

COVID-19 safety plan

Use this template to document how your organization will keep workers and other people safe at your workplace during the COVID-19 pandemic. [How to develop your COVID-19 safety plan: A guide for Ontario workplaces](#) explains what you should think about and gives examples to help you come up with your plan.

Company details

Business name: Roman Catholic Diocese of Peterborough

Date completed: February 12, 2021

Division/group: Diocesan Pastoral Centre (hereafter known as “DPC”)

Date distributed: February 15, 2021

Revision date: To be revised as directed by +Most Rev. Bishop Miehm or as the health precautions change in each Health Unit’s jurisdiction or as the health precautions change provincially

Developed by: Pastoral Administration Team of the RCEC Diocese of Peterborough (Contact – Deirdre Thomas, Assistant to the Bishop / Communications, 705 745 5123 x24)

Others consulted: Assembly of Catholic Bishops of Ontario, Catholic Mutual Insurance, Legal Counsel, Medical Doctor with expertise in epidemiology, Local Medical Officers of Health of the six Health Units serving the Diocese.

Provide as much information in response to each question as possible. This will help your workers and other people to know exactly what to do and what to expect.

The final page will help you create a snapshot version of your plan to post in the workplace. This can act as a reference for workers and let others who come into your workplace know what you are doing to help keep everyone in your workplace safe.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government’s [COVID-19 website](#) for up-to-date information.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

A. Communicate these key messages to clergy and lay workers:

- Pray for our local community, our nation, and all those impacted globally by the COVID-19 pandemic.
- Wash hands thoroughly and frequently. Use sanitizers located throughout the DPC.
- Maintain a physical distance from others of 2 metres or 6 feet.
- Wear a face mask inside the office unless you are alone seated in your office or have a health exemption from this requirement.
- If you have travelled outside the area, follow the quarantine regulations.
- If you are ill or have been in contact with someone who is ill, stay home and follow the direction of the Health Unit.
- Work from home as much as possible.
- Advise co-workers when you will be on site at the DPC so that the visits to the DPC can be coordinated and scheduled among the lay workers and clergy.
- The limit of clergy and lay employees at the office at one time is four (4).
- Meet with others virtually as much as possible.
- Complete the online screening tool before working on site. File the screening tool with Karen Grubb, Administrative Assistant.

B. Use these means to communicate the information:

- Emails to staff
- Texts
- Phone calls
- Virtual meetings
- Website
- Diocesan bulletins from Spiritual Affairs and the Office of Temporal Affairs
- If absolutely necessary, in-person meetings observing all the health precautions.

C. Provide information on a frequent basis and keep it updated.

- Weekly online meeting among the Office of Temporal Affairs Staff
- Ongoing communication through emails, texts, and phone calls.
- Regular updates are posted following the Reopening Planning Committee meetings.
- Regular contact with the Peterborough City and County Health Unit.
Peterborough Public Health Unit

Jackson Square, 185 King St.

Peterborough, ON, K9J 2R8

Tel: (705) 743-1000

Fax: (705) 743-2897

Web: <http://www.peterboroughpublichealth.ca>

Medical Officer of Health: Dr. Rosana Salvaterra

Board of Health Chair: Kathryn Wilson

Places of Worship Liaison: Keith Beecroft

Manager of Contact Tracing: Patti Fitzgerald

2. How will you screen for COVID-19?

Screening for Clergy and Lay Staff

As much as possible, clergy and lay staff will work remotely from home.

Here is the online Screening Tool which clergy and staff will use.

<https://covid-19.ontario.ca/self-assessment/>

COVID-19 Screening Tool for Businesses and Organizations (Screening Workers)

https://covid-19.ontario.ca/covid19-cms-assets/2021-01/Guidance-Screening-Workplace-Jan7_EN.pdf

COVID-19 worker and employee screening

Clergy and lay staff will complete this online screening tool for the days they are attending the workplace before going to on-site work.

<https://covid-19.ontario.ca/screening/worker/>

3. How will you control the risk of transmission in your workplace?

A. Purchase Equipment to control the risk of transmission.

Protective equipment for the use of parish clergy and staff has been ordered.

- Face masks for clergy and staff (N95 not required);
- Face shields (suggested not required);
- Plastic disposable gloves for clergy and lay staff;
- Hand Sanitizer; source and buy in bulk and large quantities if possible;
- Touchless hand sanitizer dispenser or foot pedal style, not required but suggested;
- Liquid Hand Soap;
- Touchless hand soap dispensers, not required but suggested;
- Disinfectant solutions for in depth and continuous cleaning all surfaces. Be aware of any allergies or sensitives at the DPC prior to ordering;
- Touchless hand sanitizer dispenser;
- Batteries for touchless hand sanitizers.

B. Clean and disinfect the DPC.

Cleaning of the Diocesan Pastoral Centre

The DPC should always be clean and tidy; however, in times of pandemic, extra care and attention must be taken to ensure that surfaces remain as clean as possible to reduce the transmission of infection. The DPC will be cleaned at least once a week.

Staff engaged in cleaning (including the handling of soiled items or waste materials) will wear a mask and disposable gloves. In addition, a hand sanitizer is available throughout the DPC if handwashing is not readily available in an area of the building. Masks are to be disposed of when dirty or no later than the end of the day. Gloves should be changed as often as necessary (usually at the end of any task or after cleaning a washroom facility).

All surfaces (floors, seating, desks) are to be wiped at least once per week with warm water and an approved multi surface cleaner / disinfectant purporting to kill 99.9% of germs and viruses (note this would include products like Lysol, Pine-Sol, etc.).

Cleaning Materials for Disinfecting

Difference between Cleaning and Disinfecting:

- Cleaning with soap removes dirt and grime
- Disinfecting kills germs
- We need to make sure we are doing both
- Use the right product correctly

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/COVID-19.html>

Disinfectant Hand Sanitizer Dispensing Machines

The DPC has a minimum of two of these devices. Clergy and lay staff are directed to sanitize their hands regularly.

These devices are touchless and refilled as needed.

C. Set up the DPC to control the risk of transmission.

- Clergy and lay staff are at the Diocesan Pastoral centre only when needed.
- All clergy and lay staff are encouraged to work from home as much as possible.
- On site work is coordinated with each other to avoid gatherings.
- In-person meets are curtailed unless absolutely necessary.
- If in-person meetings are required, all health precautions related but not limited to the wearing of face masks, maintaining physical distance, etc. are maintained.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

A. Contact Tracing

Risk Assessment Approach for COVID-19 Contact Tracing

<https://www.publichealthontario.ca/-/media/documents/ncov/main/2020/09/covid-19-contact-tracing-risk-assessment.pdf?la=en>

Contact tracing records are maintained at the DPC for every visitor.

B. Symptoms of a Potential Case

Most viral pandemics involve fever since it is the body's reaction to fighting off infection.

In addition to temperature, other potential symptoms of viral contagion include:

- coughing and wheezing
- fatigue
- loss of appetite
- shortage of breath
- excessive sputum
- aching muscles
- headaches, chills, confusion, runny nose, shaking.

A combination of any or all of the above and a fever gives a strong inference to an underlying illness of which anyone should be concerned.

C. Reporting

Clergy and lay staff who exhibit any of the signs associated with COVID-19 should complete the Self-Assessment Test (www.publichealthontario.ca), get tested at a local site, and if positive - notify the Office of the Bishop.

Under no circumstances should clergy or lay staff with present but undiagnosed symptoms awaiting test verification attend the DPC or have contact with other people at the DPC until a diagnosis is confirmed.

D. A Potential Case

Should anyone present with COVID-19 symptoms become ill at the DPC, they should be advised to leave and seek medical assistance.

E. Exposure to a Potential Case

Anyone who might attend to the ill person at the DPC will wear disposable gloves a face mask and a protective face shield, and should further wash thoroughly and secure a COVID-19 test.

The following are some examples and directions of what to do on encountering a pandemic contagion situation such as potential contamination of the DPC. The guiding rules for these situations are effective care and responsible safety. Do not forego one for the other. It is always better to exercise caution and safe practices in these circumstances.

In all cases, immediately consult the Peterborough City and County Health Unit for reporting requirements and assessment of the threat.

While considerations of privacy must be respected, a positive duty must be exercised to advise people who may have been exposed to viral contagion, and a further positive duty exists to remove any such threat and take measures to bring the DPC back to a healthy state.

For issues that arise that are not listed here, please contact the Office of Bishop Miehm for direction and advice.

F. Pandemic Infection of Clergy or Staff

If a cleric or lay staff member at the DPC is ill with COVID-19, notify the Office of the Bishop.

Clergy and Lay Staff must seek immediate medical attention and follow any direction to self-quarantine or otherwise isolate. Any restrictions related to quarantine or the isolation of a cleric or staff member must be communicated to the Office of the Bishop.

Clergy or Staff so affected may not return to work until they have complied with virus quarantine regulations and are assured that they no longer can transmit the virus to others.

G. Notice to Clergy and Lay Staff at the DPC

Clergy and lay staff at the DPC will be advised of the sickness of a co-worker and if permission to release the name is granted, they will be informed who is ill. If the DPC is contacted by the Health Unit about a cleric or lay staff member working at the DPC who has become ill, the Director of Finances, Administration, and Property as directed by the Bishop will comply to the best of her ability with the information request.

5. How will you manage any new risks caused by changes to the way you operate your business?

The Roman Catholic Diocese of Peterborough has a Pandemic Reopening Planning Committee chaired by +Most Reverend Bishop Miehm and comprised of eight clergy and five lay members to discuss matters related to the provision, continuation, and support of pastoral ministry during and after the pandemic.

The risks we foresee are:

- A diagnosed case or multi-person outbreak of COVID-19
- A diagnosed case or a multi-person outbreak of a variant of the virus
- A lag in the vaccine administration schedule
- Asymptomatic person to person transmission

At this time, the reasonably foreseen risks are managed by the ACBO Worship Safe Committee, the development of the *Worship Safe* Manual for the Diocese, ongoing updates from the COVID-19 Reopening Planning Committee, the directives from the Bishop of Peterborough, the directives from Pope Francis and the Congregational Offices of the Vatican, the legislation from the province and the Orders issued by the Medical Officers of Health.

The Peterborough city and County Health Unit has designated a liaison for places of worship. This has been and continues to be an effective way to ensure the ongoing communication and collaboration necessary to manage new and emerging risks. The Diocese will check this resource webpage for emerging issues:

<https://www.peterboroughpublichealth.ca/novel-coronavirus-covid-19-workplaces/>

If and when a risk emerges, it will be directed to the Pandemic Reopening Planning Committee for study, discussion, and direction. The Committee will collaborate with the partners named above to ensure the scientific, medical, pastoral, and prudent management of the risk.

6. How will you make sure your plan is working?

+Most Reverend Bishop Miehm established the Pandemic Reopening Planning Committee for the Roman Catholic Diocese of Peterborough two months into the early stages of the pandemic. This Committee exercises a vital role in the establishment of the plan, the monitoring of it and it's updating as required and necessary.

SUCCESS CRITERIA FOR THE PLAN

Health Indicators

The absence of person to person transmission at the DPC

Monitoring

Compliance with all health precautions as required

Supervisors will talk with staff to encourage and address the consistent use and adherence to all health precautions related to the pandemic.

Training and Reinforcement

Meetings via a network platform to review the health precautions

Video training on the Dashboard

Ongoing circulation of Mental Health Resources

Communication

Internal communication is clear, consistent and timely - and provides for a feedback loop.

Attitudinal Indicator

A firm commitment to the good health of each person by doing what we can on a personal basis to keep everyone safe at the DPC.

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name: Roman Catholic Diocese of Peterborough

Revision date: Prompted by the revision of legislation and new or updated MOH Orders

Date completed: February 12, 2021

Division/group: Diocesan Pastoral Centre

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Regular screening
- Contact tracing
- Working from home as much as possible
- The DPC is currently, closed to the public

How we are screening for COVID-19

- Online screening

How we're controlling the risk of transmission at the DPC

- Maintain Physical distancing of 6 feet or 2 metres; wear a face mask; wash and/or sanitize hands regularly and thoroughly.
- Clean high-touch surfaces frequently; sanitize surfaces on a regular schedule.
- Optimize the use of the technology.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at the DPC

- Contact tracing will provide the information for proximate and necessary contacts.

How we're managing any new risks caused by the changes made to the way we operate our business

- If and when a risk emerges, it will be directed to the Diocese of Peterborough Pandemic Reopening Planning Committee for study, discussion, and direction. The Committee will collaborate with the partners named above to ensure the scientific, medical, pastoral, and prudent management of the risk.

How we're making sure our plan is working

- Establishing and monitoring success criteria for the plan