



CATHOLIC CEMETERIES – DIOCESE OF LONDON COVID-19 SAFETY PLAN

Business Name: Heavenly Rest Family of Catholic Cemeteries

Date Completed: December 8, 2020

Revision Date: January 19, 2021

The Diocese of London is committed to ensuring a safe and healthy work environment for all our workers, families and visitors.

MEASURES WE'RE TAKING:

HOW WE'RE ENSURING OUR FAMILIES AND WORKERS KNOW HOW TO KEEP THEMSELVES SAFE FROM EXPOSURE TO COVID-19:

Families:

- Posting our COVID-19 Safety Plan and Diocese of London protocols on our website (www.dol.ca) and at the entrance doors to our buildings

Workers:

- Management will provide a copy (print and/or electronic) of our COVID-19 Safety Plan and Diocese of London protocols to each worker
- Our Health and Safety Committee will post the COVID-19 Safety Plan and Diocese of London protocols on all Health and Safety work boards
- Management will provide verbal, email or memo notifications of any updates and revisions to the plan, protocols and procedures as necessary
- Management will provide (verbal/written) reminders to workers

HOW WE'RE SCREENING FOR COVID-19:

Families:

- All families are required to complete the posted Self Screening checklist as required by the Ontario Ministry of Health prior to entering the building (See Appendix A)
- The Receptionist will ask all families if they have passed the self screening prior to unlocking the entrance door. If the answer is no, entrance will not be permitted
- Families must complete and sign the Visitor Log Sheet acknowledging that they have passed the self screening. It is the responsibility of the Sales Consultant with whom they have an appointment to ensure that they sign the Visitor Log Sheet. These will be retained for 7 years
- Funeral Homes have sign in sheets for families who are attending any of the services at the cemetery

Workers:

- All workers are required to complete the Self-Screening checklist as required by the Ontario Ministry of Health prior to their scheduled shift (See Appendix A)
- All workers are required to complete and sign the daily Staff Log Sheet acknowledging that they have passed the self screening when entering the workplace. These will be retained for 7 years
- Management is responsible to ensure all workers sign the log sheet

HOW WE'RE CONTROLLING THE RISK OF TRANSMISSION IN OUR WORKPLACE:**Families:**

Physical distancing and separation:

- Office Hours – all cemetery offices are closed to the public except by appointment only.
- Up to 2 persons are permitted to attend any appointments with cemetery staff, provided that each of the attendees passes the Self Screening
- Appointments can be done by phone, fax and/or email
- All families are required to wear a mask during appointments
- No physical contact (handshaking, hugging etc..) is permitted
- Families will sit at opposite ends of the table or desk from staff

Cleaning:

- Hand sanitizer will be available for all families to use at the entrance of the building and in each office

Other:

- No beverages will be offered to families
- Only one washroom will be available for use by our families during their appointments
- Cash payments are not permitted. Payment is only permitted by cheque, debit and credit card.
- Tissues available

Workers:

Physical distancing and separation:

- All office workers have individual offices
- Physical distancing signs are posted around the office. Staff are to observe a 2 metre (6 feet) distance from each other
- Plexi-glass barriers have been placed around the Reception desk
- Lunchroom – chairs have been removed to limit the number of workers in the lunchrooms at all times and to ensure proper distancing
- Staff alternate break and lunch periods
- Management meetings are being done virtually
- Office staff has limited contact with grounds staff
- Grounds staff will prepare the burial site in advance. The casket or urn will be lowered/interred once the family returns to their vehicles.

- For mausoleum committal services, grounds staff will proceed with the entombment or inurnment once all attendees have left the building
- For an outdoor service at a crypt or niche, the staff will complete the entombment or inurnment once the attendees move to a safe distance as directed by cemetery staff
- Grounds staff work in pairs and work with the same worker all week as much possible
- Up tot maximum of 4 staff members in company vehicles if necessary. Masks to be worn at all times.
- Company vans are to be used by staff only. Families are to use their own vehicles

Cleaning:

- Hand sanitizer and disinfecting wipes are available all around the office
- All Grounds and Office staff have been supplied with hand sanitizer and disinfecting wipes
- All Office staff are required to disinfect their own area, concentrating on touch points such as door knobs, telephones, keyboards, desks, tables, chairs and pens
- All Grounds staff are required to clean and disinfect all tools and equipment
- Sales staff are to disinfect their offices after every appointment concentrating on touch points such as door knobs, telephones, keyboards, desks, tables, chairs and pens
- Grounds staff clean and sanitize the office and washrooms at 6:00 am prior to the office staff arrival

Other:

- All point of sale machines have been removed. Debit and credit card payments are processed online. Cash payments are not permitted
- Cheque scanners have been purchased in order to limit trips to the bank
- Masks are to be worn by all staff. Personalized cloth masks, medical grade masks and gloves have been provided and/or available
- Face shields are available for sales staff to use during appointments.
- Intercom purchased for main entrance door to office

Grounds/Mausoleum/Crematorium:

- Any individual who does not pass the Self Screening is not permitted to attend burials, entombments, inurnments and cremation witness
- Outdoor services, Indoor services and visiting at the cemetery; you must comply with the gathering limits set by the Province. See Diocese of London protocols for current restrictions
- Except for interment services, the mausoleums will be closed for visitors.
- Masks must be worn by those attending all services
- All committal services in the mausoleum are to be held in the main chapel area only
- Mausoleum services are spaced out to allow for cleaning and disinfecting between services
- Hand Sanitizer stations are placed at all entrances to the mausoleum and washroom
- Only one washroom is open in the mausoleum for emergency use only. All outdoor public washrooms are closed

- Cremation witnessing is limited to a maximum of 2 persons only while social distancing and wearing a mask
- All monthly masses and other prayer services are cancelled
- No floral deliveries are accepted
- Cremated remains are delivered to funeral home

WHAT WILL YOU DO IF THERE IS A POTENTIAL CASE, OR SUSPECTED EXPOSURE TO, COVID-19 AT OUR WORKPLACE:

- Staff who do not pass the self-screening are not to report to work. Contact your health care provider or Telehealth Ontario (1 866 797 000)
- Staff are to notify their Manager as soon as possible and provide any directives or guidance that they have received.
- Management will contact their local public health care unit and will follow all directives (Windsor Public Health Unit) at 519 258 2146
- Management will provide copies of the Visitor and/or Staff Log sheets if requested by public health unit for contact tracing
- If a worker or visitor becomes ill at work or shows symptoms, they will be isolated from the rest of the staff and families. Depending on the severity, 911 will be contacted or the individual will be sent home.
- Management will contact the workers Emergency contact on record.
- Management will re-assign duties of the affected worker to remaining workers. Part-time workers can be called in.
- Management will notify Fr. John Comiskey, Matthew Clarke and Dave Savel at the Diocese of London
- Staff will not be able to return to work until they provide proof of a negative test

HOW WILL YOU MANAGE ANY NEW RISKS CAUSED BY CHANGES TO THE WAY YOU OPERATE YOUR BUSINESS:

- Management will have regular check-ins with workers to address any concerns or ideas
- Management will ensure adequate levels of PPE are available at all times

HOW WILL YOU MAKE SURE YOUR PLAN IS WORKING:

- Management will meet weekly with the Episcopal Director of Administrative Services to review the safety plan, protocols and procedures anytime a new directive is received from the Government of Ontario, Bereavement Authority of Ontario, Ontario Ministry of Health and/or the local public health unit
- Regular Health and Safety meetings
- Complete the monthly Health and Safety workplace inspections
- Management will communicate to workers and families any new changes and updates to the COVID-19 Safety Plan and/or Diocese of London Protocols

APPENDIX A – SELF SCREENING

REQUIRED SCREENING QUESTIONS:

1. Do you have any of the following new or worsening symptoms or signs? Symptoms should not be chronic or related to other known causes or conditions:

Fever or chills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Difficulty breathing or shortness of breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat, trouble swallowing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose/stuffy nose or nasal congestion	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decrease or loss of smell or taste	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea, vomiting, diarrhea, abdominal pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Not feeling well, extreme tiredness, sore muscles	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. Have you travelled outside of Canada in the past 14 days? Yes No

3. Have you had close contact with a confirmed or probable case of COVID-19? Yes No
(Does not refer to Covid-19 burials)

RESULTS OF SCREENING QUESTIONS:

- If the individual answers **NO to all questions from 1 through 3**, they have passed and can enter the workplace.
- If the individual answers **YES to any questions from 1 through 3**, they have not passed and should be advised that they should not enter the workplace (including any outdoor, or partially outdoor, workplaces). They should go home to self-isolate immediately and contact their health care provider or Telehealth Ontario (1 866 797 0000) to find out if they need a COVID-19 test.

Please notify your Manager as soon as possible if you do not pass and of the guidance or directives that you have received.