

# WORKING TOGETHER TO CREATE A SAFE AND HEALTHY SYNOD OFFICE

## Preventing COVID-19 in the workplace

July 2020

**Memo to: Diocese of Algoma Synod Office Staff and members of our “Bubble”: Jay Koyle, Jane Mesich, Liz Hamel, Jen Baron, Ken Lawson, Harry Huskins, Jim McShane.**

As Ontario begins the process of reopening workplaces in the midst of the COVID-19 coronavirus pandemic, we are planning the safe return to work in the Synod office. So that the office may be a safe and comfortable workplace for everyone I ask that you follow the guidelines and protocols, both for yourself and for anyone with whom you are meeting.

**The Public Health Agency of Canada and Algoma Public Health makes the following recommendations for all employees with respect to infection prevention. [Canada.ca/coronavirus](https://Canada.ca/coronavirus) or 1-833-784-4397**

Wear a mask in public, as directed by Algoma Health.

Keep your hands clean. Wash hands often with soap and water for at least 20 seconds.

If soap is not available use a hand sanitizer. This is located at the front entrance to the Synod office. Please use it upon entry and exit.

Avoid touching eyes, nose and mouth.

Cough or sneeze into bend of arm.

Avoid touching surfaces people touch often.

### **1. Individual Responsibility for Synod office staff and ‘Bubble’ members**

If you have ANY of the symptoms associated with COVID-19 please **stay home**. These include fever, cough, shortness or breath, sore throat, runny nose, feeling unwell.

If you develop even mild symptoms while you are at work, please separate yourself and go home as soon as possible.

Maintain a physical distance of 2 metres between yourself and another staff member at all times.

Limit the number of individuals within your office so that proper physical distancing is possible.

As part of our 'bubble' you do not need to wear a mask when you are working in the Synod office. If someone is coming to meet with you, please ask them to wear a mask until they enter your office.

No physical contact including hugs and handshakes.

No food sharing.

You are responsible for cleaning your own mug, dishes etc.

## **2. Guidelines for visitors to the Synod office**

At this time there are no 'drop in' visits for socializing.

There is a 'log in' sheet at the front door for visitors to meetings. Please ensure that it is filled out each time a visitor enters and that they wear a mask upon entering.

Limit meeting size to ensure the required physical distancing guidelines.

For larger group meetings please gather in "The Courtyard" (space outside the Archbishop's office) and keep physical distance.

No food sharing.

## **3. Cleaning**

The Synod office was deep cleaned at the beginning of July and will be cleaned weekly by Regency, the company that takes care of the McMurray Building.

The washrooms in the McMurray are cleaned regularly.

In between cleanings of the Synod office you are asked to clean and disinfect your work station (desk, work surface, keyboards, phone) regularly, and to wipe down the chairs following a meeting. 70% alcohol wipes are recommended.

Please limit the use of the area where coffee/tea is made to your personal use. We will not be offering beverages to anyone attending a meeting in the Synod office. Please take your own mug home to wash it. There will be no food sharing in the Synod office.

## **4. Travel**

Consider the risks and benefits of any travel and check the latest information on affected areas before heading out.

If you travel outside Canada please self isolate for 14 days upon your return.

When you return from travel please monitor yourself for any symptoms such as cough, fever, shortness of breath for 14 days.

Thank you for playing your part in keeping our working environment safe and healthy,  
and in preventing the spread of COVID-19.

Stay safe!

+Anne