

## COVID-19 Operational Plan Appendix A - Details

**Name of Business:** St. John's United Church

**Civic Address:** 75 Alma Street, Moncton, NB

**Phone:** 858-8289

**Owner of Document:** Kimberley Buck de Jesus and Marlene Godfrey

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### Service Description:

- Safe working environment for staff
- Sunday Worship Services in the sanctuary of St. John's United Church

### Highlights:

- Following Worksafe NB and Provincial Medical Health Office protocols - "Go slow to move forward"
- The material in this document is fluid and will be updated as required, as information is released from Worksafe NB and the Provincial Medical Health Office
- The building will remain closed with the exception of the sanctuary for Sunday services
- Anyone entering the building (including staff) must sign the Contact Tracing Sheet log located at the Victoria street inside entrance
- Virtual (teleconference) meetings will remain the status quo as opposed to in-person meetings
- Virtual (on-line) Sunday services will continue
- Sunday Service
  - For contact tracing purposes, advance registration will be required by EACH person EACH week, to attend the Sunday service, and will include the name of all attending and their phone numbers. Registration will open each Sunday afternoon and close at noon on Saturday, or when the registration has reached its capacity. Those wishing to attend are to register via an email addressed to [sjuc@nb.aibn.com](mailto:sjuc@nb.aibn.com) or by phone. Screening questions will also be asked at the time of registration. Attendees will be reminded that if on Sunday morning they are not feeling well, they are to remain at home and watch the service online
  - Every second and third row of pews will be roped off to maintain 2 metre physical distancing protocols
  - One-way direction of travel will be used; entering the sanctuary from the rear seating to the front and departing from the front

- The Alma street door will be used for entry, with attendees physical distancing 2 metres apart on the sidewalk and stairs. The Victoria street door will be used for exiting following the 2 metre physical distancing protocol. The Alma street door will remain open and monitored during the service to provide additional airflow. A fan placed at an open window at the Victoria street 2<sup>nd</sup> floor landing will pull fresh air through the sanctuary
- Those unable to make the stairs will be asked to line up and socially distance to use the elevator
- Masks will be required as attendees line up outside to enter the building (including those entering the elevator) and must be worn until the service is over, and attendees are outside of the building on the way to their vehicle
- Upon arrival at the Alma street door, names will be verified against registration list. Hand sanitizer will be applied to all attendees
- Announcements will be made from the pulpit in lieu of a bulletin
- Ushers will seat all attendees, seating from the front to the back of the sanctuary, one row at a time
- Donation (offering) boxes will be placed at the entrance and exit doors
- Attendees are to remain seated during the service
- There will be no singing (other than 1 vocalist) or responsive reading, hugging or handshaking, etc
- Discussions regarding Sunday School will be initiated in the late fall / early winter

## Physical distancing

**Goal: Protect against the spread of COVID-19 by ensuring staff and patrons are kept 2 metres apart**

Measures used to maintain physical distancing	Steps taken to ensure minimal interaction of people (2 metre separation)	
Sunday Services - Staff and Volunteers	Volunteer supervisors (2) Volunteer registration clerk (1) Volunteer sound technician (1) Minister (1) Custodian for elevator and washroom (1)  Optional – Scripture Reader (1)  will wear masks at all time; with two exceptions: 1) the Minister will not be required to wear a mask <b>once he is at the pulpit, until the service is over</b> ; 2) the vocalist(s) will not be required to wear a mask <b>while singing</b> , if a distance of at least 14 feet from the Minister, Organist/Pianist and congregation can be maintained  <hr/> Prior to and immediately following the service, the custodian will be stationed at the elevator to manage the lift service  <hr/> During the service the custodian will remain at and monitor the washroom area, and sanitize it after each use	Volunteer ushers(2) Volunteer hand sanitizer (1) Volunteer video technician (1) Organist/Pianist (1) Vocalist (max 2)

	<p>The Minister, Organist/pianist and Vocalist will have no contact with attendees</p> <p>The Vocalist(s) will stand on either side of the sanctuary platform while singing. Mask(s) will be removed long enough to sing and then placed back on. During this period, the Minister will move to the choir loft and return to the pulpit area once the Vocalist(s) has completed their piece and returned to their seat.</p> <p>The Minister will don his mask at the conclusion of the service and return immediately to his office. The Organist/pianist will immediately return to his office, gathering his things to exit the building</p> <hr/> <p>Offering donations will be placed in the safe immediately following the service and counted by the Treasurer and Chair of Finance and Property midweek following counting protocols</p> <hr/> <p>Appropriate physical distancing signage including restrictions have been placed throughout the building on the walls and on the floor; at the entrances, the kitchen, the office areas, the washroom areas and the sanctuary</p>
<p>Sunday Services - Attendees</p>	<p>A passive screening protocol (questions) will be used</p> <p>Registration will be required to attend the service, including names of all attending in the family and phone numbers. Registrations (including COVID-19 screening questions) will be managed using EventBrite software and the link will be posted on the Church Facebook account as well as emailed to all members of the congregation. Registrations will also be taken over the phone and then entered into the EventBrite application in order to track all of those attending for contact tracing purposes. Registrations will open weekly, on Sunday afternoons and close at noon on Saturday.</p> <p>Attendees will be asked to confirm their registration information and respond to the COVID-19 screening questions:</p> <ul style="list-style-type: none"> <li>• Are you required to self-isolate because you have travelled outside of the Atlantic Bubble in the past 14 days? (YES/NO)</li> <li>• Are you experiencing or displaying symptoms of COVID-19? (YES/NO) <ul style="list-style-type: none"> <li>◦ cough, shortness of breath or difficulty breathing, fever, chills, sore throat, runny nose, sneezing, congestion, headache, muscle ache, unusual fatigue, acute loss of sense of smell or taste</li> </ul> </li> <li>• Have you been directed by a public health authority to self-isolate or quarantine within the last 14 days? (YES/NO)</li> </ul> <p>Attendees will be reminded that if on Sunday morning, they are not feeling well, they are to remain at home and watch the service online</p> <hr/> <p>When attendees arrive, they will go to the entrance on Alma street and follow physical distancing of 2 metres apart on the sidewalk and stairs. Those unable to make the stairs will be asked to line up and socially distance to use the elevator. Pre-registered families wishing to sit together are asked to arrive at the same time</p> <p>Once inside, attendees will be asked to confirm their registration information and</p>

	<p>respond to the COVID-19 screening questions:</p> <ul style="list-style-type: none"> <li>• Are you required to self-isolate because you have travelled outside of the Atlantic Bubble in the past 14 days? (YES/NO)</li> <li>• Are you experiencing or displaying symptoms of COVID-19? (YES/NO) <ul style="list-style-type: none"> <li>◦ cough, shortness of breath or difficulty breathing, fever, chills, sore throat, runny nose, sneezing, congestion, headache, muscle ache, unusual fatigue, acute loss of sense of smell or taste</li> </ul> </li> <li>• Have you been directed by a public health authority to self-isolate or quarantine within the last 14 days? (YES/NO)</li> <li>• <b>By entering this site, you agree</b> that your answer to each question is <b>NO</b> as of the date and time you were admitted to the premises.</li> </ul> <p>At this point, each attendee will be provided with hand sanitizer and escorted to a seat in the sanctuary. Seating will be from the left front of the sanctuary, moving across the 4 sections, one row at a time</p> <hr/> <p>Signage at the front of the sanctuary will include a warm welcome and a reminder to keep masks on at all times and to remain seated during the service</p> <p>Should anyone have an emergency and require use of the washroom, they are asked to use the exit to the right of the sanctuary. The custodian who is stationed at the washroom, will sanitize the washroom immediately after its use</p> <hr/> <p>The Victoria street door will be used for exiting following the 2 metre physical distancing protocol and will be managed by the ushers, one row at a time from the front of the sanctuary to the back</p> <hr/> <p>At the conclusion of the service, the minister will remind the congregation of the process for exiting, (to remain seated until advised otherwise by the ushers) and to go directly to their vehicles in order to prevent assembly outside the church building or parking lot</p>
Employees	<p>Following Worksafe NB guidelines, staff will continue to work on the following schedule:</p> <p>Office Admin – working from home, 4 hours a day, 5 days per week, coming into the office Wednesday mornings for a brief period of time</p> <p>Custodian – work on-site from 7:00 a.m. until 1:30, Monday, Tuesday, Thursday and Friday. Once Sunday services resume, work on-site from 8:00 a.m. until 1:00 p.m.</p> <p>Minister – work from home as much as possible, coming into the office as required but after 1:00 p.m. whenever possible; as well as on Sundays</p> <hr/> <p>Furniture in Owen Fraser Hall has been removed and set aside to promote physical distancing</p> <hr/> <p>Plexiglass has been installed in the office and entrance into the working area (through the swing 1/2 door) is limited to one person at a time</p>

## **Guidelines and Protocols**

St. John's United Church will continue to follow ever-changing COVID-19 guidelines and protocols as published by the provincial Chief Medical Officer, Worksafe NB, the Province of New Brunswick and the United Church of Canada

## **Policy for Exclusion of Employees Requiring Self-Isolation**

**Goal: Protect against the spread of COVID-19 by ensuring staff stay home when sick and by encouraging patrons to do the same**

Effective the week of September 14<sup>th</sup>, employees will be required to sign and date a document stating the following: "I declare, by signing this form, that I have not travelled outside of the Atlantic Bubble within the past 14 days and have not been required to self-isolate. I will immediately declare any change in regard to my Health and/or Travel, from this date forward, to the Chair, Ministry and Personnel"

## **Illness/Exclusion Policy**

Management has communicated to all staff the exclusion policy in place for any person displaying symptoms of COVID-19

- All staff must self-monitor for symptoms and report to the Chair, Ministry and Personnel if they have any concerns about possible COVID exposure or symptoms
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, contact the Chair, Ministry and Personnel, avoid contact with others, leave for home as soon as it is safe to do so and contact 8-1-1
- Symptomatic staff will be required to remain off-site until tested for COVID-19 and results have been confirmed
- If test results are negative, but the staff member remains sick or symptomatic, they are required to remain on sick leave

Symptoms of COVID-19 include:

- new or worsening cough
- shortness of breath or difficulty breathing
- fever
- chills
- sore throat
- runny nose, sneezing, congestion
- headache
- muscle aches
- unusual fatigue
- acute loss of sense of smell or taste

## Occupational Health and Safety Act Regulation Requirements

Employee orientation, information and training on the new policies and processes implemented regarding COVID-19 will be undertaken

A disciplinary process for correction of employee violations of policies and procedures has been established and will be shared with all employees

### Cleaning and Disinfection

**Goal: Protect against the spread of COVID-19 by promoting and enabling frequent and proper hand washing and respiratory etiquette for staff and patrons**

Appropriate cleaning and disinfection signage has been placed throughout the building at the entrances, the office areas, the kitchen, the washroom areas and the sanctuary

Cleaning products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses

<b>Cleaning Product</b>	Mr Clean and Windex
<b>Mixing Instructions</b>	As per the directions on the bottle
<b>Application Instructions</b>	Microfibre cloth and mope
<b>Disinfecting Products</b>	Bleach and Lysol wipes
<b>Mixing Instructions</b>	4 teaspoons per litre prepared daily
<b>Application Instructions</b>	J-cloth using rubber gloves

Cleaning Location	Frequency	Disinfecting Location	Frequency
Three Washrooms	Twice Daily	Three Washrooms	Daily/Sunday
Three Offices	Daily	Hand Rails	Daily/Sunday
Kitchen	Daily	Door Knobs	Daily/Sunday
Floors	Daily	Surfaces	Daily/Sunday
		Appliances	Daily/Sunday
		Equipment	Daily/Sunday
		Three Offices	Daily/Sunday
		Sanctuary	Twice weekly/Monday & Friday
		External railings	Weekly/Prior to Service

Daily – Monday, Tuesday, Thursday and Friday

## Hand Hygiene/Sanitization

**Goal: Protect against the spread of COVID-19 by promoting and enabling frequent and proper hand washing and respiratory etiquette for staff and patrons**

We all have to do our part to prevent the spread of illness. We know that practising good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- Wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food)
- Cough/sneeze into your elbow or tissue and put in garbage can
- avoid touching your eyes, nose and mouth with your hands
- use alcohol-based hand sanitizer (70% or above) if soap and water are not readily available

Hand Washing Stations	Location
Staff	In all three washrooms, the kitchen and outside Nursery on 2 <sup>nd</sup> floor
Public	In two washrooms in Fellowship Hall (emergency access only)
Hand Sanitizer Stations	Location
Staff	At Victoria Street and Alma Street entrances and in the office
Public	At Victoria Street and Alma Street entrances

**Working Together We Will  
STOP The Spread Of Covid-19!**