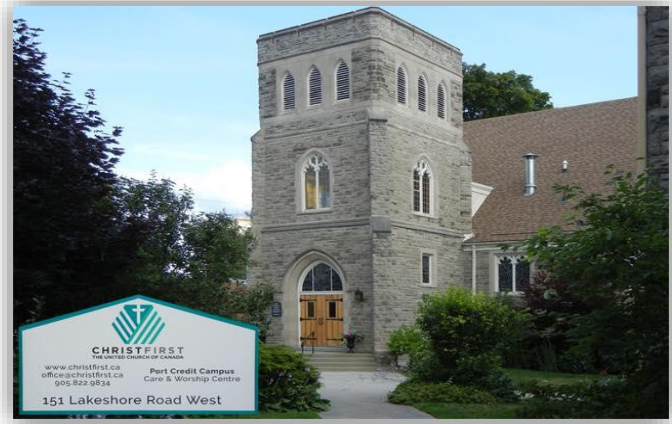




CHRIST FIRST
THE UNITED CHURCH OF CANADA



COVID-19 HEALTH AND SAFETY GUIDE Edition 2

**Revised
February 2022**

Preface

In 2020, when the COVID-19 pandemic appeared to be waning and return to in-person service was on the horizon, the Emergency Preparedness Committee (EPC) felt it prudent to take the protocols and procedures we had developed and put them into a manual. Hence in September 2020, the Stage 3-COVID-19 Health and Safety Manual was created to provide protocols for staff, congregational members, tenants and guests using Christ First space at both Clarkson and Port Credit Campuses. Our guidelines follow current best practices and are in compliance with prevailing provincial and municipal guidelines/legislation.

Since creating the first manual, the scientific and medical community has moved quickly and we now have vaccines. Thanks to digital technology, new information regarding this SARS-CoV-2 virus is available daily. This revised second edition of the manual reflects modification in procedures and protocols and is based on scientific data.

These protocols and guidelines are subject to change and will be updated according to Public Health recommendations and the situation in our community. We continue to monitor and assess to provide the safest environment possible for those who use our buildings.

The Emergency Pandemic Committee

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Purpose of this Manual

The purpose of this manual is to establish protocols and guidelines for the leadership team of Christ First in order to plan and hold services, run activities and events and provide support to the community partners who share our space, during the COVID-19 pandemic. Members, adherents, and visitors to Christ First should be assured that that every effort is being made to create a healthy and safe environment within the buildings and functions with which Christ First is involved.

Coronavirus

Transmission of a coronavirus and its variants can occur through direct, indirect or close contact with an infected person who expels respiratory droplets through coughing, sneezing, talking or singing. The virus can also spread in poorly ventilated and/or crowded indoor settings, where people tend to spend longer periods of time. This is because aerosols remain suspended in the air or can travel farther than one-metre (long-range). Touching of contaminated surfaces and objects, then touching one's nose, mouth or eyes is another mode of transmission.

The symptoms for COVID-19 are well documented, ranging from asymptomatic (no noticeable symptoms) to severe illness. For more detailed information on the symptoms of COVID-19, please refer to Health Canada website at: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html>

Best Practices for COVID-19 Management

The Emergency Preparedness Committee (EPC) will continue to follow and/or implement best practice measures as recommended or mandated by Public Health Ontario (PHO), Peel Public Health (PPO) in order to prevent the spread of COVID-19. Recommendations will be brought forward to Church Council, staff and pertinent committees for their endorsement and implementation.

EPC will adapt in real time according to the dictates of the situation.

Individuals will not be allowed to enter the church buildings if any the following conditions prevail:

- Has tested positive for COVID-19 in the last 10 days.
- Has had a cough, runny nose, sneezing, sore throat, fever, loss of smell and taste, malaise or aches within the last 10 days
- Has had close contact with a confirmed or probable case of COVID-19
- Has had close contact with a person with acute respiratory illness or fever in the last 10 days?
- Travelled outside of Canada and -
 - Is not vaccinated according to Public Health requirements.
 - Has not received the results of a COVID test on arrival in Canada.
 - Has been in close contact with people who have travelled outside of Canada within the last two weeks.

The following are requirements for entering and use of the buildings:

- Individuals must be vaccinated at the level recommended by Public Health or the City of Mississauga for their age group. Proof of vaccination is required at this time.
- Individuals with a medical exemption, must have proof of a negative COVID-19 test 24 hours prior to entry.
- Social distancing (two (2) metres apart) must be maintained whenever possible. Posters, floor markers and any furniture placement to guide people within the buildings must be followed.
- As mandated by the City of Mississauga/Peel Public Health, masks must be worn in church buildings and outside on our grounds where physical distancing is not possible. Mask type may be dictated by the situation. ***[N95 or KN95 masks are recommended for protection to the highly contagious variants]***
- Use hand sanitizer on entry. Regular hand washing or hand sanitizing during the stay is required.
- Contact tracing lists must be maintained for those attending church services or using the building for other purposes. i.e. Rentals, church meetings and activities at this time. In the event of a positive case or an outbreak, Peel Public Health will be notified.
- Washroom use: Limited to two (2) people at any one time.

- No singing or playing of wind instruments unless prior arrangements are made as to masking and shielding.
- People are recommended not to touch their faces.
- Cough into their elbows and dispose of any tissues directly into the garbage pails.
- Participants should leave the building as soon as possible once the activity is finished.

Cleaning Protocols

The cleaning of both the Clarkson and Port Credit Campuses is guided by the attached description.

Cleaning

- Wear disposable gloves to clean and disinfect.
- Surfaces must be clean before disinfecting. **Clean surfaces using soap and water, then use disinfectant.**
 - Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- **Continue routine cleaning** of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in the main sanctuary including backs of pews, active rooms, kitchens and offices of each building should be cleaned and disinfected before and after each use.
 - Clean high touch surfaces: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks etc.

Cleaning Agents

Disinfect with a household disinfectant applicable for cleaning in COVID-19.

- Follow the instructions on the label to ensure safe and effective use of the product.
- Many products recommend:
 - Keeping surfaces wet for a period of at least 30 minutes (see product label for instruction).
 - Take precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Staff should wear skin protection and consider eye protection for potential splash hazards.
- Use no more than the amount recommended on the label.
- Use water at room temperature for dilution, unless otherwise stated on the label.
- Label diluted cleaning solutions. Diluted products will only be effective for a certain period of time. Check label/instructions for shelf life of the diluted product-usually one day.
- Cleaning products should be stored at room temperature and out of reach of children.

Health Consideration

Special consideration should be made for any staff member or visiting individual with asthma. Those individuals should not be present when cleaning and disinfecting is taking place as this could trigger asthma exacerbations.

Household Bleach as a Disinfectant

If specific products are not available, **diluted household bleach solutions (1-2% concentration)** can be used if appropriate for the surface. Concentrated bleach cannot penetrate the virus cell, hence must be a dilute solution.

- Check the expiry date of the bleach.
- Use bleach containing 5.25%–8.25% sodium hypochlorite. Do not use a bleach product if the percentage is not in this range or is not specified.
- Follow the manufacturer's application instructions for the surface, ensuring a contact time of at least one (1) minute.
- Ensure proper ventilation during and after application.
- Never mix household bleach with ammonia or any other cleanser. This can cause fumes that may be very dangerous to breathe in.

Preparation of a bleach solution for disinfecting

- Use 40 ml. of bleach per one litre of water. Let stand 20 minutes.
- After treatment, rinse with tap water all surfaces that may come in contact with food.
- Check to ensure the product is not past its expiration date.
- Dilute bleach solution is effective up to **24 hours**.

Alcohol

Alcohol solutions with at least 70% alcohol may also be used.

Cleaning of Other Types of Surfaces

Soft surfaces

- For soft surfaces such as carpeted floor, rugs, and drapes
- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- OR - Disinfect with a household disinfectant
- Vacuum as usual.

Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls wipe off with Lysol type wipes and leave to dry. Liquid should not pool on the screen. Where possible leave a **wipeable cover** on electronics.

- **Follow manufacturer's instruction** for cleaning and disinfecting.
- If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.

Laundry - For towels, linens, and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

Sanitizing Dishes – Merigold Room Kitchen

As there is no dishwasher in the small kitchen at the Clarkson Campus, the following procedure will ensure the dishes are sanitized by using a dilute bleach solution.

Preparation of Sanitizing Solution

- Use bleach containing 5.25%–8.25% sodium hypochlorite
- Prepare a 1-2% (185ppm) bleach solution by using the following guide

Container	Amount of Water	Amount of Bleach
Large sink	3 gallons	2 tablespoons
Large dishpan	2 gallons	1 tbsp + 1 tsp
Small dishpan	1 gallon	2 teaspoons
32 oz. water bottle	Fill with water	½ teaspoon
24 oz. coffee tumbler	Fill with water	¼ + ⅛ tsp
16 oz. water bottle	Fill with water	¼ teaspoon

How to Sanitize the Dishes

1. Wash the dishes with dish detergent.
2. Rinse the dishes with clean water.
3. Soak the dishes for 2 minutes in a 1-2% (185ppm) chlorine bleach and water solution.
4. Drain or drip dry. No additional rinsing is required.

Cleaning and disinfecting the building or facility if someone has contracted COVID-19 OR has been in contact with someone who is infected.

- **Close off areas** used by the person who is affected.
- The church building does not necessarily need to be closed completely, if affected areas can be closed off. (This decision will be made by the Chair of Council and EPC Leadership.)
- **Open outside doors and windows** wherever possible to increase air circulation in the area.
- **Wait 24 hours** or more before the area is cleaned or disinfected.
- If a positive case or contact is identified in either Campus **all areas used by the person who has been identified**, such as the sanctuary, a room, bathrooms, common areas, and shared electronic equipment must be cleaned and sanitized before further use.
 - **Vacuum the space if needed.** Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate disinfectant. Follow the disinfectant manufacturer's safety instructions such as wearing gloves and ensuring adequate ventilation, concentration level, application method and contact time. Allow sufficient drying time (30 mins.) if vacuum is not intended for wet surfaces.
 - Temporarily turn off in-room, window-mounted, air conditioners.
 - Temporarily turn off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.
- **The Church's regular cleaning staff** can clean and disinfect associated community rental spaces as arranged through the church office, or the renters sign an agreement to be responsible for full cleaning following use.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.

- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
- **Educate** and train any new staff performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Support our cleaning staff on site to ensure that they feel safe, including use of PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Staff should be made aware of the hazards of cleaning materials.

Reference: Adapted from the Centers for Disease Control and Prevention Coronavirus Protocols 2019, last updated July 2020.

Air Quality in the Buildings

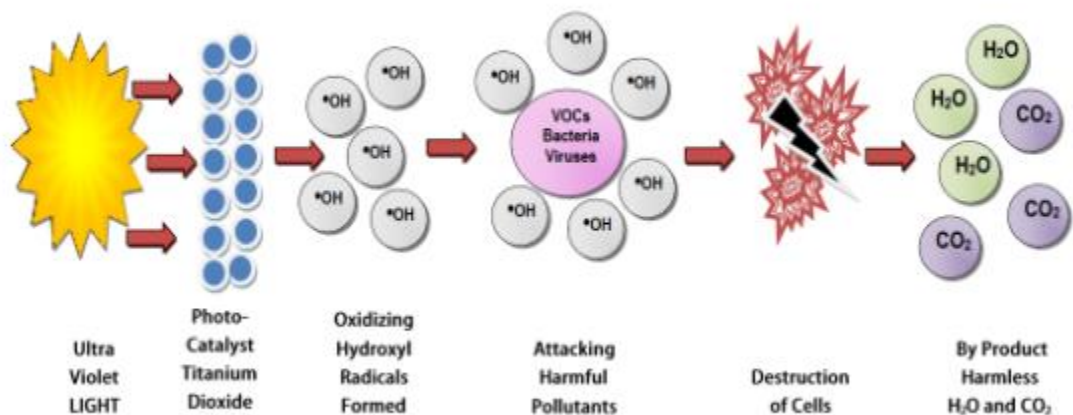
New evidence shows that small aerosol particles can be the primary source of transmission of the COVID-19 virus especially in poorly ventilated and crowded indoor settings. Depending on the airflow, the particles can remain suspended, accumulate and travel at a distance greater than six feet.

At the Clarkson Campus, photocatalytic oxidation (PCO) air purification filters have been added to the hot air furnaces that feed into the Sanctuary, office, library, Merigold Room wing. Furnace fans must be in the ON position for the circulating air to be cleaned.

As the Oliver Wing is serviced by a hot-water heating system, portable units are available to clean the air in the classrooms after use.

As there are no purification filters on the furnaces at the Port Credit Campus, portable units can be used when required.

How PCO Works



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Personal Protective Equipment (PPE)

Personal protective equipment (PPE) are items worn to provide a barrier to help prevent potential exposure to infectious disease. Using protective equipment also helps slow the spread. If PPE is required, stock of each item is available in the library and small board room. Please let the office know of what you are taking, so stocks can be replenished.

The following items are available for use at each campus:-

- 3 Ply Disposable Masks – one use only
- Non-Latex disposable gloves – one use only
- Disposable Surgical gowns – one use only
- Face shields

COVID-19 Signage

Signage is placed strategically around the church properties and buildings to communicate policies and public health guidelines and give directional guidance. At the discretion of our Church Council and the Emergency Preparedness Committee (EPC), the signage will be updated according to the guidelines from the provincial or municipal jurisdictions or Peel Public Health.

Sunday Worship Services

In-Sanctuary Services Attendance

To attend an in-person worship service, individuals must be vaccinated at the level recommended by all levels of Public Health or the City of Mississauga for their age group.

- Proof of vaccination is required at this time.
- Individuals with a medical exemption, must have proof of a negative COVID-19 test 24 hours prior to entry

We recommend that those individuals, who are not well, cannot wear a mask or are **not** vaccinated according to Public Health recommendations, watch the livestreamed/recorded service online at home.

Attending a Worship Service

The following Public Health guidelines are established health and safety protocols for this pandemic. EPC is constantly assessing a rapidly changing situation and will make adjustments when required.

1. The congregation will enter only through the main Sanctuary doors for worship services.
2. Maintain social distancing (6 feet/2 meters) wherever possible.
3. As per Peel Public Health and Mississauga's by-law, masks must be worn in public spaces. If any individual attending does not have a mask, one will be provided on entry.
4. Families and social cohorts should enter the building together.
5. As you enter the building, you will be greeted and asked to hand sanitize and sent up to the Narthex. *Hand sanitizer stations are available at all entrances.*
6. For those requiring the elevator, an operator will be present to assist at both entrances of the elevator.
7. In the Narthex, the greeter will perform the following check :-
 - a. Check vaccination status re certificates, or QR codes, to ensure individuals are vaccinated according to Public Health's recommendations. *(subject to change)*
 - b. Those with a medical exemptions, must show a negative COVID test 24 hours prior to entry.
 - c. The vaccination status need only be shown once. The validation will be recorded on a Master List.
 - d. Mark individuals as attending on the Master List for contact tracing purposes.
 - e. Referring to the screening questions listed on a large board, ask if there has been any recent changes to the individual's health which could be COVID-19 related.
8. The Sanctuary has been set up for socially distanced seating.
 - a. Seating will take place from front to back.
 - b. To avoid crowding in the Narthex, all three doors will be used to enter the Sanctuary.
 - c. You will be asked to remain seated during the service as there will be no singing.
9. Washrooms are accessed via the Chancel doors.

10. Exiting the Sanctuary, will be in reverse. Those in the back should exit first, then row by row, socially distanced. As there is limited space to be socially distant in the Narthex, we ask attendees to exit the building after the service and socialize outside of the building.

The Offering

The offering plates will be placed at all three doors leading into the Sanctuary, so members may place their donations into the plate on the way in or out of the service.

Serving of Refreshments

- Serving of commercially packaged food is recommended.
- Drinks should be commercial products or if in-house (coffee, tea) served in disposable cup OR
- Dishes used be rinsed in a dilute bleach solution after washing OR washed in the Hobart dishwasher in the main kitchen.
- The server should wear a mask and disposable gloves and use tongs to serve.

Sanitizing the Dishes

- Wash the dishes with dish detergent.
- Rinse the dishes with clean water.
- Soak the dishes for 2 minutes in a 1-2% (185ppm) available chlorine bleach and water solution.
- Drain or drip dry. No additional rinsing is required

Exiting the building

The ushers will direct traffic out of the building with consideration to social distancing.

Role of Greeters, Ushers, and Elevator Operators

Staff Members and Volunteers

1. At this time, to assist in worship services or church events, staff and volunteers must be vaccinated at the latest level recommended by Public Health.
2. All individuals assisting in the service must be pre-screened to ensure they meet the criteria for attendance.
3. Pre-screening questions:-
 - a. Have you tested positive for COVID-19 in the last 10 days?
 - b. Have you had a cough, runny nose, sneezing, sore throat, fever, loss of smell and taste, malaise or aches within the last 10 days?
 - c. Have you had close contact with a confirmed or probable case of COVID-19
 - d. Have you had close contact with a person with acute respiratory illness or fever in the last 10 days?
 - e. Have you travelled outside of Canada or visited an area in Canada that has a high incidence of COVID-19 in the last 10 days Have you not received the results of a COVID test on arrival to Canada?

If the answer is “**Yes**” to any of the above questions, the individual should not participate in the service.

Greeter’s Role

At the Entrance

A greeter or usher will be stationed at the Sanctuary doors to ensure COVID-19 protocols are being followed.

1. Check the volume of hand-sanitizer at each sanitizing station table and the elevator. An adequate supply of masks for children and adults should also be available at the sanitizing station. Additional supplies are available in the library or small boardroom.
2. Ensure the individual(s) is wearing a mask before entering the building; otherwise provide the person with a disposable mask.
3. Greet people warmly but do not shake hands or touch them. Keep conversations to a minimum so that the flow of people is moving in a timely manner up to the Narthex.
4. Direct individuals to hand sanitize on entry before going up to the Narthex.
5. If the elevator is required, direct the individual to the elevator.
6. Encourage and remind those attending the service to maintain social distancing inside and outside of the building.

In the Narthex

A table with a safety shield is set up to accommodate check-in. A Master List will be available with those who have previously attended and shown vaccination status. *See example:*

	A	B	C	D	E	F	G
1	Last Name	First Name	Vax Proof	Ver. By	Date Ver.	9:02 Service	10:30 Service
2	Doe	Jim	Y	TT	2021-10-21	X	
3	Stag	Jane	Y	JJ	2021/1022		X
4							

1. Using the Master list, the greeter will check-in attendees.
2. If the individual had attended a service after re-opening in September 2021, the name should be on the list. If not add to the list.
3. Check on the list to see if vaccination status has been verified.
 - a. Check vaccination status re certificates, or QR codes, to ensure individuals are at the level recommended by Public Health. (*subject to change*)
 - i. Medical exemptions must have a negative COVID test 24 hour prior to entry.
 - ii. The vaccination status need only be shown once. Date and initial that status has been verified on the list. The validation will be recorded on a Master List which is updated each week for the next service.
 - b. Mark individuals as attending (9:02 or 10:30am service) on the Master List for contacting tracing purposes
 - c. Referring to the screening questions listed on a large board, ask if there has been any recent changes to health which could be COVID-19 related.
 - d. Keep conversations to a minimum and encourage people to have the ushers direct them to seating.

Usher's Role

1. Open all the doors leading into the Sanctuary.
2. Seating in the Sanctuary should proceed front to back.
3. Ushers should send attendees down all three aisles alternatively, so there is no crowding in the Narthex.
4. Some individuals may want to be escorted to seating.
5. Encourage people to move into Sanctuary and not linger in the Narthex or doorways socializing.
6. Identify where collection plates are located.

At Conclusion of Service or Event

1. All three doors should be used for exiting the Sanctuary.
2. Participants should leave via the Narthex, starting from the back row.
3. Encourage social distancing and recommend that members meet and greet outside of the building and not in the Narthex.

Use of the Elevator

At the **Clarkson Campus**, the elevator can be operated from outside of the elevator cage if the operator does not want to be in the elevator with the passenger. If the operator is comfortable riding the elevator with the passenger(s), additional PPE (if desired) is available in the boardroom.

If the elevator is to be run with the operator outside of the cage, a two-person system should be employed for safety purposes.

1. Keys to the elevator are located at elevator doorway in the Sanctuary.
2. There are two (2) keys. Insert a key at each level so the elevator can be operated from outside the cage at either door.
3. One operator should be on the ground level and another operator on the Sanctuary level.
4. Determine a signalling system between the two operators.

N.B. The green light indicating to release the knob is not working in either doorway outside of the elevator cage.

At the main entrance:

1. Using the Master list, the greeter will check-in attendees.

	A	B	C	D	E	F	G
1	Last Name	First Name	Vax Proof	Ver. By	Date Ver.	9:02 Service	10:30 Service
2	Doe	Jim	Y	TT	2021-10-21	X	
3	Stag	Jane	Y	JJ	2021/1022		X
4							

2. If the individual had attended a service after re-opening in September 2021, the name should be on the list. If not add to the list.
3. Check on the list to see if double vaccination status has been verified.
 - a. Check vaccination status re certificates, or QR codes, to ensure individuals are at a minimum double vaccinated. *(subject to change)*
 - i. Medical exemptions and negative testing within 24 hours will also be accepted.
 - ii. The vaccination status need only be shown once and documented once.
 - iii. The validation will be recorded on a Master List updated and provided each Sunday.
 - b. Mark individuals as attending (9:02 or 10:30am service) on the Master List for contacting tracing purposes
 - c. Referring to the screening questions posted by the window, ask if there has been any recent changes to health which could be COVID-19 related.
4. Hand sanitizer is available next to the elevator. Ask the person to hand sanitize if the person has not already done so.
5. If required, assist the person into the elevator and shut the door.
6. The operator on the Sanctuary level will run the elevator to that level. Signal that the passenger is ready to be taken up.
7. When the passenger is safely off the elevator and the door is closed, the main floor operator will take the elevator down to the main level.

At the Sanctuary level: (Two operator procedure)

1. The operator on the Sanctuary level will run the elevator to that level. Once the passenger is safely off the elevator and the door is closed, signal for the main floor operator to take the elevator down.

2. Direct the passenger down the aisle to seating.

After the service:

1. At the end of the service, the reverse will take place. The ground floor operator will take the elevator down so it is on the correct level.
2. Leave the elevator on the ground floor level and return the keys to their spot in the Sanctuary.

PPE

If PPE is required to run the elevator, the following items will be available in the library with additional stock in the small boardroom.

- Disposable Non Latex Gloves – single use only
- Surgical gowns – one use only
- Face shields – reusable – must be cleaned between uses
- Disposable masks – available to those who don't have a mask when entering the building

Removing PPE

- To avoid spread from possible contaminated surfaces, after assisting, doff the PPE and place in a garbage bag at the elevator entrance and dispose appropriately.
- Use hand sanitizer after PPE is removed.

Church Related Meetings and Gatherings

Booking Considerations

- What is your activity? Meeting, a social gathering or an event...
- What kind of space do you require?
- Do you require special equipment?
- What is the size of the group? Social distancing is required at all events using church facilities, so numbers attending will determine what space can be used for the activity.
- Is the use of the elevator required?
- Is wearing a mask an issue for any of your members?
- Will those attending the activity be vaccinated to the level recommended by Public Health and be prepared to show proof of vaccination?

Requirements

- Your activity must be booked with the office with the above information. A room will be identified for your use.
- At this time, all participants must be vaccinated if eligible to the level recommended by Public Health and be prepared to show proof of vaccination.
- Organizers of the activity must create a contact list for each occasion of meeting, i.e. name, phone number, date of activity.
- It is recommended to screen those attending the activity with following questions:-
 - Have you tested positive for COVID-19 in the last 10 days.
 - Have you had a cough, runny nose, sneezing, sore throat, fever, loss of smell and taste, malaise or aches within the last 10 days?
 - Have you had close contact with a confirmed or probable case of COVID 19
 - Have you had close contact with a person with acute respiratory illness or fever in the last 10 days?
 - Have you travelled outside of Canada or has been in close contact with people who have travelled outside Canada within the last 2 weeks?

If a response to any of the screening questions is **YES**, that particular individual should be advised not to attend.

Attending a Church Activity

- Social distancing of 2 metres (6 feet) must be maintained whenever possible.
- As mandated by the City of Mississauga (until otherwise stipulated), masks **MUST** be worn in all public spaces.
- Use hand sanitizer on entry of the building. Hand sanitizing stations are available at all entrances.
- Confirm responses to the screening questions have **NOT** changed.
- If microphones are used, cover with either a "Ziplock" bag or a microphone sleeve and sanitize the area with a disinfectant wipe after use.

- No singing or playing of wind instruments unless prior arrangements are made as to masking and shielding.
- An assistive device for hearing can be arranged upon request. Use disposable protective covers with earphones.
- When using the washrooms, follow the instructions on the doors and above the sinks.
- Attendees should leave the premises after the activity is over. Any socialization should be done outside of the building using the appropriate distancing.

Serving of Refreshments

- Serving of commercially packaged food is recommended.
- Drinks should be commercial products or if in-house (coffee, tea) served in disposable cup OR
- Dishes used be rinsed in a dilute bleach solution after washing OR washed in the Hobart dishwasher in the main kitchen.
- The server should wear a mask and disposable gloves and use tongs to serve.

Sanitizing the Dishes

- Wash the dishes with dish detergent.
- Rinse the dishes with clean water.
- Soak the dishes for 2 minutes in a 1-2% chlorine bleach and water solution.
- Drain or drip dry. No additional rinsing is required

Funeral Policy

All requests for funeral services will be arranged through the church office in collaboration with the Ministry team, Emergency Preparedness Committee (EPC) and other related committees.

Graveside Funeral services

- At the time of the request, numbers attending (outdoor gatherings) may be dictated by Public Health Ontario, Peel Public Health or the City of Mississauga.
- Vaccination status may be a factor in determining size of gathering.
- Social distancing may also dictate numbers and will be at the discretion of the minister involved.
- Masking may be required if social distancing is not an option.

In Sanctuary Services

- Services will be arranged through the Church Office, in collaboration with the EPC and Ministers as above.
- Building tenants will be advised of the service time and asked to reduce their use of the building to avoid additional hallway traffic.
- Live-streaming or recording of the service can be arranged through the office and would be highly recommended as an option so those not vaccinated can participate.

In the Sanctuary

- The number of visitors will be dictated by Public Health regulations and the allowance for social distancing.
- At this time, visitors must be vaccinated to the level recommended by Public Health for that particular age range and must be prepared to show proof of vaccination.
- Those unvaccinated or with a medical exemption must show a negative COVID-19 test 24 hours prior to the service.
- Visitors should enter through the Sanctuary doors.
- All staff, volunteers and visitors will be required to wear masks at all times, unless otherwise stipulated by Public Health.
- Hand sanitizer must be used as they enter the building.
- Contact List: For follow-up purposes a contact list must be generated either by pre-registration, a list provided by the family, or signing in on entry.
- Arrangements should be made through the office to have ushers, greeters and elevator operators if the funeral home is not involved. Assistance to the funeral home staff may be required. The roles of the ushers, greeters and elevator are defined in a previous section.
- Greeters, ushers and elevator operators should follow protocols established for worship services.
- Greeters
 - Ensure individuals are masked and encourage use of hand sanitizer as they enter the building
 - Contact list: If family has provided a list, check people in or if not take name and phone number
 - Check Vaccination status re certificate or QR code. (subject to change)

- Review Screening Questions
- Ushers
 - Have all doors leading into the Sanctuary open for traffic flow and to avoid gathering in the Narthex.
 - Assistance in seating may be required for social distancing.
 - Adequate seating for the family should be cordoned off at the front of the Sanctuary.
 - Visitor seating should take place front to back.
 - Exiting the Sanctuary should be in reverse.
- Elevator Operator
 - See Elevator Operator Instruction
- Readers and speakers will use the microphone at the Lectern. A microphone sock or a Ziplock bag is available to protect the microphone.
- Sanitizing wipes will be available to wipe down the lectern after each speaker,
- Consideration for singing and use of wind instruments will require input from EPC.
- All visitors and persons attending will be asked to leave the sanctuary (still wearing masks) in an orderly and socially distanced way

Serving of Refreshments

- Serving of commercially packaged food is recommended.
- Drinks should be commercial products or if in-house (coffee, tea) served in disposable cup OR
- Dishes used should be rinsed in a dilute bleach solution after washing OR washed in the Hobart dishwasher in the main kitchen.
- The server should wear a mask and disposable gloves and use tongs to serve.

Sanitizing the Dishes

- Wash the dishes with dish detergent.
- Rinse the dishes with clean water.
- Soak the dishes for 2 minutes in a 1-2% (185ppm) available chlorine bleach and water solution.
- Drain or drip dry. No additional rinsing is required

Case Management Protocol

If there is a case or an outbreak identified at either the Clarkson or Port Credit Campus it will be managed under the guidelines already established for Christ First. We ask Volunteers or Community Partners using the buildings to review their contracts and add any additional actions for safety identified here in the “Next Steps”.

Next Steps:

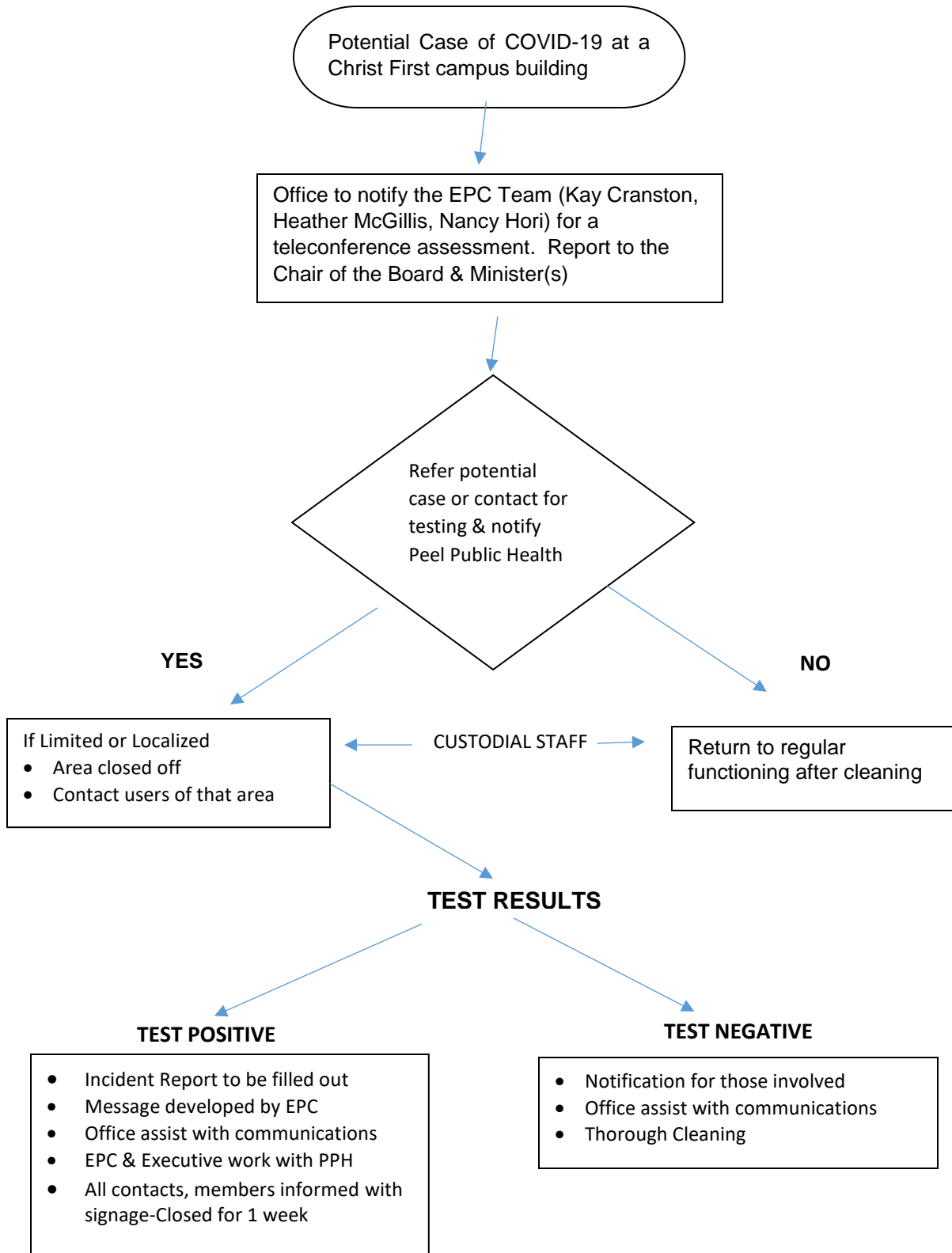
With the commencement of in-person services and the further opening of Community Partner activities, case management could become an issue.

Church Staff and Community Partners:

- At this time, staff, and volunteers must be vaccinated to the level recommended by Public Health, by a specified date.
- Proof of vaccination should be reviewed and documented.
- For community partners, vaccination requirements should be specified in the contract.
- All staff should complete a health screening questionnaire regularly.
- If staff or a community partner become sick with COVID-like symptoms while in the church they should report it to the church office staff and go home right away and self-isolate.
- They will need to call Telehealth at 1-866-797-0000 or the Peel Public Health Assessment Centre on how and where to get tested.
<https://trilliumhealthpartners.ca/covid-19/A/assessment.html#starthere>
- If **NEGATIVE** for COVID-19 they can return to work when fully recovered.
- If the test for COVID-19 is **POSITIVE**:
 - As PPH no longer assigns a case manager, it is recommended to use the online assessment and follow-up recommendation.
 - Once the office has notification of a positive case, the EPC must be notified.
 - EPC will implement protocols and processes as defined in the Decision Tree.
 - Using contact lists, individuals at risk will be notified, followed by general information. *See messaging protocols.*
 - Peel Public Health requires the positive case to self-isolate at home for 10 days from the start of symptoms or from the date testing was completed if there are no symptoms
 - Household contacts must self-isolate for 10 days after their last exposure to the positive case.
 - If the person is feeling well and does not have fever (temperature remains lower than 37.8 °C), he/she can come out of isolation after 10 days. A rapid self-test will also show the individual is no longer contagious.
 - Clearance testing is not needed to return to work.

- The room and each adjacent room, where either the staff member or the community partner who was affected was present, will be closed immediately and not used for a period of 4 days and then given a major clean and disinfection of all surfaces and not used after cleaning for a further 3 days.
- If the washroom indicated for that activity was used it will also be closed in the same manner.


Decision Tree for Case Management



Incident Report

In the event of a positive case of COVID-19 in either of the church buildings:

1. If there is a positive case of COVID-19 in the building, i.e. staff, volunteers, visitors, tenants, renters, an Incident Report must be filed. *See form*
2. Tenants and renters must be made aware of the Incident Report and should be included any contract agreement as this may impact any legal or insurance filings.
3. EPC must be notified immediately so that a strategy can be employed as to next steps.
4. Public Health must be notified with follow-up contact tracing.

 CHRISTFIRST <small>THE UNITED CHURCH OF CANADA</small>	<small>1700 Maze Cres. - 151 Lakeshore Rd. Mississauga, Ontario Phone: (905) 822-9834 Email: office@christfirst.ca Website: christfirst.ca</small>
INCIDENT REPORT	
Reporter: <input type="text"/>	Phone #: <input type="text"/>
Email: <input type="text"/>	Date: <input type="text"/>
Name of Person Involved (optional): <input type="text"/>	
<input type="radio"/> Staff <input type="radio"/> Congregant <input type="radio"/> Tenant <input type="radio"/> Visitor	
INCIDENT DETAILS COVID-19 Related? <input type="radio"/> No <input type="radio"/> Yes (If Yes, please fill out questionnaire below.)	
Location: <input type="text"/>	Date: <input type="text"/>
Group: <input type="text"/>	Time: <input type="text"/>
Details (Include Witnesses): <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
COVID QUESTIONNAIRE	
First signs of illness - Date: <input type="text"/>	
Last time in the building - Date: <input type="text"/> Time: <input type="text"/>	
Had COVID-19 test? <input type="radio"/> No <input type="radio"/> Yes Test Date: <input type="text"/>	
Has Peel Public Health been notified? <input type="radio"/> No <input type="radio"/> Yes	
ACTION TAKEN & FOLLOW-UP	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
Reviewed by: <input type="text"/>	Date: <input type="text"/>
<div style="border: 1px solid black; padding: 5px;">SUBMIT This should open your email program and allow content editing & sending. If it doesn't, please make sure to SAVE form, then OPEN in your .pdf reader.</div>	
<small>Incident Report - June, 2021</small>	

Notifications & Messaging of a Positive COVID-19 Case

Those who were exposed to a positive COVID-19 case will need to be notified immediately, *(if not notified by Peel Public Health)* and directed to self-isolate for 10 days from the start of their symptoms or from the date of contact if they have no symptoms.

Example of a Message:

A positive case of COVID-19 has been identified at the church and according to our Contact List you may have been exposed to this individual. If you are having symptoms, please have yourself tested and self-isolate for 10 days. If there are no symptoms self-isolate for 10 days from your last contact with the positive case. A case manager from Peel Public Health will be following up with you.

Other users of the building at the time of infection will be notified of the situation and which areas of the building are shut-down for cleaning.

General message to the congregation as an FYI, must be scripted and discreet to protect the privacy of the subject involved.

Example of a Message:

A positive case of COVID-19 has been identified at the church. Peel Public Health is following up with contact tracing and all affected areas are being cleaned according to our protocols following Public Health guidelines. Out of respect and for confidentiality reasons, we will not be releasing any information about persons who are infected. We continue to work on keeping our space safe for all who enter our doors. The building or certain area/wing will reopen on MMDDYYYY.

Further questions should be forwarded to EPC leads so there is no misinformation issued.

Congregants at in-house services, meetings church social events:

- At this time, all participants must be vaccinated to the level recommended by Public Health and also be prepared to show proof of vaccination on entry.
- Public Health protocols such as masking, social distancing and hand sanitizing on entry must be followed in both buildings.
- Those who are not vaccinated, have been recently ill or exposed to someone with COVID-19 should not be attending.
- Services and events should be reduced in length.
- All names and contact information will be recorded either before the service or on entry into the sanctuary (as previously described).
- If a person should fall ill during the service or event, they will be supported in leaving the church immediately and advised to contact Peel Public Health for testing. If positive, the church office needs to be notified.

- Any person testing positive, may return to a service or activity after 10 days and must be asymptomatic.
- If there is a positive case, the communication plan for Christ First will be implemented.
- All other people attending will be required to self-isolate for 10 weeks or until informed by Peel Public Health that they may return to normal activities.
- The Sanctuary or room will be closed off immediately with caution tape so anyone arriving at the church will know that this area is closed. In 4 days a major clean and disinfection of all surfaces and touch points will occur. The area will then remain closed for 3 more days.
- Services would be cancelled for the following Sunday or if an activity rescheduled for a later date.
- The Council Executive and the Emergency Preparedness Committee, based on guidance from Peel Public Health may close the whole Campus for 2 weeks.

Rental Agreement and Protocols

This health and safety policy outlines measures to be taken to reduce the risk of exposure and transmission of COVID-19 within the Christ First buildings. Rental groups must abide by the following:

If current Christ First renters would like to start activities in the buildings, they must:

- Confirm their start date and room bookings with the church office.
- Forward a copy of their group guidelines dealing with COVID-19. This must be approved by Christ First.
- Read and abide by this Christ First Church COVID-19 Health & Safety Policy.
- Acknowledge that all previous lease agreements with Christ First are null and void.

Building Access & Rules

Please observe the following guidelines while using our buildings:

- At this time, ensure those eligible for vaccination be vaccinated to the level recommended by Public Health.
- Those unvaccinated or have a medical exemption must show a negative COVID-19 that was performed 24 hours prior to entry.

Ensure that no one in your group:

- Has tested positive for COVID-19 in the last 10 days.
- Has had a cough, runny nose, sneezing, sore throat, fever, loss of smell and taste, malaise or aches within the last 10 days
- Has had close contact with a confirmed or probable case of COVID 19
- Has had close contact with a person with acute respiratory illness or fever in the last 10 days
- Has travelled outside of Canada in the last 10 days or has had close contact with a person who has travelled outside of Canada within the last 10 days

Observe the following guidelines

- As mandated by Public Health, wear a mask in the building(s) and outdoors if social distancing is not obtainable
- Cough into your elbow, don't touch your face
- Use hand sanitizer as you enter the building. Wash your hands frequently or use hand sanitizer when touching common surfaces.
- Participants to maintain two (2) meters spacing while in the building.
- Participants should leave the building immediately once the activity is finished.
- Limit washroom use to two (2) people at a time.
- Parents waiting to pick up children should remain outside the building.

Contact Tracing

- The group leader will keep a daily sign-in sheet for every event which includes each attendee's name, email and/or phone number.

- If a member of your group starts showing symptoms or tests positive after being in the building, please follow public health protocols, stay home and notify the church office immediately.

Cleaning

The following common areas will be cleaned by Christ First at the end of each day – washrooms, door handles/knobs, handrails. Elevator controls will be cleaned after daily use or between bookings. Countertops, tables and chairs in rooms will be cleaned daily or between group bookings. Toys and items used by children will be cleaned by the renter.

Room Usage

- The Ontario government and Public Health Ontario will dictate numbers for indoor/outdoor gatherings and what type of groups can meet.
- Factors in numbers allowed may depend on:-
 - Vaccination Status
 - Occupancy of a space may require social distancing
- Room capacity will be reduced and established by Christ First according to government guidelines or stricter depending on room size.
- Group leaders will ensure no more than the number of people as specified in the contract occupy room space at one time. Limited chairs for the maximum numbers allowed will be in rooms. Groups must abide by these rules and reorganize their activities and meetings accordingly.
- Time between consecutive group bookings will be included to allow for extra cleaning.
- Singing and use of wind instruments must be evaluated by EPC
- Serving of food and drink must be approved by EPC.

Rates

Room rates will be discussed with each client. An extra cleaning fee will be added.

Cancellations

As we are trying to ensure everyone's safety, rental bookings will be cancelled should their group fail to adhere to these standards after one warning. Christ First values your safety but it is a group effort to ensure safety from infection and we cannot guarantee that our venue is free from infectious diseases.

If the above requirements are not adhered to, Christ First has the right to cancel the booking without advance notice and/or to refuse any future booking with the Group.

Definitions

It is often difficult to interpret reports pertaining to COVID-19 cases and the impact this information has on the local community. The following terms or definitions are used for surveillance purposes of cases of COVID-19. They are not intended to replace clinical or public health practitioner judgment in individual patient assessment and management.

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_case_definition.pdf

Probable Case

A person (***who has not had a laboratory test***) with symptoms compatible with COVID-19 **AND** has

- Travelled to an affected area (including In Canada) in the 10 days prior to onset of symptoms
- Had close contact with a confirmed case of COVID-19
- Lives or works in a facility known to be experiencing an outbreak of COVID-19

OR

A person with symptoms compatible with COVID-19 **AND** in whom ***laboratory diagnosis of COVID-19 is inconclusive or has a negative rapid test***

Confirmed Case

A person with ***laboratory or a positive rapid test confirmation*** of coronavirus infection using a validated assay.

A Confirmed Outbreak

- Two cases of **Acute Respiratory Infection (ARI)** within 48 hours with any common epidemiological link at least one of which must be laboratory confirmed.
- OR**
- Three cases of ARI (laboratory confirmation not necessary) occurring within 48 hours with any common epidemiological link

Suspect respiratory infection Outbreak:

- Two cases of ARI occurring within 48 hours with any common epidemiological link
- OR**
- One laboratory-confirmed.

Epidemic

An epidemic is the rapid spread of infectious disease to a large number of people within a community, population or region within a short period of time.

Pandemic

A pandemic is an epidemic of infectious disease that spreads over multiple countries and/or continents.

Endemic

A constant presence in a specific location