The Sanctuary carpet will have black duct tape on the carpet marking off 2-metre sections
 - all three aisles
 - across the rear entrance of the Sanctuary with a designated spot for the Sanctuary Greeters
 - across the front of the Sanctuary
 - The Narthex will have duct tape marking the six-foot (2-metre) spacing with a designated spot for the First Greeter.
- Offering plates will be located at the South Entrance and East Exit. Those handling the collection, count and documentation will wear rubber gloves provided by the church.
- All Bibles and hymnals will be removed from the pews.

CHURCH SEATING

- The first front row of pews on both sides will not be available for seating.
- The second, fourth, sixth, eighth and tenth rows will be open to seating.
- The third, fifth, seventh, and ninth rows will be corded off.
- The pews that are to be used will have two white lines on the seat and seat back dividing the length of each 18-foot pew into three six-foot segments. Depending on the seating requirements be it either 'single' or a 'bubble group' there must be a minimum of 2-metres between those seated in each pew.
- Once seated they will be asked to remain in that designated space.
- Accessibility Area:
 - The individual chairs in the centre left/west side will be spaced 2-metres apart and will be for those that require space for walker access. If this area is to be used the sixth pew will need to remain vacant within a 2-metre area.
 - The wheelchair area will be on the right/east side and will be three feet (1-metre) from the centre aisle with a companion chair located next to the designate area; an additional chair can be positioned within 2-metres. If this area is to be used the sixth pew will need to remain vacant within a 2-metres area.

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FIRST GREETER DUTIES

- The First Greeter will stand in the designated spot inside the Narthex. First Greeter to ask all attendees to wear a mask before entering. If an attendee is in need of a mask, one will be offered from the box of new masks.
- If the narthex becomes congested please ask people to either step to the side or wait before entering maintaining the 2m social distancing.
- First Greeter will ask all attendees to please review the Self Screening Health questionnaire posted in the narthex entrance.
 - Please run through the questions with each attendee.
 - Copies of the questionnaire will be at the entrance table for those that would like a copy of the questionnaire.
 - Once confirmed it is safe to enter the attendee will be allowed in.
 - If they answer Yes to any of the questions or have concerns, the Greeter will ask that they not attend the service but return when they can answer No to all the questions.
 - The Greeter is to ask the attendee to hang onto the copy of Self-Screening Health questionnaire for reference. The Greeter is not to take back the paper copy.
 - Suggest that they can view the service on line and the online link is on the bottom of the form.
- First Greeter to record all attendees and their contact information (phone number or email address) for Contact Tracing with their permission. If they are a regular church attendee you only need to write their name on the list.
- For guests that are new to Blythwood the First Greeter is to ask if they would like to be on the Contact Tracing List. If they agree, ask for their first and last name and a phone number or email address.
- At the end of the service the First Greeter and the Sanctuary Greeter will assist in directing the pews to exit the church. Each pew will exit one row at a time. The front half of the church will exit out of the east side door and the south end of the church will exit out the south/narthex doors.
- First greeter will start at the front west side of the church and ask the first row to exit out the east door and each subsequent row. The Sanctuary Greeter will ask the south half of the congregation to exit by way of the south/narthex doors.
- The Greeters can assist those in the Accessibility Area after all other rows have emptied.

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SANCTUARY GREETER DUTIES

- Sanctuary Greeter to stand 2-metres from the attendees with no physical contact with the attendees.
- Suggested greetings are a hand to the heart or a slight bow.
- A designated spot is marked on the carpet at the rear of the church for the Sanctuary Greeter to stand.
- Greeter to remind attendees to keep their masks on at all times.
- Ask all attendees to use the hand sanitizer before going to their seat.
- Greeter can recommend where people should sit.
- Remind attendees to keep a minimum of a 2-metre distance from those in the same row.
- Remind attendees to remain within their space.
- At the end of the service the First Greeter and the Sanctuary Greeter will assist in directing the pews to exit the church. Each pew will exit one row at a time. The front half of the church will exit out of the east side door and the south end of the church will exit out the south narthex door.
- Sanctuary Greeter will start at the center half of the Sanctuary and ask the first row to exit out the South/narthex doors and each subsequent row. The first Greeter will ask the north half of the congregation to exit by way of the east door.
- The Greeters can assist those in the Accessibility Area after all other rows have emptied.

WORSHIP TEAM

- The Worship Team will remain masked and ensure the minimum of 2-metres from one another and the Congregation.
- The sermon will be given from the pulpit.
- No singing or playing of wind instruments.
- Drums/guitar/piano/organ are allowed.
- Humming along to pre-recorded singing is allowed.
- Communion in its traditional form will not be served.

ANNOUNCEMENTS

- Please keep your masks on during the service.
- Please maintain social distancing at all times.
- For contact tracing purposes only, Blythwood will attempt to document all those in attendance (name and contact info) and this list will be safely stored; however, any attendee has the right to

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decline to be on the contact tracing list. (The First Greeter will write down the names and contact information with their permission.)

- No children's programs or nursery.
- No mingling during the service.
- No reception following the service.
- Please exit as follows:
 - One pew at a time from the north half of the pews and one pew from the south half of the pews.
 - The north half will only exit via the north east door (space for wheelchairs divides the pews into 2 section, front and backs).
 - The south half will exit via the south entrance for those pews in the back section.
 - For those who need more time or have walking aids please remain seated until others have left, and someone will assist if needed.

OTHER CHURCH AREAS

- No reception following the service.
- No children's programs.
- No nursery.

- Main floor washrooms single use only unless with 'Bubble group'. The carpet will have 2-metre markers outside the washroom indicating each person's waiting area.
- All kitchens are closed and only available to staff.
- Sundays the East Door will only be used as an EXIT following the service for the north half of the church attendees.
- The elevator will only have Single Person or 'Bubble Group' access.
- The Narthex will have duct tape every 2-metres on the floor and a square marker for the First Greeter (standing inside for inclement weather)
- Narthex Cloak Room will be closed off.

ATTENDEES ENTERING THE CHURCH

- All attendees will enter at the Front (south) Doors at Blythwood Road.
- Before entering all attendees will be asked by the First Greeter to put on their mask. If an attendee is in need of a mask, a mask will be offered from the box of new masks.

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First Greeter will ask all attendees if they reviewed the Self Screening questionnaire emailed to them. If they are not aware of the questionnaire the greeter will ask the person to step to the side, and give them a copy to read. Once confirmed it is safe to attend, the attendee will be allowed in. If they answer Yes to any of the questions or have concerns, the First Greeter will ask that they not attend the service but return when they can answer No to all the questions.

- The Attendee will be asked to keep the Self-Screening questionnaire and told the Service is on-line with the link listed on the bottom of the form.
- There will be a hand sanitizer station on entering the Sanctuary. The attendees will be asked by the Sanctuary Greeter to use the hand sanitizer.
- Attendees will be greeted from a 2-metre distance with a bow or hand to the heart or other friendly non-contact greeting.
- Attendees will be asked for their name and phone number for contact tracing purposes only. If they're regular church attendees just their name is required. Should an attendee decline to be on the contact tracing list they may decline. The weekly list will be safely stored in the church office for a four-week period.
- All attendees will be reminded to keep a distance of 2-metres while walking and sitting in pews.
- All attendees will be told that, unfortunately, no singing is allowed but they are welcome to hum.

CLEANING AND DISINFECTION FOR PUBLIC SPACES

- The document from Ontario Public Health providing guidance on cleaning and disinfection of the church has been forwarded to the Blythwood Church Custodian.
- Commonly used cleaners and disinfectants are effective against COVID-19.
- Frequently touched surfaces are most likely to be contaminated.
- Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
- Check the expiry date of products you use and always follow manufacturer's instructions.
- Where possible, use pre-mixed solution.
- Read and follow manufacturer's instructions to: o properly prepare solution
- Allow adequate contact time for disinfectant to kill germs (see product label) or wear gloves when handling cleaning products including wipes o wear any other personal protective equipment recommended by the manufacturer
- Clean frequently touched surfaces twice per day.
- In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty.

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- Examples include doorknobs, elevator buttons, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads.
- In addition to routine cleaning, check with your organization for any specific protocols for cleaning for COVID-19.