



ORANGE PHASE
OPERATIONAL PLAN
For St. Paul's Church

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Plan Revision Date: 20 November 2020
(this plan will be reviewed monthly to assess any new risks or changes to regulatory guidelines)

Full details on the orange phase of the Government of New Brunswick's Recovery Plan can be found at <https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/recovery.html>

Regulations Surrounding Worship

The orange phase permits the gathering of up to 50 people for religious services. Our Sunday services will continue at 8 a.m. and 10 a.m. A third service will be offered either on Sunday or a weekday if need warrants. The online live-streaming of worship will continue as it has previously. The church will be open Monday-Friday, 9 a.m. to 1 p.m. for individual prayer.

In order to ensure the safety of all those who attend worship, the following precautions will be taken:

- i. Worshippers must indicate ahead of time (either online at stpaulsonthecommon.com/praywithus or by telephone at 847-1812) which service they will be attending. This will ensure no service exceeds the 50-person limit. It will also provide us with a list of attendees for each of our

services. The name and contact information of everyone attending worship will be recorded and held confidentially for 28 days to facilitate contact tracing.

- ii. Those signing up to attend services, either electronically or by telephone, will be required to answer the following screening questions:
 - Do you have any of the following symptoms: fever/feverish, new or exacerbation of chronic cough, difficulty breathing?
 - Have you travelled outside the Atlantic bubble within the last 14 days?
 - Have you had close contact with a confirmed or probably case of COVID-19?
 - Have you had close contact with a person being tested for COVID-19?If the person answers YES to any of these questions, they will be advised to self-isolate at home and contact 811.
- iii. Masks are mandatory. Exceptions include those age 2 and under and those with medical conditions preventing the wearing of a mask.
- iv. People who are exhibiting symptoms which correspond with the symptoms of COVID-19, will be advised to stay at home and to contact 811. Screening criteria will be prominently displayed at the entrance to the church building.
- v. Those who are vulnerable and/or immunocompromised will be encouraged to stay at home and participate via our live-stream on Sunday morning.
- vi. Pews where worshippers are permitted to be seated will be clearly marked, ensuring all are adhering to the 2-metre distance protocol.
- vii. Signage will be posted instructing worshippers to proceed directly to their seats upon arrival in order to avoid close contact.
- viii. Instead of books, single-use bulletins will be available for people to follow along with the service.
- ix. All participants in the liturgy will use separate microphones which will be properly sanitized following each service.
- x. Services will last approximately 30-40 minutes and will be entirely spoken with no congregational singing. Organ only at this time.

- xi. There will be no collection taken. A receptacle will be placed near the entrance where those who wish to make a financial contribution can place their offering. Those counting the offering will undertake appropriate hand-washing procedures.
- xii. Communion will be distributed in one kind only – the host.
- xiii. The celebrant will sanitize his hands before handling the vessels for Holy Communion.
- xiv. At the time of the distribution of Communion, the celebrant will wear a mask.
- xv. Instead of worshippers proceeding to the altar rail, the celebrant will stand at the bottom of the chancel steps to distribute Communion. Those who wish may come forward from their seat, one seat at a time. They will receive communion and return to their own seat before the next seat is permitted to come forward.
- xvi. At the conclusion of the service, individuals will leave in an orderly manner via the lobby door (i.e. not the door through which they entered) in order to maintain appropriate physical distancing requirements.
- xvii. Hand sanitizing stations have been placed at the entry points and hand-washing posters are displayed.
- xviii. Following each service, a designated person will sanitize all touched surfaces/objects.
- xix. All vessels used during Holy Communion will be cleaned and sanitized with soap and boiling water following each use.

Other Church Gatherings

During this phase, church meetings (including Bible Studies, Vestry, Committees, etc.) will take place online. Our in-person gatherings will be limited as much as possible.

Church Office & Administration

During this phase, the church office will remain open as usual from 9 a.m. to 1 p.m., Monday to Friday.

Use of Washrooms

Washrooms will be available for use by members of the congregation during service times. These will be cleaned and disinfected following each service. Only one person will be permitted in the washroom at a time.

Responsibilities of Employees and Parishioners

- i. A log of violations of the Operational Plan policies and procedures will be maintained in the Parish Office
- ii. If an employee tests positive for COVID-19 and may have interacted with co-workers, visitors, or parishioners before the diagnosis was confirmed, the employee must immediately isolate themselves and follow guidance from the appropriate regional public health officials. These officials will provide the follow-up direction and advise if there is a need for employer action.
- iii. If a parishioner tests positive for COVID-19 and may have interacted with other parishioners before the diagnosis was confirmed, the parishioner must follow guidance from the appropriate regional public health officials and is requested to inform the Rector or Wardens.
- iv. If an employee had contact with someone who is being tested for COVID-19 or if an employee lives with someone who is being tested for COVID-19, but is not symptomatic, self-monitor and remain at home. If this person is subsequently diagnosed with COVID-19, then self-isolate.
- v. If a parishioner had contact with someone who is being tested for COVID-19 or lives with someone who is being tested for COVID-19, but is not symptomatic, self-monitor and remain at home. If this person is subsequently diagnosed with COVID-19, then self-isolate. (For the difference between Self-monitoring and Self-isolating consult: https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/self-isolation-vs-self-monitor.html)
- vi. A person returning from 14 days of self-isolation is considered healthy if they did not exhibit symptoms when they went into self-isolation. A doctor's note is not necessary provided that the employee or parishioner confirms they are healthy and shows no symptoms of COVID-19.

- vii. An employee with a pre-existing health condition that could make contracting COVID-19 more dangerous will be accommodated with either additional protections or additional measures to ensure employee health.
- viii. A parishioner with a pre-existing health condition that could make contracting COVID-19 more dangerous is advised to remain at home and participate in the community virtually. If that is not possible the parishioner should take additional protective measures to protect their health.