

Emergency Plan Influenza Pandemic or other Health Crisis

Saint Luke's United Church

WORSHIP SERVICES

In the event of a **minor outbreak**, general precautions must be taken to minimize contact and contagion between persons.

Action Plan:

- Ushers should not shake hands
- Communion distribution must be “non contact” and use individual cups
- Congregants should sit apart from one another
- The Sunday School and nursery must be cleaned and sanitized vigorously; including all toys, furniture, etc.
- Exchanging the Peace will be non-contact
- Washrooms will be cleaned and sanitized on a more frequent basis
- Health precautions will be clearly communicated in the bulletin and from the pulpit
- Social time after the service will be curtailed
- Committee meetings will be curtailed or done by conference call

In the event of a **major event**, worship services will be cancelled for the duration of the outbreak, under the advisement of the Toronto Board of Public Health.

- The church web site will be utilized to distribute the sermon and Telehope message and to provide continuity of worship.
- The minister will communicate with the Church Administrator by telephone and email.
- The Minister will communicate with the Pastoral Care Committee in regard to pastoral care issues.

PASTORAL CARE

In the event of even a **minor outbreak** we can expect that hospitals, nursing homes, long term care facilities, etc. will immediately forbid visitors. Pastoral Care will be conducted by telephone and letter. The Minister and Pastoral Care Committee will continue with their usual activities and responsibilities, while minimizing direct contact.

In the event of a **major outbreak** the needs for pastoral care will be daunting. Members of the congregation will get ill and some will die. People may be in need of practical help, such as food.

Action Plan:

- The Pastoral Care Committee will prepare a list of all those under pastoral care, with full contact information (including next of kin). A plan to stay in contact (daily if the person lives alone), will be devised.
- The Pastoral Care Committee will undertake education about Pandemic Preparedness and Health and Hygiene.
- The Minister will designate an alternate to conduct funerals if he is unavailable.
- The Caring Freezer should be well stocked at first indication of an outbreak. Requests for donations of non-perishable should be made at this time.

RELATIONS WITH BUILDING USERS

In deciding to minimize or suspend activities at the church, we will take direction from the Board of Public Health.

Effort should be made to minimize contact between persons. Official communiqués from the Church office will advise tenants and building users of church closures or staffing changes.

BUILDING MAINTENANCE

During a health crisis, the cleanliness of the church is a high priority.

- Supplies of rubber gloves and masks will be purchased ahead of time
- Caretaking staff will wear protective gear during the course of their duties
- In the event of building closure, minimal staffing will be maintained (if possible and advisable) in order to maintain heating, ventilation and snow clearing.
- It is advisable that only full time staff be retained during this period to maintain staff isolation.
- Caretaking staff will be educated in regard to contagion hygiene issues.
- Back up staff and volunteers will be educated in the use and maintenance of building mechanical functions.

ADMINISTRATIVE FUNCTIONS

The Church Administrator will be designated as the Head of Emergency Preparedness and coordinate with the Emergency Preparedness Team.

General administration will be the backbone of the organization during a health crisis. Communication will play a key role in managing the crisis. It is imperative that key administrative staff be physically isolated from contact with others as much as possible.

Lack of funds caused by a drop in donations will be significant. The Ministry & Personnel Committee should develop a policy in regard to payments made to staff who are unable or not advised to work.

The office administrator should advise key staff and volunteers about important information in case she is absent. Passwords for banking, payroll and computer access must be in the hands of at least 3 individuals.

Action Plan:

- The Church administrator will maintain physical isolation from others as much as possible.
- The Church administrator will coordinate communications with the Minister, Pastoral Care Committee, staff and Board.
- The Church Administrator will prioritize accounts payable in case of a significant reduction in income.
- The Emergency Preparedness Team will be advised of all passwords for conducting payroll, banking, computer access, telephone use, etc.
- The Church Administrator will monitor Public Health announcements and advise the Team accordingly in regard to modifying or curtailing activities.
- The Church Administrator will designate an alternate in case of her absence from the job.
- The Church Administrator will use all applicable forms of communication (web site, email, telephone messages, mailings, etc) to inform congregants and other stake holders of significant developments or changes in church activities.

INFORMATION FOR CONGREGANTS AND STAFF – How to prepare for Pandemic Flu

Protect yourself and your family from the Flu

- 1. WASH YOUR HANDS** Frequent hand washing is still the number one defence against infectious disease. Scrub your hands, getting under the fingernails and inside all crevices, for 20 to 30 seconds with hot soap and water. Teach your children to regularly wash their hands.
- 2. DON'T TOUCH YOUR FACE** Keep your hands away from your eyes, mouth and nose, all of which serve as pathways for the virus to enter your respiratory tract,
- 3. USE HAND SANITIZER** If you can't get to a sink to wash your hands, use an alcohol based hand sanitizer. However, this is not a replacement for washing your hands.
- 4. COVER YOUR NOSE AND MOUTH** When someone sneezes or coughs, liquid droplets packing flu viruses can travel as far as one meter through the air and descend on your nose or mouth, so it's best to stay at least an arm's-length distance when talking to someone who shows signs of infection. And to protect others, cover your mouth and nose with a tissue when you cough or sneeze, and clean your hands afterward. Viruses can remain infectious for hours, if not longer, when they linger on the skin or other surfaces such as keyboards and subway poles.
- 5. AVOID CLOSE CONTACT** During a pandemic, avoid places where you may have close contact with others, if possible. Use frequent hand washing when in public places. If you feel sick, stay home.
- 6. PREPARE YOUR HOME FOR QUARANTINE** In the event of a Pandemic, you may be unable to leave your home, travel, shop or bank. You should maintain at least 72 hours worth of supplies in your home and preferably more. Adequate quantities of dried and canned foods, bottled water, medications, etc. should be purchased.

CONTACT TELEPHONE NUMBERS

Saint Luke's United Church

353 Sherbourne Street, Toronto, M5A 2S3
416-924-9619
fax: 416-924-9610
admin@sluc.org

Church Administrator: Joanne Mastrotucci

18 Hahn Place, Toronto
w) 416-924-9619 x221
h) 416-368-8562
c) 416-786-2714
joannemastrotucci@yahoo.com

Board of Directors Liaison for Emergency Planning
Penny Keel

218 Erskine Avenue
Toronto, ON M4P 1Z4
416-483-5819
penny.keel@sympatico.ca

Minister of Worship and Pastoral Care
Rev. Hoon Kim

89 O'Connor Crescent
Richmond Hill, ON L4C 7N9
905-883-5518
(c) 647-297-1212
TeleHope@hotmail.com

Church Caretaker
Bien Santos

71 Eagleview Cres.
Scarborough, ON M1W 3N1
416-493-5711