

## COVID-19 Building Usage Guidelines – Ralph Connor Memorial United Church, Canmore

### General Users/Renters

#### Accountability

- Each user group must have a “person in charge” for each usage, who is responsible for cleaning, traffic flow, maintenance of attendees list
- This person’s name and contact information is to be communicated to the office in case follow-up is needed

#### Flow of Traffic

- If possible, events are to have a separate entrance and exit, in order to maintain 2 metre distancing when arriving and leaving
- In general, the side door is easiest as an entrance for events in the Hall or Upstairs, as it can be opened by code and secured open, but this may not be best for all groups.
- Each group is to notify their participants in advance, of which doors will be used, and communicate this to the RCMUC office
- **<new in v.3> User groups, please remember to secure the outside doors and close all designated fire doors when you are ready to leave the building**

#### Signage

- At each entrance to the Church, and at the entrance to program and office spaces, clear signage will be posted:
  - Canmore town bylaw sign requiring the use of face masks
  - Signage directing people to go home if unwell, if recently back from international travel, or if in close contact with a COVID case

#### Hand Sanitization

- Multiple stations set up - entrance/exit – along with lined garbage receptacles
- single kitchen sink (between stove and refrigerator) is set up as hand washing only for people who cannot use sanitizer
- for upstairs gatherings, upstairs sink and sanitizer are available

#### Masking

- masks must be worn indoors at all times, as per bylaw. Exception: staff are allowed to work without masks, solo, in office spaces.

#### Distancing

- 2 metre/ 6 foot spacing outdoors and indoors, at all times: when arriving and departing as well as the entire duration of the event. Exception: household members in the same cohort/”bubble”
- sidewalk leading to entrance in courtyard will be measured and marked off at 2m intervals (for Worship and larger events using this as an entrance)
- with 2m distancing, sanctuary capacity is 18 plus pianist and preacher, Gordon Hall can seat up to 22 without tables, depending on configuration
- if using tables only 2 people allowed per table unless people from same bubble
- tables spread out 2 metres apart

#### Disinfection, by the User/Renter

- before each use the area must be disinfected by the user/renter prior to arrival of participants
- after each use the area must be disinfected by the user/renter after the departure of participants

- this expectation also applies to impromptu/informal gatherings; the area used still needs to be disinfected before and after
- “disinfected” is defined as wiping down with an approved disinfecting cleanser, anything touched or possibly touched during use (i.e., chairs, light switches, bathroom faucets, kitchen sinks, door handles/push bars, cleaning bottles)
- disinfecting supplies to be provided and made readily available by RCMUC; this will usually be kept in a tote by the hand-washing sink in Gordon Hall
- in addition: at present, RCMUC is cleaned and disinfected professionally once per week, typically on Thursday or Friday

### **Washrooms <new in version 3>**

- **Washrooms are now single-occupant**
- **Signage on washrooms will note the facilities available, but please note that the washrooms are no longer gender-specific**

### Music for indoor events

- no singing, even with masks; may hum with mask on
- stringed instruments and percussion OK, but not woodwinds or brass
- speakers/presenters should use podium mic, may drop mask to speak
  - let the mic do its job, do not attempt to “project” your voice

### Booking Interval

- minimum of 1 hour between users/renters in the same space, to allow proper cleaning protocols
- when more than one group is using the facility at the same time (e.g. one upstairs and one in sanctuary or hall), the groups should minimize their use of shared areas (kitchen, washrooms, shared entry/exit points)
- first group arriving and the last group leaving should ensure shared areas have been disinfected

### Fellowship and Kitchen use

- no preparing or communal sharing of food and drink at RCMUC
- food and drink may be brought by each individual, mask lowered to consume
- exception: staff may use kitchen as needed for personal needs (disinfecting afterward)

### Screening of attendees and recording of names

- attendees are to be screened to ensure that they
  - are not experiencing cold/flu symptoms;
  - have not been in contact with a COVID case for the previous 14 days;
  - have not been travelling outside Canada in previous 14 days
- it is recommended that the person doing the screening will wear a face shield as well as a mask
- each person who attends activity will be listed with contact info (note: for Church events, it is sufficient to list “in directory” if person’s current information is in the ICD app, otherwise the name and phone number should be taken down) –
  - the record sheet **<new in v.3> will have a tear-off strip indicating which room was used and when, and verifying that the participants were screened and their names recorded. This tear-off strip must be dated and signed and given to the office.**
  - **<new in v.3> the record sheet is to be retained by the person-in-charge at the event and is to be shredded after 14 days**

~~- groups that operate confidentially maintain their own list, but still need to slip a note under the door certifying that they have used and cleaned their space <deleted from v.2>~~

Children **<new in v.3> younger than age 2** must stay with parents as per Provincial regulations

### **Worship/Sanctuary (Sunday/Evensong) – ALL OF THE ABOVE, PLUS**

#### Flow of traffic

- entrance - double doors off courtyard, marked off in 2 metre intervals
- exit - front church doors
- it is essential that 2 metre distancing be maintained before, during and after the service
- to help maintain distance, attendees may be dismissed by row, starting at the back

#### Coats/racks/hooks

- Attendees must keep their coats with them, to avoid doubling-back to an entrance at the time of exit

#### Distancing

- 2 metre/ 6 foot spacing - at all times - outdoor and indoor – except for people from the same cohort/"bubble"
- this includes: no touching or handshakes or hugs

#### Disinfecting

- once in-Church worship services resume, this will be done weekly on Thur/Fri by professional cleaner
- in addition, specific items are to be wiped down by user after service (mics, candles, light/fan knobs, door handles, washrooms as above)
- as with general usage, any mid-week users – even for impromptu gatherings or rehearsals - will need to sanitize the sanctuary and any other spaces that may have been used (kitchen/washrooms) before and after the event

#### Communion and Baptism

- no communion or baptism at present until safe and doable processes are established

#### Music and service leadership

- no congregational or solo singing, even with masks
- may hum with mask
- percussion or stringed instruments OK but no brass/woodwinds indoors
- no hymnals. Printed single-use song sheets permissible.
- preacher/lay leader – to use the pulpit mic, and may lower their mask when doing so
- when using the pulpit mic, do not attempt to "voice project" – just let the mic do its job

#### Fellowship

- no gathering for fellowship/socializing, even without food and drink

**Specifics regarding outdoor events/back yard usage**

- Designate entrance and exit; in back yard, side gate = entrance, back gate = exit
- Have hand sanitizing available and garbage receptacle
- "Mask when you move" – all attendees, including event leaders and musicians, must be masked when arriving, leaving, if moving around; outdoors, once a person is settled in place, they may lower their mask
- no reusable books (hymnals, etc.).
- May use single-use paper bulletins (dispose or take home afterward) or have people download materials onto handheld devices
- Participants should bring own chair (blanket?), but Church will have some available which could be cleaned before and after.
- Mark 2 m apart seating places in the grass (helpful but not required)
- A soloist, at least 4 metres from front row of participants, could sing outdoors (in case of a duet, the singers are also to be 2 metre distanced from each other)
- Woodwind/brass (as well as string/percussion) performance allowable outdoors, with the instrument's bell masked
- microphones, if needed, are not to be shared and are to be disinfected afterwards; foam windscreens recommended.