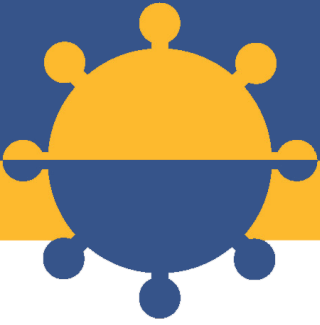


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The Public Health Order issued on 19-11-2020 supersedes this protocol document. This document does not reflect the changes in Highlands' operations in response to the current public health order restrictions. Highlands' groups and renters will have been contacted by Highlands' staff to outline how the restrictions impact their operations. If you have not received this email or have any questions, please contact churchoffice@highlandsunited.org.

COVID 19 Small Gathering Guide

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

Before you gather:

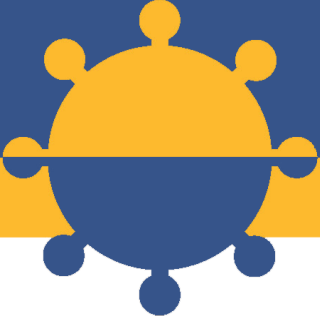
1. Make a plan including:
 - o Date, time and duration of the gathering
 - o Number of participants
 - o The nature of the gathering (eg. Meeting, worship, musical group, etc)
 - o The activities that will take place
 - o Plans for safe distancing, arrival and departure, and all other aspects of the gathering that put it in keeping with Highlands safe gathering protocol (1)
 - o Designate who will take responsibility for the gathering and who will clean up and sanitize the space after use
 - o 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

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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.

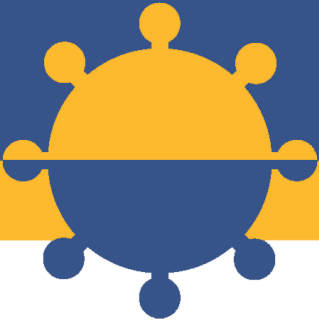
*Specific sign in protocol for Highlands **staff** found in Highlands United Church Safe Gathering Protocol

APPENDIX: HIGHLANDS UNITED COVID-19 SAFE GATHERING PROTOCOLS

- A. Highlands United Church Safe Gathering Protocol (updated December 2020)
- B. Highlands United Church Zones and Room Capacity Limits
 - i. Highlands Washroom Protocol
- C. Highlands United Church Singing and Band Protocol
 - i. Singing
 - ii. Band

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HIGHLANDS UNITED CHURCH COVID-19 SAFE GATHERING PROTOCOL

All of the following protocols have been written based on the guidelines provided by the BC Ministry of Health, BC Centre for Disease Control, WorkSafe BC, and the Pacific Mountain Regional Council of the United Church of Canada.

A. Highlands United Church Safe Gathering Protocol

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: individuals who are not in the same household must remain at least 2 meters apart at all times
- Use proper hand hygiene including hand washing and hand sanitizer
- Masks are to be worn at all times when in a room with individuals from another household
- Mask type (e.g. medical/surgical, cloth, dust etc.) should be consistent with the current recommendations of public health officers. More information can be found [here](#)
- No food or drink is to be served
- Adhere to the room capacity limits posted
- Cleaning afterward must include all high touch surfaces such as doorknobs, 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.
- For protocols regarding singing and wind instruments please see section C

A (i). Highlands Staff Sign-in Protocol

- Staff sign in includes reading over the Worker Entry Checklist provided by WorkSafe BC and initialling to confirm the following:
 1. *I have reviewed the list of symptoms and potential exposure questions (included on the entry check poster)*
 2. *I have completed the daily health check using the health check method at Highlands United (self-assessment for symptoms and temperature check)*

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- 3. If I have any of the symptoms or potential exposures listed on the health check, I will not enter the workplace*

B. Highlands United Church Zones and Room Capacity Limits

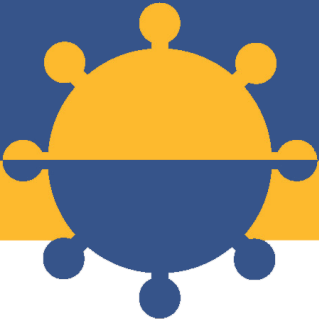
1. Highlands has a total of seven zones:
 - The Highlands United Church offices and choir room.
 - Waldorf School
 - Highlands Preschool
 - The 200 wing
 - The Sanctuary/Welcoming Space zone.
 - The Lower Hall/Fireside Room
 - Kitchen and Gym
2. Each room has a capacity. Never exceed the following capacity limits:
 - The Welcoming Space including the entrance area: 20 max. (4 singing)
 - The Sanctuary including the chancel: 50 max. (10 singing)
 - The choir room: 8 max.
 - The lower hall: 35 max., but 24 max. with tables (10 singing)
 - The fireside room: 10 max.
 - Large kitchen: 3 max.
 - The gym: 50 max. (10 singing)
 - Small Kitchen: 1 max
 - Room 201: 12 max.
 - Room 202: 12 max.
 - Faith formation room: 6 max.
3. Entrance, exit and washroom designation:

Each zone has its own entrance, exit, and washroom facilities 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 designated first floor washroom
 - Waldorf School: Walkway entrance, and Waldorf washrooms
 - Highlands Preschool: Preschool entrances and washrooms plus 200 wing washrooms for designated staff

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- The 200 Wing: South parking lot entrance, and 200 wing washrooms
- Sanctuary/Welcoming Space zone: Welcome space entrances and designated first floor washroom
- The Lower Hall zone: One of the lower floor doors and designated lower floor washroom
- Kitchen and Gym Zone: Gym entrance and designated lower floor washroom

B (i). Washroom Protocol:

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.

C. Highlands United Church Singing and Band Protocol

C (i). Singing

1. Singing in the Sanctuary, Gym and Lower Hall is not to take place in groups larger than 10, and only when distanced from each other by a minimum of 4m. Singing in the Welcoming Space is not to take place in groups larger than 4 and only when distanced from each other by a minimum of 4m.
 - Limit the number of non-singing participants (e.g. musicians, video recorder, director etc.) to ONLY necessary
 - Wind instruments pose equal risk to singing. If singers are being accompanied by wind instruments, the total number of singers and wind instruments combined cannot exceed 10 (e.g. 8 singers, 2 wind maximum)
2. Anyone who has been diagnosed with COVID or who has symptoms of COVID-19 should not participate in singing activities in-person
3. People who are more likely to experience complications of COVID-19 – including older adults, individuals who are immunocompromised, or those who live with individuals at high risk –are advised to avoid singing with others in-person, especially in larger groups
4. Avoid sharing equipment; if sharing must occur, clean and disinfect between users

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5. Reduce the duration of indoor singing. Have practice intervals followed by breaks to allow rooms to ventilate.
6. All social aspects of choir rehearsals are adapted for COVID-19 precautions. Do not bring or share food, keep adequate physical distance during breaks, and opt for non-touching greetings (e.g. waving/air hugs etc.)
7. **Masks must be worn**

C (ii). Band

1. Wind Instruments must follow protocol steps 1-3 from Appendix C (i)
2. Avoid sharing equipment. If sharing instruments is unavoidable (such as for a piano), items must be cleaned and disinfected between users
3. Consider the placement of instruments based on their risk of release of droplets (e.g. flutes could be placed where exhalation would not be directed at other musicians)
4. **Bell covers must be used**
5. Brass instrument condensate should under no circumstances be released on the floor (as is often the case with spit valves) – this condensate should be captured in a container or on an absorbent cloth. Remember to practice hand hygiene each time after handling condensate and touching spit valves.
6. All social aspects of choir or band rehearsals are adapted for COVID-19 precautions. Do not bring or share food, keep adequate physical distance during breaks, and opt for non-touching greetings (e.g. waving/air hugs etc.)