

McDougall United Church  
COVID-19 Relaunch Plan

ASSUMPTION: That McDougall United Church is prepared to reopen for special services (e.g. funerals, baptisms) in July and August and to limited services and rentals beginning September 2020 during the COVID-19 pandemic by adhering to the Government of Alberta guidelines for relaunching in place at that time.

Prior to re-opening, McDougall's Relaunch Plan will be posted on the church's website, distributed to the congregation through the weekly Email Blast and print copies will be available in the church office.

According to Stage 2 guidelines, the maximum capacity for seated events is 100 people and for social events is 50 people with appropriate physical distancing or as dictated by the Government of Alberta guidelines in place at that time.

**\*CITY OF CALGARY BYLAW NUMBER 26M2020 REQUIRES THE WEARING OF FACE COVERINGS IN INDOOR PUBLIC PREMISES EFFECTIVE AUGUST 1, 2020**

**PROTECTING CONGREGANTS AND MEMBERS OF THE PUBLIC:**

- To maintain Physical Distancing:
  - Rows of chairs in the sanctuary will be set up 2 meters apart.
  - A centre aisle will be created with chairs running in both directions with no breaks.
  - There will be a 3-chair width between groups of congregates. Only cohort families or bubble groups will be seated together.
  - There will be signage placed at the entrance directing people to maintain appropriate physical distancing.
  
- Tables in Hospitality Hall will be placed a minimum of 2 meters apart allowing for movement of chairs. There will be 2 meters between people sitting at the tables unless they are part of a cohort.
  
- When not able to maintain appropriate physical distancing congregants and staff will be requested to wear face masks. \*City of Calgary bylaw requires the wearing of masks.
  
- At all church entrances, signs will be posted notifying congregants that they must not enter the church if they meet any of the following criteria that they are prohibited by law from entering the church:
  - individuals with symptoms of COVID-19,
  - individuals who have travelled internationally in the last 14 days, and
  - individuals who have had close contact with confirmed COVID-19 cases in the last 14 days.

- On the McDougall website and in the weekly email blasts, information and guidance to congregants will be provided to help reduce the risk of spreading COVID-19. The Government of Alberta online-screening tool (<https://www.alberta.ca/lookup/COVID-19-personal-risk-severity-assessment.aspx> or screening checklist attached at the end of this plan) will be provided so congregants can do a self-assessment before coming to church, and will be strongly discouraged to attend worship or other related functions when they are feeling unwell.
- Flow of pedestrian traffic:
  - External doors to the church will be identified for entry or exit only.
  - Doors in the sanctuary will be identified for entry and exit only.
  - Hospitality hall doors will be marked entry and exit only.
- Signage will be placed on the Nursery to indicate that it is closed until further notice. Children under the age of two are required to stay with their family.
- Hallway video monitors will be used to remind everyone to:
  - Wash your hands regularly
  - Do not touch your face
  - Wear a face mask
  - Keep 2 meters apart
- Names and contact information will be collected on all attendees to all functions within the church as well as a record of who is working each day and attending group activities and events. These lists will be maintained for two weeks for contact tracing. If there is an on-site exposure, all staff, congregants, and volunteers who were present at the time of exposure will be notified that an exposure may have occurred. Attendance lists from the time of exposure will be shared with AHS for contact tracing purposes.
- Washrooms will be marked as a maximum of two people at a time, with sufficient reminders to wash your hands. Hand-sanitizer will be available at the doorway of the washroom. Signage will be placed at the entrance ways to indicate the maximum number of people in the washroom and reminders to wash hands with soap to reduce COVID-19 transmission.
- Live streaming or recorded services will be made available for any congregants who are not able to attend a service.

#### PROTECTING STAFF AND VOLUNTEERS

- Daily records of who is working each day and attending group activities and events will be collected.
- The office will maintain up-to-date contact information of staff and volunteers.

- Staff and volunteers will be instructed on appropriate physical distancing, encouraged to wear face masks when not able to maintain physical distancing, and to wash hands regularly with soap and water or sanitizer. *\*City of Calgary bylaw requires - A person must wear a face covering in a public premise or a public vehicle, unless the person is separated from other persons by an installed screen, shield, or other barrier.*
- Plexiglass dividers will be put in place in the sanctuary and office as needed.

## FACILITES

- To maintain Physical Distancing:
  - Rows of chairs in the sanctuary will be set up 2 meters apart.
  - A centre aisle will be created with chairs running in both directions with no breaks.
  - There will be a 3-chair width between groups of congregates. Only cohort families or bubble groups will be seated together.
  - There will be signage placed at the entrance directing people to maintain appropriate physical distancing.
- Flow of pedestrian traffic:
  - External doors to the church will be identified for entry or exit only.
  - Doors in the sanctuary will be identified for entry and exit only.
  - Hospitality hall doors will be marked entry and exit only.
- There will be increased cleaning and disinfecting of:
  - high traffic areas, common areas, and washrooms.
  - High touch/shared surfaces such as doorknobs, light switches, toilet handles, faucets and taps, and railings.
- Hand sanitizer stations will be placed at entrances to the church and common areas such as the sanctuary, hospitality hall, and office.

## SOCIAL EVENTS

- No food or drink will be served at any function at this time.
- Signage will be placed on the Kitchen to indicate that it will be closed until further notice.
- Indoor social activities are limited to 50 people with 2 meters physical distancing.

## SINGING, LIVE MUSIC, AND PERFORMANCES

- Due to the potential of spreading COVID-19 through moisture droplets there will be no congregational singing.

- In place of congregational singing alternatives will include pre-recorded singing, soloists behind plexiglass shields, or small groups of performers physically distanced.

#### INTERPERSONAL INTERACTIONS

- No physical contact will be allowed between participants at this time except for members of cohort families. Alternatives will include such things as waving, nodding, or bowing.
- Wearing of personal face masks, physical distancing, and proper respiratory etiquette will always be encouraged.

#### FOOD

- Prepackaged and individually wrapped food and drink can be served.
- If there is a need to serve prepackaged and individually wrapped food and drink in a lunch bag, then the following guidelines must be adhered to:
  - A maximum of two people are allowed to assemble the food.
  - Individuals assembling the food bags should be wearing a mask and have washed their hands thoroughly.
  - Assembly of food should not be in an area where people are gathered.
  - Avoid setting up tables near a ventilator or an open door.
  - Packing tables should be set up with a dirty area and a sanitized area where the food will be assembled.
  - For sanitizing the food preparation area do not use Clorox or bleach instead use Allen's double strength cleaning vinegar.
  - Prepackaged food items need to be wiped down with a cloth soaked in vinegar.
  - When bagging food use a set of tongs to pick up the food items.
  - There should be no talking over the packaged food.
  - Set up a hand sanitizing station in the space before people pick up their food.
- Food and drink for Communion purposes will be served in individual portions by designated volunteers wearing face masks.

#### SHARED ITEMS

- Any item that can not be properly sanitized will not be shared.
- The church library is now open by appointment only and during the posted church office hours. This are the guidelines for using the church library:
  - Only one person is allowed in the library at any given time.
  - Only handle books on the shelves.
  - All returns and handled books need to be placed in the designated area and not touched for a minimum of 72 hours.
  - Hand sanitizer must be used before and after using the library as well as after signing out books.

- Masks must always be worn.
- After each use of the library it will be disinfected.
- Pre-printed bulletins will be disposed of following any service/activity.
- There will be no sharing of microphones.
- Donation plates will not be circulated and a designated area to place offerings/donations will be established. Donations will not be touched for 24 hours.

#### CHILDREN'S PROGRAMS

- Parents will be reminded that children under the age of two must remain with them while in the building.
- Signage will be placed on the Nursery to indicate that it is closed until further notice.
- Programs for children over the age of two, can be provided within the Relaunch Guidelines for Day Camps.

#### RENTALS

- Renters will need to demonstrate to the facility coordinator that they have plans and mechanisms in place that adhere to all orders of the Chief Medical Officer of Health and all applicable public health guidance documents. This will be monitored by volunteer hosts under the direction of the facility rental coordinator
- Renters will need to demonstrate to the facility rental coordinator that they have plans and mechanisms in place to prevent infection transmission amongst their staff, volunteers, and patrons.
- A letter will be created and delivered to anyone requesting to rent our space indicating our requirements.

#### ADDITIONAL QUESTIONS REGARDING RELAUNCH:

- How will we determine what activities (our own as well as potential renters) to permit during this period of COVID restrictions and which one are not?
  - As long as they meet the government guidelines in place at the time of their gathering.
- How will we limit the overall number of people in our space?
  - According to the guidelines.

- How will we ensure that staff, congregants, renters and their participants and volunteers are following our precautions?
  - According to the guidelines.
- How will we discourage unsafe congregating in our foyer or outside the doors of our building?
  - Signage at doorways and verbal reminders indicating that this type of activity is discouraged during this time period.
- What will our approach be if we have to manage a situation where there was apparent non-compliance with our plans/direction?
  - If outside groups do not follow guidelines they may be banned from further functions until COVID-19 is controlled and everything opens fully again
- Are we prepared for the possibility of an outbreak being traced back to an activity in our facility?
  - Lists must be made whenever possible and kept for the two-week period following an activity.

# SCREENING CHECKLIST

If an individual answer yes to any of the questions, they must not be allowed to participate in the sport. Children and youth will need a parent to assist them to complete this screening tool.

1.	Does the person attending the activity, have any of the below symptoms:	YES	NO
	Fever	<input type="checkbox"/>	<input type="checkbox"/>
	Cough	<input type="checkbox"/>	<input type="checkbox"/>
	Shortness of Breath / Difficulty Breathing	<input type="checkbox"/>	<input type="checkbox"/>
	Sore throat	<input type="checkbox"/>	<input type="checkbox"/>
	Chills	<input type="checkbox"/>	<input type="checkbox"/>
	Painful swallowing	<input type="checkbox"/>	<input type="checkbox"/>
	Runny Nose / Nasal Congestion	<input type="checkbox"/>	<input type="checkbox"/>
	Feeling unwell / Fatigued	<input type="checkbox"/>	<input type="checkbox"/>
	Nausea / Vomiting / Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>
	Unexplained loss of appetite	<input type="checkbox"/>	<input type="checkbox"/>
	Loss of sense of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
	Muscle/ Joint aches	<input type="checkbox"/>	<input type="checkbox"/>
	Headache	<input type="checkbox"/>	<input type="checkbox"/>
	Conjunctivitis	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you, or anyone in your household, travelled outside of Canada in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you or your children attending the program had close unprotected* contact (face-to-face contact within 2 metres/6 feet) with someone who is ill with cough and/or fever?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have you or anyone in your household been in close unprotected contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered "yes" to any of the above questions do not participate. Go home and use the AHS Online Assessment Tool to determine if testing is recommended