



**Minutes
Parkminster United Church
COVID-19 Working Group**

**Wednesday, October 6, 2021 - 7:00 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*

Working Group Members		
Rev. Heather Power	Richard Jackson – Secretary	Bert Blackburn – COVID-19 WG
Rev. Joe Gaspar	Carolyn Machan – COVID-19 WG	
Jennifer Allan – Chair	Barb Leask – COVID-19 WG	
Guests		
Melanie Chisholm – Church Secretary		
Regrets		
Kathy Shortt – Past Chair	Karen Schertzberg – M&P Chair	Franceen Wagner – COVID-19 WG

1. **Welcome** - Jennifer
2. **Opening Prayer & Lighting of Candle** - Rev. Heather
3. **Approval of Agenda** - Jennifer
 - **Motion:** **THAT the Agenda be approved as amended.** Moved by Barb Leask; seconded by Bert Blackburn; **passed.**
4. **Approval of Minutes** – Jennifer
 - **Motion:** **THAT the Minutes of the September 21st meeting be approved.** Moved by Barb Leask; seconded by Carolyn Machan; **passed.**
5. **Business Arising from the Minutes**
 - a) Building preparation:
Jennifer has prepared a seating plan to accommodate the spacing indicated in our Return to In-Person Worship Safety Plan which is being developed. The number of people who can attend with physical distancing will vary depending on whether there are household groups or individuals. It was agreed that there should be a rehearsal of return to in-person worship with ushers to anticipate and resolve difficulties foreseen and unforeseen.
Action Item: Jennifer will work with Melanie to communicate this clearly.
 - b) Registration, pre-screening, proof of vaccination:
Barb and Melanie introduced the proof of vaccination document (Appendix 1) that will be incorporated into the safety plan.
 - c) Welcoming, signing in and ushering:
Jennifer has spoken with Mary Reynolds, who suggested we ask Isobel Field (who regularly looked after the Welcome Table) to be at the table each Sunday when we open up, with a list of those who have pre-registered to attend. If not Isobel, then Mary Reynolds or Mary Willsie will



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do it and thus provide consistency upon our return to in-person worship. If Isobel, Mary and Mary are willing, they could be trained to do the screening.

Jennifer, Kathy Shortt and Deb Siertsema will build a schedule with her to be at the door for the first few Sundays to greet people as they arrive and direct them to the Welcome Table. The House Groups will provide the ushers. Heather noted that the ushers will give to activity packages from Christian Education to the children so they will be occupied with in the pews.

Action Item: Jennifer will work with Mary Reynolds and others to ensure people are scheduled to support in welcoming, ushering and other roles.

d) Audio-Visual Operations for integrated worship services:

Revs. Joe and Heather reported that the first service will be broadcast from the sanctuary on Thanksgiving Sunday (October 10, 2021) and that two people are needed to operate the AV system. At first, Rob Vanderlinden and Terry Ridgway will operate the system.

Rev. Joe noted that hybrid worship means two separate congregations – in person and remote – that will require some practice. Rev. Heather commented that hybrid means that the in-person congregation must stay in their places and not socialize within the church; the ushers will supervise this prohibition.

Property has approved the installation of an additional camera that will face the congregation and be able to film both choir and Neil Murray. Melanie added that we should warn the congregation that they would be on camera at all times.

e) Renters and church group safety plans:

Melanie introduced the 9th Waterloo Pathfinders safety plan (Appendix 2).

Motion: **THAT the 9th Waterloo Pathfinders safety plan be approved.** Moved by Barb Leask; seconded by Carolyn Machan; **passed.**

f) Safety plan and communication:

The draft Return to Worship Safety Plan mentions that singers are to be behind a screen and masked. However, recent Public Health guidelines allow for choirs to practice unmasked. Therefore, our safety plan needs updating.

It was decided that our Choral Scholars, when present on Sundays, may sing hymns unmasked behind their plexiglass screens honouring the two metres of physical distancing. The congregation, however, may not sing. These decisions reflect the low community transmission rates presently measured but are provisional dependent on this remaining the case.

Action Item – Jennifer to work with groups to update Safety Plan.

Melanie proposed that an instructional video accompany the revised Return to Worship Safety Plan to explain visually how different worship will be under the safety plan. Jennifer indicated that her partner is able to prepare such a video but will need a few volunteers who will be invited to be filmed.



**Minutes
Parkminster United Church
COVID-19 Working Group**

Action Item: Jennifer will develop a communication plan (including what information/messages will be shared with who and in what way [i.e., email, bulletins, presentations, website, video etc.] and send it to the Working Group and then take to Council before actioning with the congregation.

Rev. Joe raised the issue of when to return to in-person worship. Advent is November 28th this year and he would like us to be back in the sanctuary then.

Motion: **THAT the Council approve a return to hybrid worship on November 21, 2021.**
Moved by Bert Blackburn; seconded by Carolyn Machan; **passed.**

6. Any Other Business

Working Group Meeting Dates and times of 10 November, 7 pm and 8 December, 7 pm were proposed; however, Bert Blackburn has a conflict for these dates.

Action Item – Jennifer to check on alternative dates with others and will find dates when the majority can attend.

7. Closing Prayer - Rev. Joe

APPENDICES

1. Proof of vaccination document
2. The 9th Waterloo Pathfinders safety plan

APPENDIX 1

Submitted to COVID-19 Working Group on October 6, 2021: Karen S., Barb L-W, Melanie C.

As previously discussed,

- People should be advised to arrive early at least 15 min in advance and be prepared to wait in line consistent with social distancing and masking.
 - Attendees should register in advance as previously laid out.
 - They should take a COVID-19 questionnaire as previously laid out.
-

1) PROOF OF SECOND VACCINATION STATUS – submitted by Registration Team

Members must bring evidence of their vaccination status. We will accept double vaccinations of Pfizer, Moderna, AstraZeneca or combinations thereof or a single vaccination of J&J vaccine.

If the attendee is new to Parkminster, they must also submit proof of who they are in the way of a drivers' license, OHIP Card, or other documentation that has a picture and name of the person.

If someone has not been vaccinated for medical reasons, they must submit a note from their MD or Nurse Practitioner which must include:

- Name and contact information of the physician or registered nurse
- Logo or letterhead identifying the physician or registered nurse
- Statement that there is a medical reason for the individual's exemption from being fully vaccinated against COVID-19; and
- Any effective time-period for the medical reason which includes the date the patron is seeking access to the business or org

Children under the age of 12 are not required to have medical documentation but their parent/guardian will be asked if the COVID-19 screening is negative.

We will not keep copies of any of the above documentation for reasons of privacy. Everyone must bring their documentation to every occasion that they are attending.

Melanie asked First United Office Admin. about their in-person worship process – they opened Sept 12th. Thoughts on the following?

- 2) **First United created a liability waiver** based on approval from insurance and legal advice. Should Parkminster do something similar? Perhaps a disclaimer of sorts in case someone contracts COVID while attending church services? OR...

Possible suggestion for DISCLAIMER: *While we have done what we feel us necessary to protect the safety of the congregation you are worshipping in the sanctuary at your own risk.*

- 3) **First United created an instructional video for in-worship** – available on their homepage

<https://www.firstunitedchurch.ca/>

- a. Maybe something we want to put on our website as well in addition to providing folks with the paper copy of the worship safety plan?
- b. The video could be included in Monday morning email where the link to the google registration form will be provided.
- c. Who would create the video? Membership or Communications Cmtee?

APPENDIX 2

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	9th Waterloo Pathfinders
Meeting Day/Evening Requested	Mondays
Time of Meeting Requested	6:30 pm - 9:30 pm
Rooms requested	Double classroom
Designated Meeting Day/Evening	Mondays , 6:30pm-9:30pm
Designated Rooms	double classroom
Designated Washroom(s)	basement washrooms
Designated Doors for entering and exiting	main lobby

DATE APPROVED BY CHURCH COUNCIL

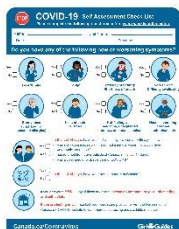
PENDING

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



Virtual and anytime Guiding are great options for Guiders and girls who are isolating or who are unable to attend meetings.

Protocols Required in All Stages



Self-Assessment and Attendance

No one may attend an in-person activity if they are sick and/or present symptoms similar to COVID-19.

All girls, Guiders, volunteers and adult members attending activities are required to complete [GGC's COVID-19 self-assessment prior](#) to each in-person activity.

Guiders will confirm that the girl/family has completed the self-assessment prior to each in-person activity when the girl is dropped off. Anyone who has not completed the self-assessment or had the self-assessment indicate that they need to be tested or to self-isolate, WILL NOT be able to attend in-person activities.

Guiders will maintain an attendance list that will include completion of all self-assessments and which pod, if any, a girl was in from the previous meeting. Guiders will retain this sheet with the rest of their unit paperwork.

The [self-assessment checklist and attendance form are available on Member Zone.](#)



Masks

All girls, Guiders, volunteers and families must be provided with information about the use of non-medical mask or face covering.

Non-medical masks are not recommended for:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask.
- People who have difficulty breathing. *If a person has asthma etc, they should be able to wear a mask. People with severe breathing issues that require oxygen may be exempt.*
- People who are unable to take the mask off by themselves.
- Children under the age of 2.

Don't judge others for not wearing a mask; kindness is important as some people may not be able to wear a mask or face covering.

Please remember: Wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practice physical distancing and stay home if you are sick.

When choosing a mask, we encourage all members to review the [Government of Canada recommendations on non-medical face coverings](#). The current recommendations are that masks be made of **at least 2 layers** of tightly woven fabric, such as cotton, with a third middle layer of filter-type fabric, such as non-woven polypropylene.



Hand Hygiene

All girls, Guiders, volunteers, and families must be provided with information about proper hand hygiene. Handwashing or hand sanitizing must be available for the duration of the event/meeting. All participants must wash or sanitize their hands at minimum upon arrival at the unit



meeting, prior to leaving the meeting, before and after eating or drinking, before and after touching their face and after using the washroom.

During cold weather months, hands do not need to be sanitized when mittens or gloves are being worn. Participants must continue to sanitize their hands before and after eating or drinking, before and after touching their face without gloves/mittens and after using the washroom.

Guiders should make sure they are using a hand sanitizer that is on the [Government of Canada approved hand sanitizer list](#).

A [hand hygiene resource is available on Member Zone](#).



Cleaning

Commonly used hard surfaces such as light switches, tables, door handles etc. should be wiped down at the beginning and end of each in-person meeting. Guiders should make sure they are using a disinfectant that is on the [Government of Canada approved disinfectant list](#). Shared equipment like markers or balls should also be wiped down before and after use.

Updated Food and Drink



Guiders may package bulk foods into individual servings prior to activities such as outdoor cooking. Hands must be washed or sanitized before and after distributing food, and before and after eating or drinking. Self-serve buffets are not permitted. Utensils must be used to serve all food.

Examples may include pre-made s'mores kits, grilled cheese kits or tin foil dinners. Guiders may also continue to provide pre-packaged food such as granola bars or bags of chips. Hands must also be washed or sanitized before and after eating.

Food and drinks can be picked up or served inside. All eating and drinking must happen outside or unless otherwise noted.

Updated Transportation



Transportation may take place using private vehicles, public transit, chartered bus, train, or plane. If private vehicles are used, only members from the same household may share a vehicle.

Permitted Activities: Special Considerations

Activities may not contradict any regional public health advice. They must fall within the guidelines of your region's Return to In-Person Guiding stage. Masking and physical distancing must be followed as required by your region's stage. Distancing may only be relaxed to check safety equipment such as PFDs, helmets or harnesses. Masks must be worn by all parties anytime distancing is relaxed, unless adults are responding to an emergency.

Water Activities

Masks

Members are not required to wear masks while on or in the water. Everyone on shore or on the pool deck must wear a mask if indicated by their Return to In-Person Guiding stage,



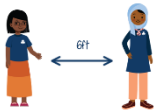
Indoor 1

Indoor 1, Outdoor 2, Virtual & Anytime Guiding – Day Activities Only



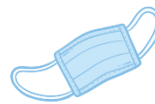
Permitted Activities

Green and yellow activities are permitted.
 Limited red activities are permitted. Please see details on page 5.
 No overnight activities or travel may take place. No singing is allowed.



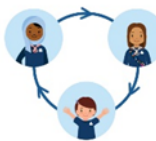
Physical Distancing

Everyone physically distances.



Masks

Required for everyone.



Pods

Not required.



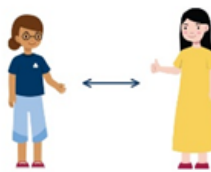
Gathering Size

Multiple units.



Meeting Space

Outdoor meeting spaces are preferred.
 Indoor meeting space must fall within provincial and regional health authorities' guidelines. Larger meeting spaces with good ventilation such as the ability to open windows are preferred.



Drop Off & Pick Up Location

Must occur outside.
 Adults must physically distance from other adults and girls.

When possible only one adult from each household should drop off girls at a meeting and no extra people should attend drop off/pick up.



Food and Drink

Sharing food is not permitted. Girls and Guiders can bring their own food and water to meetings. Guiders can provide individually-packaged, commercially packaged or store-bought food (for example, granola bars, Halloween candy, bags of chips/pretzels, etc.). Guiders may package bulk foods into individual servings prior to activities. Hands must be washed or sanitized before and after distributing food, and before and after eating or drinking.



Washrooms

Encourage families to use the washroom prior to activity. Limit capacity to washroom to allow for physical distancing.

Recommendation: Washroom use should be at 50% capacity or less. (Exceptions may be made for girls who require a support person to use the washroom.)



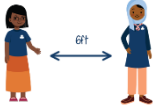
Indoor 2

Indoor 2, Outdoor 2, Virtual & Anytime Guiding – Day Activities Only



Permitted Activities

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Limited red activities are permitted. Please see details on page 5.
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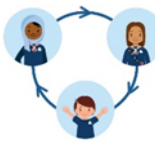
Physical Distancing

Everyone physically distances, except within pods.



Masks

New Not required.



Pods

Not required.



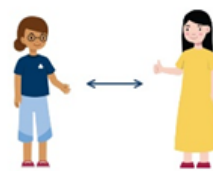
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