

**Victoria Bodhichitta Kadampa Buddhist Centre
Covid 19 Safety Plan
October 2020 – Rev. 0**

The following safety plan outlines all the protocols that adhere to the Work Safe BC Guidelines established for Faith-based organizations.

It outlines the policies, guidelines, and procedures that have been put in place to reduce the risk of COVID-19 transmission.

This COVID-19 Safety Plan follows the six steps outlined on COVID-19 and returning to safe operation.

- 1) Assess the risk**
- 2) Implement measures to reduce the risk**
- 3) Develop polices**
- 4) Develop communication plans and training**
- 5) Monitor the workplace and update plans as needed**
- 6) Assess and address risks from resuming operations**

Assess the risk

- 1) Close proximity has been identified.
 - a. entrance to the building
 - b. restrooms
 - c. meditation hall
- 2) Job tasks that bring workers into close contact with others.
 - a. Greeting station
 - b. Class preparation
 - c. Cleanup after class
- 3) Equipment
 - a. Audio equipment
 - b. Chairs
 - c. Cleaning equipment
 - d. Signs
- 4) Surfaces touched by many
 - a. Doors
 - b. Light switches
 - c. Water facet handles in kitchen
 - d. Keys

Measures to reduce the risk

1) Physical Distancing

- a. Chairs in the meditation room will be positioned 2 meters apart**
- b. Maximum number of people are 11, 1 instructor, 1 staff and 9 attendees**
- c. No more than 1 person in the restroom or limited to the people who came together to the centre.**
- d. Procedures for movement within the building. Instructions (signage and verbal instructions by volunteers) for all attendees for entering and leaving and other movement within the centre.**

2) PPE

- a. Masks are recommended at all times except during class when attendees are seated.**

3) Cleaning and Hygiene

- a. There will be 2 cleaning stations . One at the entrance with a hand sanitizer and one in the kitchen by the sink for people going to and coming from the restroom.**
- b. A soap dispenser and paper towels will be provided at the kitchen sink with a trash container for the paper towels.**
- c. Volunteer(s) will be provided with cleaning supplies for cleaning prior to class and after the class concludes.**
- d. Policies and training for the volunteers are outlined in later sections**

Policies

- 1) People not allowed in the centre**
 - a. All international travelers who have not yet self-isolated for 14 days after arriving in Canada**
 - b. Anyone who has symptoms of COVID 19 within the last 10 days**
 - c. Anyone under the direction of the provincial health officer to self-isolate**
- 2) Training of volunteers are contained in the next section**
- 3) Should a volunteer fall ill during class with COVID 19 symptoms they will leave the centre and take proper measures for their and others health. The instructor will determine whether to continue the class and if so how to mitigate the change.**
- 4) Signage details are located on the following pages. This signage is:**
 - a. Reminders to keep 2 meters apart. Located and the front entrance.**
 - b. General instructions.**
- 5) On-line registration only. There will be no handling of cash or Debit/Credit in the class.**
- 6) Check-off sheet. The staff member will have a sheet with them showing who is expected to attend the class. As people enter the check-off sheet will be updated to show they have arrived. This sheet will have a date and time and kept in the office for a minimum duration of 1 month.**
- 7) Attendees are asked when registering not to arrive earlier than 10 minutes prior to the class starting.**

Sign 1 at the entrance

- Please assist in preventing the spread of coronavirus and other contagions by washing hands thoroughly and regularly, and by staying at home if you have a fever, cough, or other symptoms.
- Please refrain from hugging and handshaking.
- We recommend monitoring local news sources and the [Canada Health Coronavirus Information Page](#) for updated advice about keeping yourself and loved ones safe in case of an outbreak.
- We request that if you do get diagnosed with coronavirus subsequent to attending a class that you notify us and identify the class.
- Don't forget to use your practice to help – Meditate and dedicate for the health and wellbeing of others. Through healing our own minds, we can heal the world.

Sign 2 at the entrance

Standard BC Health sign which asks people to physical distance at least 2 meters apart.

Communication plans and training

- 1) Cleaning prior to class. Using the cleaning supplies provided, the following surfaces must be cleaned prior to the class attendees being allowed in.**
 - a. Equipment**
 - i. Audio equipment**
 - ii. Chairs**
 - iii. Signs**
 - b. Surfaces touched by many**
 - i. Doors**
 - ii. Light switches**
 - iii. Keys**
 - iv. Water facet handles in kitchen**
- 2) Cleaning after class. After the last attendee has left the same items that were cleaned prior to the class starting must be cleaned again.**
- 3) During check-in class attendees will be advised verbally to not congregate either before or after class. They will also be asked if they:**
 - a. Have any symptoms of COVID 19?**
 - b. Have you travelled internationally within the last 14 days?**
 - c. Are you under the direction of a health official to self-isolate?**
- 4) After all attendees are seated the staff will give the following instructions:**
 - a. When leaving please maintain physical distancing**
 - b. No singing during the Liberating prayer**
 - c. Use of the restroom is at your own risk , and please wash hands before and after use.**

Monitor the workplace

- 1) Any changes to Work Safe BC Guidelines will be reviewed to analyze if any changes to this document are required.**
- 2) Any changes to this document will be reviewed with centre personal**
- 3) Any physical changes to the premises will be reviewed to determine if guidelines need modifying**
- 4) All staff are encouraged to voice any health and safety concerns.**

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Assess and address risks from resuming operations

Several online meetings were held with participating staff to review this document.

Participants all understood this document and have agreed to implement it.

Changes in the way classes were previously held and what is now implemented were reviewed.