

St. John's Meeting Procedures During COVID

for User Groups

GUIDING PRINCIPLES FOR ALL

- If you have symptoms of **any** illness, or COVID-19 including a cough, sneezing, runny nose, sore throat, fatigue **you must stay at home.**
- No hand shaking or hugs and no singing together as the new normal.
- Practice good hygiene:
 - ⇒ frequent hand washing with soap and water/use of hand sanitizers;
 - ⇒ avoid touching one's face
 - ⇒ respiratory etiquette (cover mouth and nose when coughing or sneezing with elbow or a tissue; dispose of tissue immediately and wash hands);
 - ⇒ disinfect frequently touched surfaces.
- Maintain BC recommended physical distancing and use a non-medical mask or face covering where this cannot be maintained.
- Assess your personal risk, and the risk of vulnerable family members with regard to age and medical conditions in making a decision to attend a meeting.
- Access to Offices and Upper Level are by appointment ONLY.

BEFORE THE MEETING

- Meetings or gatherings must be booked through the Office Administrator to ensure cleaning/disinfection has been done prior to use.
- All meetings or gatherings are in the Lower Hall only because of cleaning/disinfection procedures and accessibility. Access is by Lower Hall doors ONLY.
- **Meeting organizer** (1 person) to arrive early to:
 - ⇒ Ensure expected numbers do not exceed maximum for the space.
 - ⇒ Use ONLY the plastic lawn chairs as they are cleanable.
 - ⇒ Organize space with clean hands by setting up or moving chairs with physical distancing, turning on lights, set thermostat/open windows. Note that room dividers are not to be used as space created is too small.
 - ⇒ If tables are needed, maintain physical distancing and use 1 table per person. Card tables are easiest for 1 person to set up.
 - ⇒ Make sure there is hand sanitizer, tissues, and waste basket in the room
- Each participant must bring their own water/beverage or food. Kitchen is CLOSED.
- Bring a non-medical face mask for use when physical distancing cannot be maintained.

ON ARRIVAL

- As you enter, allow for physical distancing with other arrivals. Use a face mask if entry is congested.
- Use hand sanitizer at entrance.
- Sign in for Contact Tracing Purposes
- Coats must be hung on your own chair. Closets are CLOSED.
- Touch only your own chair, ensure physical distancing.

MEETINGS/GATHERINGS

- Gatherings at this time CANNOT include singing as this has been found to greatly increase risk of transmission of COVID-19.
- Use only hard surface plastic chairs to facilitate cleaning and disinfection.
- Washrooms are open – hallway traffic must be ONE WAY due to narrowness. Entrance and Exit to Lower Hall will be marked.
- Activities to are limited to one Level of the church.
 - ⇒ If on Lower Level, 1 person may be designated to use stairs for purposes of photocopying, checking mail, etc.
- Access to Quilters/Healing Circle and Mechanical Rooms only if necessary, by 1 person at a time. If 2 people are required to carry something, non-medical masks brought by the participant must be used.

AFTER THE MEETING

- Leave all chairs and tables in place for cleaning and disinfection.
- Meeting Organizer
 - ⇒ Be responsible for ensuring Contact Tracing sheet is completed.
 - ⇒ Complete a Meeting Report including spaces used during gathering, any concerns or risks. Leave Report in designated spot (TBD). Leave this with Contact Tracing sheet.
- Wash hands or use hand sanitizer on departure. Use a face mask if exit is crowded.

Name of Group: _____

Name of Leader: _____

I/We have read, understand, and agree to abide by the "St. John's Meeting Procedures during COVID" as set forth by St. John's United Church in the above document.

Signed: _____ Date: _____

Please submit signed form to St. John's Office.