

**CHURCH OF THE GOOD SHEPHERD
OPERATIONAL PLAN
COVID-19**

Revision History			
Date	Version	Description	Author
21/05/2020	0.01	Initial drafting	Sharon Baxter
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PURPOSE

The purpose of this document is to introduce a set of policies and procedures protecting the health and safety of the parishioners and employees of the Church of the Good Shepherd.

Objectives

The objectives that mutually support deliverables have been identified. In order to achieve success with re-opening the Church of the Good Shepherd for in-person worshipping. The following objectives and success criteria must be met:

1. Designate an owner of the plan
2. Design the necessary processes according to provided provincial documents
3. Review Risk register and implement mitigation plans
4. Communicate plan through multiple platforms
5. Implement the plans

Risks

While the following list is not all inclusive, high level risks for the Operational Plan have been identified. The Warden will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks and any others that occur during the life of the operational plan

Risk	Probability (Low–High)	Impact (Low-High)	Consequence or Impact	Mitigation Strategy
Bottlenecking congregation at entrance/exits	High	High	Negating social distancing rules	Split the groups at exit.
Large senior group	High	High	Higher risk group	Encourage them to attend the early service.
Cleaning of the communion cups	Med	Med	Some Altar guild members rinse all of the used materials and use disinfectant between services. We will use the chalice pour spout to pour the wine into disposable plastic cups for each individual.	Use disposable plastic cups for each individual who receives communion. Only the Priest will drink directly from the chalice after the wine has been poured into individual cups.

Communication Failures	High	High	Failure to understand mitigation strategy.	Meet timelines.
More than 50 showing up	High	High	Negating social distancing rules	Pre-registration
Lighting candles after using alcohol	Low	High	Personal injury.	Limit who lights candles and instruct to wait after using hand sanitizer.

DELIVERABLES

The following deliverables must be met upon the successful completion of the Operational Plan. Any changes to these deliverables must be approved by the Warden.

- Establish Passive Screening tool with clear directions and process;
- Establish data collection process including storage parameters;
- Procure appropriate PPE, Hand Hygiene products and disposables;
- Design processes for arrival, during services and departure;
- Ensure physical distancing requirements; look at more than one service with sign up preferences of parishioners. Max of 50;
- Cleaning and disinfection protocols;
- Review schedule of operational plan and risks implement adjustments as necessary.

Procurement

Hand sanitizer
 Hand soap,
 Disposable towels,
 Disinfecting cleaning supplies.
 Spray bottles
 Nitrile gloves
 40 masks for those who attend who may not have one.
 Posters – Passive screening
 Clipboards/activities for children.

Pre Arrival

Communicate to all parishioners the screening tool, the process they will follow upon arriving. This will be achieved by:

- Posting on our website and Facebook page.
- Email to congregation
- Follow up calls to any parishioners who aren't tech users (Lori to follow up)
- Greeter at the door

Communication to be delivered

- Social Distancing guidelines
- No handshaking or singing please
- Access and Egress – Entry thru front door, exit through back and front.
- Wearing of face masks
- Overhead screen used in lieu of books and bulletins
- Encourage the senior population to attend the earlier service,

Arriving

Screening

In stage 4 of opening businesses and agencies can adopt passive screening. There will be screening tools posted at the front of the church and greeters will direct that each person entering the facility read and answer. The poster shall also be posted on our webpage and emailed to parishioners.

Ensure that the parishioner has a mask, there will be extra masks available.

Data Collection

Greeters will register the name of each person entering the church and those records will be kept in the Parish office for no less than 42 days.

Overcoats etc. to be kept with the parishioner and taken inside with them, no coat check.

Once checked in, they will be directed to the hand hygiene station where there will be another greeter to give direction on how seating works.

During Service

Initial Address to reinforce

- Social Distancing guidelines
- No handshaking or singing please
- Access and Egress – Entry thru front door, exit thru back.
- Wearing of face masks
- Overhead screen used in lieu of books and bulletins

Collection Process

Tables placed at entry and exit. One to block the back aisle to mitigate movements.

Collection will be stored for the week, counting staff will count the week prior after it sits for the week.

Children's Address

The Children's time will happen in the service, but the children will remain in their pews. The Priest will approach the children and maintain a distance of 6 feet. The Priest will try to engage the children from where they are seated.

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- Clipboard activities for the children to do during service

Communion Process

The Priest will wash his hands thoroughly before the service begins as will the Layreader and Server. The Priest and Layreader and Server will use hand sanitizer before communion begins. The Priest, Layreader, and Server will put on gloves after sanitizing their hands. The Priest will be the only one touching the wafers. The wine will be poured into the chalice from the flagon by the Priest.

Once it is time for communion to be served to parishioners the Priest will move about to each pew administering the bread. The congregation will remain in their seats physically distancing.

All who receive the wine will do so from little plastic cups that are one use only. Like the bread the Layreader and Server will follow the Priest maintaining 6 feet distance whenever possible. The Server will hold the small plastic cups and pass them to the Layreader who will pour the wine into the individual plastic cup and hand them to the person receiving the wine. The Server (or helper) will then offer the basket to the person who has just drank the wine.

After each service the Altar Guild members will wash and disinfect the chalice and other dishes used in communion and place them back on the Altar for the next service or put them away in the Sacristy. The plastic cups will be disposed of without the need to clean them or touch them.

Departure

Have parishioners exit by the marked egress routes (half back exit, half main doors) while maintaining appropriate distancing.

There will be another hand hygiene station placed at the back exit and parishioners to use before exiting the building.

There will be no social time after the services.

Cleaning & Disinfection

Items that be left for at least 72 hours will be left. i.e. money and then cleaned and put away.

Washrooms to be cleaned hourly on day of services with appropriate cleaning solutions.

Recognition

This document would not have been possible without the input from the following;

Jonathan Springthorpe

Bruce MacLeod

Patti Skidmore

David Mitchell

Sharon Baxter