**Kitchissippi United Church Re-Opening Protocol**

**NON WORSHIP GATHERINGS**

**September 2021**

1. All event organizers will communicate with the Church Administrator to potentially book an indoor gathering at Kitchissippi United Church. Please note that sufficient time will be required to get the proper approvals.

2.The event organizer will unlock the building at the designated meeting time.

1. No person shall enter the building who has Covid 19 symptoms, or has had contact with an infected person, or travelled outside of the country in the previous 14 days. Use the Ontario Ministry of Health tool [https://covid-19.ontario.ca/self-assessment/](about:blank) , if unsure.
2. No indoor gatherings shall **exceed 25 people,** subject to distancing rules. An exception may be made in the sanctuary where 50 people are allowed.
3. All people attending an event in the Church must pre-register, or sign in providing their name and contact information should contact tracing become necessary.
4. In the Hall, individuals are to use a “noodle” with an extended arm to ensure proper 2-meter distancing from people beside and in front of them. This is done to allow a multitude of seating arrangements. As an option the event organizer may set up chairs in the preferred configuration providing for a minimum 2 meter distance between chairs.

1. All persons entering and staying in the building will wear a face covering. The exception is that an individual may, once socially distanced, remove their mask to drink or eat. They are to replace the mask when finished.

All food refuse will be carried out.

1. All persons entering the building will clean their hands with sanitizer before touching any surfaces in the church, including the security system touch pad.
2. No person shall enter the church office or choir room or the kitchen without the permission of a staff member, circle chairperson or council executive.
3. All persons shall follow social distancing guidelines and directional markers inside and outside the building.
4. If temperatures allow, open windows and doors to increase ventilation. In the Hall a window is to be opened to allow fresh air intake and the ceiling ventilation system is to be turned on.
5. All persons using the washroom will use hand sanitizer before entering, and follow the signage regarding appropriate cleaning before exiting.
6. No group singing or wind or brass instruments is allowed.

12.People exiting the building will clean their hands with sanitizer.

13.Event organizers will ensure that all furniture used is sanitized and returned to its original location.

14.Event organizers will disinfect light switches, handrails, toilet flushers, taps etc. that have been touched, before the building is closed.

15. Event organizers will ensure all windows and doors are closed.

16.Event organizers will use hand sanitizer before touching the security system touch pad.

17. Event Organizers will ensure that the building is securely locked.

Renter’ initials Date Administrator’s initials

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