

Operational Plan  
COVID-19 Pandemic  
Christ Church Cathedral  
Revised 11 March 2021



# **COVID-19 OPERATIONAL PLAN**

Revised 11 March 2021

## **CONTENTS**

### General

#### CATHEDRAL

General

Worship Admittance

Communion

Exit

Funerals

Weddings

Washrooms

Greeter Duties

Cleaning

Tours

Concerts

#### MEMORIAL HALL

Employees

Responsibilities to Employees and Volunteers

APPENDIX 1 - Reservations for Worship

APPENDIX 2 - Protocol for Celebration of the Eucharist

APPENDIX 3 - Use of a non-medical mask or face covering

APPENDIX 4 - Sanitation Guidelines for COVID-19

APPENDIX 5 - Training

APPENDIX 6 - Fall/Winter Greeter Duties and Procedures

# COVID-19 OPERATIONAL PLAN

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## CATHEDRAL

### General

- While the provincial requirement limits the number of participants as advised by GNB, a reservation system will be in place to ensure compliance with this limit. If and when the maximum is increased, this system may no longer be needed.
- All entrance to the Cathedral will be through the west door. Physical distancing lines will be placed in the driveway leading to it. The south door will be for exit only.
- Screening poster will be posted at the door.
- Masks are required at worship services, including weddings and funerals.
- Pews will be taped off and marked to ensure participants sit apart or in family/"bubble" groups.
- Physical distancing lines will be placed in the center and side aisles for keeping proper distancing at all times.
- Hand sanitizer stations will be available on each side of the main aisle near the font, everyone must sanitize their hands on entry.
- The Cathedral will be emptied between gatherings to allow for cleaning. People are not to congregate near the doors.
- Non-medical masks and gloves will be provided for employees, essential volunteers and participants if needed.

### Admittance

- Screening: Greeters will meet each person at the door, verify they can answer "no" to all questions. Names will be checked off of a provided list of reservations, or names and contact information added to the attendance list.
- Participants are asked to keep their coats and jackets with them and not use the coat rack area.
- Bulletins will be handed out by the greeters. All materials will be printed if possible.
- Books will be cleared from the pews.
- Participants should expect to be ushered to their seats, starting from the front to avoid later arrivals from having to pass close to people already seated.
- The offering plate will not be passed but accessible near the back.
- Participants will be reminded to observe physical distancing during Communion.
- Congregational singing only with a mask and with two metres physical distance.

### **YELLOW LEVEL Protocols and Limits**

Congregational seating:

60 bubbles, 2 metre distance between bubbles, mandatory face masks indoors, congregational singing with masks and 2 (TWO) metre distance between bubbles

### **ORANGE LEVEL Protocols and Limits**

Congregational Seating:

50 individuals, 2 metre distance between bubbles, mandatory face masks indoors and out

### **RED LEVEL Protocols and Limits**

Congregational Seating:

No public worship. Recording only with limited in-person participants

## **Communion**

*See Appendix 2 for Protocol for Celebrating the Holy Eucharist*

- Officiant will wear a face mask during Communion (momentary physical distance impossible).
- One line of approach up the centre with physical distancing observed.
- Masks will be worn while receiving the host and removed once a distance away from the Officiant or once in the individual's pew.
- Return by the side aisles.
- Officiant administers to individuals in one kind (host only).
- Hosts placed without hand contact.
- Leaders and performers may remove masks with 4 (FOUR) metre distance in accordance with current NB Health consultations with faith groups.

## **Exit**

- Greeters/verger will release people from back rows to front to ensure social distancing is observed.
- People may socialize outside according to current provincial guidelines.
- The south door may be used for exiting the building from the south side aisle.

## **Funerals**

- Work with funeral directors on attendee reservations.
- All procedures listed above must be followed.
- Copy of the attendance log for Cathedral records.

## **Weddings**

- All procedures listed above must be followed.
- Copy of the attendance log for Cathedral records.

## **Washrooms**

- Hand-washing posters will be posted in each washroom.
- No-one may wait in the mirror area.
- Physical distancing lines will be placed on either side of the washroom entrance.
- Washrooms will be cleaned after each gathering.

## **Greeter Duties**

- Greeters will wear masks.
- Verify each participant has answered “no” to all questions.
- A log will be kept of participants (by checking off reservation list if there is one). Log is to be kept for 21 days, in a binder in the Sacristy.
- Provide instructions to participants re physical distancing markings/seating/ washrooms.
- Remind each participant to use the hand sanitizer provided.
- Monitor participants during Communion and while exiting.
- Collect the offering from the table and count as usual.
- Gather bulletins left behind and place in the recycle bin or set aside sheets reusable after 72 hours.

## **Cleaning**

- Sacristy Guild and Sexton will follow provincial cleaning and disinfecting guidance - “Bishop’s Directive and NB Cleaning and Disinfecting Guidance”.
- Pews will be cleaned between services.
- Bulletins left behind will be picked up and discarded.
- Washrooms will be cleaned before each service and after the last service of the day.
- See Appendix re Cleaning and Sanitizing for more detail.

## **Tours**

- Tours are cancelled until further notice.

## **Concerts**

- Concerts will be held according to and maintaining the GNB Provincial Guidelines i.e. screening of participants, contact information for contact tracing, use of hand sanitizer, physical

distancing and the wearing of masks. Numbers of participants will be limited according to availability of space.

## MEMORIAL HALL

- Screening poster will be posted at the door. No one who answers “yes” to any of the questions may enter the building.
- A hand sanitizer station will be near the door. Everyone entering must use it.
- The building will not be open for general business.
- Anyone entering the building must sign in, including name and time, and sign out.
- A maximum of two people allowed in the inner office.
- A maximum of two people allowed in the outer office.
- Meetings are allowed with the meeting room arranged according to current acceptable physical distancing ([GNB Recovery Plan level](#)). Masks are required if at all possible.
- Maximum numbers to be accommodated depend on current physical distance requirements.
- No food events will be allowed.
- The Calithumpians will be provided with a copy of the Plan. They must follow it in their use of the building. They must provide us with a copy of their operating plan.

**YELLOW LEVEL** - At least 2 metre distance, face masks mandatory indoors

**ORANGE LEVEL** - At least 2 metre distance, face masks mandatory indoors and out, maximum 25 individuals

**RED LEVEL** - Cathedral Office is closed to the public. No in-person meetings. Minimal staff present when necessary.

### Employees

Employee orientation and training to include:

- Responsibilities under the Operational Health and Safety Act.
- Rights under the Operational Health and Safety Act.
- The policies and processes within this Operation Plan.
- The work refusal process.
- Employees will be provided with masks and gloves where necessary.

### Responsibilities to Employees and Volunteers

- Keep all records of volunteer orientation and training.
- Ensure all volunteers assisting in worship that are not able to maintain 2-meter physical distancing receive information, instruction and training on the personal protective equipment required to protect against COVID-19.
- Provide, maintain and make available personal protective equipment.
- Maintain a log of violations of the Operational Plan policies and procedures.
- If an employee tests positive for COVID-19 and may have interacted with co-workers, visitors, or parishioners before the diagnosis was confirmed, the employee must immediately isolate themselves and 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 a parishioner tests positive for COVID-19 and may have interacted with other parishioners before the diagnosis was confirmed, the parishioner must follow guidance from regional Public Health officials and is requested to inform the church office.
- 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, self-monitor and remain at home. If this person is subsequently diagnosed with COVID-19, then self-isolate.
- If any person had contact with someone who is being tested for COVID-19 or lives with someone who is being tested for COVID-19, but is not symptomatic, self-monitor and remain at home. If this person is subsequently diagnosed with COVID-19, then self-isolate.
- 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, self-monitor.
- A person returning from 14 days of self-isolation is considered healthy if they did not exhibit symptoms when they went into self-isolation. A doctor's note is not necessary provided that the individual 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 measures to ensure employee health.
- A person with a pre-existing health condition that could make contracting COVID-19 more dangerous is advised to remain at home and participate in the community virtually. If that is not possible additional protective measures should be taken to protect their health.

### **Logging**

As per NB Department of Public Health instructions: Lists will be maintained of recorded attendance, and logged recording the date secured and date of destruction (21 days).

One copy of this Operational Plan will be kept in the Cathedral near the entrance.

One copy of this Operational Plan will be kept with attendance records in the Cathedral Hall.

Available from the Cathedral website.



# APPENDIX 1

## Reservations for Worship

- Those wishing to attend scheduled gatherings will need to “reserve” their space.

This is especially important when we meet our attendance limits (Yellow 90; Orange 50 individuals)

- Reservations are on a first come, first served basis in line with Public Health restrictions.
- Attempts will be made to accommodate attendees previously unsuccessful in reserving.
- Reservations will be held on Signup.com. The location is [Cathedral Worship Signup](#) → Day and time → Worship Participant. Maximum numbers per current protocols.
- Those unable to use the Signup should phone **(506) 450-8500** during office hours, Monday - Friday 9:00 a.m. to 12:00 Noon to make a reservation.
- Reservation lists will be printed to be used as a checklist by the greeters at the service.
- This list will be securely retained for 21 days and logged in the Sacristy.

11 March 2021

## **APPENDIX 2**

### **Protocol for Celebration of the Holy Eucharist**

#### **Self Monitoring**

- Officiant will practice strict self-monitoring in accordance with NB Health and Safety protocols during the time leading up to the event.

#### **Preparing the table**

- Only the officiant will be involved.
- Application of hand sanitizer is recommended.
- Prepare one chalice with a small amount of wine.
- Ciborium with required breads.
- Ciborium placed near the front (westward side) of the table with cover in place.

#### **Consecration/Eucharistic Prayer**

- Officiant touches only the chalice and patten.
- Hand sanitizer applied before the liturgy of the table.

#### **Administration**

- Prior to administration, the Officiant will remove ciborium cover and visit the sacristy to wash hands according to usual protocols.
- The administrator will wear a face mask (to address momentary closer contact).
- Individuals will approach single file up the centre with physical distancing observed.
- Individuals will maintain wearing their mask while the host is administered by the Officiant.
- Individuals will momentarily remove their mask and consume the host once physically distanced from the Officiant or in their pew.
- Hosts administered without hand contact i.e. drop the Host into the hand.
- If the officiant touches face - interrupt and sanitize hands.
- If the officiant touches participant's hand - interrupt and sanitize hands.
- Return by the side aisles.

#### **Ablutions**

- As usual by the Officiant.

11 March 2021

## APPENDIX 3

### Use of a non-medical mask or face covering

Organization: [Public Health Agency of Canada](#) Dated: 2020-06-06

#### Do's

- DO wear a non-medical mask or face covering to **protect others**.
- DO ensure the mask is made of **at least two layers of tightly woven fabric**.
- DO inspect the mask for tears or holes.
- DO ensure the mask or face covering is clean and dry.
- DO [wash your hands](#) or use [alcohol-based hand sanitizer](#) before and after touching the mask or face covering.
- DO use the ear loops or ties to put on and remove the mask.
- DO ensure your nose and mouth are fully covered.
- DO replace and launder your mask whenever it becomes damp or dirty.
- DO wash your mask with hot, soapy water and let it dry completely before wearing it again.
- DO store reusable masks in a clean paper bag until you wear it again.
- DO discard masks that cannot be washed in a plastic lined garbage bin after use.

#### Don'ts

- DON'T reuse masks that are moist, dirty or damaged.
- DON'T wear a loose mask.
- DON'T touch the mask while wearing it.
- DON'T remove the mask to talk to someone.
- DON'T hang a mask from your neck or ears.
- DON'T share your mask.
- DON'T leave your used mask within the reach of others.

Remember, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.

**Do your part.** Wear a non-medical mask or face covering to protect others when you can't maintain a 2 metre distance.

#### Exceptions

Non-medical masks are **not recommended** for:

- people who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- those who have difficulty breathing
- children under the age of 2 years

#### **Don't judge others for not wearing a mask.**

Kindness is important as some people may not be able to wear a mask or face covering.

Exceptions are made for performers or officiants whose activities require vocalization like talking or singing at a faith gathering, wedding, funeral, social event, etc. These individuals are exempt from wearing a mask during the ceremony; and should stay at least four metres away from each other, and the congregation (in all directions) during their performance.

01 December 2020

## **Appendix 4**

### **Sanitation Guidelines for COVID-19**

#### **CATHEDRAL**

Areas to be sanitized after each worship gathering and daily (if used or open to public)

- Pews (marked off for participants for seating area; cushions removed)
- All door handles in the building
- Bathrooms (sink, toilet, handles, light switches, doors and casings)
- Lectern
- Any 'high-touch' areas including light switches
- Inside (from Sacristy and Lady Chapel) and outside railings (both entrances)
- Microphone and sound equipment when used
- Supplies will be stored in sacristy

#### **MEMORIAL HALL**

Areas to be sanitized daily (if used or open to public)

- Pew and chairs in seating area at front entrance next to coat area
- Ledge at front office including glass partition
- Cathedral Matters display table
- Outer office
  - Photocopier
  - Mail slots
  - Telephone
  - Any 'high touch' areas in outer office
- All door handles both within the building and outside as well
- Bathrooms (sink, toilet, faucet handles, light switches, doors and casings)
- Any other 'high-touch' areas including light switches and door frames
- Kitchen counters, faucets, appliances, cabinet handles, telephone (if kitchen is in use)
- Table and high touch areas in Lounge, or other meeting rooms, if used
- Telephones
- Supplies will be stored in the corner cupboard near windows in the kitchen in the Hall

### **Cleaning Supplies**

- Spray Nine, Virex, bleach, Lysol and Windex Antibacterial will be used as sanitation agents. All are Health Canada approved as 'effective and may be used against' the coronavirus.
- All are cited on Health Canada's list of hard-surface disinfectants with evidence against COVID-19.
- [Health Canada Disinfectants](#)
- Bottles of table-top hand sanitizer will be strategically placed at entrances of Cathedral and Memorial Hall.
- Bleach solution will be added by Sexton to scrub water for floors.
- Spray bottles will be available with sanitation agents for individuals to clean areas; wipes (shop towels) and wet wipes will be available also.

### **Sanitation of Bathrooms**

- Sinks should be thoroughly cleaned (attention to faucets and hand towel dispenser) with spray bottles of disinfectant.
- Spray disinfectant around the toilet bowl and under the edge of the toilet bowl.
- Spray disinfectant on the toilet seat and let sit 20 seconds before wiping off.
- Carefully wipe down all high touch areas including door handles and frame of doors.

### **Masks, Shields and Gloves**

- Boxes of gloves (size M and L) will be available in both locations.
- Masks (community - **not** medical grade) have been purchased and available at Cathedral and Memorial Hall.
- Six (6) face shields are available at the Cathedral.

01 December 2020

## APPENDIX 5 Training

Groups and individuals requiring training include:

	Who	When
Cathedral Staff (employees)	Parish Nurse	By 30 June
Worship officiants	The Dean	Prior to schedule
Reservation volunteers	The Dean/Office Admin	By 30 June
Worship greeters	Wayne Burley	By 30 June
Cleaning / sanitation volunteers	The Sexton	When required
Sacristy Guild	Lois Baker	Prior to schedule

8 October 2020

## **APPENDIX 6**

### **Fall/Winter Greeter Duties and Procedures**

#### **Prior to Start of Worship Service**

- Wear a mask.
- Sanitize hands.
- Masks and gloves are available. They are stored on the top shelf of the cupboard to the right of the west door (former location of sound system).
- Retrieve offering plate from Sacristy and place it on the small stand adjacent to the font.
- Check to ensure green tape is in place for pews designated not to be used. Pews for use will have had cushions and books removed.
- Ensure that hand sanitizer is in place on the table by pillar.

#### **Greeting Participants as They Enter for Worship**

- With cooler/inclement weather, the west doors will remain closed.
- Place the sandwich board with COVID questions inside, in the area of the current hand sanitizer station, somewhat blocking the main aisle.
- All participants will be greeted inside by Greeter #1 who will stand beside the sandwich board, checked off of the list and asked to proceed immediately to the left and head towards the open space in the north-west corner of the Cathedral.
- They all must answer NO to the questions, and wear a mask. They can be provided with one should they not have brought one.
- Greeter #2 takes up position near the relocated hand sanitizer station, near the pillar.
- Spaced markings have been placed on the floor in this area so people can space themselves as they are processed.
- Greeter #2 hands out a bulletin/Order of Service after they have hand sanitized.
- Control the distribution of the handouts so that they do not get touched by anyone else.
- Participants move on to find a seat in a designated pew.
- Just before the service begins remove the sandwich board out of the way so it does not become a hazard blocking the aisle for the exiting of the participants or in the event of an emergency.

**NB** All coats, umbrellas, etc. must be taken to the pews and not left at the usual racks at the back of the Cathedral.

## **Visitors**

- If dealing with a visiting or non familiar participant, Greeter #2 can suggest where participants should sit and guide them to pew.
- Bubbles can share a pew.
- Participants to be placed 6' apart.
- Try to place people in front and work back.
- 8am Sunday Greeters will place everyone in the centre section provided numbers allow. This will eliminate the need to sanitize the side pews between services.
- If asked, direct participants to the location of the offering plate where they can place their offering prior to or after the service. Plate is to be left on stand and not presented to the Officiant.

## **During Communion**

- Monitor the flow and guide the participants at the front to ensure physical distancing (distance marked on the floor with tape).
- Will usually work out and not need guidance once the front 3-4 pews are able to proceed to receive Communion.
- Participants approach the altar in single file in the centre aisle and return to their pew via the side aisles.

## **Post service**

- Encourage participants to maintain physical distancing as they leave, and not to linger chatting, etc. This can be done once outside.
- Collect any bulletins left behind and place in the recycle box.
- After 10:30 service, Orders of Service can be saved for use at future services.
- Gloves can be worn for this task, or make sure to hand sanitizer after touching bulletins.