



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

**Wednesday, February 2, 2022 – 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*

<b>Working Group Members</b>		
Rev. Joe Gaspar	Richard Jackson – Secretary	Franceen Wagner – COVID-19 WG
Jennifer Allan – Chair	Carolyn Machan – COVID-19 WG	Bert Blackburn – COVID-19 WG
Kathy Shortt – Past Chair	Barb Leask – COVID-19 WG	
<b>Guest</b>		
Neil Murray – Music Director		
<b>Regrets</b>		
Karen Schertzberg – M&P Chair	Rev. Heather Power	

1. **Welcome** - Jennifer

2. **Opening Prayer & Lighting of Candle** - Rev. Joe

3. **Approval of Agenda** - Jennifer

**Motion:** THAT the Agenda be approved. Moved by Bert Blackburn; seconded by Franceen Wagner; passed.

4. **Approval of Minutes** - Jennifer

**Motion:** THAT the Minutes be approved. Moved by Richard Jackson; seconded by Carolyn Machan; passed.

5. **Business Arising from the Minutes** - Jennifer

(a) Church Service Format (including rehearsals, etc.). These decisions will be reviewed at the March 2<sup>nd</sup> COVID-19 WG meeting.

**Motion:** THAT church services will be in the hybrid format starting February 13<sup>th</sup> with the exception of February 27<sup>th</sup> which will be remotely broadcast because the Annual Congregational Meeting on that date will also be remotely broadcast. Moved by Bert Blackburn; seconded by Barb Leask; passed.



Minutes  
Parkminster United Church  
COVID-19 Working Group

**Motion:** THAT as of February 10<sup>th</sup> the Voices United Choir rehearsals may resume for videotaping in the sanctuary following their most recent safety plan with choir members wearing masks. Moved by Carolyn Machan; seconded by Bert Blackburn; **passed.**

**Motion:** THAT as of February 9<sup>th</sup> the Bell Choir may resume their activities in the choir loft while following their safety plan and wearing masks. Moved by Bert Blackburn; seconded by Franceen Wagner; **passed.**

**Action:** Kathy Shortt is to amend the most recent Voices United Choir safety plan to require masking for review on March 2<sup>nd</sup>.

**Action:** Kathy Shortt is to amend the most recent Bell Choir safety plan to require masking for review on March 2<sup>nd</sup>.

(b) Research on Vaccines for Children - Jennifer

**Motion:** THAT vaccinations are not required for under 12-year-old children to attend tenant or group meetings assuming that the relevant safety plans are approved and that they remain subject to provincial government mandate. Moved by Bert Blackburn; seconded by Carolyn Machan; **passed.**

**Action:** Franceen Wagner is to discuss with the Christian Education Committee what their level of comfort is concerning vaccinations for children aged 5-12 years.

(c) Tenants and Groups - All

- All are expected to follow the provincial guidance embodied in COVID-19 public health measures and advice | COVID-19 (coronavirus) in Ontario, which is attached as Appendix 1.
- Note that on January 26<sup>th</sup>, the COVID-19 Working Group passed via email that the Karate group may begin to meet effective February 1st, provided that their Safety Plan meets all provincial and WG requirements. This motion was moved by Bert Blackburn and seconded by Carolyn Machan.
- The following documents are attached as appendices:
  - Appendix 2: Parkminster room capacity
  - Appendix 3: Feb 2, 2022 – COVID WG agenda items from OAdmin
  - Appendix 4: Parkminster Building Use Chart at Jan 28

**Motion:** THAT all current tenants and other groups with approved safety plans can return to the Church in accordance with those safety plans. Moved by Carolyn Machan; seconded by Franceen Wagner; **passed.**

**Action:** Kathy Shortt and Melanie Chisholm are to contact those groups without safety plans to prepare them so that they can be approved by email vote.

6. New Business



Minutes  
Parkminster United Church  
COVID-19 Working Group

(a) Funeral Safety Plan Amendments - Rev. Joe

**Motion:** THAT Melanie Chisholm will be asked to work with Revs Heather Power and Joe Gaspar to update the Funeral Service Safety Plan.

(b) Working Group Composition - Kathy

**Action:** Kathy Shortt is to ask the Nominating Committee to identify a secretary for the Covid-19 Working Group for the months of April through June.

7. Closing Prayer - Rev. Joe

8. Next Meetings

Wednesday, March 2<sup>nd</sup> – 6:30 pm

Thursday, April 7<sup>th</sup> – 6:30 pm

9. Appendices

1. Provincial guidance [COVID-19 public health measures and advice | COVID-19 \(coronavirus\) in Ontario](#)
2. Parkminster room capacity
3. Feb 2, 2022 – COVID WG agenda items from OAdmin
4. Parkminster Building Use Chart at Jan 28



Minutes  
Parkminster United Church  
COVID-19 Working Group

## Appendix 1

### Returning to Our Plan to Safely Reopen Ontario

On January 5, 2022, additional public health measures were put in place to blunt transmission of the Omicron variant and prevent hospitals from being overwhelmed. As a result of these temporary measures, we are beginning to see signs of stabilization in key public health and health system indicators. Over the coming days and weeks, we expect these trends to continue, allowing us to begin cautiously easing public health measures.

In the absence of concerning trends in public health and health care indicators, Ontario will follow a cautious and phased approach to lifting public health measures, with 21 days between each step.

Local and regional responses by public health units may be deployed based on local context and conditions.

This is not intended to be an exhaustive list, and additional details will be provided as regulations are amended and approved by the government.

Date	
<b>Effective January 31, 2022 12:01 a.m.</b>	increasing social gathering limits to 10 people indoors and 25 people outdoors increasing capacity at organized public events to 25 people indoors increasing or maintaining capacity limits at 50 per cent in most indoor public settings, including but not limited to: restaurants, bars, other food or drink establishments without dance facilities and strip clubs non-spectator areas of facilities used for sports and recreational fitness activities (such as gyms and businesses offering personal fitness training) cinemas meeting and event spaces museums, galleries, aquariums, zoos, science centres, landmarks, historic sites, botanical gardens and similar attractions casinos, bingo halls and other gaming establishments allowing indoor spectator areas of facilities used for sports and recreational fitness activities (such as sporting events), concert venues, and theatres to operate at 50 per cent of the usual seating capacity or 500 people, whichever is less proof of vaccination requirements would continue to apply in existing settings singing and dancing in restaurants and bars and other select settings will not be allowed except for workers or performers



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

**Date**

requiring the number of patrons permitted to sit at a table in bars and restaurants and meeting and event spaces and other venues at which food or drink is sold or served, including nightclubs, restobars and strip clubs that serve food and drink to be limited to 10 people and patrons must remain seated

requiring patrons to remain seated while eating or drinking at indoor restaurants, bars and other food or drink establishments (with or without dance facilities), sporting events, concert venues, theatres and cinemas, casinos, bingo halls and other gaming establishments, and horse racing tracks, car racing tracks and other similar venues.

**Effective  
February  
21, 2022**

increasing social gathering limits to 25 people indoors and 100 people outdoors  
 increasing capacity at organized public events to 50 people indoors  
 lifting the 500-person limit on indoor spectator events, in spectator areas of facilities used for sports and recreational fitness activities (such as sporting events), concert venues, and theatres where proof of vaccination requirements are in effect, while requiring a capacity limit of 50 per cent of the usual seating capacity  
 increasing capacity limits to 100 per cent in the following indoor public settings where proof of vaccination requirements are in effect, including:  
 restaurants, bars and other food or drink establishments and strip clubs  
 non-spectator areas of facilities used for sports and recreational fitness activities (such as gyms and businesses offering personal fitness training)  
 cinemas  
 racing venues  
 meeting and event spaces  
 studio audiences in commercial film and television production  
 casinos, bingo halls and other gaming establishments  
 businesses or facilities that are permitted to “opt-in” to proof of vaccination requirements, during the time when proof of vaccination requirements are in effect.  
 indoor religious services, rites, or ceremonies limited to the number that can maintain two metres physical distance (no limit if proof of vaccination required).  
 increasing capacity limits to 25 per cent in the indoor areas of the following settings where proof of vaccination requirements are in effect:  
 food or drink establishments with dance facilities (such as nightclubs, wedding receptions in meeting or event spaces where there is dancing)  
 bathhouses and sex clubs  
 capacity limited to permit physical distancing in all other indoor public settings, including but not limited to:  
 personal care services  
 retailers (including grocery stores and pharmacies)  
 shopping malls.

**Effective  
March  
14, 2022**

lifting capacity limits in all public settings  
 increase social gathering limits to 50 people indoors with no limits outdoors  
 lifting remaining capacity limits on religious services, rites or ceremonies  
 proof of vaccination will be maintained in existing settings in addition to other regular measures



Minutes  
Parkminster United Church  
COVID-19 Working Group

## Appendix 2

### Parkminster Room Dimensions and Capacity

Interior dimensions of the rooms at Parkminster United Church. Rounded to the nearest foot and considering irregularities.

Calculations for Maximum Capacity based on: Maximum capacities for all outdoor areas (and indoor areas without a designated Building or Fire Department capacity) is determined by dividing the actual size of the permit area (as determined in square metres or square feet) by 1.11 square metres or 12 square feet per person.

For example:

- 30 m x 60 m = 1,800 square metres ÷ 1.11 = 1,621 persons; or
- 100 ft x 200 ft = 20,000 sq.ft. ÷ 12 = 1,666 persons.

The capacity for any location/room/area is the lesser of the occupant load set by Fire, Health or Building and the estimated capacity as calculated above.

Room	Feet	Area Sq. Feet	Maximum Capacity	30% Capacity
Gym	39x48	1872	156	46
Nursery	17x35	595	49	14
Corner Classroom	16x25	400	33	10
Double Classroom	23x35	805	67	20
Family Room	16x25	400	33	10
Sanctuary	48x48	2304	192	57
Chancel	25 across the front by 21 deep but tapers to 6 feet at the Window	325	27	8



Minutes  
Parkminster United Church  
COVID-19 Working Group

## Appendix 3

AGENDA ITEMS FOR COVID-19 WORKING GROUP meeting: February 2, 2022

Submitted by: Melanie Chisholm, Office Administrator  
Friday, January 28, 2022

\*BUILDING USE CHART attached - at January 28, 2022

### TENANTS: (\$\$ paying)

- Aliud Alternative, ArtShine, KW Karate, Mindful Makers – all have safety plans & bookings in place
- WRDSS (Down Syndrome) cooking group – no safety plan or bookings in place

### GROUPS: (non-paying)

- Guiding troops – guides(x2) & pathfinders(x2) (meet weekly) – safety plan & bookings in place
- Scouting troops – beavers, cubs, scouts & venturers (meet weekly) – safety plan & bookings in place
- Gay Mens+ Social Network (meet 2x/month) – safety plan & bookings in place
- ACKWA cooking circle (meet monthly) – no safety plan or bookings in place

### GENERAL – Tenants & Groups

#### 1. Re-entry timeline for tenants & groups – WG response?

FYI...tenants (as of 28 JAN)

- a. KW Karate – request to return Feb 1<sup>st</sup> approved by WG email vote; Bert advised tenant Jan 26
- b. Aliud Alternative – has decided to remain online for February
- c. Mindful Makers & ArtShine – n/a, programming starts in March
- d. WRDSS cooking group – no response

FYI...groups (as of 28 JAN)

- e. Scouting troops – based on Scouts Canada decision & parent comfort
- f. Guiding troops – would like to return in Feb; Girl Guides Canada to issue announcement Jan 31<sup>st</sup> re: in-person meetings
- g. ACKWA cooking circle -would like to return in Feb (this includes eating meal together); if approved, a safety plan needs to be created
- h. Gay Mens+ Social Network – would like to return in February

#### 2. Vaccination requirements for 5-11yr olds – WG response?

Tenants & groups with participants 5-11yrs old: ArtShine, Mindful Makers, KW Karate, Guiding & Scouting troops

FYI...(as of 28 JAN): None of these groups are requiring their 5-11yr old participants to be vaccinated – currently only full vaccination required for 12yrs+.

### SPECIFIC REQUESTS – Tenants

#### 1. ArtShine:

- a. Online registration – needs to open asap for March Break (possibly 2 more camps: weekly Saturday classes starting after March Break + July/Aug Summer camp – moving through application process)

#### 2. Mindful Makers:

- a. Online registration – needs to open asap March Break camp & July/Aug Summer camp

### SAFETY PLANS

1. Funerals: plan needs updates (attached); Joe to bring matter forward to WG. Value to providing a separate plan to funeral directors to set clear expectations & often requested by funeral homes.

# Appendix 4

## PARKMINSTER BUILDING USE as of January 28, 2022

### NOTES:

**Tenants pay \$\$ for space; Groups non-pay**

\*\*WRDSS (Down Syndrome Society) cooking classes - if/when they return, leader typically books 3 classes per month; participants teens/adult

represents returning tenant in February

DAY	TIME	NAME	ROOM	TYPE	FREQ.	NOTES as of January 28, 2022
<b>MONDAY</b>						<i>(answers based on poll taken by Melanie)</i>
<b>A.M.</b>						
<b>P.M.</b>	6:30-7:30pm	9th Beavers	Gym	group	wkly	depends on Scouts Canada & parent comfort
	6:30-7:30pm	7th Guides	Corner classroom	group	wkly	want to return in Feb - depends on Girl Guides Canada Jan 31 announcement
	7:00-9:00pm	9th Pathfinders	Double classroom	group	wkly	want to return in Feb - depends on Girl Guides Canada Jan 31 announcement
	7:00-9:00pm	Gay Mens+ Social Network (mtg)	Family Room	group	last Mon of the month	want to return in February
<b>TUESDAY</b>						
<b>A.M.</b>	10:00am-3:00pm	ALIUD Alternative	Double classroom	tenant (\$\$)	wkly	has decided to stay offsite in February
<b>P.M.</b>	5:00-9:00pm	WRDSS Youth Cooking Class**	Kitchen & Hallway	tenant (\$\$)	wkly	no response to date
	5:00-9:30pm	KW Karate	Gym	tenant (\$\$)	wkly	WG approval to return February 1
	6:30-8:00pm	Cubs	Double classroom	group	wkly	depends on Scouts Canada & parent comfort
	6:30-8:00pm	Venturers	Corner classroom	group	wkly	depends on Scouts Canada & parent comfort
	7:00-9:00pm	Gay Mens+ Social Network (euchre)	Family Room	group	3rd Tues of the month	want to return in February
<b>WEDNESDAY</b>						
<b>A.M.</b>						
<b>P.M.</b>	6:30-8:30pm	13th Guides	Double classroom	group	wkly	want to return in Feb - depends on Girl Guides Canada Jan 31 announcement
	6:30-8:30pm	8th Pathfinders	Corner classroom	group	wkly	want to return in Feb - depends on Girl Guides Canada Jan 31 announcement
	6:30-8:30pm	Scouts	Gym	group	wkly	depends on Scouts Canada & parent comfort
	7:00-8:30pm	Bells	Sanctuary	PUC	wkly	in-person practice on hold per WG
<b>THURSDAY</b>						
<b>A.M.</b>	10am-3:00pm	ALIUD Alternative	Double classroom	tenant (\$\$)	wkly	has decided to stay offsite in February
	10am-2:00pm	ACCKWA Cooking Circle	Gym & Kitchen	group	3rd Thurs of the month	want to return in February (incl. eating meal)
<b>P.M.</b>	5:00-9:30pm	KW Karate	Gym	tenant (\$\$)	wkly	WG approval to return February 1
	7:30-9:30pm	VU Choir	Sanctuary	PUC	wkly	in-person practice on hold per WG
<b>FRIDAY</b>						
<b>A.M.</b>						
<b>P.M.</b>						
<b>SATURDAY</b>						
<b>A.M.</b>						
<b>P.M.</b>						