



1475 Concession 5, R.R. 5 | Kincardine ON, N2Z 2X6 | (519) 396-3468 | www.kincardine.ca

Emergency Standard Operating Procedure for Cemeteries

- 1. PURPOSE**
To enhance the health and safety of staff working at Municipal cemeteries, during a pandemic.
- 2. Coverage:**
To enhance the health and safety of staff working at Municipal cemeteries, during a pandemic.
- 3. Scope:**
Employees that provide interment services (excavation, plot preparation, interment service set up, backfill and restoration) and cemetery plot sales in Municipal Cemeteries. Policy remains in effect until Management provides notice to staff stating normal cemetery procedures are reinstated.
- 4. Procedures:**
 1. Staff will only provide the following services for cemetery interments:
 - a. Plot locates
 - b. Plot preparation and excavation of interment plot(s)
 - c. Backfilling of interment plot(s)
 2. Staff are to have NO contact with the casket/urn/vault at anytime
 3. Staff will NOT assist the funeral director or his/her staff with anything related to the interment service including set up and take down of interment related items (chairs, flowers, carriers, etc).
 4. Staff will NOT be in the vicinity of the interment site immediately before, during, or immediately following the interment service.
 5. Staff will complete a self-isolation assessment with all contractors and companies doing work on site at the cemetery prior to arrival.
 6. The Municipality will allow COVID-19 related interments outside of the normal cemetery interment hours. It is recognized that due to ground conditions and staff shortages, interment sites may not be aesthetically pleasing for interment services and that staff will do the best they can based on these conditions.
 7. Staff will practice social distancing procedures while working at cemeteries.
 8. Staff will adhere to cleaning and disinfection policies regarding municipal equipment.

9. Staff will NOT accept payments in person at the cemetery. All payments must be received prior to the interment service by one of the following methods:
 - a. online payment (must coordinate set up with personal bank in order to be received prior to interment date)
 - b. cheque in a clearly marked envelope placed in the drop box at the Municipal Administration Centre (checked on Mondays and Thursdays aside from Holidays)
 - c. credit card over the telephone to the Cemetery Superintendent
 - d. Cash and/or debit payments will not be accepted.
10. ONLY immediate need cemetery plot/niche sales will be made during this time. Pre-need sales will not be processed.
11. Staff will assist the Funeral Home with spring interments for remains from in the chapel/mausoleum that were present prior to the state of emergency. Staff will exercise caution and social distancing while doing so.