



PRINCE GEORGE CANTATA SINGERS

P.O. Box 2021

Prince George, BC

V2N 2J6

## COVID-19 SAFETY PLAN

FOR

### PRINCE GEORGE CANTATA SINGERS

(Oct. 21, 2020 – May 30, 2021)

*(This COVID-19 Safety Plan is Site Specific. Modifications are required to apply the details addressed in this document to other venues. Its use is for rehearsals, and non-public (without audience) performances only.)*

Location: Trinity United Church (Downtown)

Address: 1448 – 5<sup>th</sup> Ave. Prince George, BC

Maximum Facility Occupant Load, per BC Building Code: **200**

Maximum Occupant Load Under COVID-19 Regulation: **50**

Anticipated Choral Load: **38** (Except as noted)

Affected Areas: (As applicable)	1) Narthex (Main Lobby),	2) Stairwells & Corridors
	3) Nave (Main Gathering Space)	4) Sanctuary (Altar Area)
	4) Storage Rooms (If available)	5) Mezzanine (Loft)
	5) Washrooms	6) Adjacent Service Rooms
	7) Main (South) Entrance	7) South East Exit
Affected Equipment: (As applicable)	1) Piano & Bench	2) Music Stands
	3) Altar, Candles, etc. as req'd.	4) Bible Stand
	5) Chairs, Benches, Tables	6) Pews
	7) Doors, Handles, Etc.	7) Counters
	9) Toilets/Urinals/Sinks	10) ??????????

#### WHEREAS:

1. A person affected with SARS-CoV2 can infect other people with whom the infected person is in **direct contact**, through droplets in the air, or from fluid containing SARS-CoV2 left on surfaces;
2. People gathering in close contact with one another can promote the transmission of SARS-CoV2 and increase the number of people who develop COVID-19;
3. The British Columbia Provincial Health Officer, Dr. Bonnie Henry has reason to believe that, "the risk of transmission of SARS-CoV2 and a resulting outbreak of COVID-19 among persons at a workplace, including workers and members of the public, constitutes a health hazard;

4. The Prince George Cantata Singers Society (here-in-after referred to as the "Society") is the "Organizer" of the event, according to the Order of the Provincial Health Officer pertaining to *Gatherings and Events*, dated September 18, 2020.
5. The duties and responsibilities of the Board of Directors of the Society are to:
  - a) Administer the affairs of the Society in all matters ... [and] exercise all such powers and all such other acts and things as the Society is otherwise authorized to exercise and do by its Constitution and Bylaws";
  - b) Ensure the work of the Society being done;
  - c) Determine, monitor and strengthen the Society's programs and services;
  - d) Support volunteers so they may successfully contribute to the work of the Society;
  - e) Provide leadership and leave a strong legacy for the Society.
6. The purpose of the Society is:
  - a) To establish, maintain, and operate a *permanent* choral group,
  - b) To foster, promote, encourage and enjoy choral music, and to produce choral or other musical performances to further the objectives of the Society,
  - c) To become a member of, or co-operate with, any other society, association, or person, for the purpose of furthering the objectives of the Society.

## OBJECTIVES:

In order to meet the Society's purpose, the Board of Directors of the Society commit to develop, implement and follow the Health & Safety Guidelines outlined below, in accordance with the *Order of the Provincial Health Officer*, dated September 18, 2020.

To meet the goals stipulated in the attached *Trinity United Church COVID-19 Safety Plan* – See the Addendum at the end of this document. This Addendum forms an integral part of the *COVID-19 SAFETY PLAN FOR PRINCE GEORGE CANTATA SINGERS*.

## DEFINITIONS:

1. Except as noted, definitions in this document, the *COVID-19 Safety Plan*, shall be as set out in the afore-mentioned Order.
2. **COVID-19 Safety Plan:** This document.
3. **Assembly Area:** That area of the church proper constituting the narthex and sanctuary (i.e. pews & altar area).
4. **Complex:** Those buildings and structures making up fiscal assets of Parish Church of St. Michael & All Angels at the location noted above.
5. **Event:** As defined in the Order.
6. **Facility:** that area of the complex under control of the Society at the time of occupancy as set out in *Affected Areas*, described above.

7. **Occupant Load:** As defined under the BC Building Code, (2018 Edition).
8. **Owner:** Trinity United Church.
9. **Patrons:** Choir members and guests, including in this case the conductor, accompanist, visiting musicians, technical support, volunteers and members of the public who have an interest in promoting the purpose of the Society. (Guests are primarily potential choir members, people checking us out.)
10. **Physical barrier:** A face shield or mask. This is not equivalent to the physical barrier defined in the Order.

## **TERMS & CONDITIONS:**

1. **Access** to each rehearsal and/or event shall be via controlled points of entry and exit.
  - a. Entrance to the facility shall be by way of the main entrance located on the south side of the building, except that persons requiring wheel-chair (or disabled) access will be provided controlled access and egress capacity through the Hall entrance located just east of the main entrance to the *narthex*.
  - b. Exiting the facility shall take place via the exit doors located along the lane, in the south-east corner of the complex, except that that persons requiring wheel-chair (or disabled) access will be provided controlled egress capacity via their means of entry via the north-west exit.
  - c. All exits and entrances will be monitored by a member of the Board, or a designated representative, for compliance with regulations as set out in the above Order.
  - d. Patrons, (choir members, or members of the public) attending an event in one area of the premises may not come in contact with persons who are not attending the event.
2. **Occupant Load:**
  - a. The number of persons within the *assembly area* shall not exceed **40** persons.
  - b. The number of persons within the *facility*, under the control of the Society at the time of occupancy, shall not exceed **50** persons.
  - c. The numbers of occupants within the facility shall be monitored by two **(2)** Board Members, or two members of the choir, as designated representatives.
  - d. The Board shall maintain a directory of persons in attendance at each rehearsal, as well as a directory of visitors that may choose to attend as guests, provided the maximum occupancy of the facility is not exceeded.
  - e. The Directory of Attendance shall be maintained by the Membership Secretary or a duly designated representative. including the *Owner's Contract Tracing Sign-in Form*. (Appendix of the Trinity Safety Plan.)
  - f. The Directory of Attendance referenced in item (d) above shall be kept by the Membership Secretary of the Society for a period of not less than sixty **(60)** days following the final event of the fiscal year, and shall be made available to the *Owner* upon request, in accordance with the terms of the Rental Agreement between the Society and the *Owner*, and in accordance with the requirements of the *Order*.

- g. The Board shall make available to the *Owner*, upon request, a copy of the directory of all persons in attendance at any event hosted by the Society within the confines of the *Owner*. A copy of the directory shall be provided to the *Owner* within two **(2)** business days (**48 hours**) of the Society's President or Membership Secretary receiving the request. (*\* Time is of the essence!*)
- h. All new arrivals (persons arriving at the facility) shall check in at the time of entering the facility by:
  - i. Registering as a choir member or guest upon first entering the facility, providing name, address, telephone and contact information, and
  - ii. Registering their attendance by initialling the attendance ledger at each rehearsal.
  - iii. The Music Director, Accompanist and guest musicians shall register their attendance at each event as per items (i) & (ii) above.
- i. *Patrons* shall maintain a distance of two **(2)** meters from one another when standing or sitting, *unless they belong to the same party*.
- j. A seating plan has been attached, and will be made available to all *patrons* at each event. The seating plan has been laid out to accommodate the *Owner's* normal, routine operations for Sunday services.

### 3. Spatial Separation:

- a. One of the key elements to singing as a choir is that of socialization.
- b. Patrons may congregate to review music, rehearse sections, discuss the music, program, etc. as part of normal operations of holding a rehearsal.
- c. Board Members and two designated representatives will serve as minders to minimize needless congregation during any event, to assist patrons in maintaining a distance of two **(2)** meters from other patrons, while keeping in mind, and allowing for, normal socialization.
- d. Affected Areas will be assessed for places where patrons may congregate, and posters and markings will be displayed to remind and assist patrons in maintaining a distance of two meters from other patrons, if they are not seated. (See above.)
- e. Where congregating may be required, and tables are provided, no more than six persons shall sit at a table, even if they are of the same party, and there shall be at least two meters between the backs of back to back chairs, unless a physical barrier, which stops the transmission of droplets, is installed between them. (*Note: this would not be required where all parties are wearing masks that serve the purpose of the physical barrier.*)
- f. A face physical barrier, in the form of a face shield or mask, will be provided between the conductor and the singers:
  - i. The conductor will be situated **3m** from the nearest chorister;
  - ii. The accompanist will be situated **2.4m** from the nearest chorister;
  - iii. The conductor and accompanist will be equipped with a face shield and/or mask.
  - iv. Choir members will sing with well-fitted masks or face shields in compliance with the intent of the COVID-19 regulations. (*N.B. The Provincial Health Officer recommends that seniors and persons with certain health conditions and respiratory not participate in singing.*)
- g. During an event (rehearsal), persons leaving the event (rehearsal) may not be replaced by other persons.

- h. To avoid congregating in vestibules, entrances and bathroom doors, patrons are encouraged to arrive early and head for their seats in accordance with the attached seating plan.
- i. There are three **(3)** washrooms available on main floor of the facility:
  - i. Only one person may occupy the handicapped washroom at any one time, unless a 2<sup>nd</sup> person is required to assist the primary patron.
  - ii. No more than **ONE** person shall occupy any washroom at any one time, except as noted in “i” above.
  - iii. Posters stipulating occupancy shall be mounted on the bathroom doors

#### 4. Health & Welfare:

- a. All persons, on entering the facility, will be asked the following questions:
  - i. Are you ill?
  - ii. Do you now have or have you had symptoms of the COVID-19 virus within the past twenty-one (21) days? Symptoms include: stuffy nose, fever, chills, cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, loss of appetite, headache, fatigue, diarrhea, nausea and vomiting, muscle aches, conjunctivitis (pink-eye), dizziness, confusion, abdominal pain, skin rashes, or discoloration of fingers and toes.
  - iii. Have you been out of the country within the past fourteen (14) days, without self isolating?
  - iv. Have you been in a part of the country with a high rate of SARS-CoV2, within the past ten (10) days, without self isolating?
- b. **An answer of “yes” to any of the above questions will prohibit the patron from entering the facility/premises and participating in the Society’s event(s)**, until such time as a clear bill of health can be established.
- c. Patrons, choristers, and tech-support will wear masks or face shields at all times, upon entering the premises, including while singing, while in the *Affected Areas* set out above.
- d. The Music Director/Conductor and Accompanist will wear a face shield or well fitted mask as per article ‘c’ above.
- e. Masks and face shields shall be designed and worn in compliance with the intent of the COVID-19 regulations,.
- f. The enforcement of proper attire for PPE shall be carried by members of the Board, and two (2) designated representatives.
- g. Patrons shall be required to confirm in their Membership Registration, that they have been advised that:
  - i. *The Provincial Health Officer recommends that seniors and persons with certain health and respiratory conditions not participate in singing.*
  - ii. *They agree to **Indemnify and Hold Harmless** the Prince George Cantata Singers Society and the Trinity United Church, in any and all matters that may arise in respect to their contracting contamination or illness resulting from SARS-CoV2 and the resulting outbreak of COVID-19, or any other form or source of illness or contamination contributing to the spread, or contacting, of any disease however caused during their participation in any event of the Society.*

#### 5. Sanitation:

- a. All persons, on entering the facility, will be expected to sanitize their hands with hand sanitizer, prior to engaging in any activities within the facility. Hand sanitizers will be provided at the point of check-in & registration.
- b. The *Affected Areas* and *Equipment* as set out above, shall be wiped down with approved disinfectant BEFORE and AFTER the rehearsal, in such a manner as to not soak the equipment or the space, so as not to result in damage to equipment over the long term (E.G. piano key board, music stands, pews, etc.). Disinfectants shall be such as approved by Health Canada's list of hard surface disinfectants.
- c. In the case where choir members, directors, volunteers, technicians or patrons participate in the erection or moving of equipment, chairs, music stands, risers, etc., people are encouraged to wear gloves. The use of Personal Protective Equipment (PPE) is preferred, but the Society will have disposable vinyl gloves available on site.
- d. To avoid congregating in vestibules and at bathroom doors, patrons are encouraged to arrive early and head for their seats in accordance with the seating plan.
- e. In any situation where there is more than one event (e.g. two **(2)** rehearsals by two different groups of the Society, within one evening there shall be at least one **(1)** hour between events during which there are no patrons present on the place, or within the area of the place, to permit cleaning and sanitizing, and the place, or area of the place, must be cleaned and sanitised once no patrons are present, and before patrons are permitted to enter the place for another event.
- f. Members of the Board of Directors of the Society will participate, monitor and manage patrons (Choir Members and/or volunteers) in the process of cleaning and sanitizing the *Affected Areas* and *Affected Equipment* outlined above with suitable cleansers and disinfectants. Such cleansing and sanitizing is not a replacement for the usual janitorial services required for the facility, and normally provided by the *Owner*.

## RESOLUTION:

1. This COVID-19 Safety Plan aims to enable the Society to:
  - a) fulfill its purpose and objectives,
  - b) provide a safe performance and rehearsal space for the enjoyment and creation of choral music,
  - c) enable those that can, to participate, at various levels in making and enjoying choral music.
  - d) ensure that the Prince George Cantata Singers Society remains a prominent choral institution with a 50 years history in the Province of British Columbia.
2. The Membership Application form shall be amended to include articles (i) & (ii) in sentence 'g' of Section 4 (Health & Welfare) above, set out in this document.
3. A copy of this Document shall be incorporated into the *Prince George Cantata Singers Board of Directors Handbook*, and
4. A copy of this document shall be incorporated into each member's registration package.
5. This document shall be posted to the Society's web site, and be available on line to the general public.

## DISCLAIMER:

### 1. Limitation of Liabilities:

*PLEASE NOTE: Under no circumstances will the **Prince George Cantata Singers Society** nor the **Parish Church of St. Michael & All Angels** be liable to any person, society, or business entity for any direct, indirect, special, incidental, consequential, or other damages, including health issues, based on a patron's participation in the Society's events, or based on their reliance on the above information enclosed in this document, the **COVID-19 Safety Plan**, including without limitation, deterioration of health, lost profits, business interruption, loss of programs or information, even if the **Society** and the **Owner** have been specifically advised of the possibility of such damages.*

### 2. Implied Warranties:

*The information presented in this document is presented as a public service by the **Prince George Cantata Singers Society**, and is provided "as is" without warranty of any kind, whether expressed or implied. All warranties, including without limitation, implied warranties of merchantability, fitness for a particular purpose, and non-infringement, are hereby expressly disclaimed. Neither the **Owner** nor the **Society** assumes any risk or responsibility for the content or reliability of the sources referenced and relied upon in the production of this document. (Source: <https://covid19localbusinessposter.gov.bc.ca/disclaimer>)*

Thank you to all those who helped in the preparation of this document. For clarification or concerns with respect to the content of this document please contact the Society President at **250- 563-3582**, or by email at [rprochot@shaw.ca](mailto:rprochot@shaw.ca) .

Respectfully Submitted **October 21, 2020** by:



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**Ronald A Prochot**  
(President)

*Tashina Ketlo-Shaw* (Signed Digitally)

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**Tashina Ketlo-Shaw**  
(Vice President)



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**Heather Neumann**  
(Secretary)

*Heather Elliot* (Signed Digitally)

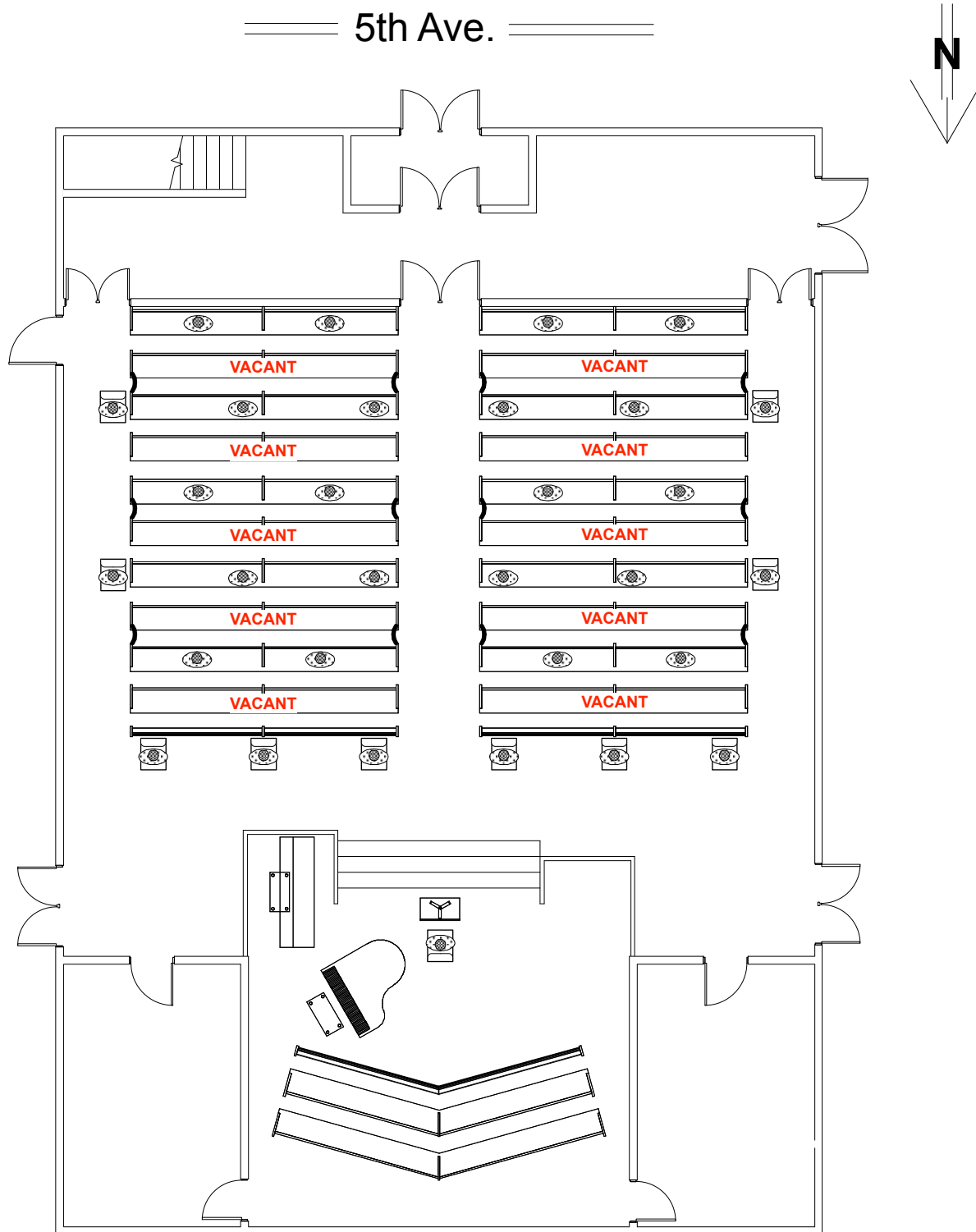
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**Heather Elliot**  
(Membership Secretary)

*Melissa Cook* (Signed Digitally)

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**Melissa Cook**  
(Safety Committee Chair Person)



#### Seating Layout

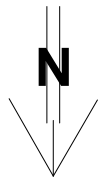
**PEWS SEATING:** 24  
**CHAIR SEATING:** 6  
**TOTAL SEATING** 30  
**MEZZANINE (?)**: 8-10

### COVID-19 SEATING PLAN

FOR  
 PRINCE GEORGE CANTATA SINGERS  
 (Oct. 21, 2020 - May 30, 2021)  
 Trinity United Downtown

Total Occupancy  
 NOT TO EXCEED  
 50 People



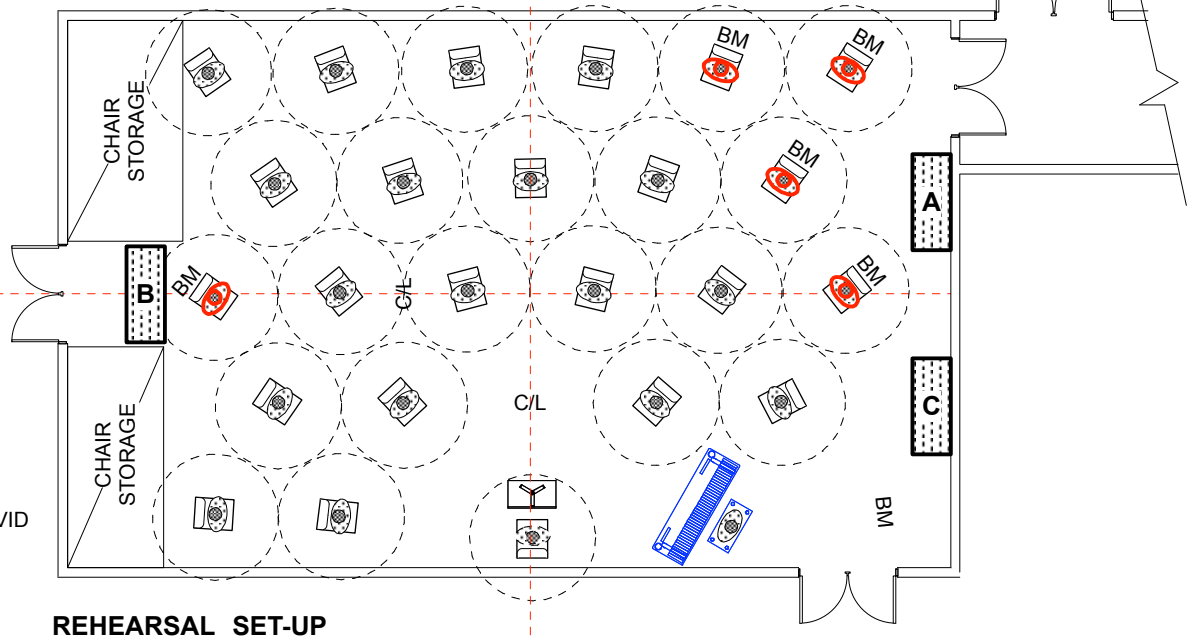


5th Ave.

ENTRANCE

**Legend:**

- A = Registration & COVID
- B = FINANCE
- C = MUSIC DIST.

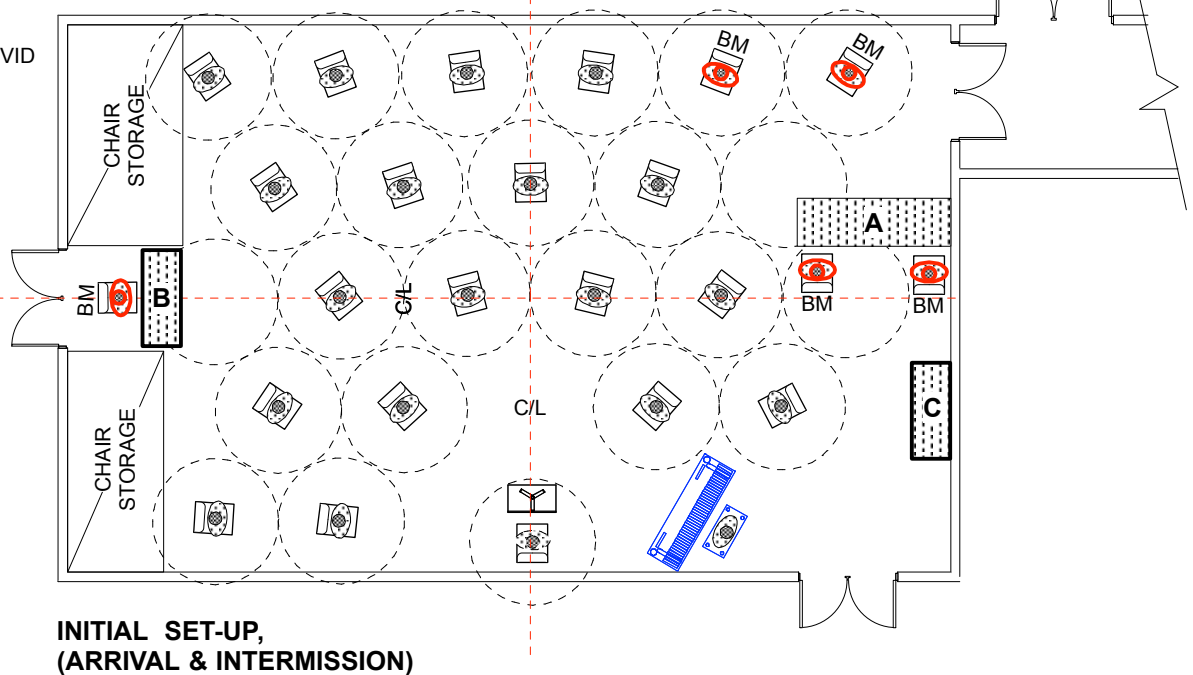


5th Ave.

ENTRANCE

**Legend:**

- A = Registration & COVID
- B = FINANCE
- C = MUSIC DIST.



**COVID-19 SEATING PLAN**

FOR

PRINCE GEORGE CANTATA SINGERS

(Oct. 21, 2020 - May 30, 2021)

Trinity United Downtown Annex

Seating Layout

**CHAIR SEATING: 23**

Total Occupancy  
NOT TO EXCEED  
50 People

## REFERENCES:

- 1) Government of British Columbia:
  - a) Provincial Health Services Authority - BC Centre for Disease Control:  
<[www.bccdc.ca/health-info/diseases-conditions/covid-19](http://www.bccdc.ca/health-info/diseases-conditions/covid-19)>.
  - b) Order of the Provincial Health Officer:  
<<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>>
- 2) Work-Safe BC:  
Covid-19 Safety Plan Template: <<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan>>
- 3) BC COVID-19 On Line Self Assessment Tool:  
< <https://www.thrive.health/bc-self-assessment-tool>>
- 4) Tennant, Carrie & Clark, Diana:  
*Let's Sing – Safety Considerations & Guidelines for In-Person Group Singing in British Columbia*, Aug. 19, 2020  
<< <https://docs.google.com/document/d/1HFDaPy4GfN38n8-YIaq8DA3GNk0FBG7zR2sD0dFH7Sc/edit>>
- 5) Government of Canada:  
Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19:  
< <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>>
- 6) Trinity United Church:  
*Trinity United Church, Price George COVID-19 Safety Plan, September 02,2020*. Prince George, BC

**Addendum to:**  
  
**COVID-19 SAFETY PLAN**  
FOR  
PRINCE GEORGE CANTATA SINGERS

See  
**Trinity United Church, Prince George**  
**Covid-19-Safety-Plan**  
attached.

# Trinity United Church, Prince George

## COVID-19 Safety Plan

### September 02, 2020

#### **Core Principles**

- Jesus engaged in a ministry on the margins in high risk situations, often with those who were considered unclean, sick, ill, infectious, and unwanted. This included gathering for worship, prayer, education, and eating.
- The Church throughout history has never shied away from providing comfort to those who needed it most.
- Everyone has the right and choice to gather as a community in a manner that is as safe as possible given their age and health.
- We recognize that it is impossible to guarantee everyone's safety all the time.
- It is our responsibility to take reasonable precautions that limit potential exposure for high risk people.
- It is our responsibility to ensure that reasonable precautions have been taken to provide a safer space for everyone who enters our buildings.
- It is our responsibility to make sure that people have the information they need to make an informed decision before entering one of our buildings.
- People must be treated with dignity and respect, including their ability to make decisions that might affect their health and wellbeing for themselves and those under their care.
- When people enter our buildings, it is not just themselves entering but essentially everyone they've been in contact with, that is entering.
- Each person will have to determine the level of risk they are comfortable with.
- Those considered to be in a high-risk category will be encouraged to continue with digital participation until otherwise recommended by the BC Health Authority.
- It is critical that everyone sharing our spaces follow these guidelines. We will not be able to open the buildings unless everyone participates in the plan.
- Staff, those leading worship, and The Board will be trained regarding how to implement and oversee the plan.
- The plan will be shared with Northern Health and Work Safe BC for recommendations.
- It is our responsibility to ensure that the cleaning products needed to comply with the plan are available.

#### **Communication Plan**

- The COVID-19 Safety Plan (the plan) will be communicated using:
  - Email
  - Phone
  - Canada Post
  - Website
  - social media
  - announcement loop
  - verbal announcement
  - posters throughout the buildings

- Each User Group or Community Partner will receive a written copy of the plan and provide confirmation of both receipt and adherence.
- Any changes in the plan will be communicated in the same way.

### **General Building Use**

- Anyone entering the building must sign in for potential outbreak tracing, acknowledge their willingness to follow the plan and confirm they have not experienced any COVID-19 symptoms in the previous 21 days nor had contact with anyone who has.
- Anyone entering the building should be masked.
- Anyone who has experience COVID-19 symptoms within the preceding 21 days will be asked not to enter the building.
- Additional cleaning will be conducted of all multi-use spaces.
- Hand sanitizer, sanitizer spray or sanitizer cloths will be available in every room.
- The plan will be posted at the main entrance(s).
- Safe COVID-19 occupancy numbers for 2m physical distancing will be posted for each room.
- Signs demonstrating 2m physical distancing will be posted in rooms with a COVID-19 capacity of more than 5 people.
- Capacity will be limited to 50 people. There may be times when total building capacity is more than 50 people provided that: the groups are completely separate; they have designated washroom space; designated entrance and exit doors are used; there is no crossover between group. Regardless of the total number of people in the building, room occupancy limits must be followed.
- People with building access will check with the office, if it is open, to confirm it is ok to enter the building in order to maintain an occupancy level of less than 50 at any given time. ***It cannot be assumed that it is ok to enter the building without confirmation from the main office.***
- Only sanitizer with a minimum 60% alcohol (or equivalent) content will be used in the buildings.
- People will be directed not to share any food, utensils, glasses, or dishes.
- Any kitchen use will require everyone in the kitchen to use proper physical distancing, clean all surfaces before and after use, and ensure that any food is individually plated by someone working in the kitchen. No buffet, ‘serve yourself’, or shared food of any kind.

*RAP*

### **User Groups / Community Partners**

- A list of everyone participating in the event must be kept for contact tracing. The sign-in form must contain the following (sample below): name, date, acknowledge their willingness to follow our COVID-19 protocols, and confirm they have not experienced any COVID-19 symptoms in the previous 21 days. People who have experienced symptoms must not enter the building. The contact tracing form must be kept for 60 days. The list is confidential, to be maintained by a group leader, and will only be shared to facilitate contact tracing. It must be made available upon request by the Chair of the Board or the Lead Minister of Trinity United Church, PG.
- Each group/partner must submit to the main office a COVID-19 their plan for how they will manage in-person gatherings.
- All groups/partners will be required to comply fully with the plan.

- A representative from each group/partner must provide written (could be email) confirmation of their willingness to abide by the plan.
- All high touch surfaces (such as: countertops, doorknobs, light switches, toilet handles, faucets and taps, railings, chairs, tables) must be sanitized after each event/day.
- Any kitchenware must be sanitized using the dishwasher in the kitchen. Proper food safe procedures (wash, bleach, rinse) must be followed before items are placed in the dishwasher.
- Kitchenware (utensils/dishes) cannot be shared.
- All food must be individually plated for each person. No buffet or shared containers of food.

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### Worship

- Live-streamed worship will continue to be our focus.
- **Visiting:** People wishing to visit will only be able to do so outside.
- All social gathering before or after worship inside the building will continue to be suspended.
- Everyone entering the building will be asked to sanitize their hands either by washing them in the washroom or using their own or provided hand sanitizer.
- **Facemasks:** People gathering for worship must wear a facemask, at this time. If they do not bring their own a reusable cloth mask, one will be provided. Cloth masks will be gathered at the end of each worship opportunity and serialized for future use.
- People will be shown how to put on their mask before entering the sanctuary and will be required to sanitize their hands once their mask is on.
- Attendance is limited to only those who cannot join via an online platform in Phase 1. Each phase will be reviewed before progressing. Starting with Phase 3, people who could join online may choose to attend in person. People will have to call into the office to ‘reserve a seat’, so we can guarantee never exceeding the 50-person limit.
  - Step 1                      10-15 people (not counting those involved in leading worship)
  - Step 2                      15-20 people (not counting those involved in leading worship)
  - Step 3                      20-30 people (not counting those involved in leading worship)
  - Step 4                      30-40 people (not counting those involved in leading worship)
- **NOTE: NOTE: The total number of people at any one time in any designated space cannot exceed 50**
- **Seating:** Chairs will be dispersed as either single seats or clusters of seats that will be spaced 2 meters apart. People will be asked not to move the chairs.
- **Arrival/Departure:** People will be asked to enter in household groups, fill the seats furthest from the door first, and remain in their seats. When worship is over people will be asked to leave in reverse order of their arrival and not congregate in the narthex. Households or ‘bubbles’ of people needing more than two seats will have those assigned.
- The main door will always be kept open during arrival and departure. It will always be staffed to assure proper physical distancing.

- Only the front main door will be unlocked and open. Everyone must enter and leave via that entrance.
- Markers will be placed outside and inside the entrance to mark a 2m safe physical distance.
- **Passing the Peace:** an alternative form of sharing the peace of Christ will be developed.
- **Offering:** an offering plate will be placed at the main entrance. People will be encouraged to place their offerings in the plate. The Lead Minister or Worship Assistant will bring it to the front as worship starts. Counters will wear gloves when handling envelopes, cheques, and cash.
- The worship team will not process in from the back.
- **Communion:** a modified version of communion will be used where the elements are placed on a table for each individual to retrieve. A 2m distance must be maintained while waiting to receive communion.
- **Singing:** quiet congregational singing is allowed, yet only if masked. A soloist or duet will be permitted if they sing from the choir area and a minimum 4 meters of separation from the congregation while singing.
- **Parking:** people will be able to park as usual, however, everyone will be required to stay 2 meters apart in the parking lot, going to and from the building, and while entering or exiting their vehicle.
- Trained Worship Hosts will staff the check-in table in the narthex or outside, weather permitting.

### Office

- September 2, 2020 the Main Office will be open Monday to Thursday 9am-12noon.
- A 'sneeze shield' will be installed at desk in the main office.
- Only one person at a time will be permitted to enter the office.
- A 2m 'safe zone' will be marked around each desk.
- Only one person at a time will be permitted in the Lead Ministers office, in addition to the Lead Minister, unless from the same household.
- All high touch surfaces (handles, copier, computer, doorknobs, alarm screen) will, at a minimum, be sanitized at the start and end of each workday.
- Staff may choose to wear disposable gloves.
- Staff will require people to confirm they have read the posted plan and are willing to comply before allowing them to enter the building.

### Washrooms

- Additional cleaning will be done after each activity in the church.
- Each user group will be required to sanitize the washrooms touch surfaces after each event.
- A cleaning log will be maintained. Each group must sign that the washrooms have been cleaned after each event as part of their building check.
- Only one person at a time can use the washroom regardless of number of stalls.

*RAP*

**Date:**

[illegible]