

The Diocesan Synod Office Operational Plan

Preamble

This Diocesan Synod Office operational plan was developed using guidelines set out by the province of New Brunswick in “[COVID-19 Operational Plan Guide: Keeping New Brunswickers Safer Together](#)” and “[Embracing the New Normal as We Safely Return to Work](#)” version 4 dated November 3, 2020. The Synod Office is located on the top floor of the Cathedral Memorial Hall in room 20. The spaces under our control are room 20 and our storage room in the basement, room 14. We also have shared use of the Boardroom and Dean’s office. As an occupant of Cathedral Memorial Hall, we follow all the requirements for Memorial Hall in the [Cathedral Operational Plan](#), as well as the requirements in this plan. Familiarize yourself with the Cathedral Plan, particularly the requirements to enter the building, the restrictions in the Cathedral inner and outer office, and the restrictions on meetings.

The Synod office has five levels of operation that correspond to the five public health levels promulgated by the province. In Lockdown the office is closed, and all employees work remotely. In level Red the office is closed to the public and employees except for designated employees and contractors and essential pick up and drop off activity for mail and cheque signing. In level Orange the office is closed to the public and open for employees, contractors and invited guests. In level Yellow, the office will be open to the public with restricted hours of operation and the majority of employees will continue to work from home. The public indoor space associated with the Synod office in Memorial Hall comprises the main floor lobby, the entry passageway in the office in room 20, the boardroom and any other room booked for a meeting with visitors present, and hallways, stairwells and washrooms.

In level Green when public health restrictions are lifted the office will be open to the public and employees will work from home or the office only restricted by government public health measures in force at the time.

Risk Considerations

The office has four operational scenarios under public health levels Red to Yellow: essential operations and employee pick up and drop off, open to employees, and open to the public.

The office public spaces with high traffic are at an increased risk of being exposed or infected with COVID-19. The office common areas are also at an increased risk of being exposed or infected with COVID-19. The more numerous and longer the exposure people experience the greater the likelihood for transmission from one person to another.

Some employees, volunteers, and visitors to our site are more at risk of developing severe complications from COVID-19 due to underlying medical conditions and age. They may also share a household with or are in close contact with others who are identified as being vulnerable to the virus.

Activities that could contribute to spread include, but are not limited to, close physical contact (less than 2 metres) and touching common objects (e.g., light switches, doorknobs, handrails,

kitchen surfaces and appliances, and the washroom facilities). In addition, some employees will use shared workspaces.

The Diocesan Synod Office can contribute to the transmission of COVID-19; therefore, it is important for our office to implement appropriate public health measures to prevent and reduce the spread of COVID-19 amongst employees, visitors, contractors, and the public.

It is important that we all do our part to make our office safe and that includes deciding for yourself if the risk is acceptable for you.

This plan addresses nine areas: 1) Roles and responsibilities; 2) COVID-19 awareness; 3) Pre-screening and screening; 4) Physical distancing; 5) Hand hygiene and respiratory etiquette; 6) Cleaning and disinfection; 7) PPE and cleaning, disinfecting and hand washing supplies; 8) Special Considerations for essential pick up and drop off activity for mail, documents and cheque signing; and 9) Communication and follow up.

Roles and Responsibilities

The Executive Officer will be responsible for the operational plan, its integration into the Cathedral Operational Plan, and its implementation. He will ensure that the plan conforms to the guidelines of the Province of New Brunswick, the Diocese of Fredericton, and Christ Church Cathedral.

The Executive Officer will provide a schedule when the office is open to the public and arrange for cleaning and disinfecting and appropriate signs and posters.

Employees are responsible to conduct passive screening when entering Cathedral Hall in level Yellow.

The Bookkeeper and Administrative Assistant will conduct active screening and keep a record of screening for employees and contractors in levels Orange and Red for 28 days.

All employees will safeguard the building and assist visitors to follow the plan as they come and go to the office.

The Bookkeeper and Administrative Assistant is responsible to pick up, sort and notify other employees when and where mail is ready for pickup and for organizing the signature of cheques.

The Bookkeeper and Administrative Assistant will prepare a cleaning and disinfecting log for the cleaner to note the date and time cleaning and disinfecting occurred.

The cleaner is responsible for her own PPE.

COVID-19 Awareness

Screening to Memorial Hall will rely on the Cathedral procedures. The Bookkeeper and Administrative Assistant will conduct active screening to Synod Office during levels Orange and Red using the appropriate screening guide for levels Orange and Yellow and level Red. A sign will be posted on screening, proper hand hygiene, respiratory hygiene, and physical distancing at the entrance of the office in room 20. The signs used are in the Appendix to this plan.

Signs will be prominently displayed at the entrance of the office as follows:

- [Pre-screening poster levels Orange and Yellow](#);
- [Pre-screening poster level Red](#);
- [Protect yourself and others poster](#);
- [Physical distancing poster](#);
- [Hand sanitizing poster](#) – also at any hand sanitizing stations.
- [Mask mandatory](#);

This operational plan, revised office hours, and posters on the public health measures that will affect visitors will be posted on the diocesan website.

If an employee fails screening the employee must follow the guidance on the screening poster. Not the screening requirements and actions are different for level Red and for level Orange and Yellow. Employees must follow guidance from the appropriate regional public health officials. These officials will direction and advise the Synod Office if there is a need for employer action.

If Public Health directs an employee to self-isolate, then the employee should inform their supervisor and self-isolate and must not visit the office. The Supervisor will inform the Executive Officer, who will inform Christ Church Cathedral. For the requirements for self-monitoring consult [provincial guidance](#).

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, follow provincial guidelines and inform your supervisor. The supervisor will inform the Executive Officer.

A person returning from 14 days of self-isolation is considered healthy if they did not exhibit symptoms when they went into self-isolation and did not develop symptoms during self-isolation. A doctor's note is not necessary to return to the office provided that the employee 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, additional public health measures, or modified work conditions to ensure employee health.

In-person office worship services will be suspended until the Green level.

Pre-Screening and Screening

The Synod Office will be closed to the public in Red and Orange levels. The Synod Office is open to the public Tuesday and Thursday during the Yellow level; business hours will be posted on the website and the front door and communicated to employees. Employees will follow Christ Church Cathedral procedures to enter Memorial Hall. As occupants of Memorial Hall we all have a responsibility to ensure Cathedral screening processes are followed and our visitors can be contacted if tracing by Public Health is required.

In level Yellow employees screen themselves before entering the workplace; the answers are not recorded. In levels Orange and Red, the Bookkeeper and Administrative Assistant conducts active screening recording the date and time of screening and if the screening was successful or not, following the guidance in the screening posters for [level Orange](#) and for [level Red](#), as appropriate. This record is kept for 28 days.

Employees or visitors that have been advised by Public Health to self-isolate must not come to the Synod Office.

Any person developing symptoms of COVID-19 must isolate from other employees and visitors at work, leave the workplace as soon as possible, and dial 8-1-1 immediately for instructions.

An employee required to self-monitor must wear a face mask in the office, keep hands clean, increase personal space from other people where possible, and avoid places where physical separation is not possible. If symptoms develop the employee must immediately call 8-1-1.

If there are unavoidable periods of close interaction (less than 2 metres) in level Yellow between employees or between an employee and contractors or volunteers, then active screening is required.

Physical Distancing

Public indoor space in the Synod office only exists during level Yellow. The passageway along the bookshelf in room 20 is our public spaces when the office is open. In addition, the boardroom, the Dean's Office, or another meeting room in the cathedral will be considered a public space when being used by the Synod Office and the public is present.

Everyone must wear a face mask in public indoor spaces. Employees will follow the [guidance from the province for facemask use](#).

When the public is not present a face mask must be worn except when working alone or seated at the Synod Office workstations. The Synod Office work desks are arranged to provide separation and in Room 20 a physical barrier for protection.

Employees are encouraged to hold meetings online when possible, by phone, or outdoors observing physical distancing. Employees or guests must wear a face mask when working closer than 2 metres (6 feet) from each other. Disposable face masks are available in the office.

Employees hosting visitors should note:

- Visitors are allowed in the passageway in the Synod Office (room 20), the boardroom, the bishop's office, booked meeting rooms, and, if necessary, the storage room (room 14).
- Visitors and employees are permitted to meet together providing physical distancing is maintained.
- Employees hosting visitors are responsible to ensure [physical distancing guidance](#) is followed
- Meetings should be held virtually whenever possible.
- Non-critical maintenance and service calls will be scheduled outside working hours, if possible.

Hand Hygiene and Respiratory Etiquette

Proper hand washing and respiratory etiquette will be promoted and facilitated for visitors and employees in accordance with provincial guidelines. Hand sanitizer will be available in the Memorial Hall front lobby, the Synod office (room 20), and the boardroom.

Hand hygiene posters will be placed at [hand sanitizing](#) locations.

Employees are expected to follow good respiratory etiquette:

- cough or sneeze into your arm or into a tissue;
- dispose of used tissues in plastic-lined receptacles;
- wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (minimum 60% alcohol content) after coughing or sneezing; and,
- avoid touching face, eyes, nose, or mouth.

Regularly wash your hands for at least 20 seconds with soap and warm water, removing jewellery while washing:

- on arrival at the office at the start of work
- before eating or drinking
- before preparing food
- after cleaning up common surfaces
- after touching shared items
- after using the washroom
- after handling garbage, and
- before leaving your workspace.

Cleaning and Disinfection

The office will be open to the public on Tuesday and Thursday during level Yellow.

Employees using shared workspaces must wipe in and wipe out with disinfectant at the beginning and end of use using disinfectant wipes or spray provided for that purpose. Disinfectant wipes or spray will be available in the Synod Office for that purpose

The office will continue to be cleaned weekly; in addition, the office common surfaces will be disinfected twice weekly, before opening Tuesday and Thursday in Red, Orange, and Yellow levels. The cleaner will use [government-sanctioned cleaning and disinfecting products](#). The cleaner will clean and disinfect the following common surfaces before each workday using products that meet the requirements of the Government of New Brunswick:

- all doorknobs
- all switch plates
- the boardroom table and chairs
- the beverage counter
- photocopier controls

The Executive Officer will communicate the COVID-19 requirements for cleaning to the cleaner and place the Cleaning and Disinfecting checklist the Appendix to the Plan and the [provincial poster on cleaning and disinfecting](#) in the office common food preparation space.

Employees will clean and disinfect any surfaces they have soiled.

PPE and Cleaning, Disinfecting and Hand Washing Supplies

The Bookkeeper and Administrative Assistant is responsible to monitor supplies of personal protective equipment and material for cleaning and disinfecting, hand washing and hand sanitizing and ensure that they are available. These supplies include:

- disposable face masks and nitrile gloves in small, medium, large, and extra-large;
- disinfectant wipes for three locations: the office, the dean's office, and the board room;
- minimum 60% alcohol-based hand sanitizer for three hand sanitizing stations; and
- cleaning and disinfecting supplies for the cleaner.

Special Considerations for pick up and drop off activity for mail, documents, and cheque signing during Red and Orange levels and when the office is closed in Yellow level.

The preferred option to drop off or pick up documents when the office is closed is for employees to arrange a direct exchange outside. This is not always practical. Employees may use the office for pick up and drop off to support essential office activity. The following guidelines are intended to reduce the risk of virus transmission:

- inform your colleagues when you plan to enter the closed office so that visits can be coordinated to reduce any overlap between visits;
- conduct the activity Monday after the office has been closed for 72 hours;
- conduct the activity Tuesday after the office has been disinfected;
- wash or disinfect your hands after entering the building;
- wear a facemask;
- when signing cheques or distributing mail wash or disinfect your hands before and after;
- if another employee is present practice physical distancing; and,
- keep a log of when you visited the office in your calendar with the time visited (for potential contact tracing).

Communication and Follow Up

This operational plan will be communicated to all employees by email and published on the diocesan website. The new hours the office building will be opened should be posted on the website (and the front door) and a notice will be sent to parishes. Visitors will be encouraged to read the plan; but employees must ensure visitors are aware of our operational procedures.

This plan will be reviewed monthly.



The Rev. David Peer
Executive Officer

Revision Log

Revision	Date	Comments
Original	12 June 2020	
Revision 1	15 October 2020	Revised direction for level Orange to be open for employees. Added direction for the government's recent direction that facemasks must be worn in indoor public spaces.
Revision 2	1 December 2020	Revised direction for mask wearing and physical distancing to accord with Worksafe NB direction. Clarified office operations in Orange level to include invited guests.
Revision 3	16 December 2020	Revised direction for the new synod office location.
Revision 4	20 January 2021	Revised in accordance with Provincial government direction on Public Health level Red to allow limited office operations.
Revision 5	2 February	Updated screening requirements and physical distancing and mask-wearing requirements for all public health levels.

The Diocesan Synod Office Operational Plan Appendix

Posters

Screening

https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/COVID-19_screeningEN.pdf

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/RED-phase-screening-19.pdf>

Self Monitoring

https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/self-monitor_newsymptoms-e.pdf

Protect Yourself and Others

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/CDC/PosterCL.pdf>

Community Face Mask

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf>

https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/masks_poster_enter.pdf

Physical Distancing

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/social-distancing/physical-distancing-eng.pdf>

https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/pd_poster_EN.pdf

Hand Washing

https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/WASH_LAVEZ.pdf

Hand Sanitizing

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf>

Cleaning and Disinfecting

https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/Cleaning_DisinfectingE.pdf

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Cleaning and Disinfecting Checklist

This checklist has been developed for the Synod Office facility at Cathedral Memorial Hall Fredericton, NB.

Cleaning and disinfection will be done for Tuesday and Thursday before staff arrives. The cleaner will follow the cleaning and disinfecting of common surfaces on Thursday will with our regular office cleaning.

- Board room table and desks
- Synod office desks and flat surfaces
- Backs and arm rests of conference room chairs
- Arm rests of office chairs
- The beverage countertop
- Photocopier (buttons and drawers)
- Mail machine
- Controls on a humidifier or air conditioner if present
- Thermostats
- Keurig coffee maker controls and water tank
- Faucets for water cooler
- Pump surface on Hand sanitizer bottle
- Boardroom window casing and locks
- Synod office window casing and locks
- All doorknobs from the Memorial office entrance to the office
- All light switches and plates from the Memorial office entrance to the office
- Microwave door handle and control panel
- Women's and Men's lavatory sinks and faucet handles
- All bathroom toilets and toilet handles
- All soap dispenser pumps in bathrooms
- All hand sanitizer dispenser pumps in the synod office
- Stair railing
- First aid equipment box

