



COVID-19 Safety Plan for CGSAC Formation Courses (update)

CGSAC is committed to the health and safety of all its members, especially to those participating in CGSAC courses. This COVID-19 Safety Plan outlines the responsibilities of CGSAC, the host facility, and each participant, to mitigate potential risks, issues, and concerns during the COVID-19 pandemic. We remind all participants that personal safety is always an individual commitment that when implemented will help protect other participants and society as a whole.

HOST FACILITY RESPONSIBILITIES

Before the Course

The Course Host/registrar will email to course participants:

- This CGSAC Safety Plan-R4
- Link to the most current provincial COVID-19 public health order.
- Link to the appropriate provincial or local public health electronic self-assessment (if required)
- A list of any additional LOCAL protocols that will be in place for the course (if any).

Any key changes and updates will be communicated to participants in advance of the course, **including whether or not the course will be postponed.**

The Host will ensure that, before the registration deadline date, **the pastor, or school board representative or diocesan office representative** responsible for the course site provides a letter stating that the course is allowed to proceed based on the current provincial and local public health orders and the diocesan/church / school board protocols that have been put in place.. This letter is to be sent to formation@cgsac.ca

During the Course

- The Host will collect daily, the participant's Covid-19 Self Assessments (electronic or hard copy, if required by provincial and/or local health order)
- All Self Assessments filled in by participants will be archived by the course host/registrar for 30 days from the end date of the course.
- The course host/registrar will provide to the course participants and formation team, any updates or specific information regarding the host location or course participation changes.
- If during the course, there is any reason to believe that there may be a potential case of COVID-19, or suspected exposure to the virus among the persons present, the course host/registrar will immediately follow local public health guidelines and take the necessary steps to contain the spread of the virus.

PARTICIPANT RESPONSIBILITIES

Prior to Course Start Date

Course participants are responsible for reviewing and understanding the various COVID-19 health orders and course protocols before registering for a course. By submitting their course registration, the course participant consents to comply with the current provincial health order, local public health guidelines and protocols put in place by the course host.

During the Course

- Each day, prior to admittance into the facility, each course participant will be required to complete the Covid-19 Self-Assessment (electronic or hard copy) and submit it to the Host if this is required by the provincial and/or public health orders. Electronic versions are to be emailed to the host; hard copies are to be handed in to the Host daily.

- If during the course, there is any reason to believe that there may be a potential case of COVID-19, or suspected exposure to the virus among the persons present, the participants will immediately follow local public health guidelines and take the necessary steps to contain the spread of the virus.

How will the risk of transmission in the classroom be reduced?

CGSAC courses are known for their hands-on approach, so the use of atrium materials and social interaction is an important part of the learning experience. As such, CGSAC encourages the following practices:

- Participants sanitize their hands before and after handling course materials.
- Each course classroom holds up to the maximum number of persons (total count includes participants, host/registrar and Formation Facilitators) as permitted by the provincial health order and local public health agencies.
- Classroom table seating will have a minimum of 2 meters/6 feet distance from other course participants and the Formation Facilitator. Facilitators may remove their mask when presenting if they are situated a minimum 3 meters away from the closest participant when speaking.
- Masks may only be removed for eating and drinking. This activity should take place outside of the main classroom in a well ventilated space where participants are able to socially distance themselves. (Outdoors is best, if weather permits.) As always, local public health orders take precedence to this suggested practice.

CGSAC RESPONSIBILITIES:

Before the Course

- Provide support and direction to the host community .

During the Course

- If during the course, there is any reason to believe that there may be a potential case of COVID-19, or suspected exposure to the virus among the persons present, and if unable to stay in a private home at no charge, CGSAC will pay for the formation team to self-isolate in a hotel for as long as required by the province or local public health authority. Course participants are responsible for their own cost to self-isolate.
- Upon submission of the attendance record, CGSAC will pay the Formation Team a prorated stipend for the course days completed. The remainder of the stipend will be paid once the formation team is able to complete the course at another time.
- Based on the attendance record submitted, CGSAC will refund the course participants a prorated refund of the course tuition paid and will encourage participants to complete the days missed at another time.
- CGSAC will not be responsible to pay for income lost due to the order to self-isolate, or for sick days.