**Kitchissippi United Church Re-Opening Protocol November 4, 2021**

1. All event organizers, both renters and congregants will communicate with the Church Administrator to book an indoor space 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.

1. All persons attending a gathering, including worship, other than those of the Ottawa Children’s Montessori Centre, in the Kitchissippi United Church building must show proof that they are fully vaccinated against Covid 19. Fully vaccinated means two doses of Health Canada approved vaccines administered at least 14 days prior to the event. Those who are unable to attend in person are encouraged to attend via live stream.
2. Family ceremonies such as funerals and weddings may be dealt with on a case -by -case basis. Children under the age of 12 years of age may attend with their family. Under this caveat capacity limits of 50 people and social distancing will apply in the Sanctuary and Hall.
3. Attendance must be taken at all gatherings including, the name and contact information of each participant and be keep for 14 days in case of a need to contact trace.
4. 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.
5. All persons entering the building will clean their hands with sanitizer before touching any surfaces in the church, including the security system touch pad.
6. 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.
7. All persons using the washroom will use hand sanitizer before entering, and follow the signage regarding appropriate cleaning before exiting.

1. Up to four singers may sing in the choir loft as long as they are socially distanced from each other and isolated behind a barrier
2. Event organizers will ensure that all furniture used is sanitized and returned to its original location.
3. Event organizers will disinfect light switches, handrails, toilet flushers, taps etc. that have been touched, before the building is closed.

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

1. Event organizers will use hand sanitizer before touching the security system touch pad.
2. Event Organizers will ensure that the building is securely locked.

20. The protocol will be reviewed as required.