

Central Westside United Church  
Pandemic Plan October 2009  
**Draft 2**

Like many organizations which relate to the public or host public gatherings, Central Westside United Church is well aware of the need for a Pandemic Plan, especially in the case of the H1N1 flu.

This document is based on various sources, including the United Church of Canada, the Ontario Ministry of Health and Long Term Care and the Grey Bruce Health Unit.

### **Pandemic Declaration**

In the event of a Pandemic declaration by the Medical Officer of Health or the Ontario Chief Medical Officer of Health, Central Westside United Church will follow their direction and undertake all best practices for public gatherings and for public worship.

- Hand sanitisers will be available in the church building and kept restocked.
- We will continue, insofar as possible, our communion practice of individual cups (single use, recyclable) and cubes of bread. The elements will be prepared with due diligence to Health Unit requirements and worship practice recommendations..
- Handshaking and the Passing of the Peace will not be done.

### **Staff**

If the Minister is sick and unable to exercise his or her ministry,

- There will be no visitation of any kind; other clergy will be asked to cover for pastoral services such as funerals.
- Pulpit supply will be arranged, in so far as possible, by the Worship Committee. If no Pulpit Supply is available, Sunday worship will be cancelled.
- Critical decisions which require the minister's action or input will be made by telephone. Decisions will be written down so as to track for future record.

If the Church Secretary is sick and unable to attend at the Church Office,

- The church office will be closed.
- The church office telephone will be answered, insofar as possible, by the Minister. The Minister will be responsible for checking the church's answering service. The church phone may be forwarded to the manse, as necessary.
- No bulletin for Sunday worship will be produced.

If the Caretaker is sick and unable to attend work,

- Bev Burgess will be asked to cover the minimum cleaning functions required to keep the building clean and heated.

If the Organist is sick and unable to attend work,

- Mary MacDonald will be asked to cover for Sunday worship, if being held. The Minister will contact her if needed. Recorded music (VU CD's or previously recorded organ) may also be used.
- Choir practice will be cancelled.

If the Co-Ordinator of FaithBooksPlus is sick and unable to attend work,

- FaithBooksPlus will be closed.

### **Worship and Meeting Cancellation**

Any Decision regarding Sunday Worship cancellation or Church Council meeting cancellation will be made by the Chair of the Church Council (if able) following the existing Protocol for Cancellation of Sunday Worship (attached). Committee meetings may be cancelled by the Chair of the committee.

### **Building Closure**

The church building may be ordered closed by a Medical Officer of Health order or by a decision of the Chair of the Church Council. The Protocol for Cancellation of Sunday Worship will be followed, if possible. Building users will be advised by staff of the closure of the building. Should any users cancel their meetings, they are required to inform the church office. The cancellation policy requiring 24 hours notice will remain in effect. If the building is ordered closed, Night Security will not check the building. If possible, it will be checked once a day by the staff and left in an "Alarm ON" condition with doors locked.

### **FaithBooksPlus**

FaithbooksPlus will be closed if the building is closed. The co-ordinator will be expected to **not** attend work if he or she is sick.

### **Treasurer**

The Church Treasurer will continue to pay bills as required. Electronic on-line payment may be used in lieu of cheques, subject to the recording of the confirmation number. The Church Treasurer will have authority to request funds as needed from the Trustees to continue salaries and bill payment.

### **Night Security**

If the building is closed and all meetings cancelled, the building will be checked by staff and left in a locked and "Alarm ON" condition. Night security will not make a last night check.