



**Minutes of a Special Meeting of Council
Parkminster United Church
Church Council**

**Tuesday, September 21, 2021 - 6:30 pm
via Zoom Video Conferencing**

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*

Council Members		
Rev. Heather Power	Richard Jackson – Secretary/C19WG	Doris Jakobsh – Community
Rev. Joe Gaspar	Deb Siertsema – Vice-Chair	Sheila Rule – Connections
Jennifer Allan – Chair/C19WG	Karen Schertzberg – M&P Chair/C19WG	Sandi McMullen – Development
Sue MacQueen – Trustees	Gregg King – Treasurer	
Guests		
Barb Leask – COVID-19 WG	Franceen Wagner – COVID-19 WG	Bert Blackburn – COVID-19 WG
Neil Murray – Music Director	Melanie Chisholm – Church Secretary	
Regrets		
Carolyn Machan – COVID-19 WG	Kathy Shortt – Past Chair/C19WG	

1. **Welcome** – Jennifer
2. **Opening Prayer & Lighting of Candle** - Reverend Joe
3. **Reflection** – Sheila Rule.
4. **Approval of Agenda** – Jennifer
Motion: THAT the Agenda be approved. Moved by Sheila; seconded by Doris; **passed**.
5. **Approval of Minutes** – Jennifer
Motion: THAT the Minutes be approved. Moved by Sandi; seconded by Deb; **passed**.
6. **Business Arising from the Minutes**
 - (a) Introduction to COVID-19 Working Group Items – Jennifer
 - (b) Feedback received – Jennifer
Jennifer reported that, after sending out her email on August 23rd, she received five emails with feedback. Four of them were encouraging Council to move toward integrated services, starting with broadcasting services from the sanctuary. She has spoken with Terry Ridgway and Rob Vanderlinden regarding the AV team and encouraging more individuals to be trained to run AV for integrated services.



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Heather pointed out that we did not hear from those who don't wish to meet in person. Jennifer will continue to send updates to the congregation after our meetings to report on progress, reinforce the amount of work being done to move us forward, and to obtain feedback.

- (c) Building preparation - signage/traffic flow/sanitizer/plexiglass/seating etc. (Carolyn, Franceen, Bert, Melanie)
Bert reported that there is a spare plexiglass shield to allow the greeter to be seated at a 2-m-long table behind the shield, thus distant from the person being greeted. However, the larger problem debated was the number of congregants and others that could be safely accommodated in the sanctuary during worship because family units would occupy less space in the socially-distanced pews. It appears that this is somewhere between 50 and 75.

Action: Jennifer will map out the sanctuary to determine the maximum seating capacity.

Action: Melanie will revise the safety plan and incorporate the maximums in the registration process.

Karen joined the meeting.

- (d) Registration, pre-screening (Barb, Karen, Melanie)
Melanie discussed the on-line Google form that has a link to a provincial self-assessment, which can be brought to a service on your phone. She asked that registration for any particular service be closed by Wednesday at 4 p.m. in order to allow her to organize the sign-in documents for Sunday (see Appendix 2). The minutes of the September 13 registration meeting are attached as Appendix 3.

Discussion took place concerning the Western Ontario Waterways legal advice. The legal advice the regional council has received to date is that communities of faith do not have grounds to request vaccine passport information. Privacy legislation protects medical information and there has been no provincial action mandating such information be shared in a community of faith.

<https://mailchi.mp/united-church/septembernews-wowrc?e=69a9f89fb4#Vaccine>

The sentiment of Council and the Working Group indicated that our duty of care to the congregation was higher than for renters, who have their own safety plans to address this issue. Nevertheless, the presentation of the standard provincial certification showing double vaccination was considered sufficient for attendance given that it is accepted in restaurants and gyms.

Motion: THAT people show proof of vaccination before attending in-person service and that the process be decided by the Covid-19 Working Group. Moved by Sue; seconded by Karen; **passed**.

Karen then left the meeting.

- (e) Welcoming, signing in and ushering (Jennifer)
Jennifer received an update from Mary Reynolds of Membership, who has spoken to House Group (HG) Leaders. The majority are willing to ask their HG members if they are prepared to be part of the service, i.e., usher, lay reader, welcomer. Each service would require about two ushers and one lay reader.

Mary didn't include the Welcoming role in her recent discussions because she understood Kathy and Jennifer would be greeting people at the door and asking them the necessary COVID questions.



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Action: Jennifer will discuss with Kathy and let Mary know their plans.

(f) AV for integrated worship services (Joe, Heather, Neil)

Neil and Terry Ridgway have practiced over the summer and it is important that other AV volunteers also become familiar with the operation of the new system. Heather indicated that we need more rehearsals; another is planned for Sunday afternoon. Joe observed that we are practicing Zoom workshop not hybrid worship and perhaps we will be able to present Zoom worship from the Sanctuary relatively soon.

(g) Renters and church group safety plans (Kathy, Richard, Melanie)

New safety plans were considered and put to the vote:

Motion: THAT the Gay Men's Social Network may re-enter the church if their safety plan is followed. Moved by Doris; seconded by Deb; **passed**. (see Appendix 4)

Motion: THAT the 8th Pathfinders may re-enter the church if their safety plan is followed. Moved by Sandi; seconded by Doris; **passed**. (see Appendix 5)

(h) Safety Plan (Jennifer)

Sarah Bruce has updated our Safety Plan and we can make changes but Jennifer wanted to provide everyone with a draft of the laid-out version. This was provided for information and will be updated as we move forward.

Action: If anyone has edits that they wish to make as a result of the work their sub-group is doing, please make them in the Word version of this document and indicate the changes by the Track Changes feature and send to Jennifer.

(i) Covid-19 Working Group Meeting Dates/Times – Jennifer

Wednesday, Oct 13 – 7-9pm
Wednesday, Nov 10 – 7-9pm
Wednesday, Dec 8 – 7-9pm

Action: Because there are still date conflicts that need resolving, Jennifer will reach out to find a time for the COVID-19 Working Group to meet.

Other group meetings were discussed but they are either to remain on-line (committees) or will not start immediately (CE).

Action: Neil will advise the Choir that they must show their proof-of-vaccination certificates/receipts when they gather.

Thanks to the COVID-19 Working Members who are not part of Council, as well as Neil and Melanie, who then left the meeting. Bert was invited to remain for the Community Liaison Report.

7. Liaison Reports

(a) Community - Doris Jakobsh



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Bert asked if Council would approve a sitting circle, which would be set back from the top of the stairs, using the old furniture from the family room. Doris and Sheila urged that we try to see if it works before bringing it to Council to approve formally. There was concern that we not encourage people to sit together on this furniture while we are still encouraging physical distancing, but to wait to assess once restrictions are lifted.

Doris indicated that Inclusive Ministry is exploring an outdoor picnic and that Jim Bowman reported that they are waiting on news about Fadi's arrival.

Bert then left the meeting.

(b) Development - Sandi McMullen

Worship & Music presented the following calendar of activities for Joe and Heather:

Sunday, September 26: Heather Preaching

Sunday, October 3: Joe Preaching, Worldwide Communion Sunday

Music Update

- The choir safety plan has been approved by Council. We can have up to 25 people at a rehearsal. The plan is to get together to practice in the sanctuary within the next few weeks. One of the details still being resolved is the possibility of rapid testing for covid for choir members.
- We are using the Ambassador program which is rapid testing for covid for choir members. Wendy Ridgeway and Barb Monteith are managing it for us.
- Hannah, our choral scholar, has graduated and moved on. Xander, our tenor, will be returning. We realized that we didn't do anything to say good-bye to Hannah. An online card for a thank-you will be organized. A new choral scholar has been hired.

(c) Connections - Sheila Rule

Nothing to report.

Motion: THAT the Liaison Reports be approved. Moved by Sue; seconded by Sandi; **passed**.

Gregg joined the meeting at this point.

8. New Business

(a) Financial Reports - Gregg King

See Appendix 1. Gregg indicated that our donations are down significantly and therefore we are recording a year-to-date loss, of \$54,560. While federal government incentives are still being received, we will have to make a call to the congregation for donations upon a return to worship services if not before. Nevertheless, we are only \$3,194 behind our YTD budget.

Motion: THAT Financial Reports are approved. Moved by Sheila; seconded by Sandi; **passed**.

(b) Council Meeting Dates - Jennifer

Tuesday, Oct 19 – 6:30pm

Tuesday, Nov 16 – 6:30pm

Wednesday, Dec 15 – 6:30pm



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This reflects a change from information sent earlier because the third Tuesday in December is the Longest Night.

9. Any Other Business

None

10. Closing Prayer - Reverend Heather

APPENDICES

- 1. Financial Statements**
- 2. Worship Registration Confirmation Form**
- 3. Minutes of the September 13 Worship Registration meeting**
- 4. Gay Men's Social Network Safety Plan**
- 5. 8th Pathfinders Safety Plan**

Appendix 1a:
Parkminster United Church
Balance Sheet

As of August 31, 2021

	Total	
	As of Aug. 31, 2021	As of Aug. 31, 2020 (PP)
Assets		
Current Assets		
Cash and Cash Equivalent		
Chequing	42,304.04	81,525.26
Savings	351,511.58	301,220.89
Total Cash and Cash Equivalent	\$ 393,815.62	\$ 382,746.15
Accounts Receivable (A/R)		
Accounts Receivable (A/R)	11,051.89	
Total Accounts Receivable (A/R)	\$ 11,051.89	\$ 0.00
Total Current Assets	\$ 404,867.51	\$ 382,746.15
Total Assets	\$ 404,867.51	\$ 382,746.15
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
Accounts Payable (A/P)	0.00	
Total Accounts Payable (A/P)	\$ 0.00	\$ 0.00
Accrued expenses	0.00	328.00
Due to Benevolent Fund	5,191.41	8,851.40
Due to Bocce League	23,308.00	23,308.00
Due to Capital Fund	67,197.31	58,877.30
Due to CE Fund	6,881.00	6,377.00
Due to Endowment Fund	0.00	0.00
Due to Inclusive Fund	701.78	
Due to Outreach Fund	0.00	0.00
Broadview	-1,287.00	1,063.00
Emmanuel Wayside Cafe	-1,000.00	
Foodbank	50.00	200.00
General Outreach	33,692.01	14,005.30
Mary's Place	-1,800.00	
Nicaragua	0.00	986.00
Outreach - other	200.00	
Plett	-2,034.48	-29.48
Total Due to Outreach Fund	\$ 27,820.53	\$ 16,224.82
Due to Refugee Funds		
Due to refugee fund - Fadi	9,950.00	2,895.00
Due to Refugee Fund - Siham	6,437.78	30,436.00
Due to Refugee Support G5	11,791.50	5,898.75
Due to refugees - RSC contingency	1,001.20	
Due to SAH Dabab	36,911.03	36,659.78

Due to SAH Mhd Talal Arab	34,616.03	34,376.19
Due to SAH Mohamed Alshaar	35,783.83	35,532.51
Due to SAH Mohammed Al Adawi	33,163.95	32,930.28
Total Due to Refugee Funds	\$ 169,655.32	\$ 178,728.51
Due to the Local Fund	13,315.55	11,855.50
GST/HST Payable	0.00	-153.83
HST Payable	-609.98	3,276.02
Total Current Liabilities	\$ 313,460.92	\$ 307,672.72
Total Liabilities	\$ 313,460.92	\$ 307,672.72
Equity		
Opening Balance Equity	68,927.00	68,927.00
Retained Earnings	47,388.59	6,146.43
Profit for the year	-24,909.00	
Total Equity	\$ 91,406.59	\$ 75,073.43
Total Liabilities and Equity	\$ 404,867.51	\$ 382,746.15

Tuesday, Sep. 21, 2021 06:57:08 a.m. GMT-7 - Accrual Basis

**Appendix 1b: Parkminster United Church
Budget vs. Actuals: Budget 2021 - FY21 P&L
January - August, 2021**

	Aug. 2021				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Endowment Fund Transfer		0.00	0.00		2,900.00	2,900.00	0.00	100.00%
Offerings			0.00		0.00	0.00	0.00	
Members	17,740.00	25,400.00	-7,660.00	69.84%	133,781.25	173,200.00	-39,418.75	77.24%
Assessment fees		0.00	0.00		180.00	3,000.00	-2,820.00	6.00%
Choral Scholar		100.00	-100.00	0.00%	0.00	800.00	-800.00	0.00%
Non-tax-receipt donations	28.95	102.55	-73.60	28.23%	18,905.12	25,101.15	-6,196.03	75.32%
Total Members	\$ 17,768.95	\$ 25,602.55	-\$ 7,833.60	69.40%	\$ 152,866.37	\$ 202,101.15	-\$ 49,234.78	75.64%
Non-members		200.00	-200.00	0.00%	200.00	1,200.00	-1,000.00	16.67%
Total Offerings	\$ 17,768.95	\$ 25,802.55	-\$ 8,033.60	68.87%	\$ 153,066.37	\$ 203,301.15	-\$ 50,234.78	75.29%
Other income			0.00		0.00	0.00	0.00	
Interest	30.61	100.00	-69.39	30.61%	3,539.43	800.00	2,739.43	442.43%
Miscellaneous income		0.00	0.00		0.00	200.00	-200.00	0.00%
Total Other income	\$ 30.61	\$ 100.00	-\$ 69.39	30.61%	\$ 3,539.43	\$ 1,000.00	\$ 2,539.43	353.94%
Rental Income	37.50	1,200.00	-1,162.50	3.13%	2,657.50	9,200.00	-6,542.50	28.89%
Special Events			0.00		0.00	0.00	0.00	
Food Truck		200.00	-200.00	0.00%	287.50	200.00	87.50	143.75%
Special Events - other		0.00	0.00		0.00	500.00	-500.00	0.00%
Total Special Events	\$ 0.00	\$ 200.00	-\$ 200.00	0.00%	\$ 287.50	\$ 700.00	-\$ 412.50	41.07%
Total Income	\$ 17,837.06	\$ 27,302.55	-\$ 9,465.49	65.33%	\$ 162,450.80	\$ 217,101.15	-\$ 54,650.35	74.83%
Gross Profit	\$ 17,837.06	\$ 27,302.55	-\$ 9,465.49	65.33%	\$ 162,450.80	\$ 217,101.15	-\$ 54,650.35	74.83%
Expenses								
Facilities			0.00		0.00	0.00	0.00	
Building & Property Security	626.22	0.00	626.22		1,652.63	938.80	713.83	176.04%
Computer/Internet/Phone	234.01	125.00	109.01	187.21%	1,285.07	1,000.00	285.07	128.51%
Elevator	216.25	0.00	216.25		880.10	400.00	480.10	220.03%
Gas	58.47	425.00	-366.53	13.76%	3,498.25	3,400.00	98.25	102.89%
Hydro	159.82	350.00	-190.18	45.66%	1,640.13	2,800.00	-1,159.87	58.58%
Janitorial Supplies	230.43	75.00	155.43	307.24%	262.66	600.00	-337.34	43.78%
Repairs and Maintenance		500.00	-500.00	0.00%	3,723.40	4,000.00	-276.60	93.09%
Water		200.00	-200.00	0.00%	1,322.46	1,600.00	-277.54	82.65%
Total Facilities	\$ 1,525.20	\$ 1,675.00	-\$ 149.80	91.06%	\$ 14,264.70	\$ 14,738.80	-\$ 474.10	96.78%
Ministry Expenses			0.00		0.00	0.00	0.00	
Christian Education		100.00	-100.00	0.00%	0.00	800.00	-800.00	0.00%
Communications		100.00	-100.00	0.00%	367.43	800.00	-432.57	45.93%
Inclusive Committee		50.00	-50.00	0.00%	101.21	400.00	-298.79	25.30%
Membership		10.00	-10.00	0.00%	0.00	80.00	-80.00	0.00%
Minister Travel	37.33	40.00	-2.67	93.33%	85.63	320.00	-234.37	26.76%
Music		700.00	-700.00	0.00%	3,631.61	5,600.00	-1,968.39	64.85%
Pastoral Care		50.00	-50.00	0.00%	298.47	550.00	-251.53	54.27%
Worship	39.37	150.00	-110.63	26.25%	1,843.76	1,200.00	643.76	153.65%
Total Ministry Expenses	\$ 76.70	\$ 1,200.00	-\$ 1,123.30	6.39%	\$ 6,328.11	\$ 9,750.00	-\$ 3,421.89	64.90%
Office & Administration			0.00		0.00	0.00	0.00	
Bank & Payroll Service Charges	112.23	100.00	12.23	112.23%	841.56	800.00	41.56	105.20%
Business licences & Permits	67.80	75.00	-7.20	90.40%	1,232.70	600.00	632.70	205.45%
Dues & Subscriptions		15.00	-15.00	0.00%	169.25	120.00	49.25	141.04%
Insurance	497.06	500.00	-2.94	99.41%	4,303.03	4,000.00	303.03	107.58%
Interest			0.00		0.00	0.00	0.00	
Non-recoverable HST		0.00	0.00		546.29	1,000.00	-453.71	54.63%
Office Supplies, Postage etc.		190.00	-190.00	0.00%	1,048.59	1,520.00	-471.41	68.99%
Printing & Reproduction	347.85	300.00	47.85	115.95%	2,760.94	2,400.00	360.94	115.04%

Total Office & Administration	\$ 1,024.94	\$ 1,180.00	-\$ 155.06	86.86%	\$ 10,902.36	\$ 10,440.00	\$ 462.36	104.43%
Salaries & Benefits			0.00		0.00	0.00	0.00	
Continuing Education		287.33	-287.33	0.00%	0.00	2,298.64	-2,298.64	0.00%
Employer paid benefits	4,574.80	4,506.00	68.80	101.53%	36,652.23	36,048.00	604.23	101.68%
Outside Services			0.00		222.25	0.00	222.25	
Staff Allowances	213.88	167.00	46.88	128.07%	1,469.11	1,336.00	133.11	109.96%
Staff Salaries	18,469.96	19,342.00	-872.04	95.49%	148,862.75	154,736.00	-5,873.25	96.20%
Total Salaries & Benefits	\$ 23,258.64	\$ 24,302.33	-\$ 1,043.69	95.71%	\$ 187,206.34	\$ 194,418.64	-\$ 7,212.30	96.29%
UCC Assessment Fee	3,156.25	3,156.00	0.25	100.01%	9,468.75	9,468.00	0.75	100.01%
Total Expenses	\$ 29,041.73	\$ 31,513.33	-\$ 2,471.60	92.16%	\$ 228,170.26	\$ 238,815.44	-\$ 10,645.18	95.54%
Net Operating Income	-\$ 11,204.67	-\$ 4,210.78	-\$ 6,993.89	266.09%	-\$ 65,719.46	-\$ 21,714.29	-\$ 44,005.17	302.66%
Other Expenses								
Government incentives	-3,082.92		-3,082.92		-40,810.46	0.00	-40,810.46	
Total Other Expenses	-\$ 3,082.92	\$ 0.00	-\$ 3,082.92		-\$ 40,810.46	\$ 0.00	-\$ 40,810.46	
Net Other Income	\$ 3,082.92	\$ 0.00	\$ 3,082.92		\$ 40,810.46	\$ 0.00	\$ 40,810.46	
Net Income	-\$ 8,121.75	-\$ 4,210.78	-\$ 3,910.97	192.88%	-\$ 24,909.00	-\$ 21,714.29	-\$ 3,194.71	114.71%

Tuesday, Sep. 21, 2021 06:58:44 a.m. GMT-7 - Accrual Basis

Appendix 3: WORSHIP REGISTRATION MEETING

Monday, September 13, 2021, 10:00am via ZOOM

Karen Schertzberg, Barb Leask-Wynne, Melanie Chisholm

Prior to starting in-person worship:

- Send a congregational email explaining the registration process. A letter will be sent to the Parkminster households (approx. 20) who do not have online access.

PROCESS

Registration will be available by phone (dedicated extension) and online (google form). Email registrations will not be accepted. First come-first served basis. Weekly registration deadline will be Wednesdays at 4:00pm. Capacity currently capped at 75 people (subj. to change per Council). Melanie will not provide confirmation of acceptance to registrants. Call backs will only be provided to people who cannot be accommodated due to reached capacity limit.

- **Phone:** Ext. 20 will be the dedicated line for people to call in to register. Melanie will create an outgoing message with instructions and pick up messages 2x/day.
- **Online:** An email will go out every Monday morning containing the link to the Google Form for people to register online. Melanie will check responses 2x/day.
- After the Wednesday 4pm deadline, Melanie will record phone & online registrations onto a checklist which will serve as a multi-purpose document for:
 - Sunday Greeter (greeter will check off person's name/no sign-in required); greeter will return this form to the church office after worship
 - attendance tracking
 - COVID contact tracing

***No Registration*:** Should someone show up Sunday morning without being registered they will be asked to wait until all registered people have been checked in. If capacity limits allow, sign-in & COVID screening will take place and person(s) will be welcomed to worship. If not, they will be invited to register for the following Sunday.

Action items from August 17th meeting of the COVID-19 WG & Council:

Action: The COVID-19 WG should finalize the registration process soon and revise the signage within the church so that it is fit-for-purpose.

o Action: Pre-screening at home for COVID-19 using an on-line form should be part of the registration process with an on-line form used and confirmation on entry to the church with a checklist.

Action items completed:

- **Online registration form** – <https://docs.google.com/forms/d/1n2RHhIB5OFJCbpoCIKHuE6NNnly3EKo6fO6StivyHyM/edit>
- **Online form for pre-screening at home** – provincial link is incl. in Google Form as part of regist. process: <https://covid-19.ontario.ca/self-assessment/>
- **Checklist form for Sunday Greeter** (attached) – registration info received from online & phone registration will be transferred onto this form for Sunday Greeter to use as a check-in list. No sign-in or exchange of pens/papers needed.

Appendix 4: Parkminster United Church Group COVID Safety Plan

As part of the COVID 19 recommendations, Parkminster United Church requests that groups follow these safety protocols when using the church property.

- ★ Masks must be worn by all participants while in the church building.
- ★ **Contact Tracing and Screening Results (as per the attached form) are to be collected on all participants entering the building. This information needs to be kept confidential and destroyed after 30 days or as per current guidelines.**
 - Screening questions are posted on the front door and inside the main entrance.
 - **The leader of any independent group must sign Parkminster's Contact Tracing Sheet even though they are keeping their own contact tracing sheets.**
- ★ Follow physical distancing guidelines
- ★ Groups will provide their own disinfecting wipes and clean all high touch surfaces before leaving the building: door handles, light switches, stair railings, counters, chairs, tables etc. including the high touch surfaces in their designated washroom(s). Property has approved any brand name disinfecting wipe Lysol Clorox etc.
- ★ Groups will provide hand sanitizer for their participants' use
- ★ The group will use the washroom(s) as assigned by Parkminster United Church
- ★ The water fountain and the coat hooks will be out of bounds.
- ★ Doors must be locked after participants enter the building
- ★ The following information will be provided by PUC
 - Designated Room
 - Designated Washroom(s)
 - Designated Doors for entering and exiting

Each group will provide their own safety plan which will outline their procedures to meet the requirements of the Parkminster United Church COVID Safety Guidelines. Each individual safety plan must be approved by Council and be attached to this safety plan.

As guidelines are constantly changing, safety plans may be updated and reviewed as needed.

COVID 19 Safety Plan Application

Group Name	Gay Men's + Social Network COVID Safety Plan by Dan Forestell
Meeting Day/Evening Requested	Last Monday of the month (eve) - meeting Third Tues of the month (eve) – Euchre/social time
Time of Meeting Requested	7-9pm for both meetings
Rooms requested	Family Room for both meetings
Designated Meeting Day/Evening	As above
Designated Rooms	As above
Designated Washroom(s)	washroom beside Family Room
Designated Doors for entering and exiting	Main lobby doors
DATE APPROVED BY COUNCIL	---PENDING---

Group Safety Plan to meet the requirements of the Parkminster United Church COVID Safety Guidelines must be attached.



Gay Men's + Social Network COVID Safety Plan – submitted Monday, Sept 13, 2021 by Dan Forestell

As part of the COVID 19 recommendations, the Gay Men's +Social Network requests that all members follow the safety plan outlined below while on the Parkminster United Church property.

1. Masks must be worn by all group members while in the church building.
2. All members must provide proof of being fully vaccinated before attending the meetings.
3. Contact tracing and screening results as per the attached form are to be collected for all group members before entering the church. This information will be kept confidential and destroyed after 30 days or as per current guidelines. The screening questions are posted on the front door of the church and inside the main entrance. Members are asked to use the attached screening questions in order to self screen before attending the meetings. Please bring the completed screening form to the meeting. The group facilitator will sign the Parkminster's Contact Tracing Sheet and will also maintain their own Contact Tracing Sheet.
4. All members will follow physical distancing guidelines.
5. The group will provide their own disinfecting wipes and clean all high touch surfaces before leaving the church including door handles, light switches, stair railings, chairs, tables and high touch surfaces in the designated washroom etc.
6. The group will provide hand sanitizer for participants' use.
7. The group will use the washroom assigned by Parkminster United Church.
8. Water fountains and coat racks are out of bounds.
9. The doors will be locked after members enter the building.
10. The maximum number of participants allow to attend the meetings is 16. You must notify the group facilitator one week prior to the meeting if you plan attend. Once we have reached the 16 number capacity, no additional members will be allowed to attend.

GM+SN would like to resume their pre-COVID schedule (2meetings/month) – starting back Mon, Sept 27th:

1. Last Monday of the month, 7-9pm in the Family Room
2. Third Tues of the month, 7-9pm in the Family Room for euchre

Appendix 5: Parkminster United Church Group COVID Safety Plan

As part of the COVID 19 recommendations, Parkminster United Church requests that groups follow these safety protocols when using the church property.

- ★ Masks must be worn by all participants while in the church building.
- ★ **Contact Tracing and Screening Results (as per the attached form) are to be collected on all participants entering the building. This information needs to be kept confidential and destroyed after 30 days or as per current guidelines.**
 - Screening questions are posted on the front door and inside the main entrance.
 - The leader of any independent group must sign Parkminster's Contact Tracing Sheet even though they are keeping their own contact tracing sheets.
- ★ Follow physical distancing guidelines
- ★ Groups will provide their own disinfecting wipes and clean all high touch surfaces before leaving the building: door handles, light switches, stair railings, counters, chairs, tables etc. including the high touch surfaces in their designated washroom(s). Property has approved any brand name disinfecting wipe Lysol Clorox etc.
- ★ Groups will provide hand sanitizer for their participants' use
- ★ The group will use the washroom(s) as assigned by Parkminster United Church
- ★ The water fountain and the coat hooks will be out of bounds.
- ★ Doors must be locked after participants enter the building
- ★ The following information will be provided by PUC
 - Designated Room
 - Designated Washroom(s)
 - Designated Doors for entering and exiting

Each group will provide their own safety plan which will outline their procedures to meet the requirements of the Parkminster United Church COVID Safety Guidelines. Each individual safety plan must be approved by Council and be attached to this safety plan.

As guidelines are constantly changing, safety plans may be updated and reviewed as needed.

COVID 19 Safety Plan Application

Group Name	8 th Waterloo Pathfinders
Meeting Day/Evening Requested	Wednesday (eve)
Time of Meeting Requested	6:30pm – 8:30pm
Rooms requested	Corner classroom
Designated Meeting Day/Evening	As above
Designated Rooms	As above
Designated Washroom(s)	Basement washrooms
Designated Doors for entering and exiting	Main lobby doors
DATE APPROVED BY COUNCIL:	---PENDING---

Group Safety Plan to meet the requirements of the Parkminster United Church COVID Safety Guidelines must be attached.



8th Waterloo Pathfinders

COVID-19 self-assessment checklist and contact tracing

- Guiders and girls will be required to complete a COVID-19 self-assessment checklist before every meeting
- We will be taking attendance at every meeting for contact tracing

Wearing Masks

- Girls and Guiders will be required to wear masks to Guiding meetings when indoors. Also masks are required for outdoors when social distancing is not possible.

Physical Distancing

- Guiders and girls will be required to practice physical distancing and keep a space of at least 2 metres between them during Guiding meetings.
- We are anticipating being outside for all of September and possibly October. Upon re-entry into our church room (double classroom) in order to social distance we will have max 10 girls in the meeting space and 10 outside and then switch the groups up so that there is only 10 girls in that space at one time that way social distancing can be adhered to.
- We are going to have a staggered entry and pickup between the 8th Pathfinders and the 13th Waterloo so that the pickup and drop off is not too congested because we are inside on the same nights at the church. Parents will not be permitted to enter the church but pick up outside, if an emergency persists then they can contact us leaders directly.

Ensuring Girls Wash Their Hands Regularly

- Support girls with proper hand hygiene during all in-person meetings, by explaining the need for all girls and volunteers to wash or sanitize their hands at the start and throughout their meetings.
- All girls are encouraged to bring hand sanitizer but as leaders we will have a big bottle with us at all times.

PPE & Cleaning Supplies

- Girls and Guiders are responsible for providing their own masks for unit meetings.
- Units will be required to purchase cleaner, hand sanitizer and back-up masks for their units to ensure that they can follow the guidelines.
- We are prepared to clean floors, door handles, light switches, chairs, tables and the whole bathroom before we leave for the night after we are back inside using the church room. As stated above we are prepared to bring all our own cleaning materials at our own cost.
- Before entering the church, all girls and leaders will sanitize their hands.

If anything else is needed from our units we are prepared to do our part to help with the prevention.