



## **Love Quest International Church | Health & Safety Guidelines**

### **1. Introduction**

#### **1.1. Purpose**

The following procedures have been developed by Love Quest International Church [hereafter referred to as LQIC] to ensure the health and safety of its volunteers and patrons during the COVID-19 virus outbreak in Canada. All volunteers/patrons must adhere to this Safety Plan while on the premises of LQIC. To date, there are no reported cases among our volunteers/patrons or from other tenants within the Strathcona Church building.

The objective of these procedures is to ensure that volunteers/patrons' concerns are addressed during their attendance at our gatherings and to protect from transmission or contracting COVID-19.

The following procedures have been developed in accordance with the following guidelines from:

- a. Public Health Agency of Canada
- b. Canada Centre for Disease Control
- c. Vancouver Coastal Health
- d. Provincial Health Officer (PHO) Orders

#### **1.2. Responsibilities**

1. LQIC is responsible for the health and safety of its volunteers/patrons while present at our gatherings. LQIC has identified and assessed processes that could lead to exposure to COVID-19. We have a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.
2. Volunteers/Patron Responsibilities: Volunteers/patrons are responsible for taking reasonable care to protect their own health and safety and the health and safety of others at our gatherings. Volunteers/patrons must take personal self-care, which includes frequent hand washing and staying home when sick. Volunteers/patrons are also responsible for reporting unsafe conditions to LQIC, and following the procedures put in place by us to control the risks associated with COVID-19.

#### **1.3. What is Coronavirus?**

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by this new coronavirus has been named COVID-19. While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.



## **COVID-19 symptoms**

The symptoms of COVID-19 are similar to other respiratory illnesses including influenza and the common cold. Symptoms include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms. If you have only gastrointestinal symptoms, you may not have COVID-19.

### **1.4. How is COVID-19 spread?**

Coronavirus is spread from an infected person through:

- a) Droplets spread when a person coughs or sneezes
- b) It can be spread by touch if a person has used their hands to cover their mouth or nose when they cough or sneeze
- c) Touching an object or surface with the virus on it, then touching your mouth, nose or eyes before washing your hands

## **2. Guiding Principles for Decision Making**

As we develop this safety plan, we acknowledge that many individuals that are a part of LQIC both as patrons and volunteers - are by and large very attached to one another predisposing them to forget the COVID-19 precautions in favour of close interactions. As such, we have focused on developing a plan that enables us to still engage in the human connection while simultaneously reducing the risk of transmission of COVID-19. Our main priority is to create an environment that clearly adheres to all public health orders and protects the health and safety of all who are a part of our activities. As we implement this safety plan, we remain committed to adapting to any necessary circumstances and public health orders that would better aid in the prevention of transmission while still remaining mindful of fostering safe human connections.



### **3. General Protocols**

#### **3.1. Building Access - Those who may not enter the building**

No one in one or more of the following circumstances may enter the building:

- Anyone who is unwell and exhibiting even slight COVID-19 symptoms;
- Those who have family members at home who are unwell and exhibiting even slight COVID-19 symptoms;
- Anyone who has had close contact with a person with confirmed COVID-19 (this means you have been contacted by the health authority's public health team);
- Anyone who has been ordered to self-isolate or quarantine;
- And anyone who has travelled to any countries outside of Canada (including the United States) within the last 14 days.

We discourage those in any of the high-risk categories, or who live or regularly interact with an individual(s) who is at high risk, from accessing the building. The BCCDC lists older people with chronic health conditions such as diabetes, heart disease, and lung disease at higher risk of developing more severe illness or complications from COVID-19.

#### **3.2. Entrance & Exit to the Building**

##### **1. Access points of Entrance & Exit**

Access to the building during our gatherings is controlled by allowing entrance to the building through our main doors off Pender Street and exits through our side doors to Princess Avenue.

##### **2. Exterior Signage for Outside Attendees**

Before entering, attendees are to stop and review the posted sign(s) to assess their health and ensure that they qualify for entry into the building.

##### **3. Building Admission**

- Physical distancing is required if a line up forms to enter or exit the building
- All volunteers & patrons are screened before each visit for health issues. Everyone must complete the digital self-assessment form upon RSVP or volunteer scheduling prior to coming to the building. Upon arrival, we re-confirm that the assessment remains accurate and unchanged via verbal confirmation.
- Every individual has their temperature checked at their point of entry and must sanitize their hands
- Individuals who are sick or have signs of illness are refused entry
- If anyone develops symptoms, we implement procedures for reporting the illness to the church administration team and to local public health authorities.



### **3.3. Inside the building**

#### **1. Further signage and postings inside the building will include:**

- a copy of this Safety Plan;
- posters regarding hand hygiene;
- signage to inform everyone of the measures in place;
- posters regarding physical distancing;
- posters regarding proper mask usage.

#### **2. Hand hygiene**

Once inside, everyone will either use the hand-sanitizer provided, or proceed directly to a sink and thoroughly wash their hands. Hand sanitizer and dispensers are located at various locations throughout the building. Additionally, proper hand washing procedures are posted in washrooms.

#### **3. Physical distancing**

Physical distancing (2 metres or 6 feet between each person) will be maintained at all times possible while on church property, including when entering and exiting, conversing, seated, waiting in line for the washroom, and when gathering outside the building.

#### **4. Face Coverings**

In times or places where physical distancing is not possible, a face covering is required to be worn. Disposable coverings are available if needed.

#### **5. Physical barriers**

Plexiglass barriers are in place at our Guest Services Kiosk and our Integration Kiosk

#### **6. Washrooms**

Patrons utilize separate washrooms from volunteers. There will be signs for hand washing and sanitizing procedures posted in the washrooms

#### **7. Food and drink**

We will not be serving any sort of food or beverages that would need to be served by an individual or with refillable containers. [i.e. no potlucks, buffets etc.] We do provide single use water bottles for those who wish to have something to drink during our gatherings.



### **3.4. Physical Distancing**

#### **1. Seating**

All patrons are seated with 2m in between seating groups - maximum 6 per group. Those who are in the same household or social bubble are able to be seated together. An usher will seat patrons starting from the third pew and work backwards to help maintain physical distancing. There is a two-row gap maintained to assist with this process.

#### **2. Directional Flow**

Floor signages are in place to maintain directional flow and minimize cross over between patrons & groups. We have clearly marked separate entrances and exits through our sanctuary doors in addition to team members who are in place to help keep the traffic flow moving. We also have team members in place to assist with minimizing congregating in groups before and after every gathering.

### **3.5. Group Size**

#### **1. Size**

Our current facility capacity is approved for 400 individuals. In accordance with the current health orders, for every support group gathering, we have a limit of 50 RSVP spots available for patrons. Our team that helps to facilitate each support group is no more than 25 individuals - which includes facilitators and volunteers.

#### **2. Pre-Registration - RSVPs**

RSVPs are required in advance for admittance to our support groups. Patrons are required to register through our online RSVP system. All contact information and RSVP records are kept electronically for a period of 30 days to assist with any contact tracing should the need arise.

## **4. Cleaning & Hygiene Protocols**

1. Our building is sanitized and disinfected thoroughly every Saturday by our Deacons.
2. All high touch areas (e.g., door handles, light switches) and shared objects are cleaned and disinfected prior to and following every gathering. This includes but is not limited to:
  - Pews
  - Instruments
  - Microphones
  - Any Additional Equipment Frequently Touched
3. Alcohol-based hand sanitizer of 70% or more is available at all entrances and exits and throughout the establishment, for use of all persons entering or exiting.
4. As much as possible, communal doors stay open so as to reduce contact with door handles



## **5. Our Gatherings**

### **5.1 Support Group with a Worship Experience**

We are currently functioning as a support group with a live worship experience. Our support groups are open and available to those of all religious backgrounds - yet our primary foundation is overtly Christian in tone and vibrant in expression.

Similar to 12 Step Programs such as Alcoholics, Narcotics and Sex Anonymous - which were all founded upon Christian principles that became secularized. We acknowledge the need to trust and relinquish one's life to the control of God as a prerequisite for successful and healthy living.

The support group structure intentionally facilitates conversation between guests and our facilitators as we create a space where people can share their challenges with life and their mental health. In addition to this we use specific liturgical practices of the Christian faith that are designed to be in compliance with public health order guidelines. These include but are not limited to:

- Musical Worship
- Prayer
- Public Reading of Scripture
- Teaching

Each support group is by our Founding & Lead Pastor, Pastor Terrance Richmond - who holds a degree in Marriage & Family Christian Counselling and has training as a first responder - giving him unique insight and training into caring for people in various anxious states, stresses and other types of mental distress.

We also have qualified individuals with professional practices in health education & wellness that also aid in the hosting and facilitating of our support groups.

## **6. Live Music & Performance**

### **6.1 Musical Groups, Speakers & Facilitators**

- All performers, speakers, & facilitators must maintain a 3m distance from the audience
- Musical groups of up to 5 musicians may perform at one time
- Vocalists are positioned 2m apart and do not face one another
- Avoid sharing equipment (i.e. microphones, instruments & microphone stands); if sharing must occur, we clean and disinfect between users.
- Once vocalists have finished, they are dismissed and required to wear a face covering when not singing



## 7. Children's Ministry

- Programs for children are held in a separate space from the rest of the group. Access is limited to the childcare volunteers. The children's parents are required to RSVP their children and complete the health assessment form on their behalf. Physical distancing is encouraged between the children.
- All volunteers complete the aforementioned health assessment and temperature check and comply with all sanitization guidelines as outlined in this document.
- Sharing of supplies is limited and any shared supplies are sanitized before the next usage
- Only individually packaged food and drink will be served
- Hand sanitizer is used at drop off and pick up

## 8. If a case of COVID-19 is reported at LQIC

The Lead Pastor will appoint a person to lead the response and identify the person(s) responsible for each of the following steps. If the Lead Pastor is not available, one of our Elders will take his place.

### **What to do if you are notified of a positive COVID-19 test by staff, volunteer, participant, tenant in the building or by Vancouver Coastal Health**

1. Contact Lead Response Coordinator: The Admin Squad / [admin@lovequestchurch.com](mailto:admin@lovequestchurch.com)
2. Send all staff / volunteers on premise home.
3. Assemble documentation – contact tracing lists.
4. Inform Lead Pastor or Elder
5. Contact Vancouver Coastal Health
6. Identify areas where a person was present in building and complete a thorough clean/ disinfecting using appropriate safety protocols.
7. Follow advice by Vancouver Coastal Health Officials regarding contact tracing and public communication.

**Reminder** – Personal medical information is confidential – the name of the impacted individual should not be released unless required by Vancouver Coastal Health or other authority.