



In This Together

THE ANGLICAN DIOCESE OF OTTAWA'S COVID-19 PLAN

Parish Checklist

Version 1.0 - Authorized on July 7, 2020

1. Getting to work on adapting the plan for your parish

1.		Form a pandemic planning team. Announce the membership of your team and ask the congregation to support its work.
2.		Designate two co-leaders (in case one becomes ill) to help oversee and guide your pandemic plan.
3.		Start work on adapting the diocesan "In This Together" four-stage plan to your parish. Keep leaders and congregation informed on progress.
4.		After reviewing the plan, create a list of the possible risks and challenges that you need to manage in your particular situation.
5.		Consider what normal practices may put church staff, volunteers, members and attendees at risk and ways to reduce those risks.
6.		Identify vulnerable and high-risk individuals and groups in your church and community.
7.		Designate two people on the team to take responsibility for monitoring the latest diocesan <i>COVID Communiqués</i> and public health updates.
8.		Collaborate with other church leaders to explore ideas for improving your plan.
9.		Keep your congregation informed about what's in the plan and how decisions will be made.

2. Preparing staff and volunteers to move through the stages

10.		Develop or update your existing emergency protocols to include all procedures specified in your pandemic plan.
11.		Ensure that all staff and volunteers are familiar with your pandemic plan.
12.		Assign clear responsibilities to team members, staff and volunteers, spelling out their roles in ensuring safety guidelines are followed.
13.		Make sure staff and volunteers have each other's contact information, especially cell phone numbers.
14.		A COVID-19 outbreak could put some staff and volunteers in isolation, so designate alternates and backups for all roles.
15.		Regularly remind everyone that the COVID-19 situation keeps evolving and plans—including your hoped-for reopening date—may change.
16.		Train staff and volunteers how to address safety infractions such as people not distancing or refusing to wear a face mask.
17.		Train staff and volunteers in safety measures for dealing with people who may have COVID-19.
18.		Have staff and volunteers virtually rehearse potentially difficult COVID-19 scenarios (e.g. someone who wants to attend a service that's full) with staff and volunteers (identify possible gaps or challenges, revise plan as needed).
19.		Tell staff and volunteers navigating COVID-19 is a marathon, not a sprint and remind them to focus on the long term
20.		List activities that must be done face-to-face and build safe ways to do them into your plan.

3. Preparing people for AMBER and YELLOW

21.		Send the congregation information on the common signs and symptoms of COVID-19. Warn them to stay home if they are ill, suspect they are ill, or have come in contact with someone who is ill within the last 14 days.
22.		Keep the congregation informed about the safety measures being putting in place.
23.		Tell people they must wear a face mask, sanitize their hands and maintain physical distancing when attending church in AMBER and YELLOW.
24.		Post lists of symptoms for people to review as they do their self-screen before they enter.
25.		Send out a notice to inform the congregation about how to wear face masks. Train greeters to offer assistance to those who are not wearing masks properly.
26.		As you inform the congregation of the changes they will see, include both the theological and safety rationale. Give group leaders advance notice and training so they can answer questions and champion your plan.

4. Preparing for reopening

27.		In the week(s) before reopening, send out a notice to people confirming reopening is happening. Reiterate procedures, practices and policies to be followed.
28.		Have staff and volunteers arrive at least one hour early to review plans and prepare for the arrival of people.
29.		Screen staff and volunteers for symptoms before they enter the building.
30.		Ensure that pandemic team members are on hand as overseers, to answer questions and keep the plan on track.
31.		Review your plans to make sure everyone is on the same page, and everyone knows whom to go to with any problems that arise.
32.		Make any last-minute changes in procedures, practices, or policies that may be needed.
33.		Schedule some team meetings with staff and volunteers to check in about possible challenges that arise.
34.		Gently turn away anyone who is ill, suspects they might be ill or has come in contact with someone who is ill within the last 14 days. Have a protocol in place to ensure that anyone who may be infected is provided with information from public health resources and can get the care they need.
35.		Ensure safety supplies such as tissues, waste receptacles, and alcohol-based hand sanitizer are available throughout the building.
36.		Keep reminding people about the changes that have been introduced (how communion is served, offering is not collected, touching is banned).
37.		Pray for those unable to attend in person and encourage the congregation to offer support to others.
38.		After the service, meet with the pandemic team, church staff and volunteers debrief and revise the plan.