

# Diocese of St. Catharines

## COVID-19 Protocol for the Reopening of Parish Halls to the Public

September 1, 2020

### A. Introduction

1. This protocol applies to all parish halls of the Diocese of St. Catharines, including rooms connected to and ancillary to the hall. At the pastor's discretion or with the pastor's permission, parish halls may reopen with this protocol in place and in concert with the provincial guidelines and directives from local health officials.
2. This protocol does not apply to offices and worship spaces, which are covered by separate protocols.
3. This protocol will be reviewed regularly to determine when expanded parish hall uses can be permitted.

### B. Protocol

1. All regulations with respect to physical distancing (2 meters or 6 feet) and all precautions with respect to personal sanitation and cleaning of the parish hall are in effect.
2. Everyone over the age of five must wear a face covering.
3. Wherever possible one door should be used as an entrance and a different door should be used as an exit. Doors should be labelled "Entrance" and "Exit".
4. The maximum number of persons permitted to gather in a parish hall is 50 persons, provided physical distancing of two meters (six feet) is maintained at all times. In addition, the setup of the parish hall must permit enough room for attendees to enter, exit and move about, while maintaining physical distancing requirements, before, during and after the gathering.
5. Hand sanitizer must be available at all entrances and exits.
6. Staff, participants and visitors must complete and pass the COVID-19 self-assessment, as found at <https://covid-19.ontario.ca> before entering a parish hall or meeting room. Those who have travelled outside of Canada within the previous 14 days; or have signs or symptoms of the coronavirus; or have cared for, or otherwise been in contact with individuals diagnosed with the virus, shall not enter any parish hall. Having passed the self-assessment, the visitor must record this in the "**Staff and Visitor Log**". This record is also important for contact tracing.
7. The "**Staff and Visitor Log**" must be located at the main entrance to the parish hall. All staff and visitors must complete the required information in the log. Hand sanitizer must be placed at, or near, the **Staff and Visitor Log**.
8. Signage with the self-assessment screening questions (see B5 above) must be posted at the main entrance to the parish hall, in proximity to the **Staff and Visitor Log**. Reminders of distancing norms must also be posted throughout the building as constant reminders for vigilance.

9. For meetings, it is recommended that chairs be set up in a circle or square rather than in rows. Minimize the use of furnishings; if you don't need tables, do not use them. Any furnishings used must be sanitized after the meeting or event.
10. No printed or other materials are to be made available at the event unless they are handed out by one person as people are leaving.
11. Church and parish hall washrooms are to be used for emergencies only. No more than one person/family (living at the same address) at a time should use a washroom. Notices to this effect must be posted outside the washroom. Hand-washing signs should be placed in the washroom. Washrooms must be cleaned and sanitized after every meeting or event. In the event that a washroom is soiled, it must be closed, pending thorough cleaning with disinfectant.
12. Water fountains or coolers must remain out of service during the duration of the pandemic.
13. Prior to and after each meeting or event all door handles and any other "touch points" must be disinfected.
14. The parish must determine who will be responsible for cleaning and sanitizing. In some cases, the user group may be responsible but the parish must make sure it is done properly.
15. Where food and/or beverages are served, the kitchen and the bar must be cleaned and disinfected after each use.
  - a. No buffet style food service is allowed.
  - b. Individuals must be seated when eating or drinking.
16. Permitted Uses
  - a. The parish hall may be used for all **parish** events and activities
  - b. The parish hall may be used for **non-parish** events provided the renter of the hall signs a hall rental contract and provides proof of insurance for the event.
17. At all non-parish events, the parish must assign someone to audit the event to ensure that all protocols are being followed.