

The Diocesan Synod Office Operational Plan

Preamble

This Diocesan Synod Office operational plan was developed using guidelines set out by the province of New Brunswick in "[COVID-19 Operational Plan Guide: Keeping New Brunswickers Safer Together.](#)"

The Synod office has three levels of operation that correspond to the four public health levels promulgated by the province. In level red and orange the office is closed to the public and closed to employees except for essential pick up and drop off activity for mail and cheque signing. In level yellow, the office will be open to the public with restricted hours of operation and the majority of employees will continue to work from home. In level green when public health restrictions are lifted the office will be open to the public and employees will work from home or the office only restricted by government public health measures in force at the time.

Risk Considerations

The office has three operational scenarios under public health phases red to yellow: essential employee pick up and drop off, open to employees, and open to the public. The office public spaces with high traffic are at an increased risk of being exposed or infected with COVID-19. The office common areas are also at an increased risk of being exposed or infected with COVID-19. The more numerous and longer the exposure people experience the greater the likelihood for transmission from one person to another.

Some employees, volunteers, and visitors to our site are more at risk of developing severe complications from COVID-19 due to underlying medical conditions and age. They may also share a household with or are in close contact with others who are identified as being vulnerable to the virus.

Activities that could contribute to spread include, but are not limited to, close physical contact (less than 2 metres) and touching common objects (e.g., light switches, door knobs, hand rails, kitchen surfaces and appliances, and the washroom facilities).

The Diocesan Synod Office can contribute to the transmission of COVID-19, therefore it is important for our office to implement appropriate public health measures to prevent and reduce the spread of COVID-19 amongst employees, visitors, contractors, and the public.

It is important that we all do our part to make our office safe and that includes deciding for yourself if the risk is acceptable for you.

This plan addresses seven areas: 1) Roles and Responsibilities; 2) Physical Distancing; 3) Screening and Monitoring; 4) Hand Hygiene and Respiratory Etiquette; 5) Cleaning and Disinfection; 6) Special Considerations for essential pick up and drop off activity for mail and cheque signing during Phase Red and Orange; 8) Communication and Follow Up

Roles and Responsibilities

The Executive Officer will be responsible for the operational plan and its implementation. He will ensure that the plan conforms to the guidelines of the Province of New Brunswick and the Diocese of Fredericton.

The Executive Officer will provide a schedule when the office is open to the public and arrange for cleaning and disinfecting and appropriate signs and posters.

Employees are responsible to maintain an active screening log daily when they are in the office.

All employees will safeguard the building and assist visitors to follow the plan as they come and go to the office.

The Financial & Administrative Assistant is responsible to pick up, sort and notify other employees when and where mail is ready for pickup.

The Financial & Administrative Assistant will prepare a cleaning and disinfecting log for the cleaner to note the date and time cleaning and disinfecting occurred.

The cleaner is responsible for her own PPE.

COVID-19 Awareness

Signs will be posted on screening, proper hand hygiene, respiratory hygiene, and physical distancing throughout the office. The signs used are in the Appendix to this plan.

Signs will be prominently displayed as follows:

- [Pre-screening poster](#) – front and back entrance of the building;
- [Protect yourself and others poster](#) – front and back entrance & entrance to the conference room;
- [Physical distancing poster](#) – front and back entrance of the building & entrance to the conference room;
- [Hand washing poster](#) – in the three washrooms and at the kitchen sink; and
- [Hand sanitizing poster](#) – at the hand sanitizing stations at reception, at the back door, the conference room, and on the cabinet at the top of the stairs.

This operational plan, revised office hours, and posters on the public health measures that will affect visitors will be posted on the diocesan website.

If an employee tests positive for COVID-19 and may have interacted with co-workers, visitors, or volunteers before the diagnosis was confirmed, the employee must follow guidance from the appropriate regional public health officials. These officials will provide the follow up direction and advise if there is a need for employer action.

If an employee had contact with someone who is being tested for COVID-19 or if an employee lives with someone who is being tested for COVID-19, but is not symptomatic, then the employee should self-monitor and must remain at home. If this person is subsequently diagnosed with COVID-19, then the employee should inform their supervisor and self-isolate and must not visit the office. For the difference between self-monitoring and self-isolating consult [provincial guidance](#):

If you are living with or come into contact with someone who has returned from travel outside of New Brunswick and who is not symptomatic, follow provincial guidelines and inform your supervisor.

A person returning from 14 days of self-isolation is considered healthy if they did not exhibit symptoms when they went into self-isolation and did not develop symptoms during self-isolation. A doctor's note is not necessary to return to the office provided that the employee confirms they are healthy and shows no symptoms of COVID-19.

An employee with a pre-existing health condition that could make contracting COVID-19 more dangerous will be accommodated with either additional protections or additional public health measures to ensure employee health.

Pre-Screening and Screening

The Synod Office will be closed to the public in Red and Orange Phases. The Synod Office is open to the public Tuesday and Thursday during the Yellow Phase; business hours will be posted on the website and the front door and emailed to employees. Employees will conduct [passive screening](#) before entering the office. The receptionist will record the name of visitors by date in a logbook.

Employees or visitors that have been advised by Public Health to self-isolate or self-monitor must not come to the Synod Office. If you have one of the following symptoms you must not come to the office until fully recovered. If you have two or more symptoms then you should stay home, self-isolate, and call 8-1-1,

- fever or signs of a fever (such as chills)
- new cough or worsening of a chronic cough
- sore throat
- headache
- runny nose
- new onset of fatigue
- new onset of muscle pain
- diarrhea
- loss of taste or smell.

Employees or visitors who meet any criterion below must not enter the office:

- close contact with a person with a confirmed case of COVID-19 within the last 14 days.
- diagnosed with COVID-19.
- returned from travel outside of New Brunswick within the last 14 days.
- told by public health that they may have been exposed to COVID-19.
- waiting for testing results for COVID-19.

Any person developing symptoms of COVID-19 at work must immediately leave the workplace and dial 8-1-1 immediately for instructions.

If there are unavoidable periods of close interaction (less than 2 metres) between employees or between an employee and contractors or volunteers, then additional active screening is required, and the following steps must be taken:

- Everyone must be screened for symptoms of COVID-19 prior to entering the premises or work setting.
- A log of employee and contractor or volunteer interaction must be maintained for contact tracing purposes.
- Active screening of employees will include temperature checks of all persons at the start of work and every five hours thereafter to ensure temperatures are below 38 degrees Celsius. Temperature may be taken with a noncontact thermometer (e.g., infrared) if available, or alternatively, personal assigned thermometers.
- A non-medical facemask must be worn in following government recommendations for use.
- Tools or equipment that must be shared must be disinfected before and after use or hand protection (nitrile gloves) used.

Physical Distancing

Employees will be encouraged to hold meetings when possible on line, by phone, or outdoors observing physical distancing.

All spaces in our office will be used to ensure that employees and visitors keep 2 metres (6 feet) apart.

- Employees with shared offices will coordinate so that either only one person is present in the office or physical distancing is maintained.
- Visitors will be restricted to the first floor, bishop's office, and conference room.
- The first-floor hallway will be marked with tape at two-metre intervals.
- The reception area for the Bishop's Secretary shall have a designated visitor area outlined with tape and a waiting spot 2 metres from the waiting area noted on the floor with an X in tape.
- The conference room entrances will have a [sign on physical distancing](#) and a sign showing the layout to maintain 2m distancing
- Visitors must enter through the front door and exit through the front door.
- Visitors are not permitted up the stairs to the first floor, or in the kitchen area.
- Visitors and employees are permitted to meet together in the conference room providing social distancing is maintained.
- Employees hosting visitors are responsible to follow [physical distancing guidance](#) when using the conference room
- Office worship services will be suspended until the green phase.
- Meetings will be held virtually when ever possible.
- Non-critical maintenance and service calls will be scheduled Monday, Wednesday or Friday, if possible.

If there are unavoidable periods of close interaction (less than 2 m) between employees or between an employee and contractors or volunteers, then a facemask must be worn. Employees

without a facemask may use a disposable facemask available from the Financial and Administrative Assistant. Employees will follow the [guidance from the province for facemask use](#).

Hand Hygiene and Respiratory Etiquette

Proper hand washing and respiratory etiquette will be promoted and facilitated for visitors and employees in accordance with provincial guidelines. Hand sanitizer will be placed at the front entrance near the reception half door, in the conference room, and at the rear door on the kitchen table.

Hand hygiene posters will be placed at all [hand wash](#) and [hand sanitizing](#) locations.

Employees are expected to follow good respiratory etiquette:

- cough or sneeze into your arm or into a tissue;
- dispose of used tissues in plastic-lined receptacles;
- wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (minimum 60% alcohol content) after coughing or sneezing; and
- avoid touching face, eyes, nose, or mouth.

Regularly wash your hands for at least 20 seconds with soap and warm water, removing jewellery while washing:

- at the start of work
- before eating or drinking
- before preparing food
- after cleaning up common surfaces
- after touching shared items
- after using the washroom
- after handling garbage, and
- before leaving your workspace.

Cleaning and Disinfection

The office will be open to the public on Tuesday and Thursday during the yellow phase. The office will be cleaned weekly. The cleaner will use [government-sanctioned cleaning and disinfecting products](#). Disinfectant wipes will be placed in the conference room and at the front and back doors. The cleaner will clean and disinfect the following common surfaces before each workday using products that meet the requirements of the Government of New Brunswick:

- all doorknobs
- all switch plates
- the alarm system panels
- the conference room table and chairs
- the kitchen counter
- the kitchen sink and faucets
- the microwave door, and
- the fridge handle

The Executive Officer will communicate the COVID-19 requirements for cleaning to the cleaner and place the Cleaning and Disinfecting checklist in the Appendix to the Plan in the entrance area and the [provincial poster on cleaning and disinfecting](#) in the kitchen.

Employees will clean any surfaces they have soiled.

Employees must remove materials that cannot be easily cleaned such as newspapers and flyers from public areas.

If there are unavoidable periods between employees or between an employee and contractors or volunteers where tools or equipment must be shared, the tool or equipment must be disinfected before and after use or hand protection (nitrile gloves) must be worn. Employees may obtain disposable gloves from the Financial and Administrative Assistant.

PPE and Cleaning, Disinfecting and Hand Washing Supplies

The Financial & Administrative Assistant is responsible to monitor supplies of personal protective equipment and material for cleaning and disinfecting, hand washing and hand sanitizing and ensure that they are available. These supplies include:

- disposable face masks and nitrile gloves in small, medium, large, and extra-large;
- liquid soap, paper towel, and garbage bins lined with plastic liners at each washroom and the kitchen;
- toilet paper in each washroom;
- disinfectant wipes for three locations;
- minimum 60% alcohol-based hand sanitizer for three hand sanitizing stations; and
- cleaning and disinfecting supplies for the cleaner.

Special Considerations for pick up and drop off activity for mail, documents, and cheque signing during red and orange phases and when the office is closed in yellow phase

The preferred option to drop off or pick up documents when the office is closed is for employees to arrange a direct exchange outside. Nevertheless, employees may use the office for pick up and drop off to support essential office activity. The following guidelines are intended to reduce the risk of virus transmission:

- inform your colleagues when you plan to enter the closed office so that visits can be coordinated to reduce any overlap between visits;
- Conduct the activity Monday after the office has been closed for 72 hours;
- Conduct the activity Tuesday evening after the office has been disinfected;
- Wash or disinfect your hands after entering the building;
- When signing cheques or distributing mail wash or disinfect your hands before and after
- If another employee is present practice physical distancing
- Keep a log of when you visited the office in your calendar (for potential contact tracing)

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Posters

Screening

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/ScreeningEF.pdf>

Self Monitoring

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/Self-Monitor.pdf>

Protect Yourself and Others

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/CDC/PosterCL.pdf>

Community Face Mask

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf>

Physical Distancing

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/social-distancing/physical-distancing-eng.pdf>

Hand Washing

https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/WASH_LAVEZ.pdf

Hand Sanitizing

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf>

Cleaning and Disinfecting

https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/Cleaning_DisinfectingE.pdf

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Cleaning and Disinfecting Checklist

This checklist has been developed for the Synod Office facility at 115 Church St Fredericton, NB.

Cleaning and disinfection will be done for Tuesday and Thursday before staff arrives. The cleaner will follow the cleaning and disinfecting of common surfaces on Thursday will with our regular office cleaning.

- Conference room table
- Reception area half-door
- Backs and wooden seat supports of conference room chairs
- The kitchen countertop
- Alarm key code panel
- Photocopier (buttons and drawers)
- Mail machine
- Controls on humidifier outside conference room
- All thermostats
- Keurig coffee maker controls and water tank
- Faucets for water cooler
- Pump surface on Hand sanitizer bottle
- Boardroom window casing and locks
- Kitchen window casing and locks
- All doorknobs
- All light switches and plates
- Refrigerator handle
- Microwave door handle and control panel
- All bathroom sinks and faucet handles
- All bathroom toilets and toilet handles
- All soap dispenser pumps in bathrooms and kitchen
- All hand sanitizer dispenser pumps at entrances and the conference room
- Stair railing
- First aid equipment box

