

McClure United Church Building Access Guidelines

Revisions

- **28 October 2020**

Reopening Phase

Phase 4:

- Worship Service Guidelines allow for up to 30% capacity, up to 150 people in groups of 30, with 2m spacing between individuals.
- General Restrictions limit gatherings to 30 people, indoors or out.

Public Health Order - October 22, 2020

General Guidelines

- All people using McClure United Church (MUC) shall follow all public health orders, and provincial guidelines. This includes, but is not limited to the General Restrictions (page 5 of September 25, 2020 version) of [Re-Open Saskatchewan](#).
- All MUC staff shall follow all public health orders, and provincial guidelines when conducting church business at other venues (example: pastoral visits, funerals, etc.).
- The use of masks is mandatory indoors, both at the church and when conducting church business off-site. (see section "Masks" below)
- Serving food or beverages is discouraged. If food or beverages are to be served, they must be plated, or served by one person. Individuals are welcome to bring their own food and beverages, but they are not to be shared.

McClure United Church Staff

- This refers to all administrative, music, ministry, and other staff of MUC, including administrative and music personnel paid by honorarium.
- Staff will follow the General Workplace guidelines (page 14 of September 25, 2020 version) of [Re-Open Saskatchewan](#).
- Staff must follow the Contact Tracing Protocol ([Appendix 1](#)).
- Staff may bring up to 2 non-staff visitors into the building at a time.
 - Visitors must complete the Health Screening, and are denied entry if they answer yes to any of the questions ([Appendix 2](#))
 - Visitors must follow the Contact Tracing Protocol ([Appendix 1](#))

User Groups

- This refers to any non-staff people using MUC, including volunteers, congregants, and outside groups.
- All user groups must apply for approval to enter the building using the [Building Access Request Form](#). Once they receive approval from the Building Access Task Group (Task Group), they may schedule their event with the Office Administrator. The user group will access and complete the form on-line. In select instances, a Word version of the form may be provided by the Task Group. The Task Group will notify the user group if the request meets the guidelines or if additional changes are required. The Task Group will notify the Office Administrator to schedule the event.

All users must complete the Health Screening, and are denied entry if they answer yes to any of the questions ([Appendix 2](#)). Users are to indicate on the sign in sheet that they have passed the screening questions.

- Until January 2021:
 - McClure Place will have access to the Sanctuary for their activities. This includes activities planned by McClure Place Association, as well as activities planned by the Residents’ Council, or other McClure Place related activities. These activities must be scheduled with MUC.
 - MUC will have access to the Multi-Purpose Room, offices, main entrance, and associated washrooms for their activities. This includes activities planned by MUC, or their tenants and renters.
 - MUC staff will have occasional access to the Sanctuary for recording worship services. Staff must coordinate their use of the Sanctuary with other scheduled events. If people are singing or using wind instruments, there must be at least 24 hours until the next scheduled use of the Sanctuary.
 - Other portions of the building will not be used, except for occasional groups of one or two with prior approval from the Task Group.

Signage

The following signs will be posted at MUC:

Sign	Where posted
Stop Sign – requesting people not enter if they do not have approval to enter and/or if potentially infected with COVID-19,	All entrances to church
The office is closed	Office door
Mask Up	All entrances to church
Reminder – reminding people of behaviors to reduce transmission	Various places around building
Stand Together – reminder to keep physical distance	Various places around building
Washroom – limits washroom access to one household at a time, and handwashing guidelines	Entrance to multi-stall washrooms
You are encouraged – request to follow signage, physical distance, contact trace, wear a mask	Easel in main entrance
Room capacity	Each room except washrooms and offices

- Once larger groups are using the building the following additional signage will be in place:
 - Directional flow (one way in certain areas)
 - Designated entrances and exits for Sanctuary and building

Masks

- Masks must be worn at all times in the MUC building, with the following exceptions:
 - Children under 5 years old
 - Those unable to wear a mask due to mental or physical health conditions
 - Worship leaders may remove their masks while at the pulpit behind a plexiglass shield
- Staff must wear masks at all times when they are in common spaces, or if they are within 2m of another person. Masks are recommended when more than one person is in a small space even if 2m distance can be maintained (ex. an office).
- Masks will be available at the door during worship services and other large church events. A donation to cover the cost will be requested.
- During worship services and other large church events, waste baskets will be available outdoors to dispose of used masks.

Contact Tracing

- Each person entering MUC is required to sign in according to the Contact Tracing Protocol ([Appendix 1](#))

Room Capacity

With current provincial government guidelines, the capacity of the rooms at MUC is as follows:

Room	Capacity
Sanctuary	30 53 (for worship services, including worship leaders and musicians)
Multi-Purpose Room	28
Craft Room	9
Music Room	9
Gathering Room	4
Chapel	4
Library	5
Nursery	closed
Lobby	8
Upper Room	5
Youth Lounge	12
Preschool	14

Scheduling room bookings

- Any room with fabric furniture must sit 3 days between uses. (Library, Gathering Room, Chapel)

Sanitizing

- McClure Place (Place) cleaning staff will clean and sanitize using Place protocols. Place will provide MUC with sanitizing supplies (sanitizer and cloths) and will provide written instructions for how to use them. MUC staff and volunteers will do supplementary

sanitizing of high touch surfaces in common areas. User Groups will sanitize rented spaces before and after use.

- Until January 2021:
 - Place cleaning staff will clean and sanitize the Multi-Purpose Room once per week, or after every 3 bookings, whichever is shorter. User Groups will sanitize all touch surfaces (chairs, tabletops, sides, and legs, door handles, light switches, etc.) before and after each use.
 - Place cleaning staff will clean and sanitize the bathrooms near the office twice per week, until more than 3 staff or volunteers are regularly in the office. Then they will increase cleaning to daily.
 - MUC staff and volunteers will sanitize high touch surfaces (doorknobs, light switches, shared seating and work surfaces, etc.) at least twice daily.
 - Sanctuary entrances and exits, and washrooms will be cleaned Sundays after worship services.
- Once more groups are using the building
 - Place cleaning staff will clean and sanitize all areas of the church as per their contract with MUC.
 - Place will ensure bathrooms are well stocked with lots of soap, and paper towel, and empty garbage containers regularly.
 - User Groups will sanitize touch surfaces before and after use as per information provided using materials supplied.
 - MUC staff or volunteers will sanitize commonly contacted areas twice daily, including seating areas, doorknobs, handles elevator buttons, railings, and light switches.
 - MUC staff or volunteers will sanitize ceremonial objects before and after use.
 - Cloth Chairs – after each use, cloth chairs will be sanitized according to Place protocols, or stacked and set aside. If they are set aside, to ensure they are not used for three days, a sign will be put on top of the stack saying, “do not use until ____”.
 - Bottles of provincially approved Hand Sanitizer will be located at each entrance and exit of the building
 - Toys will not be available.
- The piano and organ must be sanitized before and after each use according to the protocol in [Appendix 3](#).

Pastoral Care

- For hospitals and long-term care homes, please consult the rules for visitors at each facility. For in-home visits, we would not recommend doing indoor visits, but where necessary would remind to follow handwashing and practice social distancing and encourage both parties to wear a mask. (This is as per communication between the Provincial Government and Living Skies Region of the United Church of Canada.)

Van Use

- Masks must be worn by all people in the van.
- The driver and each rider must sanitize their hands prior to boarding.
- The trip organizer must keep a list of who was on the van for contact tracing purposes. This list must be turned in to the church office for MUC trips, or to the Place office for Place trips.
- The organizer or their delegate must sanitize all touch surfaces before and after each trip
- Seating will be staggered with a maximum of one person per bench.

Worship Services and other large events in Sanctuary

- In-building worship will remain suspended indefinitely and this decision will be revisited in January 2021. For details on guidelines for Worship services or other large events in the Sanctuary, please see [Appendix 4](#).

Preschool

- The preschool will follow the current provincial guidelines for Child Care Facilities (page 27 of the September 25, 2020 version).
- The provincial guidelines allow up to 25 children. MUC calculates the capacity of the space at 14 people (including adults). The preschool will limit to 12 students plus 2 teachers.
- The preschool will use only the preschool rooms, upstairs washrooms, and exterior door near the nursery (Green door).
- Parents must be masked when in the building. Only one parent, and no extra children are allowed in the building per child. The preschool will communicate to parents by email and sign on the door to take turns in the stairwell, and only two families at the preschool entrance at a time.
- Parents may bring in an infant child, if the child is in a car seat, baby carrier, or sling, and is completely covered.
- Adults MUST wear a mask to enter the building.
- Hand sanitizer will be made available inside the green door.
- Preschool staff will keep contact tracing info for all attendees, including the people who drop off and pick up children. MUC will request contact tracing information from them only if we need to submit it to public health.
- Any potential new clients wishing to view the facility, or any families wishing to meet with the teachers will do this outside normal preschool hours, to reduce the number of people in the space at one time.
- If anyone in a household travels outside the province, the child will not be allowed back at preschool for 2 weeks.
- McClure Place staff will clean the bathrooms once/week and vacuum the upstairs hall as usual. Preschool staff will clean the bathrooms daily and sanitize the bathrooms, hallway, railings, doorknobs etc. They will clean and sanitize the preschool area using a government approved sanitizer.
- A hand sanitizer station will be installed in the lobby by the Green door.

- Preschool staff will work with McClure Place staff to determine appropriate ways for the children to interact with residents.

Appendix 1 Contact Tracing Protocol

1. Intent:
 - a. The intention of this protocol is to assist in controlling the spread of COVID-19.
 - b. Prompt identification of those exposed to an individual with confirmed/ probable diagnosis of COVID-19 will allow those individuals to seek medical attention and/or voluntarily isolate or quarantine more quickly to reduce the spread of COVID-19.

2. Contact Tracing Information
 - a. Contact Tracing Information (“CTI”) includes information that can identify an individual.
 - b. This usually includes their name or well-known alias and some means of consistent contact either by telephone, email, or social media handle.

3. McClure Staff
 - a. Staff members include administration, ministry officials, music people, etc.
 - b. Staff members are required to Sign-in with CTI each day that they are in the building
 - c. Staff will Sign-in with CTI on a list kept in the office for Staff only

4. Visitors
 - a. Visitors include contractors, volunteers, members of the public attending the building during regular office hours
 - b. Visitors are required to Sign-in at the table located at the entrance(s) of the Church
The Sign-in sheet will have a place for date and CTI, namely, a column for name and contact information for each person to fill out.

5. Groups/ Functions
 - a. Groups/ functions are required to fill out a “Request to Access Building” form
 - b. The “Envelope”
 - i. The Facilitator of the group is required to obtain a list of all attendees with name and CTI
 - ii. The list of attendees will be placed in a sealed envelope. The envelope will include the date and group/ function
 - iii. Envelopes are located near the designated lock box.
 - iv. The sealed envelope will be provided to the Office Administrator either directly, or if the office is closed, in a designated locked mailbox located by the office door

7. Storage of Contact Tracing Information
 - a. CTI is gathered through the Sign-in sheets and Envelopes
 - b. The CTI will be stored in a safe located in the main office
 - c. The Office Administrator will have access to the CTI
Both the Visitor and Staff Sign-in sheets will be changed weekly

8. Maintenance of Contact Tracing Information
 - a. CTI will be kept for 60 days

9. Use of Contact Tracing Information
 - a. CTI will only be use if an individual has been diagnosed with confirmed/ probable COVID-19
 - b. Individuals that have been in contact or potentially exposed to the diagnosed COVID-19 individual will be contacted by public health officials.
 - c. Compliance with any Saskatchewan Health Guidelines will be followed with the dissemination of CTI

10. Destruction of Contact Tracing Information
 - a. At the expiration of 60 days the CTI can be destroyed
 - b. The Office Administrator will destroy CTI by use of a paper shredder, on a designated day each week
 - c. Once destruction of the CTI is complete, the Office Administrator will mark the date it was completed in the Request spread sheet
 - d. CTI obtained through the Sign-in sheet will be destroyed in the same fashion.

Appendix 2 Health Screening Questionnaire

Are you experiencing any of the following symptoms that are unusual to you:

- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Runny nose
- Nasal congestion
- Conjunctivitis (pink eye)
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite (difficulty feeding for children)
- Loss of sense of taste or smell
- Shortness of breath
- Difficulty breathing

Have you been exposed to someone who is under investigation for COVID-19, or has been confirmed as having COVID-19 within the past 14 days?

- Yes
- No

Have you been outside of Saskatchewan in the past 14 days?

- Yes
- No

Have you been denied admission to any facility due to COVID-19 risk in the past 14 days?

- Yes
- No

Appendix 3 Piano and Organ Cleaning Protocol

This protocol is from Yamaha Canada Music Ltd. in a memo dated 1 March 2020

Do not use cleaners (both liquid and impregnated wipe type cleaners) that contain ingredients such as, alcohol (Isopropyl), chlorine, ethanol, benzene, peroxide and salts, as they will cause the black composite keys to discolor. It will also erode and cause cracking of the both the white and black key tops as the key top material negatively reacts to the solvents in the cleaning agents.

If a disinfecting agent is used (i.e. hand sanitizer), that contain the various cleaning and disinfecting agents noted above, that the hands are complete dry before contacting the keyboard.

Best and safe practices for keeping the keyboard clean are as follows:

- using a damp lukewarm soft cloth (such as a microfiber cloth) containing a small amount of dish detergent, wrung out without concern of dripping water cascading down the sides of the keys, wipe the keys in a 'toward the player' motion. Start at the fallboard end (rear of the key), and wipe toward the end of the keys nearest you.
- follow this first cleaning up with a second microfiber cloth dampened with lukewarm water without concern of dripping water cascading down the sides of the keys. Wipe the keys in a 'toward the player' motion as done with the cloth treated with dish detergent.
- complete this rinse, with a third dried microfiber cloth to dry the keyboard, again wiping the keys in a 'toward the player' motion till all keys are dry.
- We encourage a new set of three cloths for every cleaning of the keyboard, with each set washed in a washer.

Place will provide rags and containers for dirty rags in the Music Room

Appendix 4 Worship Services and Other Large Events in Sanctuary

- In-building worship will remain suspended indefinitely and this decision will be revisited in January 2021

Registration:

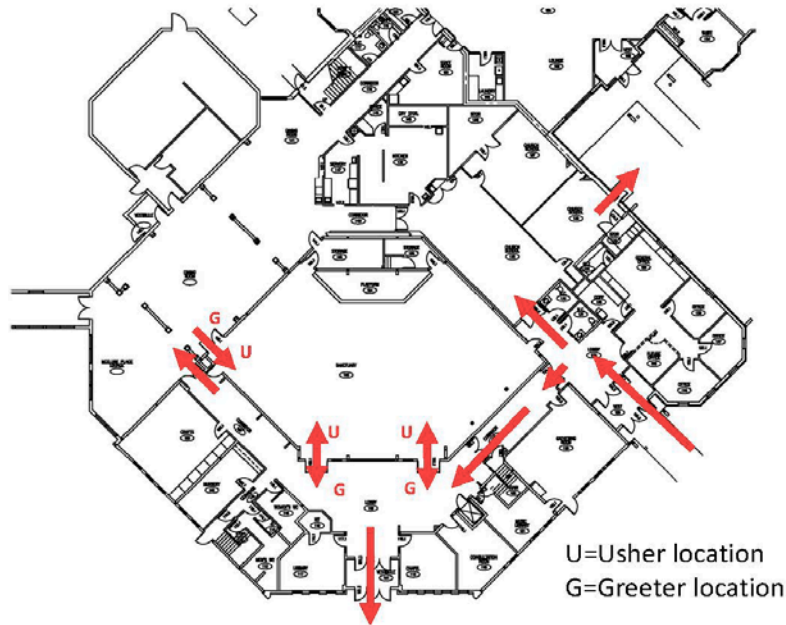
- To ensure room capacity is not exceeded, individuals wishing to attend are required to pre-register. This can be done through an on-line form located on the website, or by calling the church office – office staff will enter the information into the on-line form.
- Volunteers must be stationed at each door prior to services and ensure that only registered people enter the building. If fewer people have registered than there is capacity for, additional people can be admitted. Their names and contact information must be added to the registration list for contact tracing purposes. For example, a volunteer at the door could have a paper list of everyone registered. They would write in name and phone number of additional people up to 30.
- Volunteers at the door will ask people if they have read and pass the Health Screening Questionnaire. If they answer yes to any of the questions, they will be denied entry. The volunteer will record screening results on the registration list.

Timing of Services

- The building will be opened 20 minutes before the first service, locked 15 minutes after the last service, and during services.
- To allow time for people to exit the building, volunteers to sanitize, and people to arrive for the next service, there will be a break of at least 1 hour between services.

Direction of flow

- Entrance to MUC shall be only through the main entrance near the offices, or the door from the Hospitality Lounge directly into the Sanctuary.
- Exit from MUC shall be only through the old main entrance near the library, or the door from the hallway to the Centennial Lounge.
- Hangers will be removed from the coat racks, and people are required to keep their belongings, including walkers, with them to prevent cross traffic by the coat racks.
- Entrance to the Sanctuary shall be only through the main (south) Sanctuary doors and the door from the Hospitality Lounge directly into the Sanctuary.
- Exit from the Sanctuary shall be only through the main Sanctuary doors.
- Children going to Rainbow Village will go directly to the MP room. They will exit the building through the NE door of the MP room.
- Signs will be added to each of these doors to identify as entrance only or exit only.



Seating

- Both the Sanctuary and MP Room will be used for some worship services. For worship services that include Rainbow Village, the Sanctuary will be used for worship, and the MP room for Rainbow Village.
- Chairs will be set up mostly with 2m spacing. Some pairs of chairs will be set up with 2m spacing to the next chairs. Households can move their chairs together.
- Up to 28 chairs (including those for worship leaders, musicians, ushers, etc) may be set up in the MP room. Up to 50 chairs (including those for worship leaders, musicians, ushers, etc) may be set up in the Sanctuary. See [Appendix 5](#) for set up images
- The Sanctuary and MP room floors will be marked with nominal chair placement, for easy set up.
- Once people are seated, they are asked to remain in place until they leave the Sanctuary. If called by the RV leaders, guardians may leave the Sanctuary to deal with their children and return to the Sanctuary.
- At the end of the service, the worship leader shall:
 - suggest that the back rows leave first, followed by rows further forward.
 - remind people to physically distance as they leave, and to exit only through the prescribed exits.
 - encourage people to not visit on church property.

Cleaning Microphones

- Microphones cannot be shared between individuals due to the difficulty of cleaning and disinfecting these devices. Minimize the number of attendees providing readings or performing other activities that would require the use of a microphone.
- Microphones must be cleaned between speakers and after service as per the protocol in [Appendix 6](#).
- Cleaning will normally be conducted by the Set Up volunteer for worship services, and the office staff for rentals.
- Due to the challenges of cleaning microphones, announcements will be displayed on the screens, and read by the worship leaders.
- If there is more than one worship leader, they will use separate microphones.

Offering

- Offering plates must not be passed from person to person. Stationary offering plates shall be located near the exits, monitored by ushers. People are invited to put their offering in these depositories as they leave the sanctuary. People are also encouraged to donate on-line, or by PAR.
- For security purposes, offering guidelines are in a separate document.

Communion

- The worship leader(s) will wear a mask and will sanitize their hands before beginning serving. They will hand a piece of bread and a disposable cup of juice to the congregant. The congregant will consume the elements, then dispose of the cup in a basket provided for that purpose.
- If the worship leader contacts another person with their hands. They must re-sanitize their hands before serving the next person.
- Worship leaders are encouraged to suggest other methods of communion to the Building Access Task Group for approval.
- On Sundays that communion is offered, it will be available only at designated services. Those service times will be advertised to the congregation ahead of time

Music

- There shall be no singing or playing of wind instruments.
- The piano and organ must be sanitized before and after use according to the protocol in [Appendix 3](#). Only one person may play the piano or organ at each service.

Bulletins

- There will be no bulletins or announcement sheets. All worship materials will be projected. Announcements will be emailed out to congregants.

Ushers and Greeters

Usher and greeter tasks will be as follows:

- Greeters:
 - One or more greeters will be stationed at each entrance to the Sanctuary.
 - These greeters will have lists of people who registered for the service and will check people's names off this list as they arrive.
 - The greeter will ask the congregant if they meet the criteria of the health screening questionnaire. If they meet the criteria, the greeter will check off that section of the registration list. If they do not, the greeter will calmly and politely ask the congregant to leave immediately and encourage them to register again when they meet the criteria.
 - The greeter will confirm that the congregant is wearing a mask and sanitizes their hands.
 - An additional greeter may be helpful at the main entrance, directing people to the sanctuary doors, directing them to wear a mask and sanitize their hands.
 - Following the service, the greeters will encourage people to leave the building immediately.
- Ushers:
 - Ushers will be stationed inside each entrance to the Sanctuary.
 - The ushers will encourage people to choose seats as far into the Sanctuary as reasonable.
 - The ushers will point out that there are pairs of chairs for people who share a household and tell them that households are welcome to pull additional chairs together as needed.
 - The ushers will keep an eye on the offering depositories, being sure the depositories are visible to people as they leave the sanctuary.
- Training
 - Prior to in-building worship re-starting, a training session will be offered for all usher and greeter volunteers.

Rainbow Village, Youth, and Young Adults

- All child and youth programming will follow the current provincial guidelines for Day Camps. (page 92 of the September 25, 2020 version). This is as per communication between the Provincial Government and Living Skies Region of the United Church of Canada.
- Children must be dropped off prior to the service and picked up after. They are not to come and go from the Sanctuary. For example, they must not enter and sit with the congregation, leave to Rainbow Village, and rejoin the congregation.
- A maximum of 15 children or youth are permitted in the Multi-Purpose Room. Room capacities for other spaces are as shown in the table above.
- Rainbow Village (RV) Leaders will establish kits for each child that will include the basic supplies they may need (glue, scissors, crayons etc.). There will be one kit per child, and they will only be used on Sunday mornings for the children.
- If the children are doing crafty activities, they will be seated at tables – spaced appropriately. The RV leader will hand out all the supplies to each child for the activity.

- If the children are doing games, RV leaders will find games that allow physical distancing and will use markers on the floors (probably hoola hoops) to designate safe distancing.
- Children will sit on individual “prayer mats”, spaced at least 2m apart, for any quieter, story type activity.
- Parents will drop their children off at the multipurpose room (using the door by the main entrance by the offices) before worship and will pick children up from multipurpose room (outside door) once worship is complete.
- Children may attend worship with their family OR RV. They will not be allowed to go back and forth between the two. Parents will sign the children in and will leave a cell phone number for the leader in case there are any issues that need their attention during worship.
- All RV activities will take place in the Multi-Purpose Room. Children will be allowed to use one of the washrooms in the main entrance which will be marked for Children/Family use.
- Youth will continue to meet in the Youth Lounge and will come immediately to the Youth Lounge at the beginning of worship and will remain there until the service is over. They will then immediately leave the building. They may participate in some aspects of worship from the mezzanines a. The hallway door to the mezzanines will be locked, and/or there will be a sign on the door saying, “access restricted, please use other balcony.”
- Everyone will be asked to sanitize their hands upon entering and leaving the MP room.
- Fabric furniture in the Youth Lounge will be cleaned as follows: After each use, cloth furniture will be left to sit for three days. To ensure they are not used for three days, a sign will be put on each chair saying “do not use until ___”
- Outside groups may not use the Youth Lounge Thursday, Friday, or Saturday to ensure the furniture is available for the Youth Group Sunday morning.
- Any groups meeting in the Youth Lounge Sunday noon to Wednesday evening must use the hard furniture (tables and chairs).
- To ensure room capacity is not exceeded, children and youth wishing to attend are required to pre-register. This can be done through an on-line form located on the website, or by calling the church office, or contacting Laura – office staff or Laura will enter the information into the on-line form.

Cleaning between services

- Before the first service, between services, and after the last service all contact surfaces are to be sanitized as per Place protocols. This includes but is not limited to chairs, doorknobs, light switches, and handrails. Volunteers shall be recruited ahead of time to do this task.
- Disposable gloves will be provided to volunteers stacking chairs.
- Place staff will clean touch surfaces in each main floor washroom during each worship service. touch surfaces include taps, soap dispenser, top of sink, flusher, toilet seat, bar, door handle, lock.

Coffee Time

- No food or beverages are to be served in MUC at this time.

Other

- There will be no handshaking, hugging, or other physical contact.
- There will be no handing of objects from person to person. This includes communion elements, offering plates, bulletins, etc.

Funerals

- Once MUC is doing in-building worship services, funerals will also be offered in the building.
- Funerals will follow all the Worship Service protocols.
- There will be two MUC volunteers at the church for each funeral, answering the funeral home and/or the family's questions and ensuring they meet MUC guidelines.
- Once each funeral home is familiar with MUC guidelines, we will no longer require volunteers for funerals they run.
- There will be no lunch or snack or socializing time associated with funerals.

Appendix 5 Sketches Showing Various Room Set Ups

Appendix 6 Microphone Cleaning Protocol

This protocol is based on a phone conversation with staff at Long and McQuaid.

1. Handheld microphone
 - 2 options
 - a. Use a Lysol or alcohol-based wipe
 - i. Wipe the bulb/ grill
 - ii. Wipe the handle
 - iii. Dispose of the wipe
 - b. Windscreens/ Windsocks
 - i. Low density foam can be purchased to make covers for the grill of the microphone and discarded after each person's use or each person can maintain their windscreen
2. Lapel microphones
 - a. Use a Lysol or alcohol-based wipe
 - i. Wipe the wire
 - ii. Wipe the microphone
 - iii. Dispose of the wipe
3. Pulpit microphone
 - a. Use a Lysol or alcohol-based wipe
 - i. Wipe the wire
 - ii. Wipe the microphone
 - iii. Dispose of the wipe