

1.0 Purpose

Faithway Baptist Church

CORPORATE POLICY DOCUMENT

COVID-19 Safety Plan

This policy has been developed to support a healthy environment for Faithway Baptist Church employees / volunteers, and visitors. This policy includes the measures we are actively taking to mitigate the spread of coronavirus. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

2.0 Scope

This policy applies to both employees / volunteers of Faithway Baptist Church.

3.0 Employer Responsibility

Faithway Baptist Church is committed to the health and safety of all its employees / volunteers and recognizes the hazards caused by exposure to COVID-19.

Faithway Baptist Church will:

- Ensure that masks, alcohol-based hand rubs, and washing facilities are readily available where and when they are required.

- Ensure that employees / volunteers are screened prior to the commencement of each day of our ministry opportunity
- Ensure that employees / volunteers use appropriate personal protective equipment (PPE), including masks, unless the employee / volunteer falls under the exemptions endorsed and outlined by the health board.
- Ensure that visitors are aware of the need for appropriate personal protective equipment (PPE).
- Ensure there is a visitor registration / sign in log for contact tracing should any covid-19 exposure occur.
- Maintain records of training and inspections.

4.0 Employee / Volunteer Responsibility

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing (approximately 2 meters) is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

5.0 What to do if you have COVID-19 symptoms

5.1 Developing Symptoms

- The symptoms to watch out for are: fever and /or chills, cough, shortness of breath, decrease or loss of taste or smell, Nausea, vomiting and/or diarrhea
- We ask all of our employees/volunteers to self-assess if they are experiencing any of the above symptoms, and in keeping with our long-standing policy, if you feel unwell, please take time to recover at home.

5.2 Testing positive and self-isolating

- If an employee/ volunteer tests positive for Covid -19 you must contact the Church immediately
- A church representative will interview the employee / volunteer to determine what interactions, if any, they may have had with others in the workplace,
- Other employees / volunteers will be told they may have been exposed, but the name of the employee / volunteer will not be disclosed unless absolutely necessary.
- The church will notify those other employees / volunteers and visitors identified by the reporting employee / volunteer, who may have been exposed to Covid 19
- The Church will ensure that the required actions will be taken to clean and disinfect any areas in question
- At such time that an employee/ volunteer test positive we recommend that they follow the self-isolation guidelines set out by the health board at the time of a positive result.

6.0 Exposure protocol

If you have been contacted because you were exposed to a person with COVID-19, please advise the Church immediately, so we can evaluate what steps, if any we will need to take for the safety of our Employees / volunteers and visitors.

If the Church becomes aware of an exposure in the workplace, employees / volunteers who were exposed will be advised as quickly as possible, at which time we will follow the guidelines from the Health board towards each individual exposure

For the safety of all involved in the ministry of Faithway Baptist Church, we ask all Employees / volunteers to adhere to the above guidelines while engaged in ministry at the Church.

Faithway Baptist Church reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

I have read and understand this policy

Employee / volunteer Name: _____

Signature: _____ Date: _____