

### **COVID 19: Reopening Plan**

- Current Situation
- Task Group
- Work Plan



### **Current Situation as of May 30, 2020**

UCC Emergency Plan
Phase 6 in effect – Closure

Government of Qc.

Phase 5 of Reopening

Closure Places of Worship

General Guidelines Issued for Reopening of Churches in 3 Phases

### Planification du déconfinement et conditionnel à l'évolution de la pandémie

#### Secteurs privé et public Phase préliminaire Secteurs Garages 15 avril ouverts 15 avril Secteur minier ■ Secteurs Aménagement paysager 15 avril annoncés Construction domiciliaire 20 avril □ Secteurs à venir Phase 1 ■ Commerce de détail - magasins avec accès direct par l'extérieur 4 mai hors CMM ■ Construction en travaux de génie civil, infrastructures et commercial 11 mai ■ Fabrication manufacturière — 50 employés + 50 % des employés 11 mai excédentaires par quart de travail Phase 3 Sports et loisirs individuels extérieurs 20 mai Phase 4 25 mai CMM ■ Commerce de détail – magasins avec accès direct par l'extérieur ■ Fabrication manufacturière – 100 % des employés 25 mai Musées et bibliothèques (comptoirs de prêts) 29 mai Phase 5 Soins de santé professionnels et thérapeutiques Soins personnels et esthétiques 1ºr juin hors CMM à déterminer CMM 1ºr juin hors CMM ■ Centres commerciaux phase 1 ☐ Hébergement, camping et activités touristiques ciblées phase 1 Phase 6 Camps de jour □ Audiovisuel et post-production ☐ Piscines extérieures ☐ Sports d'équipe extérieurs ☐ Restaurants phase 1 □ Centres d'entrainement d'excellence ☐ Centres commerciaux phase 2 CMM Phases ultérieures ☐ Lieux de culte □ Bars □ Grands rassemblements □ Gymnases ☐ Lieux de diffusion □ Activités et cours de formation □ Sports professionnels □ Restaurants phase 2

□ Croisières

Le télétravail doit être privilégié pour tous les secteurs et types d'emplois où il est possible de travailler à distance

□ Hébergement et activités

touristiques ciblées phase 2

### Government of Quebec

#### Phases 1-4

(Mining, Landscaping, Commerce, Manufacturing, Infrastructure, Museums, Sports)

### Phase 5 – June 1

(Dental Care, Salons, Commerce, Physio)

### Phase 6 - TBD

(Camps, Pools, Commerce, Resto, Sports)

### Subsequent – TBD

(Large Gatherings, Cruises, Gyms, Education, Places of Worship)

Phase 1 NRC Announcement to follow government announcement



## Implementation Plan: Reopening of Church Buildings

**Task Group - Protocols** 

- Preopening Work Items
- Property & Building Protocols
- Worship Considerations
- Guidelines for Visitors, Tenants, Contractors

### Guidelines for Preopening and Phase 1

#### **Reopening Protocols & Guidelines**

#### **Preopening Phase**

**Phase 1 Plan Preparation** 

**Maintenance & Operations Review** 

**Preparatory work for Phase 1- Reopening Committee** 

**Controlled Access and Registry** 

**Controls for Contracted personnel** 

#### Phase 1

**No Physical Worship** 

**On Line Worship** 

Boards, Committees, Staff small groups for meetings

**No Social Gathering** 

**Building Protocols apply** 

COF Plan Implemented (prepared, submitted, approved by

**Church Council)** 

### Guidelines: Subsequent Phases

#### Phase 2

Worship - Social Distancing, Masks, Soloists. Baptism & Weddings

**On Line Worship** 

**Boards, Committees, Staff small groups for meetings** 

**No Social Gathering** 

**Tenant Reintegration Plan** 

**Building Protocols apply** 

**COF Plan Implemented (prepared, submitted, approved by Church Council)** 

#### Phase 3

**Return to Worship and Social Gathering** 

**Controls based on Health Authority Recommendations** 

**Tenant Reintegration Progressive** 

**Building Protocols apply** 

**COF Plan Implemented (prepared, submitted, approved by Church Council)** 

### Guidelines: Administrative Items -Preopening

General Items Details

**Emergency Plan UCC** Implementation for Pandemic COVID 19

Contact/NRC Rep COF contact person(s) for NRC

**Emergency Committee** COF to name a committee for Implementation of COVID 19 Emergency Plan

Building Closure Secure Building

Building Access List of individuals with access to the Building

Security Log Sign-in protocol for personal safety and security

Contracts List of Contractors with access to the Property

List of Tenants Notification Letters

Insurance Notification of situation

**Communications** Implement Local Communications Plan

Building Condition Implement Weekly Building Inspection, Prepare Reopening Plan
NRC (On Hold) Authorization to COF to Move to Phase 1 of Reopening Protocols

## Guidelines: Preopening Maintenance & Cleaning Protocol

#### **Maintenance Preopening**

Water System Flush 15 Minutes (N.B. Well water tested)

Hot Water Flush and verify temperature

Heat Light, Power Survey and assure functionality

Safety and Security General Inspection Internal and external

Fire and Security System Verify functionality

Seasonal Maintenance Contracts in place

Cleaning Implement Cleaning Protocol

Sub Contractors Industry Standards implemented

**CNESST Cleaning Standard** 

COVID-19

**Requirements for Daily Cleaning and Disinfecting** 

**Sanitary Standards Guide** 

### Guidelines: Opening Hours & Access

Property & Building	<b>Phase</b>	Phase	Phase	
Access	<mark>1</mark>	2	3	
Opening Hours	Optional	Optional	Optional	Local decision
Days of Week	Optional	Optional	Optional	Local decision
Staff Access	Yes	Yes	Yes	Controls Apply for Social Distancing, Masks, Hand Washing,
<b>Church Groups Access</b>	Limited	Yes	Yes	Controls Apply for Social Distancing, Masks, Hand Washing,
<b>Congregation Access</b>	No	Yes	Yes	Controls Apply for Social Distancing, Masks, Hand Washing,
Contracted Pers. Access	Yes	Yes	Yes	As required only for Cleaning Services, Emergency Repairs
Tenants	No	No	Yes	Planned Reintegration

### Guidelines: Usage of Space

Property & Building	<b>Phase</b>	Phase	Phase	
Church Areas	<mark>1</mark>	2	3	
Washroom(s)	Open	Open	Open	Progressive as space is opened
Kitchen	Closed	Closed	Optional	Limit Access, Cleaning Protocol
Annex, Wings, Rooms	Closed	Closed	Optional	Progressive opening for all activities
Sanctuary	Closed	Partial	Open	Distancing Pews / Seating Arrangement
				Use of Projection Screens, Camera Placements (Zoom etc)
				Local Plan Required
Rental Space				Update Lease - Access, Maintenance, Cleaning

#### **CNESST Cleaning Standard**

COVID-19

Requirements for Daily Cleaning and Disinfecting

Sanitary Standards Guide https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19-info-en/Pages/toolkit.aspx

### Guidelines: Visitors, Tenants, Contractors

Access by Others	<b>Phase</b>	Phase	Phase	
	1	2	3	
Visitors	No	Yes	Yes	Prepare Local Visitor Guide
Worship , Weddings, Baptism	na	Yes	Yes	Single Point of Entry, Visitor Registry
Tenants	na	na	Yes	See Tenant Rental Agreement - Annex Local Rules
Plan to Meet Bldg protocol	na	na	Yes	Progressive Return - Schedule and Approval required
Tenant Registry	na	na	Yes	Single Point of Entry, Registration
Tenant Access	No	No	Yes	Controls Apply for Social Distancing, Masks, Hand Washing,
Contractors				Refer to Local CNESST guides for individual trades
Communication	Yes	Yes	Yes	Advise Contractor of Local Rules prior to entry
<b>Contractor Registry</b>	Yes	Yes	Yes	Single Point of Entry, Registration
Supervision of Work	Yes	Yes	Yes	Controls Apply for Social Distancing, Masks, Hand Washing, Accompaniment - Restricted work space

### Guidelines: Indications & Controls

<b>Physical Elements</b>	<mark>Phase</mark>	Phase	Phase	
	<mark>1</mark>	2	3	
Main Church Sign	Closed	Closed	Open	Update
Parking Area	Open	Open	Open	No Controls - Identify entry point
ExteriorTemporary Signage	<b>Optional</b>	<b>Optional</b>	<b>Optional</b>	Indicates entrance point
Entry Point	Single	Single	<b>Optional</b>	Maintain Single Point of Entry, Other Points of entry: Closed
Registration Log	Yes	Yes	Yes	Best practice for security and safety
Posting - Rules	Yes	Yes	Yes	Distancing, Masks, Hand Sanitizing, Seating Plan, Washrooms
Social Distancing	Yes	Yes	Yes	Entry into Worship Space and Seating Plan
Hand Sanitizing	Yes	Yes	Yes	
Mask Station	Yes	Yes	Yes	
Internal Wayfinding	Yes	Update	Update	Progressive opening of areas for church activity
Room(s) Access -Signage	Yes	Update	Update	Progressive opening of rooms for church activity
<b>Emergency Exits</b>	Yes	Yes	Yes	Wayfinding, Emergency Exits posted on church plan



Work Plan for COF

- 1. Review Protocols
- 2. Complete Work in Preopening Protocol
- 3. Prepare Phase 1 Plan
- 4. Particular Attention : <u>CNESST</u>
  <u>Cleaning Protocol</u>



# Gouvernement de Qc. Info COVID-19!