

COVID 19 small gathering guide (June 2020)

This document outlines the requirements for any group using Highlands United Church property.

Before you gather:

1. Make a plan that includes:
 - Date, time and duration of the gathering
 - Number of participants
 - The nature of the gathering (eg. Meeting, worship, musical group, etc)
 - The activities that will take place
 - Plans for safe distancing, arrival and departure, and all other aspects of the gathering that put it in keeping with Highlands safe gathering protocol (1)
 - Designate who will take responsibility for the gathering and who will clean up and sanitize the space after use
 - Plan for registering all people attending
2. Contact the church office to request and schedule space and to present the plan. This will include arranging for access to the building and determining which zone (2) your gathering will occupy, and which room you may use.
3. Receive confirmation from the church office allowing use of the space. This may take a few days if confirmation is needed from the COVID 19 Response Team.

At the time of gathering:

1. Sign in at the office and pick up the cleaning kit and instructions
2. Set up the room
3. Clean up and sanitize the room and any areas of the zone with which your people had contact.
4. Return the cleaning kit to the office area along with the attendance list with phone numbers.
5. Ensure the doors are locked as you leave.

Appendix 1: Highlands United Church safe gathering protocol (June 2020)

This protocol has been written based on the guidelines given by the BCCDC, WorksafeBC, and the Pacific Mountain Regional Council of the United Church of Canada.

All gatherings at Highlands United Church must practice the following:

- If you are sick in any way or in a high risk category, or live/regularly interact with an individual(s) who are sick or at high risk do not attend.
- If you are immunocompromised or elderly, consider gathering online
- Safe distancing: at least 2 meters apart at all times
- Use proper hand hygiene including hand washing and hand sanitizer
- Wearing a mask is strongly encouraged whenever possible
- No food or drink is to be served
- No singing in groups larger than 4 and only when distanced from others by at least 4 meters. Singing can only take place in the sanctuary due to necessary ventilation.
- Adhere to the room capacity limits posted
- Cleaning afterward must include all high touch surfaces such as door knobs, counter tops, washroom surfaces. Use the cleaning kit and instructions provided by Highlands United Church.
- Provide an attendance list including phone numbers to the Highlands Church office when the meeting is over.

Appendix 2: Highlands United Church Zones and room capacity limits

1. A total maximum capacity at Highlands United Church including all present in all zones in the building is 50.
2. Highlands has a total of six zones (see diagram):
 - The Highlands United Church offices and choir room.
 - Waldorf School
 - Highlands Preschool
 - The 200 wing
 - The main floor zone includes the welcoming space, the sanctuary.
 - The lower floor including the lower hall, fireside room, lower kitchens, and the gym\
3. Each room has a capacity. Never exceed the following capacity limits:
 - The Welcoming Space including the entrance area: 20 max.
 - The Sanctuary including the chancel: 50 max.
 - The choir room: 8 max.
 - The lower hall: 35 max., but 24 max. with tables
 - The fireside room: 10 max.
 - Large kitchen: 3 max.
 - The gym: 50 max.

 - Room 201: 12 max.
 - Room 202: 12 max.
 - Faith formation room: 6 max.

4. Entrance, exit and washroom designation:

Each zone has its own entrance, exit, and washrooms and groups using a given zone are restricted to these only. They will choose an entrance and use it only:

- Highlands Office: North parking lot and Edgemont Blvd entrances, and first floor washrooms
- Waldorf School: Walkway entrance, and Waldorf washrooms
- Highlands Preschool: Preschool entrances and washrooms plus 200 wing washrooms for designated staff
- The 200 Wing: South parking lot entrance, and 200 wing washrooms
- The Main Floor zone: Welcome space entrances and main floor washrooms
- The Lower floor zone: One of the lower floor doors and lower floor washrooms

Summer public office hours plan (June 2020)

The Highlands United Church office will be open under the following conditions:

1. Office hours will be 10am to 2pm, Tuesday through Friday (except during camp weeks). Closed Mondays.
2. The office will be accessed by the Edgemont north door.
3. There will be a barrier to the sanctuary during office hours.
4. There will be signs asking the public to check in at the office as soon as they enter the building.
5. Every person in the building needs to sign in either at the office or with their designated group leader.

Shared washroom protocol:

Where a washroom is shared between groups (e.g. Preschool, Waldorf), the following will apply:

1. One person/family at a time.
2. An "Occupied/unoccupied" flip sign will be used
3. There will be hand sanitizer and a paper towel recycling basket outside every washroom
4. Instructions on safe use of the washroom will be posted at every washroom and a spray bottle of sanitizing liquid will be placed in the hallway outside each set of washrooms.

To be determined:

- A conversation with the Preschool and Waldorf school will take place to ensure adherence of shared washroom protocols.