

Kimbourne Park United Church – COVID-19 Re-opening Plan

These guidelines are current as of [February 28th, 2022](#) and are based on the [Toronto Public Health Guidelines for Places of Worship](#). We understand that as the spread of infection rises or falls, Toronto Public Health will issue revised guidance, which may alter these plans.

We recognize that we are responsible for minimizing the risk of infection among staff, volunteers, community members, and visitors who participate in activities here, and so ask that all space users comply with the policies in this document.

All tenants must also abide by the emergency orders of the provincial Chief Medical Officer of Health, and [all applicable public health guidance documents](#).

For more information, please contact the office, or consult directly with Toronto Public Health, at www.toronto.ca/COVID19 or call 416-338-7600.

Building

Preparation

- In all shared rooms, we have reduced the amount of seating to encourage physical-distancing and marked it off-limits as necessary.
 - We are no longer requiring groups (other than Sunday morning worship) to adhere to a reduced capacity.
 - User Groups are responsible for arranging the furniture in their space to ensure that household units maintain physical distance within the space.
 - We will mark pews for physical-distancing. Every other pew will be blocked off. In each pew, there will be up to two families of less than two people (on each end), or one family of more than two people (in the middle).
 - We will have extra chairs ready to hand in the Sanctuary Square for overflow seating on special events.
- We encourage hand hygiene and respiratory etiquette with hand sanitizer stations (at least 70% alcohol concentration) throughout the building.
 - We, and our User Groups, will be responsible to ensuring that young children do not have access to hand-sanitizer without supervision.
- We have ensured that there are 6' markers outside the Hall and the Sanctuary entrances.
 - For Sunday worship, the Northwest Side Door (at the top of the driveway) is only to be used by staff.
- User Groups will inform our Church Administrator if they need to access a separate entrance or exit (if some of their participants are entering while others are leaving.)

Print and Post Signs

- Kimbourne Park has posted:
 - COVID-19 health assessment signs at all entrances
 - Handwashing and respiratory etiquette signs in high visibility areas.
 - Capacity limit posters on the doorway to each room

- This plan
- And we will add similar information to the organization's website. We will encourage attendees to use the online self-assessment tool and encourage everyone to download the [COVID Alert app](#) before every visit to Kimbourne Park United Church.

Enhanced Cleaning and Disinfection

- All high-touch surfaces (e.g. toilets, sinks, door handles, light switches, remote controls) will be cleaned and disinfected once a day, and when visibly dirty, subject to the following:
 - ⊖ Kimbourne Park will be responsible for cleaning & disinfecting high-touch surfaces in rooms that are used prior to their use.
 - There will be Lysol cloths, spray bottles (with disinfectant) in the Storage Cupboard (across from Administrative Office). All children in the building must be closely supervised by an adult.
 - Cupboard to be locked and a key placed in letterbox beside the door to the Office.
 - The Cupboard also contains guidelines for proper use of cleaning agents and disinfectants, including:
 - required disinfectant contact times (amount of time that the product will need to remain wet on a surface to achieve disinfection),
 - safety precautions and requirement for use of mask and gloves,
 - necessity to wash hands with soap and water immediately after cleaning.
 - User Groups with 'exclusive use' over their space will be responsible for all cleaning & disinfecting of their space (i.e. Pegasus, MAS Office, PFLAG Office, EECC Office & Storage Space).
 - User Groups with drinking fountains (Pegasus) must ensure they are used safely and cleaned and disinfected daily, or not use them at all.
- We will use disinfectant to kill germs on surfaces, will remove surface dirt first, and will ensure all products have a Drug Identification Number (DIN), are not expired, and will follow manufacturer's instructions.
- We will ensure that washrooms are always stocked with liquid soap and paper towels.
 - Antibacterial soap is not required to prevent the spread of COVID-19.

Policies

Outbreak Prevention

- All people who enter KPUC's South Wing will enter their names, contact information, and entry & exit time for each attendee.
 - We have provided logbooks in the Ramp and Linkway Doors, and will track attendance at the Sanctuary Doors. All users will use these unless they have explicitly developed an equally rigorous contact-tracing process
- If someone attends your program while contagious, contact Public Health and then our Church Administrator.
 - Anyone with even one symptom of COVID-19 should stay home and use the online COVID-19 self-assessment tool to determine if they should get tested.

Establish Policies for Health Screening

- Kimbourne Park Staff and volunteers must report illness immediately to Lawrence and to the coordinator responsible for the programs they are attending, and stay home if they are sick.
- User Group staff and volunteers must inform their supervisor, who will then inform our Church Administrator.
- All staff and volunteers must self-screen each time before starting their duties. Persons who become ill while in the building must go home right away and self-isolate. They can call Telehealth, their health care provider or an assessment centre for guidance about testing.

Responding to Illness Onsite

- If someone at KPUC develops any of the symptoms of COVID-19 (Fever or chills, cough, difficulty breathing, sore throat or trouble swallowing, runny or stuffy nose, decrease or loss of taste or smell, nausea, vomiting, diarrhea, pink eye, headache or very tired, sore muscles or joints), we will:
 - Ask them to self-isolate immediately
 - Ask them to contact Telehealth (1-866-797-0000) or their health care provider
 - Provide them with: 1) Instructions on how to [self-isolate](#), 2) A small supply of procedure/surgical masks, and 3) Soap, water and/or alcohol-based hand sanitizer to clean your hands.
 - We will immediately notify Toronto Public Health via the [Workplace Reporting Tool](#) as soon as we become aware of two or more employees or key volunteers (of either KPUC or User Groups) who test positive for COVID-19 within a 14-day interval in connection with our site.
- If they do not have access to a private vehicle on-site, they will be isolated in the Narthex, or – if the Narthex is being used – in the Minister’s Office.

Children’s Programming

- Childcare and children's programming should operate in accordance with [COVID-19 Guidance for Child Care](#) (or other more appropriate guidelines).

Mask Use

- In keeping with the City of Toronto’s bylaws, all staff and visitors must wear a mask or face covering indoors. The mask or face covering must cover their nose, mouth and chin, without gapping. The mask or face covering must be worn:
 - In any enclosed area that is openly accessible to the public (which excludes private offices, including the Administrative Office & Minister’s Office),
 - While User Groups are operating within the building (i.e. employees and key volunteers may choose not to wear a mask while the building is closed to the public).
 - Other exemptions include:
 1. Children under the age of two. These very young children must not wear a face covering because of the risk of suffocation,
 2. Those with medical conditions that make it difficult to wear a mask (including but not limited to a medical condition, mental health condition, cognitive condition or disability that prevents wearing face covering; a medical condition that makes it difficult to breath or someone who is unconscious or incapacitated; people who

- are hearing impaired, or are communicating with a person who is hearing impaired and where the ability to see the mouth is essential for communication),
- 3. Individuals who are unable to put on or remove a mask without assistance,
- 4. People who require accommodation through the Ontario Human Rights Code.

Proof of Vaccination

- As per the Provincial Policy on Proof of Vaccination, we will:
 - Invite and encourage the congregation to show their Proof of Vaccination, but not require it for Sunday morning worship services
 - List maintained by Daniel.
 - Remind ‘exclusive-use’ tenants (i.e. those with a lease) that they are responsible for ensuring compliance with the province’s Proof of Vaccination mandate
 - Require proof of vaccination for:
 - Staff and key volunteers
 - List maintained by Megan.
 - Members of the congregation attending in-person indoor events or meetings (Board Meetings, Congregation Retreat, Traditional Skills Sessions, etc.)
 - List maintained by organizer of event.
 - Guests of our Community Meals who choose to dine indoors on-site. We will continue to offer takeout meals, which will not require Proof of Vaccination
 - List maintained by Nick.
 - All ‘regular’ and ‘one-off’ tenants (i.e. those without a lease). If a current tenant is unwilling to prove their vaccination status, we will give them until the end of their current term, but not renew their term unless they are willing to prove it.
 - List maintained by Megan.

Worship

Unless otherwise specified, all of the policies in the following sections must be followed by any worshipping group using the space, as well as any weddings or funerals taking place in the building.

Sanctuary

- Activities before and during the service will be modified to ensure a two metre/six foot distance between leaders, staff, volunteers and attendees at all times.
 - KPUC’s worship leaders will stand half-way back in the chancel, and will alternate their position in order to ensure they will be visible to both congregants and to those who wish to continue accessing the service through Zoom.
 - KPUC will place markings on floor for worship leadership location.
 - Worship Leaders (i.e. minister and readers) may be unmasked while speaking so long as they are in the chancel
 - KPUC will mark first row of sanctuary off-limits
- The use of items that are difficult to clean, sanitize or disinfect will be avoided.
 - Do not hand out or share items that cannot be sanitized before and after use.
 - Use printed service leaflets and discard after service, or use projection

- KPUC will put away Bibles & offering plates, and will have hymn books available in the narthex, rather than in pews. We will have a box at the back of the sanctuary for offering envelopes. Worship leaders will remind attendees to put books back
- KPUC will offer easy-to-clean handheld shakers and maracas. These will be sanitized before and after use.

Attendance

- Everyone will be regularly reminded not to attend the service in person if they are experiencing any symptom of COVID-19.
- All attendees will be required to wear their own mask/face coverings while in the building. Physical distancing is still required even when using a mask.
 - KPUC has extra masks available for our congregants in the Narthex and a waste-basket for mask disposal placed beside the exit.
- In order to contact all worship attendees in the event that someone has attended the building while contagious, KPUC has equipped our greeter with a list of regular attendees to check off, while taking down contact information for new participants.
 - This will be submitted to Our Church Administrator weekly, in order to comply with our general reporting policy.

Worship

- All activities that increase the risk of COVID-19 transmission will be altered or discontinued.
- Congregational singing and spoken responses are now allowed, on the condition that people are socially distanced and masked.
 - Up to two soloists may perform, but will be located away from the congregation mid-way back in the chancel (around 6 metres from congregation)
 - Soloist may be unmasked while singing. Organist will be given a face-shield.
- Rituals involving close physical contact (e.g. baptism) or shared items (e.g. offering plates) will not be done for the time being.
 - The children's play area will be open, with parents responsible for mitigating risk
 - During exchange of the Peace, KPUC will be instructing attendees to stay in their pew and give peace signs to everyone
 - KPUC will be continuing to offer Communion by:
 - Cutting up individual slices of bread ahead of the service, and then serving bread and juice in disposable communion cups, which will be picked up from the communion table.
 - Ensuring that attendees maintain a 6' distance while walking up the centre aisle, starting from the front, and then will travel back to their pew by the side aisles
 - There will be no passing of offering plates. We will use a box on a table behind the last pew to offer donations.

Declaration

By signing below, you agree to the terms set forth in this document:

Group Name

Name of Group Representative

Signature of Group Representative

Date