

(Print have 2 cpy)

Article - Apr 21, 10

Reviewed
by all
class
→
Property

Duty of Care - Community Health Emergency

In the event of a serious community health situation, Northlea has a Duty of Care responsibility for our staff, our congregation, our building users and others in the community. It is our responsibility to understand what is required and to take action on it.

First and foremost we must be guided by and take direction from municipal and provincial public health organizations. This could include curtailing or ceasing operations in the Church building. If the direction is to curtail public gatherings to reduce exposure and risk, the Church will comply. This decision is a Board decision.

Similarly, if because of illness of staff or other situations, the building cannot be operated safely, the Board may curtail or cease operations at the Church site. Other Church activities may be handled in alternative ways depending on directions from public health or other authorities.

Each Board committee has responsibilities in these situations.

1. Congregational Life is responsible for communication with the congregation through various means. This will include telephone trees, email, web postings and other means.
2. Property will take measures to reduce the spread of infection through provision of hand sanitizers, extra cleaning etc. Property will communicate and liaise with regular and occasional building users on steps to take to contribute to a sanitary building and reduced infection spread and on limitations on building access or closure. Lists of back up services or trades will be kept up to date and utilized if Building Manager is not available. If services or support are in jeopardy or unavailable, Property will assess the building to determine if it can continue to be operated safely. Recommendations will be made to the Board on actions to be taken.
3. Pastoral Care will through telephone or other means continue their activities including taking precautions recommended by public health authorities re contact with infected persons and precautions to take to protect vulnerable people from infection. Staff activities such as visitation will follow the same protocols.
4. Music and Worship will determine what measures must be taken during services to reduce spread of infection. They will also identify backups for Minister or Music Director in the event of their absence or inability to carry out their responsibilities. If, in the opinion of Worship and Music, services need to be curtailed or cancelled, they will make this recommendation to the Board.
5. Finance and Trustees will ensure that funds are available and signing authorities in place for payroll and other expenditures that may be required in a time of reduced revenues or the unavailability of staff.
6. Ministry and Personnel will ensure that staff is aware of their responsibilities, the steps necessary to ensure a safe and healthy workplace and what to do if the staff themselves become ill or unable to perform their duties.
7. Children and Youth will provide services in accordance with the advice and direction of public health authorities and the situation with other services in the building. Other steps may need to be taken given the vulnerability of this age group and the higher risk of infection transmission.

Communication with parents will be in coordination with Congregational Life. Significant service alterations will be recommended to the Board.

Close monitoring of the Community Health situation in the city and the immediate Leaside community, advice and direction of public health authorities, actions being taken by schools and other religious institution in the area will be required by staff, Committee Chairs and Board members in order that informed and timely decisions may be made.

There are other situations that may require a similar Duty of Care response by the Board, Committees and staff of Northlea. They could include lengthy power disruptions, severe weather, natural disasters and other severe abnormal situations. The protocols and processes for a community health emergency response are for the most part, transferable and can and should be used in these situations.

April 2010
approved efd