



March 17, 2020

To all church officers,

RE: COVID-19 PREVENTION AND PLANNING

Since the end of January amid reports of the growing Corona pandemic, the World Health Organization, the public health department of Canada and our own Adventist Risk Management has been publishing guidelines to help stop the spread of the Coronavirus. This morning Quebec's Prime Minister issued a statement outlining the stance Quebecers should take to do their part in halting the progress of COVID-19.

The Quebec Conference is committed to ensuring the health and well-being of its members and employees. The Health Ministries department in conjunction with the administration is working together on this matter. Here are some recommended measures that must be implemented in the local churches and schools as soon as possible.

1. No more than 250 people at any indoor meeting

- a. For regular services, larger churches should make arrangements to comply with this limit.
- b. Those churches where even the multiple services have a large attendance should encourage members to attend smaller churches closer to their home.
- c. Any meetings, seminars, conferences, competitions, unless they are urgently required or cannot be conducted via teleconference, should be postponed until further notice.
- d. School assemblies should be staggered to ensure no more than 250 people congregate in the same space.
- e. Special attention should be paid to the elderly and those with compromised immune systems.

2. Mandatory Isolation of returning travelers for at least fourteen (14) days regardless of the country visited

- a. This requirement applies to all church members. The Safety Officer should coordinate a system to keep track of members known to have returned from abroad.
- b. Churches that have invited speakers from abroad should warn them of this requirement and find alternative solutions. Even speakers from other provinces should inform the churches of the date of their last trip outside of the country.
- c. Employers are encouraged to facilitate working from home for employees as much as possible.
- d. The government is promising financial compensation for those employees in quarantine, whose jobs do not allow for telecommuting.

3. Encourage proper hygiene to reduce the risk and spread of infection

- a. Washing hands often with soap and water.
- b. Use the bend of the arm for coughing or sneezing; if tissue is used it should be immediately disposed and hands should be washed right after.
- c. Avoid touching any part of your face with unwashed hands.
- d. Avoid contact when greeting, e.g. shaking hands, hugging, kissing on the cheeks.
- e. Provide supplies for employees and/or volunteers to sanitize commonly used high-touch surfaces frequently, e.g. toilets, door handles, remotes, electronics. These supplies include gloves, hand sanitizer, soap and other cleaning products.

- f. Those with any flu-like symptoms such as a cough or fever should stay home and limit contact with others.
- g. With the aid of the safety officer, there should be designated spaces in churches to isolate those who become sick during service and are unable to leave immediately.
- h. Under the circumstances potlucks, food distribution and communion services should be discontinued until further notice.

Again, our intention is not to engender panic but to work in solidarity with various community and government agencies to limit the spread of the virus. Please see the various links provided for further details. As the situation changes we will send periodic updates and thank you in advance for your cooperation.

We call on members to continue praying for the Lord's intervention and guidance.

Yours in the Lord's vineyard,


Kwasi Ansah-Adu