

Windsor Chinese Alliance Epidemic Response and Continuity Plan

Contents

| | |
|--|----|
| EXECUTIVE SUMMARY | 2 |
| SECTION I- PLANNING APPROACH – WHY A CHURCH RESPONSE? | 2 |
| SECTION II DECLARATION AND COMMUNICATION | 2 |
| 1. Declaration of an epidemic status: | 2 |
| 2. Communication: | 3 |
| 3. Continuity of service: | 3 |
| SECTION III CONTINUITY and EPIDEMIC RESPONSE | 3 |
| 1. Level of epidemic status: | 3 |
| 2. Response Matrix: | 4 |
| SECTION III READYNESS | 5 |
| Appendix A: Federal/Provincial/Territorial Public Health Response Plan for Biological Events | 6 |
| Appendix B: C&MA Pandemic Influenza Plan 2015 | 9 |
| Appendix C: Emergency Contract Form..... | 10 |
| Appendix D: Pocket Emergency Church Contact Card for Attendee..... | 11 |
| Appendix E: Church Wide Roster..... | 12 |

Windsor Chinese Alliance Epidemic Response and Continuity Plan

EXECUTIVE SUMMARY

This plan is intended to be enacted in strategic partnership with provincial, federal, international guidelines, as well as in compliance with the C&MA Pandemic guideline in the event of an epidemic event. In addition, being committed to the glory of God and the Church universal, we seek to take every opportunity to communicate, with word and deed, the good news of the gospel of Jesus Christ. Being committed to social responsibility, we minister to the poor, the sick and the oppressed with humility and compassion as though our ministry was to Christ himself - recognizing that this may require the faith filled and sacrificial gift of not only our resources, time and talents but perhaps also our lives. We do nothing without prayer. Therefore, this plan is subject to whatever revision that may seem good to the Holy Spirit and to us, as the future unfolds.

SECTION I- PLANNING APPROACH – WHY A CHURCH RESPONSE?

The overall goal of this plan is to provide a guide for response to an epidemic at WCAC. In the event of an epidemic, the Church needs to be connected with the community in which it is found – it needs to be prepared, reachable and relevant to the needs of its surrounding neighbors. The goals are both practical and spiritual: a) to provide guidelines/resources that will assist the Church in reducing the impact associated with the spread of an epidemic disease; b) to redeem the time as the Church offers faith in God, a future with hope, freedom from the fear of death, as well as practical love and support.

SECTION II DECLARATION AND COMMUNICATION

In the case of an outbreak that is happening or at risk of happening, it is crucial for WCAC leadership to respond and communicate to congregations according to the Public Health Agency of Canada guidelines. During an epidemic, rumors tend to spread across social media, causing unnecessary panic. WCAC leadership should be able to communicate to the congregation through prayer and multiple channels to protect the congregation from deceitful information.

1. Declaration of an epidemic status:
 - a. In the case the declaration a WCAC epidemic status is needed, the Elders’ Board should access and agree with the status through email. Once a decision is made, the Chairperson of the Elders’ Board should declare the situation to the congregation contacts, then announce the declaration to congregation with action instructions.
 - b. Personnel:

| Roles | Personnel | Contact information |
|--------------------|------------|--------------------------------------|
| Epidemic commander | Adam Yang | 248 946 7530, cyang17@gmail.com |
| Mandarin Executor | Pastor Niu | 519 562 9931, fatherabe99@gmail.com |
| Cantonese Executor | Edwin Zung | 734 865 0086, edwinzung@yahoo.com |
| English Executor | Pastor Rob | 519 990 7926, rmaclean2011@gmail.com |

- c. Level of epidemic status:

| Level | Consideration | Public Health Agency Canada response level |
|---------|--|--|
| Caution | PHAC announces public awareness of an epidemic | Level 2- Heightened |

Windsor Chinese Alliance Epidemic Response and Continuity Plan

| | | |
|-----------|---|--------------------|
| Elevated | A confirmed case in Windsor and risk of affecting our members is increased. | Level 3- Escalated |
| Emergency | PHAC announces public health emergency and warns against public gathering. | Level 4- Emergency |

2. Communication:

In the case of a local epidemic event, WCAC should have proper communication channels such as email and social media platforms to inform members of the current situation and action items for the congregation and ministries. (See Appendix for template)

- a. Sunday Service announcement through bulletin and announcement.
- b. Each congregation should establish a social media (Facebook, WeChat, WhatsApp..) as an additional communication channel.
- c. Establish ministry wide emergency contact roster which should identify the following:
 - i. Name
 - ii. Ministry contact (Fellowship leader, small group leader, pastors...)
 - iii. Communication media
 - iv. Venerability indicator (Age, Has relative in Windsor? Has transportation? ...)

3. Continuity of service:

In the case that public gatherings becomes too great of a risk, a media stream service is to be established and offering is to be collected through electronic fund transfer.

SECTION III CONTINUITY and EPIDEMIC RESPONSE

1. Level of epidemic status:

| | | |
|-----------|--|--|
| Level | Consideration | Public Health Agency Canada response level |
| Caution | PHAC announce public awareness of epidemic. | Level 2- Heightened |
| Elevated | A confirmed case in Windsor and risk of affecting our member is increased. | Level 3- Escalated |
| Emergency | PHAC announces public health emergency and warns against public gathering. | Level 4- Emergency |

Windsor Chinese Alliance Epidemic Response and Continuity Plan

2. Response Matrix:

| Level | Sunday Service | Community |
|-------------|---|--|
| 1- Caution | <ul style="list-style-type: none"> • Announcement of epidemic awareness according to PHAC and Windsor Essex Community Health Unit public information. • Enforce basic sanitary measures such as <ul style="list-style-type: none"> ○ Set alcohol-based hand sanitizer at church entrances. ○ Avoid physical contact • Personal protective equipment should be provided to service personnel such as workers who count the offering (gloves and face mask to avoid touching nose and mouth). | <ul style="list-style-type: none"> • Regular weekday fellowship meetings should continue • Outreach to those who stop coming to meetings to encourage and pray for them. • Those who have recently travelled to affected areas should stay isolated according to the incubation period. |
| 2- Elevated | <ul style="list-style-type: none"> • Adding to the above, the cancellation of non-essential gatherings such as Chinese School and Sunday lunch should be considered. • People in vulnerable health groups (age 65 and above or young children) should consider avoiding meetings or wearing personal protective equipment. • The cancellation of special events such as retreat, picnic and VBS should be considered. • Prepare for further escalation of epidemic situation by: <ul style="list-style-type: none"> ○ Arranging back up for essential service personnel ○ Testing online stream service ○ Setting up online transaction details for collecting offering | <ul style="list-style-type: none"> • Adding to above, non-essential gathering such as group dinners should be cancelled. • If contact with an infected person is suspected, stay isolated according to the incubation period and avoid attending meetings. • Care giver team should be established to provide support to those who are under volunteer self-quarantine. |
| 3-Emergency | <ul style="list-style-type: none"> • All church services will be cancelled. • An Emergency Response Team should be established (Each congregation should have one elder and one care team lead elected for ERT, will see situation adding other Subject Matter Expert) to assess the situation regularly through online meetings. • Active Emergency contact roster to ensure every members' needs and wellbeing has been accounted for. • Make sure the basic living supplies for vulnerable members are taken care of. A member of ERT should be assigned to manage care giving. | <ul style="list-style-type: none"> • All meetings should be suspended until further notice. • Fellowship and small group leaders should contact members on a regular base providing prayer and emotional support. • If any member gets sick, escalate to church ERT for further care giving follow-up. • Watch the neighbors to see if there anyone is in need. This is a time to demonstrate God's love to the world. |

Windsor Chinese Alliance Epidemic Response and Continuity Plan

| | | |
|--|--|--|
| | | |
|--|--|--|

SECTION III READYNESS

To ensure WCAC is ready for an Epidemic situation, the following document need to be reviewed annually to guarantee the readiness of the continuity plan.

| Ready(Y/N) | Documentation Description |
|------------|--|
| | Up-to-date Epidemic Response Plan |
| | Emergency Response Team (ERT) Members (Update Annually) |
| | Church Wide Roster |
| | Church Website |
| | Multimedia communication channel |
| | Media Stream service in case of physical gathering is suspended. |
| | Bank information for receiving electronic offering |
| | Pocket Church Emergency Contact Card |

Windsor Chinese Alliance Epidemic Response and Continuity Plan

Appendix A: Federal/Provincial/Territorial Public Health Response Plan for Biological Events

| Table 1. F/P/T Response Levels | | | | |
|---------------------------------------|--|---|--|--|
| Level | Considerations | Example scenario(s) | Main Objective for the F/P/T response | Governance Structure Activation |
| 1-Routine | Need for information sharing, regarding a public health event, between affected jurisdiction and other federal, provincial, territorial or international authorities (e.g. WHO) | An outbreak of measles within a single jurisdiction. | Information Sharing | n/a - use routine channels/standing committees |
| 2-Heightened | Need for a routine public health response (i.e., outbreak response, response to an exposure or risk assessment) involving one or more jurisdictions. | A foodborne outbreak is occurring in multiple jurisdictions. | Outbreak Control | n/a - Potential use of Governance Structure concepts may be applied Implement response structure per regular coordinating instruments (e.g., FIORP OICC) |
| 3-Escalated | A coordinated F/P/T response is required for a public health event that: | no data | no data | Partial |
| | a) is occurring in multiple jurisdictions within Canada and is unusual in its progression or severity requiring additional response support to manage either the pace or extended duration of the event. | A foodborne outbreak in Canada is resulting in unusual illness or requires additional response support. | Outbreak Control | HPOC Event Manager and partial HPOC IMS as required SAC and SAC Secretariat need for full P/T representation will be determined based on event (may only be affected areas), need for a TAC and LAC will also be determined based on response needs and tempo. |

Windsor Chinese Alliance Epidemic Response and Continuity Plan

Table 1. F/P/T Response Levels

| Level | Considerations | Example scenario(s) | Main Objective for the F/P/T response | Governance Structure Activation |
|--------------------|---|--|---------------------------------------|--|
| | b) is occurring outside of Canada and is being caused by an unusual or unknown pathogen and/or has been declared a Public Health Emergency of International Concern | Zika epidemic in the Americas | Outbreak Prevention | Communications Task/subgroups and support teams as needed |
| | c) has potential implications for the Canadian health care system | New outbreak due to a highly antibiotic resistant bacterium. Large scale vaccine supply issue with potential significant public health implications. | Risk Mitigation | |
| | d) will potentially require the provision of aid in the form of human resources (i.e., mobilizations) or medical counter measures held by Canada | Ebola outbreak in Africa | Support / Aid | |
| 4-Emergency | A coordinated F/P/T response is required for: | no data | no data | Full SAC SAC Secretariat TAC, LAC full HPOC IMS Communications |
| | a) an event in Canada that is causing significant illness and has the potential for rapid spread | MERS is being transmitted from person | Outbreak Control | |

Windsor Chinese Alliance Epidemic Response and Continuity Plan

Table 1. F/P/T Response Levels

| Level | Considerations | Example scenario(s) | Main Objective for the F/P/T response | Governance Structure Activation |
|-------|--|--|---------------------------------------|--|
| | | to person in Canada. | | Task/subgroups and support teams as needed |
| | b) a risk in Canada that has the potential for causing significant illness and/or could spread internationally from Canada | A medical counter measure produced in Canada is contaminated or causing unexpected serious adverse events. | Risk Mitigation / Exposure Control | |
| | c) a PHEIC declaration outside of Canada that could cause significant illness within Canada. | A novel influenza virus is spreading efficiently between humans. | Outbreak Prev | |

Windsor Chinese Alliance Epidemic Response and Continuity Plan

Appendix B: C&MA Pandemic Influenza Plan 2015

Link: <https://www.cmacan.org/wp-content/uploads/2020/01/pandemic-influenza-plan.pdf>



pandemic-influenza
-plan.pdf

Windsor Chinese Alliance Epidemic Response and Continuity Plan

Appendix C: Emergency Contract Form

WCAC Emergency Contact information Form

溫莎華人宣道會 個人緊急聯絡資料單

This information is for emergency contact purpose in case of a epidemic or disaster situation and the information will be kept secret

本資料是用於當流行疫病或緊急事件發生時聯絡會友用，其中資訊會保密只做教會用途

Name 姓名: _____ Phone 電話: Home 住家 _____

Cell 行動 _____

Address 住址: _____

Email 電郵: _____

Birth Year 出生年: _ _ _ _

Emergency Contact 緊急聯絡人 _____ Phone 電話: _____

Resident status 居住狀態 (Check all that apply 可複選)

Senior Apartment 老人公寓 Rental 租屋 Living Alone 獨居

Primary Transportation 主要交通工具

Own a Vehicle 自用車 Public Transportation 公交車 None 無

Prefer way to be contacted 最方便連絡您的方式

Phone 電話 Email 電郵 WeChat 微信: 微信號 _____

WhatsApp: Phone _____ Line: Line ID _____

Facebook Other media 其他 _____

Church Contact 教會聯絡人: _____

Can be filled by small group leader or resident contact (可由小組長或公寓聯絡人填寫)

Windsor Chinese Alliance Epidemic Response and Continuity Plan

Appendix D: Pocket Emergency Church Contact Card for High Risk Attendee

TBD

Windsor Chinese Alliance Epidemic Response and Continuity Plan

Appendix E: Church Wide Roster

This is an example of columns needed for the Roster. The actual table can be in different format or media.

| Name | Address | Phone | Emergency Contact | Emergency Contact Phone | Church Contact | Church Contact Role | Best way to Contact (email, WeChat, Facebook, WhatsApp..) | Additional Note |
|------|---------|-------|-------------------|-------------------------|----------------|---------------------|---|-----------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Windsor Chinese Alliance Epidemic Response and Continuity Plan