



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: Sunday, November 8th, 2020 and ongoing every Sunday.

Event – Indoor Worship Services in the Sanctuary at trinity United Church (2 Groups of 50)

10:30 a.m. Worship Service (Duration of Worship Service 45 mins)

2 Groups of 50 people per service (attached is a map of the two groups within the sanctuary with the required 6 ft barrier/separation in order to adhere to Covid19 recommendations – As of October 1, 2020).

Total People = 100 (Multiple Group Mass Indoor Gathering)

Update – Cohorts increased to 100 people per cohort. On November 9, 2021 it was decided to return to 2 cohorts (up to 100 per cohort as long as physical distancing can be maintained) in the sanctuary.

Social Distancing

Measures used to maintain social distancing	Steps taken to ensure minimal interaction of people. (2 meters separation)
Between employees and Church Volunteers	<ul style="list-style-type: none"> NO physical interaction between employees/volunteers of the two Groups.
	<ul style="list-style-type: none"> Group “Amen” (Blue Group on attached map) Volunteer Ushers (3), 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.
	<ul style="list-style-type: none"> Group “Hallelujah” (Green Group on attached map) Volunteer Ushers (3), volunteer Tech Booth Support (2), Custodian (1) All will wear a mask when coming into the sanctuary. Mask requirements at Trinity United Church will follow the direction of the Chief Public Health Office.
Between clients	<ul style="list-style-type: none"> At the end of the service Ushers will follow counting protocols for the Offering in their designated areas.
	<p>Note: Three (3) Ushers Per Group that will be interacting directly with the public and 1 custodian per group to clean the washroom facilities after each use.</p> <ul style="list-style-type: none"> The public will need to register at the door.

Measures used to maintain social distancing	Steps taken to ensure minimal interaction of people. (2 meters separation)
And between Church Ushers (Volunteers) and the public/clients	<ul style="list-style-type: none"> • 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 of either cohort. In Group “Amen” they will go to the Winter Street Accessible Entrance (which has a separate entrance & exit). In Group “Hallelujah” they will go to the entrance on the corner of Winter & Spring St (which has a separate entrance & exit). These are clearly marked on the attached map. • 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 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. • 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 where the designated washroom is for their group. These washrooms are 1 person accessible washrooms. • 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 for that row. Once they are seated the Usher will return to sit the next person/group. • When exiting the sanctuary one Usher per group will call out each row to exit, leaving time and space for social distancing (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 both exits where the same Usher will be standing. There will also be a hand sanitizing station for the public to sanitize again upon leaving. The Ushers will have on their masks throughout this time. <hr/> <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. <hr/> <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.

Measures used to maintain social distancing	Steps taken to ensure minimal interaction of people. (2 meters separation)
Between employees/ Church Volunteers and clients/public	<ul style="list-style-type: none"> The Usher(s) from both Group “Amen” and Group “Hallelujah” will interact with public represented in their groups. Mask requirements at Trinity United Church will follow the direction of the Chief Public Health Office.
	<ul style="list-style-type: none"> Tech Support (Booth) are assigned to Group “Hallelujah” and will not have any physical interaction with Group “Amen”. 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 not have any physical interaction with Group “Hallelujah” and very limited physical interaction (if at all) with Group “Amen”. 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

At the end of each service our Custodian will clean all areas used by either Group and secure the building.

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 per group. This will not be a shared washroom between the two designated groups. They will have their own group assigned washrooms.
Hand Sanitizer Stations	Location
Staff	<ul style="list-style-type: none"> • There is a hand sanitizer dispenser up at the alter area • There is a hand sanitizer dispenser in the entrance way of both entrances
Public	<ul style="list-style-type: none"> • There will be a hand sanitizer dispenser in the entrance way • There will be a hand sanitizer dispense in the hallway next to the accessible washrooms

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.