

COVID-19 SAFETY PLAN



Facilities:

- The Pandosy Peace Centre is located at 2490 Pandosy Street in Kelowna.
- The main building consists of a kitchen, two office areas, a bathroom and a classroom (New Thought Classroom). The carriage house consists of a classroom (Ancient Wisdom Classroom) and a bathroom.
- Occupancy limit – New Thought Classroom – 6 people, Ancient Wisdom Classroom – 6 people
- Cleaning protocols
 - Hand sanitizer and Lysol wipes have been placed at all entrances to the Peace Centre.
 - Weekly cleaning and sanitizing of kitchen and bathroom spaces is being done.
 - Spaces will be cleaned and sanitized after each use by the designated leader of the gathering

General Operations:

- Classes and meetings
 - All in-person classes and meetings have either been cancelled or are being offered on Zoom.
- Volunteers
 - One volunteer is maintaining the Peace Centre. She is on site once per week on her own. She cleans and sanitizes the bathroom, kitchen, and office areas weekly.
 - One volunteer oversees the maintenance of the gardens. She works predominantly outdoors and only accesses the washroom and kitchen facilities as required.
- Paid staff/contractors
 - The senior minister and bookkeeper continue to work remotely. The music director uses the studio space on Sundays for the livestream service and uses the Ancient Wisdom Classroom for rehearsals
- Members
 - Members are not currently permitted to use the space unless they are attending a specific event with prior registration.
- Weekly services
 - Weekly services are now being offered online through livestreaming on Facebook. The services are being produced by a consistent group of 6 people (the Sunday Six) – the senior minister, the music director, and 4 other volunteers. The New Thought Classroom has been converted into a studio space for the livestream services. The space has been separated into 3 distinct areas – a space for the musicians and sound equipment, a space for the livestream producers, and a space for the speakers. This allows the 6 people (3 couples) to work together while maintaining a safe distance.
 - No other people are permitted to use the studio space and the Sunday Six are responsible for cleaning and sanitizing the space.
- Facility rentals
 - All facility rentals have been cancelled and no rentals to outside individuals or organizations will be permitted until physical distancing measures have been lifted.

In-Person Events

- Outdoor services and events:
 - Outdoor services may occasionally be held at an appropriate venue in the community. Attendance will be capped at 50 people including the presenters and volunteers. Prior registration will be required, and contact information of all attendees will be retained. The COVID-19 guidelines of the venue will be followed. Seating will be spaced with household groups at a distance of 2 metres from others. Attendees will be asked to wear masks if they want to sing during the service. An email confirming registration will be sent to attendees one day in advance of the event. A reminder of the COVID-19 protocols will be included in the email along with a reminder that anyone who is unwell, who has been exposed to COVID-19 within the past 14 days, or who has travelled outside of the country within the past 14 days is not permitted to attend.
- Indoor services and events:
 - Indoor special events may be held at an appropriate venue in the community. The COVID-19 guidelines of the venue will be followed. Attendance will be capped per the capacity of the venue (to a maximum of 50 attendees). Prior registration will be required, and contact information of all attendees will be retained. Seating will be spaced with household groups at a distance of 2 metres from others. Attendees will be encouraged to wear masks. An email confirming registration will be sent to attendees one day in advance of the event. A reminder of the COVID-19 protocols will be included in the email along with a reminder that anyone who is unwell, who has been exposed to COVID-19 within the past 14 days, or who has travelled outside of the country within the past 14 days is not permitted to attend.
- Small indoor community gatherings at the Pandosy Peace Centre:
 - Occasional small gatherings may be held in the Ancient Wisdom Classroom at the Pandosy Peace Centre. All gatherings will be managed by a designated community leader (practitioner, minister, board member) who has confirmed in writing their understanding of the COVID-19 guidelines. A maximum of 6 attendees will be permitted to attend gatherings. Seating will be set up so that there is a 2 metre distance between attendees. All gatherings will be sit-down events and attendees will not be permitted to move around and interact with each other at close proximity. Prior registration will be required, and contact information of all attendees will be retained. Attendees will be encouraged to wear masks. An email confirming registration will be sent to attendees one day in advance of the event. A reminder of the COVID-19 protocols will be included in the email along with a reminder that anyone who is unwell, who has been exposed to COVID-19 within the past 14 days, or who has travelled outside of the country within the past 14 days is not permitted to attend.

Communication

- The COVID-19 Safety Plan will be posted clearly at each entrance to the Pandosy Peace Centre along with the occupancy limit.
- The COVID-19 Safety Plan will be circulated to the Centre for Spiritual Living Kelowna leadership (practitioners, ministers, and board members). Confirmation that each person has read and understood the guidelines will be collected and retained by the senior minister.
- The COVID-19 Safety Plan will be posted on the website.