



Parkminster United Church

Council Meeting, September 1, 2020

**SPECIAL COVID-19 COUNCIL MEETING AGENDA  
PARKMINSTER UNITED CHURCH COUNCIL  
TUESDAY, SEPTEMBER 1, 2020  
6:30 PM, VIA ZOOM REMOTE TELECONFERENCE**

*God is calling us to be an evolving community of faith inspired to embrace our future as we:*

- *Deepen our commitment to each other*
- *Nurture our spiritual vitality and growth*
- *Live a life of loving influence in the world.*

Chair: Kathy Shortt

Present: Present via Zoom remote conferencing: Rev. Joe Gaspar, Rev. Heather Power, Jennifer Allan, Maureen Crawford, Sue MacQueen, Sheila Rule, Doris Jakobsh, Barb Leask-Wynne, Karen Schertzberg, Richard Jackson (Secretary), Guests: Melanie Chisholm (Administrator)

Gregg King sends his regrets. He wanted to say that he attended the COVID-19 WG and that he agrees with their recommendations. Bert Blackburn was unable to attend on behalf of Property. He has shared some thoughts which I will share later. Doris is going to have to leave early. I would like to welcome Melanie Chisholm who is here to help us with rental information.

The meeting was recorded to assist with the preparation of the minutes

1. Opening Prayer & Lighting of Candle - Joe Gaspar/Heather Power
2. Reflection - Maureen Crawford read the Desiderata by Max Ehrmann
3. Approval of Agenda
  - o **Motion** proposed by Maureen Crawford, Seconded by Sue MacQueen. **Carried**
4. **BUSINESS ARISING FROM THE MINUTES**

Kathy Shortt introduced the COVID-19 Working Group (WG) Recommendations to be debated by Council:

**a. Return to Worship Safety Plans**

- i. With regard to the Worship Plan, Bert Blackburn indicated that the Sanctuary had an approximate congregation capacity of 90 but there was a feeling that the 2 m (6 ft) social distancing would really limit us to about 40 members in 26 pews. There was agreement that registering for worship will be necessary. I have contacted our web provider, Cliff Snyder, to see if the registration can be done online and he gave us a couple of suggestions.



## Parkminster United Church

Council Meeting, September 1, 2020

Jennifer and I are looking into those possibilities and Melanie has offered to help with the registration in any way she can. The three of us will continue to work on a plan. The plan will ensure that the same members will not be present each Sunday and that some room will be kept for people showing up at the door. Jennifer Allan and Kathy Shortt have volunteered to be at an entrance table to ensure proper screening and contact tracing. If unable to attend, another member of Council or the COVID-19 WG would be asked.

1. **Motion:** Barb Leask-Wynne moved that Council approve the Return to In-Person In-Person Worship Safety Plan as per the recommendation by the COVID-19 WG and with the following amendments (1) we will bolden the mask information (requirement) and add it to the General Information section of the Plan and (2) the Plan will state "Masks must be worn while in the Building." **Seconded** by Jennifer Allan.  
**Carried.**
  - ii. **Counter Procedure for Offerings (Safety) Plan** - The COVID-19 Working Group recommended the following Counter Procedure for Offerings Plan to Council, which was adopted as the following motion:
    1. **Motion:** Sheila Rule moved that Council approve the Counter Safety Plan as per the recommendation by the COVID-19 WG. **Seconded** by Maureen Crawford. **Carried**
  - iii. **Usher Safety Plan** - The COVID-19 Working Group recommended the following Usher Plan to Council, which was adopted as the following motion:
    1. **Motion:** Barb Leask-Wynne moved that Council approve the Usher Safety Plan as per the recommendation by the COVID-19 WG. **Seconded** by Sue McQueen. **Carried**
- b. Re-opening for Worship Services**
- i. When considering a recommendation for re-opening Parkminster, the COVID-19 WG tried to assess what Parkminster would gain by re-opening for in-person worship services, the risks of re-opening to in-person worship services given the safety protocols we have put in place and finally whether the gains outweigh the risks and the efforts involved implementing our



## Parkminster United Church

Council Meeting, September 1, 2020

safety protocols to ensure reduced risk. The COVID-19 WG decided on the recommendation not to re-open until at least November 22 because of the inherently social nature of in-person worship services, the prolonged exposure to participants attending events, the demographics of our communities of faith as higher risk, and the safety protocols required to ensure reduced risk.

1. I have received one email about our November 22 date...*"I wish instead of citing a specific date we could just say that we need to wait to see what happens with the virus in the Fall, after schools open, to then assess the best time to resume services. A November 22 date seems like a long way off, and I'm concerned about the changing lifestyle and the possibility of losing people....no longer the norm to attend church on Sunday morning."*
2. Re this comment, Joe Gaspar pointed out that the date was chosen to allow the potential upgrade of our audio-visual system to be completed and to be in time for Advent. It was also pointed out that by including a specific date we were following a protocol of full transparency. Following Heather Power's observations about the inclusion of pictures of the Parkminster sanctuary that might be included in the service, it was decided that Melanie Chisholm would add images of Parkminster to the Zoom presentations. Council decided that the date of November 22 would be indicated as 'tentative' because of the uncertainties with the possible reappearance of Covid-19 this autumn.
3. **Action:** Kathy Shortt is to follow-up on this email regarding the sacred sanctuary space.
4. **Motion:** Given the inherently social nature of in-person worship services, the prolonged exposure to participants attending events, the demographics of our communities of faith as higher risk, and the safety protocols required to ensure reduced risk, Jennifer Allan moved that Parkminster Church stay closed to in-person worship services with a



Parkminster United Church

Council Meeting, September 1, 2020

tentative date of reopening after November 22 as per the recommendation by the COVID-19 WG and that we continue with on-line Zoom services and incorporate (photographic) elements of the sanctuary into the service. **Seconded** by Karen Schertzberg. **Carried.**

**c. Discussion on the Approval of Renter Safety Plans**

- i. The discussion concerning the return of the various groups that rent space from Parkminster (or, in some cases, obtain space gratis) concerned their safety plans as submitted to the Property Committee, their need for screening lists and contact tracing lists and their use of particular washrooms so that there would not be use of the same washroom by different groups on the same evening. It was duly noted that the Covid-19 WG had determined that (1) the Sustainable Market may enter the building and continue with their rental; (2) KW Karate may return in September; (3) the Scouts and Guides will stay outside for the foreseeable future; (4) all parents waiting to pick up their children must remain outside the Church and that Council must approve the protocols developed by each of these groups that they submit (to the Property Committee). The following discussions occurred concerning the various groups:
  - ii. **KW Karate Club:** The COVID-19 WG recommended that Karate return in September based partly on Bert's advice that their leader runs a 'tight ship' and they have been operating safely outside during the summer months. Bert felt they would abide by the protocols and that they have a limited number of students.
    1. Safety Protocol Action Item: 'Jimmys' will be used to keep gym doors propped open, decide on which washrooms - upstairs or downstairs, list of high-touch surfaces to be sanitized, who supplies the wipes for sanitizing-Karate will need to provide these. Process for recording the negative response to the screening questions and a process for contact tracing. Public Health requires the name, phone number and email of people in the building. This information is kept



## Parkminster United Church

Council Meeting, September 1, 2020

for 30 days and if not needed, it will be shredded. Front doors will remain locked after entry.

2. **Motion:** Jennifer Allan moved the approval of the Safety Protocol for the KW Karate Club with the following additions: they must use the two washrooms outside the gym door closest to the front door, provide their own disinfectant wipes (i.e., approved by Property Committee), have processes for responding to the screening questions (with responses) and share the contact tracing information with the Church and that KW Karate Club return to their Parkminster rental in September. **Seconded** by Barb Leask-Wynne, **Carried.**

### iii. **Girl Guides and Pathfinders**

The Waterloo Guides and Pathfinders are anticipating being outside for all of September and possibly October but they do want to access the washrooms with approved hygiene and safety protocols in place. They have submitted a Safety Plan and are willing to do anything else we ask to help with safety. Their safety plan appears acceptable. I would add that they are required to wear their masks during all Guide meetings, and that a process for contact tracing be included. Public Health requires the name, phone number and email of people in the building. This information is kept for 30 days and if not needed, it will be shredded. I would also suggest that a list of cleaning spots be included to help them. They should have no use of the water fountain; rather, they should each bring a water bottle. The front door will be locked after entry. Which washroom should they use?

- **Action:** The water fountain will be blocked off to prevent its use.
- **Motion:** Maureen Crawford moved that Council approves the Safety Plan of the Waterloo Guides and 8th Waterloo Pathfinders, provided that they meet the 30% room capacity limit, that they wear masks to, during and from their meeting and purchase cleaning (disinfectant) supplies as approved by the Property Committee and that contact tracing and screening information be collected and



Parkminster United Church

Council Meeting, September 1, 2020

shared with Parkminster, with the additions that they will use the basement washroom across from the nursery, that they will bring their own water bottles because the water fountain will be blocked off, that the doors will be locked after entry and that they continue to meet outside for the foreseeable future with access to the washrooms. **Seconded** by Barb Leask-Wynn. **Carried.**

■ **Scouts**

The Scouts have indicated that they will meet outside for the foreseeable future and may go indoors for washrooms, but have said they will discourage that. They have not, however, submitted a safety plan for using the washroom. The COVID-19 WG was not aware that the Scouts wanted to use the washrooms when they made the recommendation that the Scouts stay outside for the foreseeable future. Without a safety plan for using the washrooms, I don't see how we can grant permission to enter the church building. I am thinking we could share the Guide and Pathfinder Safety Plan with them as a template for their plan.

1. **Action:** The Scouts are to be provided with the Safety Plan of the Girl Guides
2. **Motion:** Karen Schertzberg moves that the Scouts will stay outside for the foreseeable future as per the recommendation of the COVID-19 WG with access to the basement washroom provided they submit a safety plan consistent with that of the Guides & Pathfinders to the Property Committee. **Seconded** by Barb Leask-Wynn. **Carried.**

iv. **The Sustainable Market**

The Sustainable Market has been operating outside the church building from a trailer. They intend to continue to operate outside the building because they are too big now to operate from the gym. However they have not



## Parkminster United Church

Council Meeting, September 1, 2020

responded to our email requests about washroom use or use of masks when inside and contact tracing protocol. One of their staffers was in the basement a couple of weeks ago- something about a fan- and some staffers have been seen eating on the bench inside. It appears that they need some guidance with regard to a Safety Plan for being inside the building. The COVID-19 WG recommended that The Sustainable Market may enter the building and continue with their rental but they were unaware that there was no safety plan in place for them entering the building. They don't seem up to making a safety plan so perhaps we should be presenting them with a safety plan to follow when entering the church. I don't mind writing that up and then we could approve it at our next meeting in two weeks, but in the meantime, they could be following the plan.

1. **Motion:** Jennifer Allan moved that the Sustainable Market continue with their rental as per the recommendation of the COVID-19 WG and that they enter the building following the Safety Plan protocols sent to them. **Seconded** Sheila Rule. **Carried.**

v. **Waterloo Region Down Syndrome Society Safety Plan**

At the time of our COVID-19 WG meeting this Waterloo Region Down Syndrome Society group was looking to return late fall or early January. As of August 24, they have determined that they have enough student interest to start up in October and are looking for a proposed start date of October 13. They have submitted a safety plan and a screening sheet. Concerns to be addressed: number of people who will be in attendance, is it 3 students, one instructor, 3 assistants (who will be a family member)? Who will be responsible for the cleaning? Allen Switzer only works Mondays and Tuesdays. They are there after the Karate which will negate Karate's cleaning protocol. They need a system for Contact Tracing. No parents (other than assistants) will be allowed inside the church or gym. Hand Sanitize hands upon entering church, when not wearing a mask (during eating), they will respect the two-meter social distancing protocols. No use



## Parkminster United Church

Council Meeting, September 1, 2020

of the water fountain - they must each bring a water bottle. Front doors will remain locked after entry.

1. **Action:** Kathy Shortt will work with the Property Committee to insure that all groups receive consistent safety protocols.
2. **Motion:** Jennifer Allan moved that the WRDSS (Downs Syndrome Society Cooking Classes) collect screening and contact tracing information and provide these to Parkminster, respect sanitation practices adopted by Parkminster, and the two-metre distancing protocol during eating, not use the water fountain nor the front door, and would use the two washrooms outside the gym closest to the kitchen. The leader will enter and exit through the front door, while the participants will enter and exit by the kitchen door.

**Seconded** by Maureen Crawford. **Carried**

### vi. **Stagecoach**

At our COVID-19 WG meeting it was decided to recommend that Stagecoach not return until October. This was in part decided because they are such a big group and use so much of the church space. However even though this was mentioned in the minutes it was not included in the official recommendation for renters. This was an oversight and actually was the recommendation of the COVID-19 WG. Stagecoach has submitted a safety plan which because of this oversight was not sent to you. They would like to return in October. I am wondering because you didn't receive the safety plan if we should defer this group until our meeting on September 15. This would still give them enough time to get everything in order if we decide to grant them permission to return in October.

1. **Motion:** Jennifer Allan moves that Stagecoach not return in September and that we reassess a return date and their safety plan at the Council meeting on September 15. **Seconded** by Sue McQueen. **Carried.**

### d. **Discussion on Re-opening of Church Office**





Parkminster United Church

Council Meeting, September 1, 2020

1. **Motion:** Karen Schertzberg moved that Council approves the motion of the Covid 19 Working Group, which recommended that the Church Office shall remain closed until at least November 22. **Seconded** by Sheila Rule. **Carried**

**e. Discussion on Re-opening of Church Building for Church Groups and Activities**

This includes all social groups other than committees (Prayer Shawl group, Games Group, Moms and Tots Group, Gay Men's Group, Men's Breakfast Group, Euchre Group, etc.)

1. **Motion:** Maureen Crawford moves that no social groups meet in the Church's facilities until after November 22 as per the recommendation of the COVID-19 WG. **Seconded** by Karen Schertzberg. **Carried**

**f. Discussion on Re-opening of Church Building for Church Committees**

When I set about creating the Safety Plan for Committees it became clear that this was more complex than we had anticipated. Several points of concern came up: Do all committee chairs have keys? Do we want all committee chairs to have keys? Do all committee chairs have alarm training to disarm and reset the alarms as they come and go? Who will clean if the committees are meeting outside Allen's work hours? How will they get the lift key if they require the lift...we don't want people going in the photocopier room. I sent Bert Blackburn these questions, however he couldn't be here tonight, but he sent me this email: "*My initial thoughts are, With all the challenges why bother. Committees can meet by Zoom where nobody needs to worry about extra work or health concerns. I don't see a lot of benefit to having in person meetings. Work parties are different but just discussions can take place easily without going to the church. Others may see it differently. Keys are always a challenge with them being lost. Bud is constantly hunting them down. That being said. Keys can be issued if committees are keen to get back in. The lift key is not a big deal as long as they are not left in the doors. Members who have mobility issues can be issued a lift key as it stands then they don't have to be worried about making arrangements with a committee chair etc. We can arrange whatever you wish.*"



Parkminster United Church

Council Meeting, September 1, 2020

- **Motion:** Sue McQueen moved that no committee meet in the Church's facilities until after November 22 as per the recommendation of the COVID-19 WG and that committees may meet via Zoom remote conferencing and that the Church's Zoom account be made available to them. **Seconded** by Karen Schertzberg. **Carried.**

**g. Approval of the Bell Choir Safety Plan**

Neil had sent an email changing the double classroom to the Sanctuary and somehow I missed that information before the COVID-19 WG meeting. I apologize for that.

As you can see from the Safety Plan they want the Sanctuary which will actually give them more space for social distancing. I have been working with them on a safety plan and I think they have done a great job. The only item not addressed is the cleaning as the Bell Choir meets on Wednesdays and Allen Switzer only works Monday and Tuesday. Should we add the cleaning of high-touch surfaces after their practice and provide a list?

- **Motion:** Sue McQueen moved that Council approve the return of the Bell Choir to practice using the sanctuary as per their safety plan with the addition of a cleaning protocol and using the upper-hall washroom as per the Covid-19 WG recommendations. **Seconded** by Jennifer Allan. **Carried.**

**5. NEW BUSINESS**

- a. Statement of Solidarity Introduction by Doris Jakobsh is deferred to next meeting

Closing Prayer by Heather Power

NEXT MEETING: **SEPTEMBER 15**, 2020 at 6:30 p.m.



Parkminster United Church

Council Meeting, September 1, 2020