



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

**Wednesday, December 8, 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	Karen Schertzberg – M&P Chair	Bert Blackburn – COVID-19 WG
Jennifer Allan – Chair	Barb Leask – COVID-19 WG	Kathy Shortt – Past Chair
		Carolyn Machan – 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. Moved by Barb Leask; seconded by Karen Schertzberg; passed.
4. **Approval of Minutes** – Jennifer
Motion: THAT the Minutes be approved. Moved by Carolyn Machan; seconded by Richard Jackson; passed.
5. **Business Arising from the Minutes**
 - (a) Clarification on Medical Exemptions for congregants, church groups and tenants
 It was concluded that no medical exemptions would be accepted to allow entry into the church. Therefore, any Safety Plan that allows Medical Exemptions will be revised and the Working Group confirmed its original decision requiring mandatory vaccinations to enter Parkminster.
Motion: THAT medical exemptions will not be allowed for congregants, church groups, tenants as per the associated Safety Plans. Moved by Barb Leask; seconded by Bert Blackburn; passed.

Action: Kathy Shortt will update the Return to Worship Safety Plan as well as tenants and Committee Safety Plans.
 - (b) Committee Safety Plan - Kathy
Motion: THAT the (Revised) Committee Safety Plan be approved (with medical exemptions disallowed). Moved by Kathy Shortt; seconded by Franceen Wagner; passed.
 - (c) Indoor eating for congregants, church groups, tenants
Motion: THAT indoor eating for tenants be allowed if appropriate physical distancing is observed and otherwise follows the appropriate safety plan. Moved by Barb Leask; seconded by Richard Jackson; passed.



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

(d) Vaccine requirements for children under 12

Action: Jennifer Allan will ask Melanie Chisholm to prepare a message to tenants to make them aware that, in approximately mid-March Parkminster intends to require that children participating in tenant programs who are eligible and who enter the church will need to be fully vaccinated.

Action: Jennifer Allan will prepare a message to families with children communicating that the WG has been discussing the Christian Education program, the possibility of a vaccine policy for all those who are eligible, the safety of our children, volunteers and other members of the congregation. We will also invite parents to volunteer to work with the Christian Education staff, whom we wish to protect from unvaccinated children.

Action: Jennifer Allan will conduct research into whether or not sports groups, day camps, scouts/guides require children from 5 to 12 years to be vaccinated to participate.

(e) Renters and church group safety plans

i) **7th Girl Guide unit** - On November 25th Council passed a motion via email THAT the 7th Guides Safety Plan (Appendix 1) be approved with the amendment that double vaccination be required for all those over 12 years of age.

ii) **Mindful Makers and Amendment**

Moved: THAT the Mindful Makers Safety Plan (Appendix 2) be approved with the amendment that double vaccination be required for all those over 12 years of age. Moved by Bert Blackburn; seconded by Franceen Wagner; **passed**.

iii) **Artshine**

Moved: THAT the Artshine Safety Plan (Appendix 3) be approved with appropriate eating and physical distancing amendments. Moved by Bert Blackburn; seconded by Kathy Shortt; **passed**.

i) **Scouts Canada**

Moved: THAT the Scouts Canada Safety Plan (Appendix 4) be accepted as amended. Moved by Franceen Wagner; seconded by Bert Blackburn; **Passed**.

6. New Business

(a) Covid case Nov 28th Worship Service

Jennifer Allan provided an update on a matter that came to our attention on Wednesday, December 1st. Reverend Heather and Reverend Joe were informed by an individual who was in physical attendance at worship on Sunday, November 28th that they have since tested positive for Covid-19. They immediately contacted the Waterloo Region Public Health and explained the situation and received guidance. Consequently, on Thursday, an email went to each person who attended Sunday worship in person (or a phone call if they are not on our email list). We are thankful that this individual came forward immediately after receiving their test result. They are currently at home convalescing and we hold them in our prayers.

(b) Feedback Emails and “Undoing”

Feedback from two individuals was reviewed and discussed.



Minutes Parkminster United Church COVID-19 Working Group

Some changes will be made to the in-person part of worship services, such as:

- No touch passing of the peace
- Statement of Welcome and Bible readings done both live/in-person and recorded/via Zoom, rather than only virtually
- Reverend Joe and Reverend Heather will greet in-person worshippers – while masked and observing two-metres physical distancing – following the service.

Reverend Joe drew attention to the Waterloo Regional website regarding Places of Worship: <https://www.regionofwaterloo.ca/en/health-and-wellness/coronavirus-resources-for-workplaces.aspx> – scroll down to find Places of Worship.

Action: Jennifer Allan will communicate with the congregation outlining steps to be taken during the worship service to make those attending in-person feel equally welcome compared with those worshipping remotely.

(c) Ministry & Personnel Report –

Karen Schertzberg reported that church staff were worried about congregants not signing in and out when entering and leaving the church. Sometimes, people are using Melanie Chisholm's office that is out-of-bounds (except for the Sunday counters) and, at other times, people are removing their masks after entry, which is also prohibited.

Action: Karen Schertzberg and Jennifer Allan will address this issue with steps including communicating with specific individuals, locking the office door, removing key access, and alert unmasked people to their failure to wear masks.

7. Any Other Business: Ventilation during Worship Services

Motion: THAT the two front windows nearest the Chancel be opened during church services in the winter months with all other windows closed. Moved by Carolyn Machan; seconded by Franceen Wagner; passed.

8. Closing Prayer - Rev. Joe

Working Group Meeting Dates/Times

Jan 5th – 6:30 pm and Feb 2nd – 6:30 pm

March and forward – first Wednesday of the month?

9. Appendices

1. 7th Guides Safety Plan
2. Mindful Makers Safety Plan
3. Artshine Safety Plan
4. Scouts Canada Safety Plan

Appendix 1: 7th Waterloo Guides

COVID self-assessment checklist

- Guiders and girls will be required to complete before every meeting
- Contact information for each girl and guider will be kept in our contact tracing document and will be kept confidential unless necessary

Wearing masks

- As per province and Girl Guide mandates girls and guiders will wear mask for the entirety of the guide meetings

Physical Distancing

- Physical distancing (2 m) will be maintained throughout the meeting while indoors
- Each girl will have a specific place at a table to help them keep this distance
- While outdoors physical distancing will still be maintained
- We will coordinate with 7th Waterloo Pathfinders to ensure there is no conflict with pick-up/drop-off
- Each girl will have their own group of craft supplies to minimize contact

Hand Washing

- When girls arrive they will wash their hands in the designated bathroom at the start of the meeting
- Hand sanitizer will be used when necessary throughout the meeting
- Girls will be encouraged to bring their own hand sanitizer

PPE and Cleaning Supplies

- Everyone will wear a mask and are responsible for their own
- Unit will bring hand sanitizer, back-up masks and cleaners
- High touch surfaces will be cleaned once before the meeting =, once in the middle of the meeting and once at the end of the meeting
- Lower touch surfaces will be cleaned at the end

Appendix 2:

Mindful Makers Day Camp: COVID-19 Safety Plan

In addition to the guidelines listed below, Mindful Makers Camp will be following the “COVID-19 Safety Guidelines for Day Camps” document published by the Ontario Ministry of Health.

Source:

https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_summer_day_camps_guidance.pdf

Attendance Tracking / Contact Tracing A registration binder with printed forms containing student/guardian contact details will be used at arrival and dismissal times to mark attendance.

- Additional sheets for staff contact and emergency contact details will be included as well.
- A separate list will be kept to document individuals assigned to classroom cohorts (if more than one classroom is required to run the camp program).
- The Camp Director will also fill out the Parkminter’s Contact Tracing sheet
- Parents/Guardians will not be allowed to enter the building.

COVID-19 screening

- A registration desk will be set up outside the main entrance of the building with physical distancing markers in place to allow for an orderly entry.
- COVID-19 screening questions will be printed and posted for reference at the registration desk.
- Parents and staff will be sent this link: <https://covid-19.ontario.ca/school-screening/> to perform a self-screening questionnaire, with a recommendation to perform it prior to arriving at camp.
- If they did not fill out the questionnaire at home, we will have a laptop available to use at the screening desk, facilitated by a staff member
- Upon arrival, parents will be asked to verify that they have performed the screening questionnaire on behalf of their child with a result indicating that they are allowed to attend camp that day
- Children who have not passed the screening will be asked to stay home.
- Once all students have arrived, staff will give a brief presentation about the safety rules/expectations for the day, including a reminder about being mindful of self-monitoring for any changes to their feelings of wellness and reporting these to a staff member.

Mask wearing

- Masks will be required to be worn by staff and students at all times while indoors.
- **Masks can be removed during eating and drinking breaks. These will take place outdoors (weather permitting). In the event of rain, they will need to eat indoors, with 2 meters or more physical distance maintained while masks are off.**

- New masks will be provided by the camp if any staff or students require a change.

Hand sanitizer

- Hand sanitizer will be available for use in all classrooms and designated entry/exits points to the building.
- Hand washing before and after eating breaks will be facilitated and supervised by staff members.

Entering/exiting the building

- Staff members will chaperone students in and out of the building (using the designated entry/exit doors assigned by Parkminster)

Physical distancing

- Whenever possible physical distancing of 2 meters will be encouraged while in the classroom and outdoor spaces
- Classroom workstations will be set up to allow for physical distancing
- Camp activities will be planned to allow for as much individual participation as possible, with each student having their own set of craft supplies

Disinfection of high-touch surfaces in rooms/common areas, washrooms

- All high-touch surfaces in classrooms, washrooms and common areas used by our participants will be sanitized (with approved cleaning products) by a staff member at least twice daily (in between class sessions), and again prior to leaving the building after the camp day has ended

Appendix 3:

Artshine Camp – 2021/2022 COVID-19 Day Camp Plan

Note: All guidelines noted on this document were taken from the Ontario Ministry of Health COVID-19 Guidance: Summer Day Camps document. Following these guidelines, Artshine has created their own document of policies and procedures for camps being offered in 2021/2022. Additional information regarding our specific policies and procedures will be sent out to all parents/guardians a minimum of 1 week prior to the start of their registered camp week.

1. Ensure all current infection prevention and control practices are adhered to:

- Ensuring all materials used can be disinfected or are single use and disposed of each day
- Minimizing the sharing of objects
- Increasing the cleaning of all frequently touched objects, items, and surfaces to a minimum of two times per day
- Using cleaning products that have a Drug Identification Number (DIN)
- Promoting and performing frequent and proper hand hygiene and supervising or assisting campers when required

2. Encourage physical distancing of at least 2 meters between camp participants, parents/guardians and staff:

- Spreading camp participants into different areas
- Using visual cues
- Staggering lunchtime and outdoor play
- Using telephone or video conferencing, when possible, for meetings between staff and parents/guardians

3. Operate programs in consistent cohorts of no more than 14 individuals, including both camp staff and camp participants, who stay together throughout the duration of the program:

- Face covering (non-medical masks) will be worn at all times, by both campers and camp staff (with the exception of eating breaks) (education will be provided to all camp staff and camp participants about the safe use, limitations and proper care of face coverings)
- Physical distancing of at least 2-metres will be maintained when possible
- Cohorts will not mix with other cohorts or be within the same room/space at the same time, including pick-ups and drop-offs, mealtimes, playtime, outdoor activities, program spaces, tents, staff areas/rooms
- Programs that utilize a shared room/space by cohorts (i.e. washrooms) will be cleaned and disinfected before and after using the space (a cleaning log will be posted and used to track all cleaning)
- Personal belongings brought to camp will be labelled and kept in a designated area for each cohort and will not be handled by anyone from another cohort

4. Camp participant drop-off and pick-up will happen outside the program setting

5. Drop-off and pick-up procedures will support physical distancing and cohorting, including separate cohort entrances (when possible) and staggering entry

6. COVID-19 Vaccine & Screening:

- All participants ages 12 and up, will be required to show proof of full vaccination (two acceptable doses + 14 days) prior to entry into building (*additional or alternative vaccine guidelines may be followed, based on the guidelines set-out by the rental space)
- All individuals, including camp participants and staff must be screened, including daily temperature checks, prior to arrival at program setting and prior to entry. Entry will be denied to any individuals who have the symptoms outlined in the COVID-19 Reference Document for Symptoms. Parents/guardians will be asked each day if their child's temperature has been taken and whether it registers as a fever.
- Required camp paperwork will be emailed out to registered parents a minimum of one week prior to the start of camp and will be due a maximum of three business days prior to the start of camp. Failure to return paperwork by the due date will result in loss of camp spot and no refund will be permitted.
- Alcohol-based sanitizer will be placed at all screening stations and entrances to the program.
- Staff will be required to wear personal protective equipment (PPE) and are required to be fully vaccinated (two acceptable doses + 14 days)
- Programs must keep daily records of anyone (camp participants, parent/guardian, staff and visitors) entering the program setting who stays for 15 minutes or longer. Records will include name, contact information, time of arrival/departure, screening completion, etc.). These records will be kept up-to-date and available for staff, office, and/or Ontario Ministry of Health use.

7. Management of Camp Participants with Suspected COVID-19:

- A minimum of one week prior to the start of camp, Artshine will share their protocols for notifying parents/guardians if their camp participants begins to show symptoms of COVID-19 while in camp, to registered parents
- This will include the need of immediate pick-up and isolation of camp participant until pick-up

8. Occupational Health and Safety:

- Artshine will provide written measures and procedures for staff safety, including for infection prevention and control
- Artshine will provide policies and protocol for staff who are diagnosed with COVID-19 or who come in close contact with an individual diagnosed with COVID-19
- Comprehensive and mandatory health and safety training will be provided to all staff prior to the start of camp

**Artshine Camp – 2021/2022
COVID-19 Day Camp Plan**

What to Expect On-Site

This notice will provide examples of the health and safety measures that have been implemented:

- Low ratios of 1:13 – each camp group will have a maximum of 13 campers and 1 camp staff/counsellor for a total group size of 14
- Camp staff will be wearing a mask at all times (with the exception of eating breaks)
- Campers will be required to wear a mask during inside activities (with the exception of eating breaks)
- Camp groups will run on staggered schedules with each group having different designated:
 - Eating times
 - Outdoor times
 - Washroom access (washrooms will be sanitized before the next group)
- Daily pick-up and drop-off will occur outdoors
- Each camp group will have a designated entrance to the main camp building
- Daily screening and/or vaccination record check process for both staff and campers
- Each camper will have their own art supply kit to use for the week; supplies will not be shared
- Each camper will have their own seat, which will not change for the duration of the week
- Campers who display any signs or symptoms of illness will not be allowed to attend camp that day; please keep them home for the health and safety of everyone
- All camp staff will be trained in COVID-19 protocols

Appendix 4:

9th Waterloo Scouts (Beavers, Cubs, Scouts & Venturers) Parkminster Covid Safety Protocol

9th Waterloo scouts is a section under the umbrella organization of Scouts Canada and is bound to follow the safety protocols set down by Scouts Canada <http://www.scouts.ca> .

9th Waterloo scouts will also comply with all Local and Provincial guidelines currently in affect at any given time.

Below is 9th Waterloo scout's safety protocol to hold meetings within Parkminster United Church.

Before the Meeting:

All leaders/volunteers must be fully vaccinated, with documentations provided as per Scouts Canada's directive. (Ontario Proof of Vaccination app or paper equivalent).

All youth participants who qualify, must be fully vaccinated.... proof of vaccination provided by parents.

Parents are asked to alert us to any possible COVID exposure of their youth (high as well as low risk exposure). Anyone who at risk is asked to stay away a minimum 14 days or until a negative test result.

During the meeting:

Upon entering the building, the youth will register with a leader and his contact information shall be recorded and the covid (Ontario Health) screening questions asked and recorded.

We will hold records of all participants who entered the building for two months.

Contact records will be provided to Parkminster UC and or Public Health should any possible COVID exposure happen. If any possible exposure is reported that section (beavers, cubs or scouts) will be shut down for a minimum 14 days or until a negative test result.

All **staff and youth will be masked** participants must be masked and maintain social distancing whenever possible.

Youth and leaders will do all they can to avoid sharing objects.

All sections will hold outdoor meetings as often as possible, or have an outdoor portion during regular meeting.

After the meeting:

We will wipe down any shared surfaces with alcohol (80 %).

NOTE: Dec 8, 2021: edited by Melanie Chisholm at the direction of Kathy Shortt, Dec 7, 2021.