



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

**Wednesday, November 10, 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	Franceen Wagner – COVID-19 WG
Rev. Joe Gaspar	Barb Leask – COVID-19 WG	Bert Blackburn – COVID-19 WG
Jennifer Allan – Chair	Karen Schertzberg – M&P Chair	Carolyn Machan – COVID-19 WG
Guests		
Melanie Chisholm		
Regrets		
Kathy Shortt – Past Chair		
Barb Leask and Bert Blackburn left the meeting at 7:30 pm because of prior commitments		

- 1. Welcome** - Jennifer
- 2. Opening Prayer & Lighting of Candle** - Rev. Joe
- 3. Approval of Agenda** – Jennifer
Motion: **THAT the Agenda be approved.** Moved by Barb Leask; seconded by Richard Jackson. The motion is **passed**.
- 4. Approval of Minutes** – Jennifer -
Motion: **THAT the Minutes of 27 October be approved.** Moved by Richard Jackson; seconded by Bert Blackburn. The motion is **passed**.
- 5. Business Arising from the Minutes¹**
 - November 7th Dress Rehearsal – Jennifer and others agreed that the Service went well, although refinements to the Welcome Table Procedure must be made including moving it further indoors to prevent queuing outside to enter. Sue MacQueen has provided feedback on sound reception and camera angles that have been provided to the appropriate people.
 - Committee Safety Plan
Kathy Shortt was unable to join because of technical difficulties. We will request that the Committee Safety Plan be edited to indicate that Committee Chairs are responsible for verifying the vaccination status of their members. Rev. Joe Gaspar pointed out that we do not have the resources for hybrid committee meetings, consequently and to ensure inclusion, all committee

¹ Because Barb Leask and Bert Blackburn left the meeting at 7:30 pm because of prior commitments, New Business was discussed prior to Business Arising from the Minutes.



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members must either agree to meet in person or by remote video conferencing. Furthermore, windows should be open to provide ventilation if meeting in the Church and there should be no meetings in the chapel because of lack of windows there. Melanie Chisholm requested that committee chairs book their meetings through her (if using the church Zoom or the church itself) to avoid conflicts in booking meeting space. Therefore, she wishes to reclaim the meeting calendar for this purpose. The Rev. Heather Power noted that those attending in-person meetings must be masked. Melanie Chisholm remarked that, if callers wished to meet at the Church, we are not yet ready to host such meetings.

Action: Jennifer is to discuss with Kathy amending the Committee Safety Plan as noted above.

3. Renters and church group safety plans (i.e., 7th Girl Guide unit) – This Safety Plan has not yet been received, consequently discussion of this Safety Plan is postponed.

6. New Business

1. Protocols for staff checking vaccination status

Allen Switzer or Melanie Chisholm will initial entry form for visitors arriving when the Welcome Table is not active, i.e., after hours. It was agreed that there shall be no entry without proof of vaccination or a medical doctor's note.

2. Kitchen use inquiries

It was determined at the last Council meeting to wait until January to reconsider coffee hour and in-person CE programming. Barb Leask noted that the concern with COVID-19 transmission arises during eating and not cooking.

Two groups wish to return to use the Church's kitchen:

- i. Waterloo Regional Downs Syndrome Society - Pre-COVID, rented our kitchen on a regular basis to teach young people how to cook and then ate their meal together. They may want to return in January depending on our COVID protocols.
- ii. ACCKWA Cooking Circle - Hold a monthly cooking circle where they meet mid-morning and prepare a meal in our kitchen and eat it together in the gym. They would like to return soon as all of their members are fully vaccinated and are eager to be together.

Motion: THAT the Waterloo Regional Downs Syndrome Society and the ACCKWA Cooking Circle be allowed to cook in the Church's kitchen but will not be allowed to eat at the Church. Moved by Barb Leask; seconded by Carolyn Machan. The motion is passed.

3. Negative PCR or rapid tests for unvaccinated congregants or visitors

Following the receipt of a question from the teacher of ALIUD school, it was unanimously concluded that no test is a satisfactory replacement for double vaccination (or a medical doctor's note of exemption).

Motion: THAT the use of any rapid or PCR test for COVID-19 is not a substitute for immunization by vaccination to enter the church and will not be allowed as criteria to enter the church. Moved by Carolyn Machan; seconded by Bert Blackburn. The motion is passed.



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4. Medical exemptions for building users

What would the process be?

If we are to use this test, we are changing our policy. The question then becomes who is performing the test, who is reading the test, when is the test performed, who should be tested and who is paying for the test. The question also is if the rapid test is positive and is done at Parkminster, then we may have exposed the person administering the test to Covid 19. Therefore, as a Working Group, we confirmed our original decision of mandatory vaccinations to enter Parkminster.

5. Proof of Vaccination by iPad with QR code reader

We now have access to an iPad to read QR codes for vax checking, which could be used at the Welcome Table.

7. **Any Other Business**

1. Franceen Wagner discussed the Activity Packs for children attending services. She committed to prepare individual packages for each child, which is loaned to the family and returned to the bin after service. She will be ready with these packs for next Sunday.
2. Melanie Chisholm asked that the coat rack corridor be no longer out-of-bounds for use by renter groups. It was decided that coats and outdoor footwear could be left near the coat hooks.

Motion: THAT, for youth groups, the coat racks are in bounds as long as they are appropriately separated. Moved by Carolyn Machan; seconded by Franceen Wagner. **Passed.**

8. **Closing Prayer** - Rev. Heather Power

9. Working Group Meeting Dates/Times

Dec 8 – 7pm