



Saint Joseph Catholic Church
Bowmanville, Ontario

COVID-19 Safety Plan

Revision and Distribution Date: 15 September 2021

Initial Version: 21 November 2020

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Others Consulted: Nick Vickery (custodian), Roman Catholic Diocese of Peterborough

Keeping up to date:

These procedures will be kept up to date after regular reviews of the guidance provided by the Ministry of Health, the local Health Unit and the guidelines of the Roman Catholic Diocese of Peterborough. These reviews are conducted weekly by the parish workplace safety representative.

Employees have all received training about screening and reducing risk of exposure to COVID.

Screening:

Following the guidance received and regularly reviewed as listed above, an up-to-date self-screening checklist is posted for all who enter parish facilities through any main entrance. Every person entering the building is required to self-screen every time they enter using the provided checklist.

Employees, office volunteers and vendors working in the building will self-screen on entry and affirm, in writing, that they have reviewed the symptoms of COVID-19 and are experiencing none of the symptoms listed. These affirmations are then kept for thirty days.

Each parish group also has a COVID-19 safety liaison who reports any potential COVID-19 exposure risks and ensures that all COVID-19 safety procedures are followed. Anyone who enters the building is asked to review the symptoms of COVID-19, refrain from entering the building if they experience any symptoms and, if they enter, record their presence on contact tracing sheets. Those entering a meeting space are required to show proof of COVID vaccination or a doctor's exemption note according to Provincial guidelines. Those coming for worship do not have to provide information for contact tracing or show proof of COVID vaccination.

Reducing Risk of Transmission:

Employees each have their own dedicated workspace while on the premises. Reduced open office hours reduces the amount of exposure employees receive from the public. Plexiglass shields have been put in place in areas where employees need to interact with the public. Hand sanitizer stations have been placed at every major entrance and each employee has been given hand sanitizer at their workspace. Employees eat lunch and take their breaks at their respective workspaces. Employees sanitize their own workspace. The church and hall are sanitized after each event.

Suspected Exposure to COVID-19:

Employees who show symptoms of COVID-19 or are suspected to have been exposed to COVID-19 are asked to remain at home in isolation until they have shown no symptoms for two weeks or have obtained a clear COVID-19 test. If an employee receives a positive COVID-19 test, all employees they may have had close contact with in the last two weeks will be informed and asked to also get a COVID-19 test. The local health unit will also be informed along with the Roman Catholic Diocese of Peterborough. If an employee develops symptoms while at work, they will inform the employer and leave the workplace immediately.

Managing New Risks:

With the help of employees, the parish safety representative and employer will regularly review workplace tasks to identify potential exposure risks. Measures will then be taken to mitigate those exposure risks.

Safety Plan Evaluation:

Monthly, the employer and parish safety representative will query employees to get input and ideas about how this plan can be improved.

Weekly, the employer and parish safety representative will review information from the Diocese of Peterborough, the Ministry of Health and the local Health Unit to get input and ideas about how this plan can be improved.

If needed, adaptations to this plan will be made and a new revision distributed to employees and posted in three places: the narthex of the church, in contact tracing binders and in the employee daily sign-in binder. Employees will also receive updated versions of this Safety Plan.

COVID-19 Safety Plan Snapshot

Measures we're taking - Revision and Distribution Date: 15 September 2021

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19:

These procedures will be kept up to date after regular reviews of the guidance provided by the Ministry of Health, the local Health Unit and the guidelines of the Roman Catholic Diocese of Peterborough. Employees have all received training about screening and reducing risk of exposure to COVID.

How we're screening for COVID-19:

An up-to-date self-screening checklist is posted for all who enter parish facilities through any main entrance. Every person entering is required to use the checklist to self-screen every time they enter and refrain from entering the building if they experience any symptoms. Those entering the building, except for worship, will record their presence on contact tracing sheets. Except for employees, all entering meeting spaces are required to provide proof of COVID vaccination or a doctor's exemption note according to Provincial guidelines.

Employees, office volunteers and vendors working in the building will self-screen on entry and affirm, in writing, that they have reviewed and are not experiencing the symptoms of COVID-19. Each parish group has a COVID-19 safety liaison who reports any potential COVID-19 exposure risks and ensures that all COVID-19 safety procedures are followed.

How we're controlling the risk of transmission in our workplace:

Employees have their own dedicated workspace. Reduced open office hours reduces the amount of exposure employees receive from the public. Plexiglass shields have been put in place where employees need to interact with the public. Hand sanitizer stations have been placed at every major entrance and each employee has been given hand sanitizer at their workspace. Employees eat lunch and take their breaks at their respective workspaces. Employees sanitize their own workspace. The church and hall are sanitized after each event.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace:

Employees who show symptoms of COVID-19 or are suspected to have been exposed to COVID-19 are asked to self-isolate until they have shown no symptoms for two weeks or have obtained a clear COVID-19 test. If an employee receives a positive COVID-19 test, all employees they may have had close contact with in the last two weeks will be informed and asked to also get a COVID-19 test. The local Health Unit will also be informed along with the Roman Catholic Diocese of Peterborough. If an employee develops symptoms while at work, they will inform the employer and leave the workplace immediately.

How we're managing any new risks caused by the changes made to the way we operate our business:

With the help of employees, the parish safety representative and employer will regularly review workplace tasks to identify and mitigate potential exposure risks.

How we're making sure our plan is working:

Monthly, the employer and parish safety representative will query employees to get input and ideas about how this plan can be improved.

Weekly, the employer and parish safety representative will review information from the Diocese of Peterborough, the Ministry of Health and the local Health Unit to get ideas about how to improve this plan.

If needed, adaptations to this plan will be made and a new revision distributed to employees and posted in the narthex of the church, the contact tracing binder in the hall and the employee daily sign-in binder. Employees will also receive updated versions of this Safety Plan.

A complete copy of this safety plan can be found on the parish website or by asking.