

St. Paul's United Church Ajax Reopening Plan
Developed by Rev. Cordelia Karpenko and the Reopening Group
Date Completed: September 2021

Policy

St. Paul's United Church (SPUC) is a vibrant church, located in downtown Ajax, that has been actively participating in the life of the local community since 1950. First starting out as a small group meeting in a wartime portable, SPUC now has over 190 members in its congregation, all of whom enjoy working, sharing and growing together.

In March 2020, in response to direction from provincial public health officials, the church building located at 65 Kings Crescent, Ajax was closed to staff, tenants and congregation members.

Since that time, SPUC has been monitoring and abiding by evolving direction posted at <https://covid-19.ontario.ca/public-health-measures>.

In the summer of 2021 limited access was permitted to identified staff, tenants and contractors, based on all current local and provincial Public Health directives.

In anticipation of a phased approach to fully reopening the building, the following procedures must be followed by all organizations and/or individuals accessing the premises in order to prevent the spread of COVID-19.

Procedures

1. Requesting Access to the Building

- a.** Anyone requesting general entrance to the building must contact the church office 24 hours in advance via phone only.
- b.** Anyone requesting access in order to attend Worship must contact the church office the Wednesday before the Sunday via phone or email (See Appendix B)
- c.** General entrance attendees will be directed to complete the contact tracing form found at the identified entrance.
- d.** In recognition of the commandment to love each other, congregants of St. Paul's United Church Ajax who are requesting access to the building must be fully vaccinated.
- e.** In order to protect the most vulnerable in our community, SPUC congregants who have a medical exemption for vaccination will be accommodated through alternative access, including online.
- f.** Tenants will be asked to establish and enforce their own contact tracing and proof of vaccination procedures for their attendees in line with current public health direction.

- g. If the event of an outbreak, these contact tracing sheets will be provided to Durham Region Public Health at their request.

2. Screening

- a. All those entering the building must self-screen. Anyone answering yes to any of the screening questions may not enter the building.
- b. Self - screening posters will be posted at all building entrances.
(<https://www.durham.ca/en/health-and-wellness/resources/Documents/Novel-Coronavirus/COVID-19-Symptom-Screen-IG-Letter.pdf> or <https://www.toronto.ca/wp-content/uploads/2020/05/95ea-Screening-poster-retail-entrance-TPH.pdf>)
- c. Tenants and/or SPUC groups meeting in the building must determine whether their activities require active screening, as per current direction, and carry out active screening if required using the tools posted at <https://covid-19.ontario.ca/screening/customer/>.

3. Physical Distancing

- a. Capacity Limits for each room in the building can be found in Appendix A. Room capacity limits will be updated in accordance with current public health rules. Capacity limits must be adhered to.
- b. Two metres physical distance must be maintained by persons from different cohorts/households/bubbles at all times.
- c. Everyone in the building must ensure that travel through the building occurs in such a fashion that rooms do not become over capacity and that two metres is maintained in hallways and on staircases. Where more than one SPUC group and/or tenant is using the building at the same time, the organizers must coordinate to ensure that proper traffic flow is maintained.
- d. Only one cohort/household/bubble may use the lift at a time, based on capacity limits.
- e. Appropriate signage will be posted around the building.

4. Masks

- a. In accordance with current direction, anyone inside the building must wear a non-medical mask that covers the nose mouth and chin at all times, excluding tenant group attendees who can prove exemptions, as documented by the tenant.
- b. In order to protect the most vulnerable in our community, SPUC congregants who have a medical exemption for mask wearing will be accommodated through alternative access, including online.
- c. SPUC staff may remove their masks when alone in their own office with the door closed.
- d. Appropriate signage will be posted at all entrances.

5. Hand Hygiene and Respiratory Etiquette

- a. Hand sanitizer (minimum 70% alcohol) will be provided throughout the building

- b. Signs regarding hand hygiene and good respiratory etiquette will be posted around the building.

6. Cleaning and Disinfecting

- a. High touch surfaces and washrooms must be cleaned and disinfected thoroughly at least once per day and more frequently if there is heavy use.
- b. Disinfecting wipes will be provided in all washrooms and signs will be posted directing SPUC congregants, tenants and their attendees to disinfect surfaces after using the facilities.
- c. The details of daily and/or deep cleaning of the building will be created in conjunction with the Ministry & Personnel Committee and the Fee for Service Contractor.

7. Ventilation

- a. Whenever possible windows will be open and fans will be on to increase air flow and ventilation.

Phased Approach – Timeline – as per UCC – see <https://united-church.ca/community-faith/being-community/faith-communities-and-covid-19/reopening-churches-during-covid-19-0>

Current

Phase 1: Reopening the Building during the Pandemic

- Small SPUC groups may meet in person in small numbers, with social distancing and masks.
- Staff will be permitted to use the building.
- Tenants will be permitted to use the building.
- Worship will continue to be online only.

Timeline tbd

Phase 2: Reopening In-Person Worship during the Pandemic

- Worship and other activities will resume in church buildings, with social distancing and other measures.
- Staff will be permitted to use the building.
- Tenants will be permitted to use the building.
- The ability to worship online will continue.

Appendix A – Room Capacity

Generally, all businesses or facilities open to the public must limit capacity to the lesser of 50% or the number of people that can maintain physical distancing of 2 metres.

Other capacity limits apply to certain businesses. Where this is required, it is noted in the sections below.

Unless otherwise specified, to calculate:

- 50% maximum capacity: divide the total square metres of floor space accessible to the public (not including shelving and store fixtures) by 8 and round down to the nearest whole number*
- 25% maximum capacity: divide the total square metres of floor space accessible to the public (not including shelving and store fixtures) by 16 and round down to the nearest whole number*

Some businesses, including those that are open for retail sales to the public, must post a sign in a location visible to the public that states the maximum capacity they are permitted to operate under. Where this is required, it is noted in the sections below.

<https://covid-19.ontario.ca/public-health-measures>

Main Level

Narthex

2 Metres = 4 people

Sanctuary

54' x 32' = 1728 sq. ft. = 526 sq. m.

2 Metres = 32 people

1st Floor Room West Side (Blue Room)

24' x 34' – (32 + 56) = 728 sq. ft. = 221 sq. m.

2 Metres = 13 people

Choir Room

2 Metres = 4 people

Peter Pos Resource Room

2 Metres = 3 people

Minister's Office

2 Metres = 2 people

Washroom

2 Metres = 1 person at a time unless from same cohort/bubble/household

Basement Level**Gathering Place**

54' x 32' = 1728 sq. ft. = 526 sq. m.

2 Metres = 32 people

Small Basement Room

30' x 24' = 720 sq. ft. = 219 sq. m.

2 Metres = 13 people

Kitchen

2 Metres = 6 people

Washrooms

2 Metres = 1 person at a time unless from same cohort/bubble/household

Upper Level**Fellowship Room**

24' x 34' - 16' = 800 sq. ft. = 243 sq. m.

2 Metres = 13 people

Flo Churchill Room

2 Metres = 4 people

Board Room (off Kitchenette)

2 Metres = 3 people

Vacant Office

2 Metres = 3 people

Administrator's Office

2 Metres = 1 person

Photocopy Room

2 Metres = 1 person

Kitchenette

2 Metres = 2 people

Washroom

2 Metres = 1 person at a time unless from same cohort/bubble/household

Appendix B – Guidelines for In-Person Worship

1. Pre-Registration

- a. In-person Worship attendance is limited to a maximum of 32 people.
- b. Attendance is comprised of persons in attendance to lead and/or participate in the worship i.e. the Worship Leader, Music Leader, Usher(s), and the congregants.
- c. Congregants desiring to attend in-person worship must preregister by telephoning or e-mailing the church office.
- d. Preregistration must be received by the office by the Wednesday prior to the Sunday they will be attending.
- e. A person/household may only register for one week at a time.
- f. If attendance is full when a person/household tries to register they will be placed on the list for the following week.
- g. SPUC congregants request attendance at Sunday Worship must complete a “SPUC congregant access form” that will be sent out weekly via the e-blast.
- h. Congregants without email may telephone the church office.
- i. The “SPUC congregant access form” will require name(s) of attendees, addresses, phone numbers, email addresses, date(s) of second vaccination and requested date to attend worship.
- j. The form must be emailed to the Office Administrator at office@spucajax.org and the SPUC congregant must wait to receive a positive reply before attending Worship.
- k. Approved attendees must be able to show a copy of their vaccination certificate. (<https://covid-19.ontario.ca/proof-covid-19-vaccination>)
- l. The form will be retained by the Office Administrator for her use only to create an attendance list for the Ushers.
- m. People needing the lift must specify this when they preregister.

2. Duties of Ushers

- a. Arrive at least 45 minutes prior to the start of the service.
- b. Ensure that hand sanitizer is at entrance and exit doors.
- c. Check that those arriving are wearing a non-medical mask that covers their nose, mouth and chin.
- d. Check that those arriving are on the pre-registered list and check off their name.
- e. Direct those arriving to self-screen.
- f. Confirm proof of vaccination.
- g. Direct the people to their assigned seat.
- h. Dismiss the rows in order at the end of worship and direct people to the exit door.

3. Sunday Morning Protocol

- a. Entry will be through the main (East) Doors.
- b. People will be seated in order of arrival, with those arriving first being seated in the front row and those arriving subsequently being seated in the following rows. Those attending will be assigned a seat by an usher. Persons attending **must** sit in their assigned seat.
- c. People will be dismissed row by row by the ushers and must depart in their assigned order.
- d. Exit is through the South Doors and proper technique must be used to open the door (i.e. no direct hand contact)
- e. There will be no choir.
- f. There will be no congregational singing.
- g. The order of service will be displayed on the screens. There will be no hard copy bulletin.
- h. The service will be live streamed via Zoom.
- i. Directional arrows will be placed throughout the building and must be followed.
- j. Sanitizing Wipes will be available at the West Door and must be used by persons using the lift.
- k. Only the Minister and Director of Music will be in the chancel area.
- l. There will be no fellowship time after worship.

4. Sacraments

- a. TBD by Worship and Music Committee

5. Weddings

- a. TBD by Worship and Music Committee

6. Funerals

- a. TBD by Worship and Music Committee