



COVID-19 Operational Plan Template

This template outlines the general COVID-19 specific policies and procedures that businesses and services must have in place to operate under the updated Public Health Order issued May 1, 2020. Each phase of *Renew PEI Together*, beginning May 1st, includes a further relaxation of restrictions for business allowed to operate, but still includes the same general principles outlined in this template.

Name of Business: Trinity United Church, Summerside

Civic Address: 90 Spring Street, Summerside PEI

Owner/Manager Name: _____ Signature: _____

Phone: 902-436-3155 Email: admin@trinitysummerside.ca

Date: August _____

Service Description:

Worship Services (Indoor gathering of up to 50 people in the Sanctuary of Trinity United Church) Starting August 30, 2020 and ongoing till the approval of 2 groups of 50. This operational plan will include Sunday Services as well as other worship gatherings of up to 50 people in the Sanctuary.

** Updated July 15th, 2021 and to begin on Sunday, July 18th, 2021:

It has been approved that upon implementation of "Moving Forward Phase 3" by the Province of PEI, that Trinity United Church will move to one cohort of 100 in the Sanctuary (the total to include minister, musicians, (4) ushers, janitor, sound tech, and any other volunteers or officiants), and that the usher group of four, have a designated lead and have two ushers stationed at the Spring street entrance, one on at the winter street entrance for mobility challenged congregants, and a float to work between doors as required.

Details:

- Every second row of pews shall be roped off to maintain 2 metre social distancing protocols
- The side wings, back rows, and any rows not used will be roped off
- One-way direction of travel in center aisle with side aisles to be utilized for opposing direction of traffic while loading and/or unloading of church.
- The Usher(s) will greet attendees (Max 100 People) at the entrance door (Winter Street & Spring Street Entrance) and usher those registered directly to their seats, ensuring family members and household bubbles in same row.
- All those in attendance will have to pre-register with phone numbers, for contact tracing which will be retained by the church for each worship service.
- If the wheelchair accessible door at the business entrance of the church (on Winter st) is needed a church usher will greet the attendee and usher the family member or friend directly to their seats, ensuring family member and household bubbles in the same row only. Note:

1 Operational Plan: Indoor Worship, Group of 50. 20-08-25 Updated December 1 2020, updated and approved on June 28 2021, further updated on July 15th 2021

The rest of the church building will not be open to the public. Only the sanctuary will be accessible to the public for this service.

- The wheelchair accessible washroom in the sanctuary will be open for use following proper protocols.

Social Distancing

Measures used to maintain social distancing	Steps taken to ensure minimal interaction of people. (2 meters separation)
Between employees and Church Volunteers	<p>Volunteer Ushers (3), Volunteer sound technicians (2), Clergy (1), Music Director (1), Custodian (1) and potentially a vocalist (1-3 depending on distancing of 12 ft). Mask requirements at Trinity United Church will follow the direction of the Chief Public Health Office.</p> <p>At the end of the service Ushers will following counting protocols for the Offering in their designated areas.</p>
Between clients And between Church Ushers (Volunteers) and the public/clients	<p>Three (3) Ushers will be interacting directly with the public and 1 custodian will be on duty to clean the washroom facilities after each use.</p> <ul style="list-style-type: none"> • The public will need to pre-register. Once registration is full then registration is closed for that week. This will be a week to week pre-registration via calling into the church office on an advertised registration day. When calling to register the public will need to answer covid19 questions, name all those who will be attending with them from their family unit/bubble and offer contact information for registration and contact tracing. • NOTE: Mask requirements at Trinity United Church will follow the direction of the Chief Public Health Office. • When the public arrive for worship they will go to the entrance on the corner of Winter & Spring St. • Upon arrival the public will be asked their registration info (to cross reference with the registration taking earlier in the week) by the Usher assigned to their group. Once they are confirmed to be on the registration list, the Usher will ask the Covid19 questions. <ul style="list-style-type: none"> • If you have Covid19 symptoms, including new or worsening cough; shortness of breath or difficulty breathing; fever; chills; sore throat; runny nose, sneezing, congestion; headache; muscle aches; unusual fatigue; acute loss of sense of smell or taste, do not enter, but call your doctor, NP or 811). • If you have returned from travel from outside of PEI within the past 14 days and are required to self-isolate or have had close contact with someone who may be suspected to have COVID-19 or who has tested positive for COVID-19, please go home, self-isolate and monitor for symptoms. <ul style="list-style-type: none"> ○ If you answered no to all the above, you may enter. • When the public enter another Usher will remind the public to maintain physical distancing and proper hand washing hygiene. They will also be reminded to not go in the areas of the sanctuary that are marked “no admittance” and are divided off. There are clearly marked hand hygiene stations and social distancing reminders within the space for each group. The Usher will remind the public of the location of the designated washroom. • That same Usher will direct each person/family bubble unit that are sitting together to their designated row and give directions on social distancing guidelines

	<p>for that row. Once they are seated the Usher will return to sit the next person/group.</p> <ul style="list-style-type: none"> When exiting the sanctuary one Usher per group will call out each row to exit, leaving time and space for social distancing, mask requirements at Trinity United Church will follow the direction of the Chief Public Health Office. (Again no interaction between the two Groups and their volunteers/employees). Another Usher (the entrance Usher) will be at the assigned exit for their group to make sure there is no loitering. An offering plate station will also be set up at the exit where the same Usher will be standing. There will also be a hand sanitizing station for the public to sanitize again upon leaving.
	<ul style="list-style-type: none"> If someone needs to use the washroom facilities the Custodian who will be masked will go in after use and clean the washroom.
	<ul style="list-style-type: none"> At the conclusion of the service, the minister will invite attendees to proceed directly to their vehicles, upon exiting the church sanctuary, in order to prevent assembly outside the church or in the parking lot.
Between employees/ Church Volunteers and clients/public	<ul style="list-style-type: none"> Physical bulletins will not be provided at the service. Bulletins will be made available through alternate means.
	<ul style="list-style-type: none"> The Usher(s) will wear a mask during all interactions with the public and will social distance when able. Mask requirements at Trinity United Church will follow the direction of the Chief Public Health Office.
	<ul style="list-style-type: none"> Tech Booth Volunteers will wear their masks when they enter the church and until they access the booth. Mask requirements at Trinity United Church will follow the direction of the Chief Public Health Office.
	<ul style="list-style-type: none"> Clergy, Music Director, and (if needed) a Vocalist will have minimal physical interaction (if at all) with attendees. Mask requirements at Trinity United Church will follow the direction of the Chief Public Health Office.
	<ul style="list-style-type: none"> Trinity United Church will use established United Church of Canada protocols in a manner consistent with direction from the PEI Chief Public Health Office to guide specific sacraments which may be elements of particular worship services. Examples include baptism; weddings; funerals; communion; confirmation; transfer of membership; etc.

1. Policy for Exclusion of Employees Requiring Self-Isolation

Prior to beginning work in the office at Summerside Trinity United Church, every employee must sign and date the designated form with the following statement: "I declare, by signing this form, that I have not travelled Internationally or outside the Maritime Provinces and Newfoundland and Labrador within the last 14 days and have not required to self-isolate. I will declare any change in regard to my Health and/or Travel, from this date forward."

2. Illness/Exclusion Policy

Management has communicated to all staff the exclusion policy in place for any person displaying symptoms of COVID-19.

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to manager, avoid contact with staff and leave as soon as it is safe to do so. Please call 811 to arrange testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.

- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.

Symptoms of COVID-19 include:

- new or worsening cough
- shortness of breath or difficulty breathing
- fever
- chills
- sore throat
- runny nose, sneezing, congestion
- headache
- muscle aches
- unusual fatigue
- acute loss of sense of smell or taste

3. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Cleaning products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses.

Cleaning product	Mr Clean Disinfect, Ecopure ep63 lemon cleaner and power lift by Dustbane
Mixing instructions Application instructions	40 ml per 4 l or mop bucket line 4 mop with floor mop
Disinfecting products	quaternary ammonium at 200ppm Lysol Spray
Mixing instructions Application instructions	%100 pure Spray surface and use paper towel to spread across area do not dry

Cleaning – Location	Frequency	Disinfecting - Location	Frequency
Washrooms	Daily	Washrooms	After each use
floors	once a week	hand rails	After each use
		door knobs	After each use
		Front doors	After each use
		Light switches	Daily
		Elevator	After each use

4. Hand Washing /Sanitizer Stations

We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer if soap and water are not readily available.

Hand Washing Stations	Location
Staff	<ul style="list-style-type: none"> • On all levels of the facility there are handwashing stations
Public	<ul style="list-style-type: none"> • One washroom (the wheelchair accessible washroom) will be available to the public for use.
Hand Sanitizer Stations	Location
Staff	<ul style="list-style-type: none"> • There will be a hand sanitizer dispenser in the entrance way by the choir loft entrance • There will be a hand sanitizer dispense in the entrance next to the accessible washroom
Public	<ul style="list-style-type: none"> • There will be a hand sanitizer dispenser in the entrance way by the choir loft entrance • There will be a hand sanitizer dispense in the hallway next to the accessible washroom

Note: This template has been developed as a guide to help businesses develop a COVID-19 specific operational plan as required under the Public Health Order issued on May 1, 2020. It encompasses the criteria that must be part of the required plan. This template may be adopted by many simple businesses, but is not intended to fit all operations. Industries and associations are encouraged and expected to develop plans relevant to their industry. Those may be submitted to envhealth@ihis.org for review. All businesses must maintain a copy of their plan on site for an inspector to review at any time the business is in operation.