

**Conseil Regional Nakonha:ka Regional Council
Reopening Protocols & Guidelines for Communities of Faith**

**Based on the Recommendations of the United Church of Canada
and the Government of Quebec**

Summary and Checklists for use by Communities of Faith

Updated June 11,2020

Nakonha:ka Regional Council
Reopening Protocols & Guidelines
COVID-19

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| | June 11,2020 | Status | The Government of Quebec is expected to announce the reopening of Places of Worship by June 30, 2020. A government protocol for reopening Places of Worship will be available. The United Church of Canada and the Government of Quebec support a gradual opening that supports the psychological and spiritual needs of each COF The government protocols will include all the elements found in the UCC protocols for Preopening , Phase 1, Phase 2. |
| | Preopening | | Phase 1 & 2 Plan Preparation Maintenance & Operations Review Preparatory work for Phase 1- Reopening Committee Controlled Access and Registry Controls for Contracted personnel |
| | Phase 1 | | No Physical Worship |
| | <u>Upon Regional review of Plan</u> | | On Line Worship Boards, Committees, Staff small groups for meetings No Social Gathering Building Protocols apply COF Plan Implemented (prepared, submitted, approved by Church Council) |
| | Phase 2 | | Worship - Social Distancing, Masks, Soloists. Baptism & Weddings |
| | <u>Upon Regional review of Plan</u> | | Max Capacity 50% ,Reservations, Access screening Minimum Duration, Doors open, Seating indications |
| | <u>Earliest Labour Day Weekend</u> | | Children's Activities - Use CNESST Daycare Guidelines On Line Worship Boards, Committees, Staff small groups for meetings No Social Gathering |

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| | | | Tenant Reintegration Plan |
| | | | Building Protocols apply |
| NRC | | | COF Plan Impemented (prepared, submitted, approved by Church Council) |
| | | | |
| | <u>Phase 3</u> | | Return to Worship and Social Gathering |
| | | | Controls based on Health Authority Recommendations |
| | | | Tenant Reintegration Progressive |
| | | | Building Protocols apply |
| | | | COF Plan Implemented (prepared, submitted, approved by Church Council) |
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| Nakonha:ka Regional Council | | | |
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| Guideline: Reopening Protocols & Guidelines | | | |
| COVID-19 Preopening of the Church Building | | | |
| General | Responsible | Details | Status |
| Emergency Plan UCC | | Implementation for Pandemic COVID 19 | Start |
| NRC | | Authorization to COF to Move to Phase 1 of Reopening Protocols | |
| Contact/NRC Rep | | COF contact person(s) for NRC | |
| Emergency Committee | | COF to name a committee for Implementation of COVID 19 Emergency Plan | |
| Building Closure | | Secure Building | |
| Building Access | | List of individuals with access to the Building - Key Control | |
| Security Log | | Sign-in protocol for personal safety and security | |
| Contracts | | List of Contractors with access to the Property | |
| List of Tenants | | Notification Letters | |
| Insurance | | Notification of situation | |
| Communications | | Implement Local Communications Plan | |
| Building Condition | | Implement Weekly Building Inspection , Prepare Reopening Plan | |
| Water System | | Flush 15 Minutes (N.B. Well water tested) | |
| Hot Water | | Flush and verify temperature | |
| HVAC, Light, Power, | | Survey and assure functionality. Renew Filters | |
| Safety and Security | | General Inspection Internal and external | |
| Fire and Security System | | Verify functionality | |
| Seasonal Maintenance | | Contracts in place | |
| Cleaning | | Implement Cleaning Protocol | |
| Sub Contractors | | Industry Standards implemented | |
| CNESST Cleaning Standard | | Requirements for Daily Cleaning and Disinfecting COVID 19 | |
| Sanitary Standards Guide | | https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19-info-en/Pages/toolkit.aspx | |
| References: | | | |
| | | https://www.inspq.qc.ca/covid-19/environnement/nettoyage-surfaces | |
| | | https://www.canada.ca/fr/sante-canada/services/medicaments-produits-sante/desinfectants/covid-19/liste.html | |
| | | https://www.inspq.qc.ca/publications/3011-climatiseurs-mobiles-ventilateurs-milieus-soin-covid19 | |
| | | https://publications.msss.gouv.qc.ca/msss/document-000437/?&date=DESC& sujet=covid-19&critere=sujet | |
| | | https://publications.msss.gouv.qc.ca/msss/document-000440/ | |

| Nakonha:ka Regional Council | | | | | |
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| Guideline: Reopening Protocols | | | | | |
| COVID-19 | | | | | |
| Property & Building | | | | | |
| | Phase 1 | Phase 2 | Phase 3 | Instruction | Status |
| Access | | | | | |
| Opening Hours | Optional | Optional | Optional | Local decision | |
| Days of Week | Optional | Optional | Optional | Local decision | |
| Staff Access | Yes | Yes | Yes | Controls Apply for Social Distancing, Masks, Hand Washing, | |
| Church Groups Access | Limited | Yes | Yes | Controls Apply for Social Distancing, Masks, Hand Washing, | |
| Congregation Access | No | Yes | Yes | Controls Apply for Social Distancing, Masks, Hand Washing, | |
| Contracted Pers. Access | Yes | Yes | Yes | As required only for Cleaning Services, Emergency Repairs | |
| Tenants | No | No | Yes | Planned Reintegration | |
| Physical Elements | | | | | |
| Main Church Sign | Closed | Closed | Open | Update | |
| Parking Area | Open | Open | Open | No Controls - Identify entry point | |
| Exterior Temporary Signage | Optional | Optional | Optional | Indicates entrance point | |
| Entry Point | Single | Single | Optional | Maintain Single Point of Entry, Other Points of entry: Closed | |
| Registration Log | Yes | Yes | Yes | Best practice for security and safety | |
| Posting - Rules | Yes | Yes | Yes | Distancing, Masks, Hand Sanitizing, Seating Plan, Washrooms | |
| | | | | Use Government signage | |
| Social Distancing | Yes | Yes | Yes | | |
| Hand Sanitizing | Yes | Yes | Yes | | |
| Mask Station | Yes | Yes | Yes | | |
| COVID Assessment | Yes | Yes | Yes | Questionnaire - Symptoms and/or Contact with another | |
| Internal Wayfinding | Yes | Yes | Update | Progressive opening of areas for church activity | |
| Room(s) Access -Signage | Yes | Yes | Update | Progressive opening of rooms for church activity | |
| Emergency Exits | Yes | Yes | Yes | Wayfinding , Emergency Exits posted on building plan | |

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| COVID-19 | | | | | |
| Property & Building | Phase 1 | Phase 2 | Phase 3 | Instruction | Status |
| Church Areas | | | | | |
| Washroom(s) | Open | Open | Open | Progressive as space is opened | |
| Kitchen | Closed | Closed | Optional | Limit Access, Cleaning Protocol | |
| Annex, Wings, Rooms | Closed | Closed | Optional | Progressive opening for all activities | |
| Sanctuary | Closed | Partial | Open | Distancing Pews / Seating Arrangement Use of Projection Screens, Camera Placemets (Zoom etc) Microphones <i>Local Plan Required</i> | |
| Rental Space | | | | Update Lease - Access, Maintenance, Cleaning | |
| CNESST Cleaning Standard | | | | | |
| COVID-19 | | | | | |
| Requirements for Daily Cleaning and Disinfecting | | | | | |
| Sanitary Standards Guide https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19-info-en/Pages/toolkit.aspx | | | | | |
| NRC | | | | | |

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| Guideline:Reopening Protocols | | | | | |
| COVID-19 | | | | | |
| Worship | Phase 1 | Phase 2 | Phase 3 | Genral Guidance / Local Plan Distancing Rules Apply | Status |
| Physical Worship | No | Yes | Yes | | |
| Location of Worship | Zoom | Zoom | ? | | |
| Use of Sanctuary | Yes | Yes | Yes | Local Decision- Seating Plan Required | |
| Frequency of Worship | | | | Local Decision | |
| Entry / Exit Plan | na | Yes | Yes | Wayfinding required | |
| Minister | na | Yes | Yes | Location for Zoom , in Sanctuary | |
| Choir | na | No | Yes | | |
| Musicians | na | Yes | Yes | Positioning | |
| Soloists | na | Yes | Yes | Positioning | |
| Singing | na | No | Yes | Electronic diffusion | |
| Greeters | na | Yes | Yes | Explain Seating, Contact rules, No Bulletins | |
| Readers | na | Yes | Yes | Positioning | |
| Offering, Plates | na | No | Yes | Use alternate means | |
| Communion | na | Yes | Yes | Local methods | |
| Seating | na | Yes | Yes | 6 ' Separation, Families may be togethe- designated | |
| Hymn Books | na | No | Yes | | |
| Bibles | na | No | Yes | | |
| Bulletins | na | No | Yes | | |
| Emergency Exit Plan | Yes | Yes | Yes | Posted (not a new requirement) | |
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| Guideline:Reopening Protocols | | | | | |
| COVID-19 | | | | | |
| Access by Others | Phase 1 | Phase 2 | Phase 3 | | Status |
| Visitors | No | Yes | Yes | Prepare Local Visitor Guide | |
| Worship , Weddings, Baptism | na | Yes | Yes | Single Point of Entry, Visitor Registry | |
| Tenants | na | Yes | Yes | See Tenant Rental Agreement - Annex Local Rules Tenants to abide by Gov Guidelines specific to activity | |
| Plan to Meet Bldg protocol | na | Yes | Yes | Progressive Return - Schedule and Approval required | |
| Tenant Registry | na | Yes | Yes | Single Point of Entry, Registration | |
| Tenant Access | No | Yes | Yes | Controls Apply for Social Distancing, Masks, Hand Washing, | |
| Contractors | | | | Refer to Local CNESST guides for individual trades | |
| Communication | Yes | Yes | Yes | Advise Contractor of Local Rules prior to entry | |
| Contractor Registry | Yes | Yes | Yes | Single Point of Entry, Registration | |
| Supervision of Work | Yes | Yes | Yes | Controls Apply for Social Distancing, Masks, Hand Washing, Accompaniment - Restricted work space | |
| Identification | | | | Pre --approved Contractor list | |
| Communication | Yes | Yes | Yes | Advise Contractor of Local Rules prior to entry | |
| Contractor Registry | Yes | Yes | Yes | Single Point of Entry, Registration | |
| Supervision of Work | Yes | Yes | Yes | Controls Apply for Social Distancing, Masks, Hand Washing, Accompaniment - Restricted work space | |
| Contractors | | | | Refer to Local CNESST guides for individual trades | |
| <u>Note:</u> | | | | | |
| For COF with the following tenants in their premises already authorized by Qc. To operate | | | | Minimum Phase 1 Preparation in place for Common Areas | |
| Daycares | | | | Use Government Guidelines for space occupied | |
| Essential Services Tenants | | | | Use Government Guidelines for space occupied | |
| NRC | | | | | |