

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

During the State of Public Health Emergency, no new facility bookings will be made for RCMUC. Regarding existing renters/users: “no indoor social gatherings are permitted” but “mutual support group meetings” are permitted, with limited attendance.

See <https://www.alberta.ca/enhanced-public-health-measures.aspx> for more details.

While the enhanced guidelines do allow faith communities to gather with very strict limitations, RCMUC will not be gathering for in-person Worship for the remainder of 2020.

The following guidelines pertain to existing renters/users, and will be in effect for all renters/users once the State of Public Health Emergency has ended.

General Users/Renters

A NOTE TO ALL USERS <new in v.5>

It is important for all individuals and groups to be knowledgeable about the inherent risks of any form of gathering during the pandemic. A useful tool for individual participants to assess their personal severity of risk is found at <https://www.alberta.ca/lookup/COVID-19-personal-risk-severity-assessment.aspx>

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 (see “recording of names” below)

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
- 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 for 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 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 **<new in v.5> and in a tote upstairs.**
- in addition: at present, RCMUC is cleaned and disinfected professionally once per week, typically on Thursday or Friday

Washrooms

- Washrooms are now single-occupant **<new in v.5> with a vacant/occupied deadbolt**
- Signage on washrooms will note the facilities available, but please note that the washrooms are no longer gender-specific

Music for indoor events, Hall or Sanctuary <revised in v.5>

PLEASE NOTE: with 2m distancing, each of the indoor spaces at RCMUC has a very limited capacity. We envision that the number of choir members/musical performers using the same space at the same time will be quite small.

- please refer to the Alberta Biz Connect Guidance document for "Singing and Vocal Performance." Key points:
 - soloists may sing with mask on, 4m away from front row of attendees
 - a choir, all facing one direction, masks on, 2m distanced, may rehearse indoors. If an audience is present, the front row must be 4m away from the choir.
 - specialized masks for singing are recommended for soloists/choristers
 - group/congregational singing is not allowed, even with masks; may hum with mask on
 - stringed instruments and percussion are OK, while woodwinds or brass instruments may only be used if the bell covered with a mask

- soloists may sing without a mask, only if they are in a separate room from other attendees. An accompanist, event leader or additional singer may be in the same space as the unmasked soloist only if from the same cohort.
- no reusable books (hymnals, etc.) Printed single-use worship/event sheets are permissible.

Public speaking for indoor events <revised in v.5>

- masks are required; speakers may drop their mask when speaking but if so, should be 4m from first row of attendees (2m if masked)
- speakers/presenters should not attempt to “project” their voice – better to use sound amplification
- portable/hand-held microphones are not to be shared by multiple users, and must be disinfected after use
- a podium mic may be used by several speakers so long as the mic is not touched

Ventilation <revised in v.5>

- for all indoor gatherings, attention must be given to providing adequate ventilation through the use of open windows/doors and fans
- events with singing, anywhere in the building, are limited to 30 minutes, then the room is to be cleared for 30 minutes to allow for a change of air. Participants may then re-enter the room and resume the event for another 30 minutes, followed by another 30-minute air clearance.
- see below for specific guidelines regarding sanctuary ventilation

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 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.

- the record sheet is to be retained by the person-in-charge at the event and is to be shredded after 14 days

Children 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

Ventilation <new in v.5>

- **NOTE: There are no openable windows in the sanctuary**
- **It is recommended that all sanctuary users should ventilate the room prior to room usage.**
- **Gatherings/events without singing, may be in the sanctuary longer than 30 continuous minutes. However, they must follow these steps for the entire time that people are in the sanctuary:**
 - o Overhead fans on, at least one-third speed;
 - o Main Street door opened wide enough to accommodate the box fan, which will be used to exhaust air at this door;
 - o Narthex door opened a minimum of 6 inches;
 - o Pulpit door fully opened;
 - o at least one window in Gordon Hall opened to provide draft.
- **After the event, the room is to have 30 minutes of air exchange, as noted below.**
- **Gatherings/events with singing must follow the requirements above and exit the room after 30 minutes and be out of the room for 30 minutes, to allow for air exchange, as follows:**
 - o Overhead fans on, at least two-thirds speed;
 - o Main Street door opened wide enough to accommodate the box fan, which will be used to exhaust air at this door;
 - o at least one side of Narthex door fully opened;
 - o Pulpit door fully opened;
 - o at least one window in Gordon Hall opened to provide draft.

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 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 Thursday/Friday 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 in-person communion at present until safe and doable processes are established
- **<new in v.5> ‘no-touch baptism’ guidelines to be followed**

Weddings and Funerals <new in v.5>

- **Generally discouraged due to size and ventilation restrictions of the sanctuary**

Music and service leadership <now included in general notes, above>

Fellowship

- gathering for fellowship/socializing following a service of worship, even without food and drink, **is discouraged in order to maintain 2m distancing before, during and after gatherings**

Specifics regarding outdoor events/back yard usage

During the state of public health emergency, outdoor gatherings are limited to 10 people.

- 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.