Church of the Redeemer
COVID-19 Safety Plan

Business name:	The Church of the Redeemer
Developed by	Karen Chandler, Director, Parish Operations
Others consulted:	Ann Cope, Chair, Advisory Board Mary Pat Moore, Human Resources Committee Member Carol Ritter, Human Resources Committee Member Angie Hocking, Director of Outreach and Pastoral Associate of Community Engagement Mark Keller, Caretaking Supervisor
Approved by:	Executive Committee
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Overview

The Church of the Redeemer (also referred to as 'Redeemer' or 'church') is responsible and committed under the *Occupational Health and Safety Act* to take every precaution reasonable to protect our staff, volunteers, and visitors. This COVID-19 Safety Plan (herein referred to as 'Safety Plan') will outline the framework in place to help make Church of the Redeemer safer for everyone.

A Safety Plan has been developed and is available on our website. A hard copy of this document is posted on the Health & Safety bulletin board and on the bulletin boards as people enter and exit the premises. The Safety Plan will be reviewed and updated regularly considering required changes as instructed by Toronto or Ontario Public Health or The Diocese of Toronto[1].

The Safety Plan is shared with all staff and volunteers at the church. Contractors and suppliers who may need to access our building are referred to our website for a copy of the Safety Plan.

At the time of this Safety Plan, regular in-person worship has been suspended. Should any funerals, baptisms and weddings be required, they will adhere to guidelines provided by Toronto or Ontario Public Health or The Diocese of Toronto.

Best Practices

This document provides a framework for assessing COVID-19 transmission risk and how Redeemer plans to mitigate those risks and ensure a safe workplace and worship space.

Our best practices include:

- COVID-19 staff and visitor screening
- COVID-19 staff and volunteer screening as it relates to homelessness service settings
- Requirement to wear masks unless prevented by a medical condition
- Physical distancing of 2 metres from others, where possible
- Washing hands frequently, hand-sanitizing
- Utilizing personal protective equipment (PPE)
- Keeping surfaces and objects clean
- Working from home as much as possible
- Staying home if even mild symptoms are exhibited
- Getting tested if symptoms are like that of COVID-19 or been advised of exposure
- Encouragement to download and update the COVID Alert app, if possible

Revisions to the Safety Plan are done in consultation with the following Committees and individuals:

- Ann Cope, Chair, Advisory Board
- Mary Pat Moore, Human Resources Committee Member
- Carol Ritter, Human Resources Committee Member
- Angie Hocking, Director of Outreach and Pastoral Associate of Community Engagement
- Mark Keller, Caretaking Supervisor

The Executive Committee at Church of the Redeemer is the approving body of the Safety Plan.

Church of the Redeemer COVID-19 Safety Plan

As a workplace, a place of worship, and an organization that provides an essential service, all precautions apply to staff, volunteers, and visitors.

Ensuring workers know how to keep themselves safe from exposure to COVID-19

- All must complete an appropriate screening form each day prior to entry. Everyone must be symptom-free before entering the building.
- Workers with symptoms or who are close contacts of COVID-19 cases self-isolate.
- Job descriptions for each of The Common Table staff and volunteer positions include references to safety protocols related to that role. These documents are posted and used to assist in training.
- People maintain a physical distance of at least 2 metres.
- That masks are required and should properly fit, covering the nose, mouth and chin and does not gape at the sides. Disposable masks should be disposed if they become moist. Reusable masks must be clean and well cared for.
- That surfaces and objects are disinfected frequently.
- Hand hygiene and sanitizing stations are available throughout the building, particularly hand washing stations.
- The following Toronto Public Health posters are displayed in a prominent location as a reminder of the health and safety practices required on-site:
    - Mask or Face Covering Required
    - Prevent the Spread of COVID-19 in Washrooms
    - Physical Distancing on Elevators
    - Physical Distancing
    - Cover Your Cough
    - Hand Washing
    - Hand Sanitizing

Screening for COVID-19

- Staff, volunteers, and participants of The Common Table program that enter the building will be screened using the Toronto Public Health COVID-19 Staff and Visitor Screening Form for Homelessness Service Settings.
- A staff member or volunteer of The Common Table will conduct the screening for that ministry area Monday-Friday.

[1] The Diocese of Toronto is an administrative division of the Anglican Church of Canada. Website: https://www.toronto.anglican.ca/

- All other staff will conduct their own screening and that of any other visitors using the general COVID-19 screening questionnaire for workplaces and assist The Common Table ministry area as needed.

- Parishioners attending worship on-site complete online or hard-copy screening documentation before entering. Toronto Public Health screening documents are utilized.

- Individuals who pass the screening will enter.

- All are required to present themselves immediately for screening prior to beginning any work.

- The Common Table program allows participants access to our building to use the washrooms or phone. Participants will be asked informal screening questions.

Controlling the risk of transmission at Church of the Redeemer

- All staff, volunteers, and visitors are to:
    - Maintain 2 metres between individuals
    - Hand wash and hand sanitize frequently
    - Ensure that masks are always worn and that the mask fully covers the nose, mouth, and chin and fits securely at the sides
    - Adhere to the Church of Redeemer Safety Plan

- Bins with cleaning disinfectant, gloves, masks, and hand sanitizer have been placed within the building in prominent places to facilitate the ease of cleaning surfaces and hand sanitizing. Bin contents are reviewed daily and refilled, as necessary.

- Pews in the sanctuary have been removed. Chairs are used and separated unless attendees are in a self-disclosed bubble (e.g., spouse, family members, etc.). Hymn and prayer books have also been removed. Large screens with the order of service can be viewed during in-person worship.

- The Chancel is to be used by only those leading worship.

- Singing is permitted by members of the choir or music staff who must wear a mask and be behind a plexiglass barrier with as much distance from the next person as possible (not less than 4 metres) unless they are in the same household.

- High touch surfaces are cleaned throughout the day by staff and volunteers. This includes but is not limited to washrooms, entrances (push bars), door handles, office desks and spaces, countertops, appliances, handrails, light switches, photocopier, and other shared equipment, etc.

- During worship, restrooms or other spaces or surfaces will be cleaned as needed. A deeper cleaning of the worship space and equipment, restrooms, program areas is completed at the end of the service and following The Common Table program each weekday. This is managed by Caretaking staff.

- Masks must be always worn by everyone while inside the building. The only time that someone can take their mask off is if they are recording some aspect of the liturgy and they are the only person in the space. Those who have a medical exemption do not have to wear a mask as per the Ontario Ministry of Health guidelines.

- Heating and cooling systems are maintained, filters are changed as needed and maintenance is conducted by an outside contractor. Doors are opened as frequently as possible to allow direct fresh air ventilation.

What will be done if there is a potential case of, or suspected exposure to COVID-19 at Church of the Redeemer

- If staff or volunteers show symptoms of COVID-19 while at Church of the Redeemer, they will be instructed to return home and self-isolate immediately. They will be instructed to call Telehealth at 1-866-797-0000, their health care provider or an Assessment Centre to get tested. If they cannot leave immediately, they will be asked to isolate in the Boardroom which has been designated as an isolation area. Participants of The Common Table will be provided a place to self-isolate on the front stairs, or in inclement weather on the main level in the stairwell while awaiting Public Health instruction.

- Staff, volunteers, or visitors are to advise Church of the Redeemer immediately if they have tested positive for COVID-19.

- If there is a reasonably suspected potential case or exposure to COVID-19, the contact tracing logs will be consulted and staff, volunteers and other visitors who were in close contact with the individual will be contacted. They will be notified that they must self-isolate for 14 days, monitor themselves for symptoms and be encouraged to be tested for COVID-19.

- The building will be closed, and The Common Table program and other on-site ministry programs will be suspended for a minimum of 3 days while the facility is thoroughly sanitized. Other than for cleaning or emergencies, individuals will not be permitted on-site.

How we manage any new risks caused by to the way we operate at the church

- Adhere to the Toronto and Ontario Public Health Guidelines and those also set out by the Diocese of Toronto with respect to COVID-19 health and safety.

- Health and safety risks will be assessed by the following individuals and recommendations to mitigate those risks will either be developed or included within an existing procedure:
    - Ann Cope, Chair, Advisory Board
    - Mary Pat Moore, Human Resources Committee Member
    - Carol Ritter, Human Resources Committee Member

- Angie Hocking, Director of Outreach and Pastoral Associate of Community Engagement
- Mark Keller, Caretaking Supervisor

If the Safety Plan warrants revisions, the Executive Committee will approve those updates.

- On a monthly basis or as needed, monitor current procedures, and review the Safety Plan taking into consideration any required changes as instructed by Toronto or Ontario Public Health or The Diocese of Toronto[1].

- Advise staff and volunteers of changes to processes and protocols via email, and in person.

How we know the plan is working

- The following individuals and groups meet monthly, or more regularly as needed to discuss the effectiveness and efficacy of the Safety Plan and ensure that information, procedures, and lines of communication are functioning to protect all those on-site at Church of the Redeemer:
  - Ann Cope, Chair, Advisory Board
  - Mary Pat Moore, Human Resources Committee Member
  - Carol Ritter, Human Resources Committee Member
  - Angie Hocking, Director of Outreach and Pastoral Associate of Community Engagement
  - Mark Keller, Caretaking Supervisor

- Should the Safety Plan require any updates to reflect new information or guidance from Public Health or the Diocese of Toronto, or new process and protocols, the above-named individuals will be consulted, and recommended updates will be proposed to the Executive Committee for approval.

Updated practices at Church of the Redeemer Appendix 1

In-person, indoor and outdoor worship services

- All in-person worship services have been suspended.
- Worship services have been made available online through Zoom currently or pre-recorded services.

Weddings, Funerals, Baptisms, and Ordinations

- These in-person services are limited to 10 people including the Officiant.
- Church of the Redeemer complies with all guidelines set out by the Diocese of Toronto for baptisms and the celebration of the Eucharist.

Faith Formation Studies, Marginalia, Catechesis, Church School, Youth Group and Young Adults

- In-person gatherings are currently suspended, however meet online.

The Common Table Outreach Program

- The Common Table program serves those who experience homelessness and may have barriers to food accessibility and housing/shelter.
- Safety protocols including the use of personal protective equipment for The Common Table staff and volunteers are heightened and are to be strictly adhered to.
- To-go meals are served from the ramp door along Avenue Road Monday-Wednesday from 10:00 am-11:30 am. Thursday and Friday, an outreach cart with meals, clothing, hygiene supplies are walked around the Yorkville neighbourhood as an effort to “meet people where they are”.
- Participants of the program are physically distancing using 2 metre markers on the ground.

Rentals

- Rentals will not be accepted before June 1, 2021. The church will await further guidance from Toronto and Ontario Public Health as well as the Diocese of Toronto and reassess this each month.

Pastoral Visits

- Church of the Redeemer provides pastoral care visits in accordance with Diocesan guidelines.

Offices

- The church office is not required to close at this time.
- Staff are encouraged to work from home as much as possible.
- Office spaces are sanitized after use and safety protocols must be adhered to.
- Masks must be worn in all common areas.

Questions or concerns regarding the Church of the Redeemer Safety Plan should be directed via to Karen Chandler, Director, Parish Operations at kchandler@theredeemer.ca.