



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

**Wednesday, March 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. Heather Power	Richard Jackson – Secretary	Franceen Wagner – COVID-19 WG
Jennifer Allan – Chair	Jeanne Foster – M&P	Bert Blackburn – COVID-19 WG
	Barb Leask – COVID-19 WG	Sue MacQueen – Secretary designate
<b>Regrets</b>		
Rev. Joe Gaspar	Kathy Shortt – Past Chair	

**1) Welcome – Jennifer Allan**

Jennifer welcomed Jeanne Foster and Sue MacQueen to the Working Group.

**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 Richard Jackson; passed.

**4) Approval of Minutes – Jennifer**

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

**5) Business Arising from the Minutes**

(a) Changes Pending for all Safety Plans – Jennifer

i) *Contact Tracing* – dropped by province Jan 31st.

**Motion:** THAT the COVID-19 Working Group recommends to Council that contract tracing be discontinued by Parkminster United Church for all who enter the building effective immediately. Moved by Bert Blackburn; seconded by Barb Leask; passed.

**Motion:** THAT the COVID-19 Working Group recommends to Council that, should any member of the Congregation become infected after attending a church function, they should advise the Church Office immediately. Moved by Bert Blackburn; seconded by Barb Leask; passed.

**Action Item:** Jennifer will develop a message to this effect and inform Melanie Chisholm immediately so that it can be transmitted to the congregation if/when passed by Council.



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ii) *Proof of Vaccination* – dropped by province March 1<sup>st</sup> with businesses being allowed to implement them voluntarily

**Motion:** THAT proof of vaccination be continued by Parkminster United Church for all who enter the building and that this be revisited in the next WG meeting. Moved by Bert Blackburn; seconded by Jeanne Foster; **passed**.

iii) *Relaxing Safety Plans of Parkminster*

A checklist of restrictions that could be relaxed has been included as Appendix 1.

**Motion:** THAT our Safety Plans be changed following consideration by Council to allow for:

- i. Masked singing and responses;
- ii. Hymnals and Bibles to be returned to the pews;
- iii. Name tags to be returned to the pick-up board;
- iv. In-person announcements, statements of welcome, greetings and joys and concerns and
- v. Youth programs\* for groups. (\*but not children's programs during Service).

Moved by Richard Jackson; seconded by Franceen Wagner; **passed**.

**Action Item:** Jennifer to work with Kathy Shortt updating the safety plans and then to introduce them to Council for approval.

(b) *ACCKWA Cooking Circle Safety Plan* - Jennifer

The *ACCKWA Cooking Circle Safety Plan* is attached as Appendix 2 together with the *Building Use Chart* (Appendix 3).

**Motion:** THAT the *ACCKWA Cooking Circle Safety Plan* be accepted to allow the group to begin on March 17, 2022. Moved by Bert Blackburn; seconded by Sue MacQueen; **passed**.

(c) *Funeral Safety Plan* - Heather

The *Parkminster Funeral Safety Plan* is attached as Appendix 4.

**Motion:** THAT the COVID-19 Working Group recommends to Council that the *Funeral Safety Plan* be made consistent with the *Worship Safety Plan*. Moved by Bert Blackburn; seconded by Franceen Wagner; **passed**.

**Action Item:** Jennifer is to discuss these two safety plans with Kathy Shortt and Melanie Chisholm to ensure that they are consistent.

**6) Any Other Business:**

**Action Item:** Richard is to provide Sue MacQueen with a template on preparing the Working Group minutes from Jennifer's notes that are prepared before the meeting.

**7) Closing Prayer - Rev. Heather**

**8) Next Meeting**

Thursday April 7th – 6:30 pm

Thereafter, meetings are the first Wednesday of the month at 6:30pm: May 4<sup>th</sup> and June 1<sup>st</sup>.



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**9) Appendices**

1. Relaxing Safety Plans of Parkminster
2. ACCKWA Cooking Circle Safety Plan
3. Building Use Chart
4. Parkminster Funeral Use Safety Plan

# Appendix 1

## Relaxing Safety Plans of Parkminster United Church

As we determine we are comfortable allowing these changes we can indicate the date and notes on any process/procedure/communication that is required.

### Worship Safety Plan

Allowing	When	Notes
Entry without double-vaccination		
Entry without pre-screening		
Entry without checking in for contact tracing		
Entry without mask wearing		
Hugging		
Handshaking		
Passing the peace with handshake		
Group responses		
In-person announcements		
In-person Welcome Statement		
In-person readings		
In-person joys and concerns		
Candle lighter		
No physical distancing		
Paper bulletins provided		
Hymnals in pews		
Bibles in pews		
Passed offering plate		
Choral signing with masks		
Choral signing without masks		
Congregational singing with masks		
Congregational singing without masks		
Soloists without screens		
Coat racks		
Increased elevator capacity		
No out of bounds areas		
Closed windows		
Fans on		
Children's programs in church – Sunday School		
Youth programs in church		
Increased family worship space capacity		
Coffee-hour in church		
Name tags		



## 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 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 wipes 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	ACCKWA Cooking Circle
Meeting Day/Evening Requested	3 <sup>rd</sup> Thursday of the month
Time of Meeting Requested	10:30am – 2:00pm
Rooms requested	Gym & Kitchen
Designated Meeting Day/Evening	as above
Designated Rooms	as above
Designated Washroom(s)	main floor washrooms
Designated Doors for entering and exiting	main lobby doors
<b>Approval Date</b>	<b>PENDING</b>

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



# ACCKWA Cooking Circle COVID-19 SAFETY PLAN

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**DRAFT #1 (Feb 24, 2022)**

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## Entering the building

- Do not enter if you have tested positive for COVID in the past 14 days or have answered yes to any of the COVID-19 screening questions.
- Sanitize hands at the door
- Facilitator will hand in new mask at the entrance: Double-masking may be necessary for some folks to get a proper seal, due to the size of adult masks and individual face shape. Masks are always mandatory except when eating and drinking.

## COVID-19 screening

- Any person participating in the Cooking Circle must provide proof of full COVID vaccination (2 doses)
- Facilitator will sign in and sign out using Parkminster's Contact Tracing form
- ALL participants will complete the contact tracing form – using ACCKWA's tablet or scan QR code with their phone. These can be shared with the church upon request.

## Physical distancing

- Social distance at all times.
- Will be bringing two Air purifiers and they are to be set to #2 or #3 on dial – in every space (will be used both in the gym during eating and the kitchen during cooking)

## Disinfection

A designated person will sanitize using disinfectant wipes supplied by the tenant.

- High-touch surfaces in common areas (light switches, coat hooks)
  - All kitchen surfaces
  - Tables & chairs
  - Washrooms on the main floor
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**EMAIL to ACCKWA, Feb 22, 2022:**

Our reviewer noticed that parts of your safety plan goes beyond what Parkminster requires, but you are most welcome to make those safety requirements. We have listed those parts of your safety plan that go above and beyond below:

- Double-masking is not a requirement of Parkminster, but masks are always mandatory except when eating and drinking.
- Parkminster does not require testing.
- Parkminster encourages social distancing when practical.
- Parkminster does not require air purifiers.

**ACCKWA reply, Feb 24, 2022:**

- remove the onsite testing since it is time consuming.
  - given that our group lives with chronic conditions I would leave the other stuff for extra protection.
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## Appendix 3:

### PARKMINSTER BUILDING USE as of February 25, 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

DAY	TIME	NAME	ROOM	TYPE	FREQ.	NOTES as of February 25, 2022
<b>MONDAY</b>						<i>group/tenant INSIDE unless otherwise noted</i>
<b>A.M.</b>						
<b>P.M.</b>	6:30-7:30pm	9th Beavers	Gym	group	wkly	
	6:30-7:30pm	7th Guides	Corner classroom	group	wkly	
	7:00-9:00pm	9th Pathfinders	Double classroom	group	wkly	
	7:00-9:00pm	Gay Mens+ Social Network (mtg)	Family Room	group	last Mon of the month	
<b>TUESDAY</b>						
<b>A.M.</b>	10:00am-3:00pm	ALIUD Alternative	Double classroom	tenant (\$\$)	wkly	off-site in Feb; March dates TBD
<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	
	<del>6:30-8:00pm</del>	<del>Cubs-</del>	<del>Double classroom</del>	<del>group</del>	<del>wkly</del>	<del>SPOT OPEN - CUBS ROLLED IN W/SCOUTS</del>
	6:30-8:00pm	Venturers	Corner classroom	group	wkly	waiting to hear from leader
	7:00-9:00pm	Gay Mens+ Social Network (euchre)	Family Room	group	3rd Tues of the month	
<b>WEDNESDAY</b>						
<b>A.M.</b>						
<b>P.M.</b>	6:30-8:30pm	13th Guides	Double classroom	group	wkly	
	6:30-8:30pm	8th Pathfinders	Corner classroom	group	wkly	
	6:30-8:30pm	Scouts & Cubs	Gym	group	wkly	
	7:00-8:30pm	Bells	Sanctuary	PUC	wkly	
<b>THURSDAY</b>						
<b>A.M.</b>	10am-3:00pm	ALIUD Alternative	Double classroom	tenant (\$\$)	wkly	offsite in Feb; March dates TBD
	10am-2:00pm	ACCKWA Cooking Circle	Gym & Kitchen	group	3rd Thurs of the month	returning March 17 pending safety plan
<b>P.M.</b>	5:00-9:30pm	KW Karate	Gym	tenant (\$\$)	wkly	
	7:30-9:30pm	VU Choir	Sanctuary	PUC	wkly	
<b>FRIDAY</b>						
<b>A.M.</b>						
<b>P.M.</b>						
<b>SATURDAY</b>						
<b>A.M.</b>						
<b>P.M.</b>						

**UPCOMING SPECIAL RENTALS**

March 14-18	8am-5:30pm	Artshine Inc.	gym	tenant (\$\$)	one week only	
March 14-18	8am-5:30pm	Mindful Makers	basement classrooms	tenant (\$\$)	one week only	



## Appendix 4:

### PARKMINSTER FUNERAL SERVICE SAFETY PLAN

**REVISED PLAN: February 24, 2022. For discussion at COVID-19 Working Group meeting of March 2, 2022.**

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#### **KEEP IN OR REMOVE?**

- We encourage families to use funeral home facilities for funeral services during the pandemic.
  - Parkminster will permit the use of the sanctuary for funerals subsequent to provincial guidelines and the oversight of funeral home staff.
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#### **GENERAL INFORMATION**

##### **COVID-19 Screening:**

Guests are responsible for self-screening prior to attending the service. They may also be screened as they enter the building.

**Contact Tracing/Proof of Vaccination/COVID Screening:** If funeral home is present for the service, then their staff will handle all COVID-related safety protocols. If a funeral home is not present, this will fall to the On-Site Coordinator & church volunteers to handle.

#### **UPON ARRIVAL AND BEFORE FUNERAL SERVICE**

- Masks must be worn while in the building. Masks are mandatory as per the Region of Waterloo Public Health bylaw.
- As guests enter the main lobby, they will be asked to leave their name & telephone number for contact tracing. Public Health requires this information and will be kept in a confidential file for 30 days. If not needed after that time it will be shredded.
- Proof of full vaccination (2 doses) and photo identification is also required for everyone over the age of 12.
- Following check-in guests will be asked to go directly to the sanctuary to avoid congestion in the main lobby and upper hall.
- Ushers will direct people to their seats. People will be seated from the front to the back to reduce walking past other people.
- We encourage guests to physically distance from people outside their social circle.
- Please bow or nod instead of using the traditional handshake or hugs.
- Take all coats etc. with you to the Sanctuary as the coat racks will be out of bounds.
- Only one family group at a time in the LIFT.
- Please cough or sneeze into your elbow or use a tissue when necessary to limit possible contamination of surfaces.
- Please use all washrooms on the entry level outside the gym and the washroom on the upper level outside the family room. Please sanitize your hands before entering and upon exiting the washroom.
- The immediate family will use the Family Room for their private space.

### **DURING THE FUNERAL SERVICE**

- There will be no communion, congregational singing, group responses, passing of the peace or microphone at this time as they are high-risk activities.
- The overhead fans will not be turned on.
- All items will be removed from the pews (hymn books, pew bibles etc.) as these items are difficult to disinfect.
- Musical solos may be offered from behind a moveable plexiglass screen.
- No choral pieces will be performed at this time.
- Only the Ministers will be on the chancel at a lectern, using their headset microphones. The exception to this might be a soloist or someone who is giving the eulogy. These people would stand at the lectern with the stationary microphone. If not using the lectern microphone, the soloist would use a microphone with a disposable cover.

### **AFTER THE FUNERAL SERVICE**

- There will be no reception with or without refreshments.
- Ushers will direct the exit protocol starting from the back in order to ensure social distancing.
- Only one family group will be allowed at a time in the LIFT.
- Guests will be asked to immediately exit the building via the main lobby doors after the service concludes.