

# Diocesan of Fredericton Synod Office

## Communicable Disease Prevention Plan

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### References:

- A. Communicable Disease Prevention A Guide for New Brunswick Employers  
<https://www.worksafenb.ca/media/61903/communicable-disease-prevention-guide-for-new-brunswick-employers-final.pdf>
- B. COVID-19 What you need to know  
<https://www.worksafenb.ca/safety-topics/covid-19/covid-19-what-you-need-to-know/>
- C. Frequently Asked Questions  
<https://www.worksafenb.ca/media/60927/frequently-asked-questions-covid-19.pdf>

### Preamble

This Diocesan Synod Office communicable disease plan was developed using the template set out in WorkSafeNB's "[Communicable Disease Prevention A Guide for New Brunswick Employers](https://www.worksafenb.ca/media/61903/communicable-disease-prevention-guide-for-new-brunswick-employers-final.pdf)." With assistance from online WorkSafe resources on [COVID-19](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-what-you-need-to-know/) and [Frequently Asked Questions](https://www.worksafenb.ca/media/60927/frequently-asked-questions-covid-19.pdf).

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 also follow any requirements for Memorial Hall set by the Cathedral.

This Communicable Disease Plan is applicable for operations in the Green Level and outlines the Diocesan Synod's response to the Public Health challenges of the COVID-19 Pandemic.

While the Mandatory Order has been removed, the Public Health Act and the New Brunswick Reportable Diseases and Events Guide remain in effect. They provide Public Health with the authority framework to act to respond to COVID-19. Employers and employees must also adhere to requirements contained within the Occupational Health and Safety Act regarding duties and obligations related to communicable disease transmission.

The Synod Office is now open to the public Tuesdays and Thursdays and employees work from home offices or the synod office only restricted by government public health measures and operational considerations of the Synod.

This plan addresses four areas: 1) Assessing the risk, 2) Responding to the risk, 3) Communicating the response, 4) Keeping current and responding to changing risk levels and work practices.

### Assessing the Risk

The Executive Officer monitors government guidance on public health affecting the workplace.

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 be in close contact with others who are identified as being vulnerable to the virus.

Anyone vaccinated against a communicable disease reduces the risk of infection to themselves and the community. Employees are encouraged to get vaccinated when public health recommends it.

Activities that could contribute to spread include, but are not limited to, close physical contact (less than two metres) and touching common objects (e.g., light switches, doorknobs, handrails, kitchen surfaces and appliances, and the washroom facilities). In addition, some employees will share Room 20 and some others may use shared workspaces and meeting areas.

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.

Workstations in Room 20 have been spaced more than two meters apart. The public has been asked to wear masks in Room 20.

The cleaner is responsible for her own PPE.

It is important that we all do our part to make our office safe and that includes deciding whether to become vaccinated, what additional public health measures to personally follow, and if the risk of an event is acceptable.

## **Responding to the Risk**

Signs will be prominently displayed at the entrance of the office to indicate masks are mandatory for visitors and to explain how everyone can protect themselves and others from getting sick.

Protection includes vaccination, screening, proper hand hygiene, respiratory hygiene, and physical distancing at the entrance of the office in room 20. The signs used are available on the [provincial website](#).

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.

If Public Health asks an employee or visitor to self-monitor, they are expected to be extra vigilant in their protection of others. For the requirements for self-monitoring consult [provincial guidance](#).

If an employee or visitor tests positive for an infectious disease immediately isolate and follow regional public health officials' guidance. Public Health will advise anyone who has been exposed to someone diagnosed with an infectious disease and identify any control measures that are required to be put in place. Co-operate with health officials and follow their advice.

The Diocesan Synod will ensure that individual privacy is respected and also that Public Health and WorkSafeNB direction is followed.

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 a communicable disease more dangerous will be accommodated with either additional protections, additional public health measures, or modified work condition.

The Executive Officer will be responsible for the plan and its implementation and will ensure that the plan conforms to the guidelines of the Province of New Brunswick, WorkSafeNB, the Diocesan Synod of Fredericton, and Christ Church Cathedral.

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

### **Vaccination**

Vaccination is the primary public health measure that will lead the province out of the COVID-19 pandemic. With the rise of the Delta variant in New Brunswick, government research indicates a double vaccination rate of 90% among eligible people is required for herd immunity. All Synod employees are encouraged to receive two doses of a COVID-19 vaccine as soon as possible. The Synod office will not require proof of vaccination for employees or visitors; nevertheless, the Administrative Assistant will maintain a confidential record of vaccination status of employees to inform our response to the pandemic and this plan. Employees are encouraged to participate. The higher the proven rate of double vaccination the less restrictive the work environment can be.

### **Pre-Screening and Screening**

The Synod Office will follow the screening direction for COVID-19 available from the [WorksafeNB website](#). Employees and visitors must screen themselves before entering the workplace. 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 at the Synod Office must immediately isolate, dial 8-1-1 for instructions, and leave the workplace as soon as possible.

An employee required to self-monitor by Public Health must wear a face mask in the office, keep hands clean, increase physical distancing from other people to two meters where possible, and avoid places where physical separation is not possible.

### **Physical Distancing**

Public indoor space in the Synod Office includes the passageway along the bookshelf in room 20 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.

The Synod Office work desks are arranged to provide separation and in Room 20 a physical barrier for protection.

Employees are encouraged to consider holding meetings online or by phone.

### **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.

Everyone must be prepared to wear a face mask in public indoor spaces following [the guidance available on face masks from the province](#), should the use of face masks be warranted to reduce the risk of communicating disease. Disposable face masks are available in the office.

### **Cleaning and Disinfection**

The office will continue to be cleaned weekly; in addition, the office common surfaces will be disinfected twice weekly, before opening Tuesday and Thursday. 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 cleaning requirements 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 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;
- 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.

## Communication and Follow Up

This plan will be posted on the diocesan website and reviewed monthly or when provincial guidance changes. The Synod office hours will be posted on the website (and the front door). Visitors will be encouraged to read the plan; but employees must ensure visitors are aware of our procedures.



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The Rev. David Peer  
Executive Officer

## Revision Log

Revision	Date	Comments
Original	20 September, 2021	

# **The Diocesan Synod Office Communicable Disease Prevention Plan Appendix**

## **Posters**

### **Screening to Protect Yourself and Others**

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

### **Self Monitoring**

[https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/self-monitor\\_newsymptoms-e.pdf](https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/self-monitor_newsymptoms-e.pdf)

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

### **Face Mask Guidance**

[https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/mask\\_comparison-e.pdf](https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/mask_comparison-e.pdf)

### **Hand Washing**

[https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/WASH\\_LAVEZ.pdf](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](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/Cleaning_DisinfectingE.pdf)

# **The Diocesan Synod Office Communicable Disease Prevention Plan Appendix**

## **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

## Cleaning and Disinfecting Checklist

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