

Parkminster Funeral Service Safety Plan

- We encourage families to use funeral home facilities for funeral services during the pandemic.
- Parkminster will permit the use of the sanctuary for funerals subsequent to provincial guidelines and the oversight of funeral home staff.
- Ontario Funeral Homes have been given tighter restrictions than the Church's 30% or 15% room capacity numbers. For funeral services at Parkminster, we will follow the Bereavement Authority of Ontario Guidelines as indicated under General Information.

General Information

- All rooms will have limited capacity as per the Bereavement Authority of Ontario Guidelines.
 - **Green Zone**: 30% capacity with physical distancing to a maximum of 50 people per room
 - **Yellow Zone**: 30% capacity with physical distancing to a maximum of 50 people per room
 - **Orange Zone**: 30% capacity with physical distancing to a maximum of 50 people per room
 - **Red Zone**: 30% capacity with physical distancing to a maximum of 50 people for the the **ENTIRE facility**
 - **Grey Lockdown**: 15% capacity with physical distancing to a maximum of 50 people for the entire facility. Parkminster Sanctuary capacity at 15% is 28 people. No line-ups or 'cycling' of guests 1 entire group at one time
 - **Effective April 19**, attendance at all funerals services will be restricted to a maximum of 10 attendees indoors or outdoors. The indoor and outdoor limits cannot be combined to allow more than 10. The maximum of 10 attendees does not include funeral staff.
- Masks must be worn while in the building. Masks are mandatory as per the Region of Waterloo Public Health bylaw.
- Please cough or sneeze into your elbow or use a tissue when necessary to limit possible contamination of surfaces.
- Some areas of the church will be out of bounds. These areas (basement, gym, kitchen, choir loft, coat areas) will be clearly marked.
- Please use all washrooms on the entry level outside the gym and the washroom on the upper level outside the family room. Please sanitize your hands before entering and upon exiting the washroom.
- The immediate family will use the Family Room for their private space providing they are within the room capacity limits. The 30% room capacity for the Family Room is 10 people.
- There will be no reception with or without refreshments.
- Please bow or nod instead of using the traditional hand shake or hugs.

- The Funeral Home will look after live streaming/recording the service.
- If you wish to show a slideshow or project online choir videos/video messages, please contact the church office parkuc@golden.net
- Parkminster has a cleaning plan in place for reducing contamination of the building and after the funeral service, high-touch surfaces will be cleaned with a disinfectant.

Before Arriving

- Register for worship. To ensure we're able to honour public health guidelines in regards to capacity we're asking people to register. This registration will be done through the funeral home.
- If you have any of these symptoms, please get tested for COVID-19, self isolate and stay at home (fever above 38°C, a new cough or worsening cough, headache, sore throat, runny nose, fatigue, muscle pain, diarrhea, loss of sense of taste, loss of smell, and purple markings on the fingers and toes).
- Arrive early enough to allow yourself to go through a couple of procedures as you enter the building.

Upon Arrival and Before Funeral Service

- Please use the designated entrance doors. The doors will be propped open to reduce contact.
- Hand Sanitizer and masks (if you've forgotten) will be available at the entrance. Please sanitize as you enter the building.
- When entering the church, there will be a system in place for contact tracing. Public Health requires the name, phone number and email of people who were in the building. This information will be kept in a confidential file for 30 days and if not needed, it will be shredded. The funeral home will be responsible for collecting and shredding the contact tracing information.
- When entering the church you will be required to answer screening questions. The funeral home will look after the screening questions.
- Be aware of physically distancing from people outside your social circle. Two meters is the required space between individuals. This social distancing space must be adhered to in the parking lot and in all areas of the building.
- Please bow or nod instead of using the traditional hand shake or hugs.
- Take all coats etc. with you to the Sanctuary as the coat racks will be out of bounds.
- Only one family group at a time in the elevator.
- Ushers will direct people to their seats. People will be seated from the front to the back to reduce walking past other people.

During the Funeral Service

- There will be no communion, congregational singing, group responses, passing of the peace or microphone at this time as they are high-risk activities.
- The overhead fans will not be turned on.

- All items will be removed from the pews (hymn books, pew bibles etc.) as these items are difficult to disinfect.
- There will be no bulletins or handouts to distribute.
- Musical solos may be offered from behind a moveable plexiglass screen.
- No choral pieces will be performed at this time.
- Only the Ministers will be on the chancel at a lectern, using their headset microphones. The exception to this might be a soloist or someone who is giving the eulogy. These people would stand at the lectern with the stationary microphone. If not using the lectern microphone, the soloist would use a microphone with a disposable cover..

After the Funeral Service

- Ushers will direct the exit protocol starting from the back in order to ensure social distancing.
- Only one family group will be allowed at a time in the elevator.
- You are asked to immediately exit the building after the service concludes. Please use the designated exit doors. The doors will be propped open to reduce contact. You are welcome to visit in the parking lot provided public health measures such as social distancing (2 meters) and masks are used.