

Guidelines for
operating church buildings during the
COVID-19 Pandemic

Report for Presbytery

August 1, 2020

Part 1: Introduction

This document is to provide guidance and advice for churches in the Presbytery of Ottawa on operations of their buildings during the COVID-19 Pandemic. It is an update and expansion of the report to Presbytery issued on 15 June 2020 titled *Working Group on in-person gatherings*. It includes suggestions made by Presbytery members during the last Presbytery Meeting on 16 June 2020.

The report covers a wide range of subjects related to Church activities such as communications, worship, pastoral care, church meetings and rentals.

Guiding Principles

The following are the guiding principles for use of this document:

- The primary aim is the establishment of a safe environment for attending church worship services and other activities in church buildings free from transmission of the COVID-19.
- Sessions have the responsibility for the decision to reopen their church building for services and other related activities as well as how to apply the “best practices” for the mitigation of the spread COVID-19.
- This document was based on the most current information available at the time of writing provided by the Ontario Government, public health authorities, and other organizations with expertise in this area. It is only current as of the date of issue as recommendations from health authorities and other authorities are expected to change according to events.

Reference Documents

To assist the reader in obtaining further primary source information on a particular topic, each of the report parts lists the key reference documents used in that portion of the report. Plus, all reference documents are listed in the appendix.

Part 2: Communications

During this pandemic, up to date communication has proven to be critical in managing expectations and addressing any fears or concerns. For that reason, communication about your strategy to all stakeholders (congregants, tenants and the general public) needs to be done prior, during and after the re-opening of the church building.

If your church has not done so already, we strongly recommend that you develop a *pandemic reopening strategy* to tailor your response to your church's specific circumstances. Make sure that part of your strategy includes designating someone(s) to be responsible for communications.

- I. Prior to the actual reopening:
 - Update your web page and all social media accounts with your current status. Phone those members of your congregation who may not have access to a computer.
 - Consider including a short reintroduction video from the minister or a session member that provides this information in a friendly manner.
 - Update the church office voicemail box with closure information as well as how often messages will be picked up.
 - Check emails regularly and include an automatic return message advising about church closure and when people can expect a response.
 - ** Don't forget to share information if your service is on-line
 - Update the Presbytery Webmaster and/or Clerk of Session as to any changes in your open status.
 - Develop guideline for reopening specific for your church.
 - The formal documentation should include the following; sanitization (which is being done by the volunteers and employees), screening of guests/employees/volunteers, maintaining social distances, hand washing, and volunteer training and safety management. The guidelines should cover all areas of the property, bathrooms, common areas and who is responsible for cleaning these areas, etc.
 - Share the guidelines document with any third parties who use your space (e.g. tenants). Advise each third party that the onus is on them to ensure their employees are following the guidelines.
 - The guidelines/protocols should be precise and clear for each third party to outline their responsibilities
 - The guidelines/protocols should be written down and a copy must be provided to each third party for their signature of the agreement. This puts

the onus back to the third party renting the facility to follow the guidelines or they may be negligible if a loss occurred.

II. The decision to reopen has happened:

- Share the date you plan to reopen by email, social media and telephone trees.
- Decide whether you will continue to offer on-line service and communicate this decision
- Share “Guideline for reopening document” with your congregation and the general public. Consider emailing it, posting on your website and social media feeds or safely delivering a copy to those who do not have easy access to technology.
- If you do not have a guideline protocol, regularly share what the protocol will be upon re-opening (requirements for hand sanitizing, do members need to pre-register, will there be an order of service or hymnals available, will there be coffee hour after church, can people enter and exit from the same door, etc.)
- Communicate with volunteers the expectations for during the service prior to their arrival.
- Ensure staff and volunteers receive proper information/training about physical distancing and hygiene practices. Review the guidelines document and have each sign off.
- Determine church office hours and protocols for how congregants and non-members can access or visit the church office. Share this information on your website and other communication channels.

III. Prior to service

- Post signs asking those who are ill to stay away from the church.
- Post signs encouraging good respiratory hygiene, hand hygiene, and other healthy practices
- Have ushers/greeters reiterate the changes and requirements that you have incorporated (distancing, use or not of paper products/hymnals, etc.)
- Have ushers make list of everyone (including contact information if necessary) of those who are attending the service that day if you are not having those coming to worship pre-register.
- Consider having ushers/greeters escort people to seats in designated areas. This will result in not everyone being able to sit in their “usual” spot.
- Have signage to indicate what areas are off limits

IV. During

- It is recommended that you have announcements at the beginning of the service in order to thank everyone for their compliance with the new protocols and review items such as:
 - Remind everyone of the process for entering and exiting the sanctuary
 - Remind everyone of the guidelines document that was developed and where they can find it.
 - Remind everyone that coffee hour/fellowship will not be taking place

V. Post-service

- Send a note and/or post on your web and social media feeds a message to the congregation thanking them for their cooperation
- Remind congregation of how long you will keep the information attendance and/or personal contact information if they are first-time worshippers.
- Answer any questions or concerns that may have come up. If one person has a concern, there is a good chance that the concern is shared by others.
- Regularly update your communication tools (newsletter, website, email, and social media accounts) about any changes to your protocols
- If there are changes to your protocol, please remember to communicate these to the presbytery webmaster and/or clerk of session.

VI. Signage

Below is a list of signs that you may wish to post within your church building:

In entrances and foyers

- Hand sanitizing stations
- Mandatory masks
- Designated entrance and exit doors (if applicable)
- Self-assessment checklist

In the sanctuary

- Consider if floor arrows are needed to direct traffic
- Designated entrances and exits (if applicable)
- Mandatory masks
- Hand sanitizing station

Washrooms

- Proper hand washing techniques
- How to clean the space after use (if applicable) or who to advise that the space needs cleaning

Other space

- Do not enter signs for designated closed areas

Part 3: Guidelines for activities

As part of the government and public health authorities' strategic approach to reopening the province, in-person gatherings and activities at church buildings are permitted with certain conditions to ensure a safe environment for those attending church worship services and other activities in church buildings.

For resources or references used to develop this section, please refer to the Appendix Part 3 at the end of this document.

All church buildings must adhere to the following requirements for:

Worship (including communion)

- The 30% limit on the number of people applies for all ceremonies that are held at the place of worship, or at other indoor public settings such as community centres, funeral homes, or hotels.
- Activities that may increase the risk of COVID-19 transmission such as sharing the peace, singing or use of wind instruments should be altered or discontinued.
- With instrumental music (e.g. piano, organ, but not wind instruments), if more than one is being played, ensure physical distancing, unless musicians are from the same household.
- Ensure attendees use a mask/face covering. Cloth masks can be made with household items such as a T-shirt or bedsheet, or a bandana may be used. Physical distancing is still required even when using a mask.
- Holy communion is not allowed. Discontinue use of holy water rites.
- Rituals involving close physical contact (e.g. baptism, circumcision) or shared items (e.g. receptacles, washing facilities) are strongly discouraged at this time. If they must be performed, considerations need to be made to provide them safely such as use of appropriate personal protective equipment.
- Do not share microphones.
- Recommended use of projection or audio-visual systems.

Prior to the commencement of service, the minister or worship assistant should consider reading the following guidelines to the congregation (also recommend this be projected where applicable):

- Remind everyone not to attend the ceremony in person if they are experiencing symptoms of COVID-19.
- Modify the activities before and during the service to ensure a two-metre/six-foot distance between leaders, staff, volunteers and attendees at all times.
- Children should remain with their parents. Separate children's activities should be suspended.
- All participants must wear a mask or face covering.
- Avoid any physical contact. Encourage people to greet each other with a smile, bow or wave.
- Allow for adequate cleaning and disinfecting of prayer and high traffic areas between services.
- Do not pass offering plates. Consider a designated area to offer donations or use of online/e-transfer or debit/credit card tap machines.
- Encourage hand hygiene and respiratory etiquette with hand sanitizer stations (60% alcohol concentration). Avoid access to the hand sanitizer by young children without supervision.
- Encourage good respiratory etiquette. Cover your mouth and nose with your elbow when coughing or sneezing or use a tissue and discard in the waste bin. Wash or sanitize your hands after.

Pastoral Care visits

You must take all necessary precautions in personal hygiene before and after pastoral visits in hospitals and homes. Those who are ill should stay home and should not conduct any in-person visit:

- If the institution you are visiting has rules, please follow their instructions and guidelines.
- Do not visit hospitalized COVID-19 infected patients unless hospitals can ensure quarantine protection.
- If patients do not have access to telephones and have requested a member of the pastoral care team/or minister, avail your contact details to the members of the hospital staff, so they can facilitate telephone contact if you are called upon to administer last rites or similar.
- Remain in contact with those who may be vulnerable or quarantined to ensure that they have their spiritual, social and physical needs attended to.
- Recommended use of telephone communication over electronic communication (Zoom or video chat) with people pastorally who may be feeling isolated.

Weddings (receptions in the church building)

- Attendance at indoor ceremonies must be limited to no more than 30% of the room capacity.

- Indoor events organized in association with ceremonies have an attendance limit of 50 people.
- All participants must wear a mask or face covering.
- A list of all attendees and their contact information must be provided to the church.
- If serving food at any type of indoor celebration:
 - No buffet-style service may be provided.
 - Patrons must be seated when eating or drinking at the establishment.
 - The establishment must be configured so that patrons seated at the same or different tables are separated by a distance of at least two metres.

Funerals (receptions in the church building)

- Attendance at indoor ceremonies must be limited to no more than 30% of the room capacity.
- Indoor events organized in association with ceremonies have an attendance limit of 50 people.
- All participants must wear a mask or face covering.
- A list of all participants and their contact information should be provided to the church.
- Avoid any physical contact. Encourage people to greet each other with a smile, bow or wave.
- The establishment must be configured so that patrons seated at the same or different tables are separated by a distance of at least two metres.
- No buffet-style service may be provided.

Church meetings

For in-person meetings, we are recommending observing physical distancing guidelines set by provincial and local health authorities. Consider different ways to meet including but not limited to:

- Holding meetings virtually instead of in person.
- Connect via phone, video chat or social media.

If in-person church meetings must be held, consider the following:

- Sending pre-gathering/meeting communications (e.g., phone, text, email or web-based notices) to attendees to share information on the expected behaviours:
- screening for symptoms and staying home if ill
- physical distancing; ensure to maintaining 2 metres (6 feet) distance from others, even when outside
- recommending the frequent use of hand hygiene and the use of Non-Medical Masks or cloth face coverings
- self-monitoring for symptoms of COVID-19 post-attendance and isolating if appropriate
- discourage people at risk of developing complications from COVID-19 from attending in-person meeting, for example:

- over 70
- with compromised immune systems
- with underlying medical conditions

Part 4: Guidelines for Buildings

1. Important to note:

- It is not yet known how long the virus causing COVID-19 lives on surfaces, however, early evidence suggests it can live on objects and surfaces from a few hours to days.
- When cleaning public spaces, choose products that clean and disinfect all at once (e.g. premixed store-bought disinfectant cleaning solutions and/or wipes when available).
 - a. Cleaning products remove germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
 - b. Disinfecting products kill germs on surfaces using chemicals.
- Use only approved hard-surface disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved and safe for use in Canada
- It is recommended that you designate specific areas of use. Consider:
 - Should you have a separate entrance and exit, or can you have everyone enter and exit through one door only?
 - Do you open all washrooms, or do you have designated washrooms only?
- It is recommended that church libraries should not be open at this time. If your library is located in a room or in common space, consider covering the shelves/reference material with plastic sheeting.
- All reference materials used for this section can be found in the Appendix, Part 4

2. Cleaning

a. General information

- It is recommended that those who are cleaning wear gloves and, if necessary, face protection.
- Increase daily cleaning and disinfection of common areas and surfaces. Pay particular attention to doorknobs, light switches, staff rooms, desktops, washrooms and other high touch surfaces.

- Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface. It is encouraged to clean heavily soiled and high traffic areas especially during the winter months.
- Disinfecting refers to using chemical(s) to kill germs on surfaces. This is most effective after surfaces are cleaned. **Both steps are important to reduce the spread of infection.**
- If using separate cleaning and disinfecting products, then soap/detergent must be rinsed off prior to disinfection
- Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order to not spread the dirty to areas that are less soiled.
- In indoor spaces, routine application of disinfectants to surfaces via spraying is not recommended for COVID-19. If disinfectants are to be applied, these should be done via a cloth or wipe which is soaked in the disinfectant
- Provide access to handwashing facilities and place hand sanitizing dispensers in prominent locations throughout the workplace.
- Use single use cloths or disposable paper towels to clean sinks and toilets/urinals
- Ensure an adequate supply of paper towels and soap
- Do not top up partially empty dispensers; once empty, containers should be cleaned, disinfected, dried, and then refilled
- Refer to the bleach-water ratios table for proper cleaning procedures or time
- In non-health care settings, sodium hypochlorite (bleach / chlorine) may be used at a recommended concentration of 0.1% or 1,000ppm (1 part of 5% strength household bleach to 49 parts of water). Alcohol at 70-90% can also be used for surface disinfection. Surfaces must be cleaned with water and soap or a detergent first to remove dirt, followed by disinfection. Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order to not spread the dirty to areas that are less soiled.
- All disinfectant solutions should be stored in opaque containers, in a well-ventilated, covered area that is not exposed to direct sunlight and ideally should be freshly prepared every day.
- Use damp cleaning methods such as damp clean cloths, and/or a wet mop. Do not dust or sweep which can distribute virus droplets into the air.
- All waste can go in the regular bin. Ensure that bins are lined with a plastic bag and that you wash your hands after handling the waste bag.
- Wash hands with soap and water or use alcohol-based hand sanitizer after removing gloves.

b. Areas to clean (but not limited to):

General areas:

- Door frames/knobs/handles/other high touch areas on the door
- Locker doors/cubby holes/storage bins for children
- Desks/tables/chairs/counter tops
- Hand railings
- Light switches
- Water fountains
- Elevator buttons
- Shared equipment (such as toys, sports equipment and musical instruments after each use, computer keyboards and mice, etc.)
- Telephones/faxes/photocopiers/intercoms
- Play areas and toy storage areas
- Floors (especially where children play on them)

Kitchen/staff room:

- Food preparation areas and equipment
- Counter tops
- Fridge handles
- Microwaves
- Coffee pots/kettles
- Tables/chairs

Washrooms:

- Stall door edges and locks
- Coat hooks
- Sanitary napkin dispensers
- Paper towel dispensers
- Soap dispensers
- Taps/faucets
- Flush handles
- Toilet seats
- Toilet bowls and urinals

Important to remember

- **Follow instructions on cleaning products.** It might be tempting to mix cleaning products to make sure your facility is germ-free -- but don't. Mixing some cleaners and disinfectants (like chlorine bleach and ammonia) can be harmful, even deadly. Others can irritate your eyes, nose, or throat and cause breathing problems.

3. Layout of worship space

- If you have fixed seating, block or mark off seating of every alternate row. Remember to consider if your aisle is 6 feet wide. If it isn't you may need to block off more seating at the end of the aisle in order to protect everyone
- If you have non-fixed seating, consider leaving three chairs between each grouping as well as making more space between rows
- Consider adding chairs to any open areas, wings or adjacent space as long as aisles and fire exits are not being blocked
- If you have an auditorium, gymnasium, chapel or other separate space, consider whether or not you want to livestream the service into this space to allow more people to attend the service
- Consider having staggered entry and exiting of the worship space if you cannot have separate entrances and exits. Ushers should be controlling the flow of those entering and exiting the sanctuary.

Part 5: Guidelines for use of church space

All groups using the church space, including short and long-term rentals, must follow all current public health and government regulations and guidelines.

The church governing body is encouraged to review their insurance policies and their rental agreements to ensure that it is in line with COVID regulations. All non-church activities or tenants must have a contract adhering to church cleaning protocols, tenant responsibilities and insurance liabilities.

In the following table, you will see that there are four categories of gatherings which will each require a different response and/or priority. For resources or references used to develop this section, please refer to Appendix Part 5 at the end of this document.

Guidelines for use of church space

	All attending	Church committees/activities – e.g. Bible Study, choir	Community groups who meet weekly or monthly – e.g. Scouts, AA	Small business – e.g. nursery school, playgroup, yoga class	One-time events – e.g. funeral/wedding receptions, concert/recital, year-end or fundraising dinner by non-church organization
Entry	Everyone must wear a mask while indoors (as per current government protocols). Everyone must self-assess at entrance. As much as possible entry should be staggered.	Consider assigning someone to meet attendees at the door, ask assessment questions and ensure that hands are sanitized. Have a sign-in sheet If minutes with recorded attendance is not taken at the meeting.	Assign someone at the door to ask assessment questions, ensure hands are sanitized and have sign-in/attendance in place.	Assign someone at the door to ask assessment questions, ensure hands are sanitized and have sign-in/attendance in place.	Assign someone at the door to ask assessment questions, ensure hands are sanitized and have sign-in/attendance in place.
Sign-in	Everyone in attendance should be recorded for tracking purposes. Have in place a time frame for destroying the signing sheets, minimum 20 days.				

Guidelines for use of church space

During meeting	Physical distancing guidelines must be followed.	Arrange seating to respect the two-meter physical distancing, unless attendees are from same household.	Organize your meeting space to meet physical distancing and Public Health requirements for group gatherings related to maximum group number and percentage capacity. Minimize moving around.	Activities related to nursery schools should adhere to the protocols set in place for daycares and/or public schools for physical distancing and activities. Businesses must follow guidelines established by Public Health and the government related to their activities. i.e. yoga classes would follow rules for gyms.	While adhering to the required two meter distancing for attendees the following limits apply - a maximum of 50 people indoors or 100 people outdoors. Indoor events and gatherings cannot be combined with an outdoor event or gathering to increase the applicable gathering size. People at their place of work do not count towards gathering limit. Currently food and beverage service should be suspended. Singing is not permitted. An organization looking to have a meeting (e.g. AGM) would follow the rules laid out in community groups.
Ending the meeting	Exiting the meeting should be controlled so that the two-meter physical distancing rule is applied. Suggested exit would be to signal one by one the attendees to leave, preferably starting with those closest to the door and moving through to/towards the back of the room. If the room has multiple doors, ensure that there is no crossing of attendees in the hallway.				

Guidelines for use of church space

Cleaning	It is important to limit touch surfaces as much as possible. Following the gathering the predetermined designated person would be responsible for sanitizing the room and possibly any handrails, doorknobs, elevator buttons, etc. on the pathway to the room.	The group and the church governing body will have agreed on how a room will be cleaned after each use. Consideration is to be given to the time set aside between each meeting and who will be responsible for the cleaning/sanitizing. Options include (1) agreeing that the meeting chair/leader will clean or appoint a member to clean the space after use. Cleaning kits would include a checklist, gloves, sanitizer, cloths/paper towel, etc. (2) arranging the custodian's schedule to clean the room after the meeting. (Additional fees could be applied.) Also, for consideration is the use/movement of furniture. Will tables and/or chairs remain in a fixed position for the day or will they be brought out and returned to storage after each use? Will they be put away at the end of the day?	Most of these gatherings would be organized by individuals who do not have a history with the church building or administration. Therefore, it would be necessary to have on hand a volunteer or staff member who would be willing to ensure that the cleaning is completed. Fees could apply.
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Part 6: Gracefield Camp Protocol

Gracefield Christian Camp and Retreat Centre has prepared Guest Manual and Guest Health Check document, which is found in Appendix 2.

Appendix 1: References and resources

PART 3 – GROUP ACTIVITIES

Eastern Ontario Health Units:

<https://eohu.ca/en/covid/guidance-for-re-opening-places-of-worship>

COVID-19 Guidance for Faith Communities – World Vision International:

https://www.wvi.org/sites/default/files/2020-03/COVID-19%20Guidance%20for%20Faith%20Communities%20%28World%20Vision%20International%29_0.pdf

Presbyterian Church in Canada:

<https://presbyterian.ca/covid-19/pastoral-care-wellness-resources/>

Ottawa Public Health:

<https://www.ottawapublichealth.ca/en/public-health-topics/novel-COVID-19.aspx>

Renfrew County and District Health Unit:

<https://www.rcdhu.com/novel-COVID-19-covid-19-2/>

Ontario Health:

https://www.ontario.ca/page/create-social-circle-during-covid-19?_ga=2.6970290.1011745504.1592406070-1063363920.1587654383

Public Health Agency of Canada:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-COVID-19-infection/health-professionals/mass-gatherings-risk-assesment.html>

Part 4: Building

Cleaning and disinfection checklist – Ottawa Public Health

<https://www.ottawapublichealth.ca/en/professionals-and-partners/cleaning-and-disinfection-checklist.aspx>

Canada Public Health

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>

Cleaning and disinfecting - BC Centre for Disease Control

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>

Bleach-water ratios table

<http://www.bccdc.ca/Health-Info-Site/Documents/bleach-water-ratios-table.pdf>

Which surface disinfectants are effective against COVID-19 in non-health care setting environments? – World Health Organization (WHO)

<https://www.who.int/news-room/q-a-detail/q-a-considerations-for-the-cleaning-and-disinfection-of-environmental-surfaces-in-the-context-of-covid-19-in-non-health-care-settings>

Session resource on re-opening church buildings

<https://presbyterian.ca/covid-19/>

Back to the Future: An Insurance Perspective on COVID 19 Church Re-openings. Robertson Hall Insurance. (Accessed June 30, 2020)

<https://church.robertsonhall.com/2020/06/19/back-to-the-future-an-insurance-perspective-on-covid-19-church-re-openings/>

PART 5 - GUIDANCE FOR RENTAL OF CHURCH SPACE

Risk mitigation tool for gatherings and events operating during the COVID-19 pandemic

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-COVID-19-infection/health-professionals/mass-gatherings-risk-assesment.html>

Eastern Ontario Health Unit - Gatherings

<https://eohu.ca/en/covid/mass-gatherings>

Ottawa Public Health – Guidance for Places of Worship

https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/COVID-19_Guidance-for-Places-of-Worship.pdf

Ontario Government – Advice for Religious Services

http://www.health.gov.on.ca/en/pro/programs/publichealth/COVID-19/docs/advice_religious_services.pdf

Ottawa Public Health – Service Provider Reopening Template

https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/COVID-19-Service-Provider-Reopening-Plan-Template--Checklist_EN.pdf

Ottawa Public Health – COVID 19 Information for Workplaces

<https://www.ottawapublichealth.ca/en/public-health-topics/covid-19-information-for-workplaces.aspx>

Back to the Future: An Insurance Perspective on COVID 19 Church Re-openings. Robertson Hall Insurance. (Accessed June 30, 2020)

<https://church.robertsonhall.com/2020/06/19/back-to-the-future-an-insurance-perspective-on-covid-19-church-re-openings/>

Appendix 2 – Gracefield Christian Camp and Retreat Centre documents

GCCRC Guest Health Check document

And

GCCRC Guest Information – Rules of Use document

GUEST HEALTH CHECK

I, _____ certify the following:

1. I have the following symptoms today (*please check off*)::

- Severe difficulty breathing (e.g. struggling to breathe or speaking in single words);
- Severe chest pain;
- Having a very hard time waking up;
- Feeling confused;
- Losing consciousness;
- Mild to moderate shortness of breath;
- Inability to lie down because of difficulty breathing;
- Chronic health conditions that you are having difficulty managing because of difficulty breathing;
- Fever (in adults and children 38°C or above, in elderly 37.8°C or 1.1°C higher than your usual temperature);
- Cough;
- Sore throat;
- Runny nose that is not allergies;
- Sudden loss of smell without nasal congestion, with or without loss of taste;
- Intense fatigue;
- Severe loss of appetite;
- Diarrhea; or
- Headache.

2. I have travelled outside of Canada in the last 14 days. Yes No ___
3. Within the last 14 days I provided care or had close contact* with a symptomatic person known or suspected to have COVID-19.
Yes ___ No ___
4. I have had close contact* with a person who travelled outside of Canada in the last 14 days who has become ill with the above-stated symptoms.
Yes No ___
5. The above is also true for the children in my care. Yes ___ No ___

Dated: _____, 2020

Guest: _____

Guest Signature: _____

* Close Contact is defined as follows:

- a person who provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact with the person without consistent and appropriate use of personal protective equipment; or
- who lived with or otherwise had close prolonged contact (within two metres) with the person while they were infectious; or
- had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment.



GUEST INFORMATION AND RULES OF USE – COVID-19

Dear Guest,

Welcome to Gracefield Christian Camp and Retreat Centre. We are pleased that you are joining our community and we hope that your stay is a memorable experience. We hope that during your time with us, you experience discover spiritual discovery, growth, and renewal.

Due to our current COVID-19 pandemic, we have made a number of changes to ensure the safety of guests and staff and in order to comply with the Quebec government directives. This pamphlet outlines important information regarding the steps GCCRC has taken increase safety measures for staff and guests. I ask you to read the information and to follow the directives. Remember, we are all on this ark together!

Thank you for your cooperation.

Gracefield Christian Camp and Retreat Centre Board of Directors

GENERAL RULES

1. At time of booking please verify that:
 - a. You and your family have not traveled or will not have traveled outside of the country in the last 14 days
 - b. You and your family have the right to visit the region
 - c. You and your family are not ill. If you or a member of your family are ill, you will not be permitted to come to camp
2. All members of your party are **required to wear a face mask** at any time that you enter a building.
3. You are asked to use the hand sanitizer or hand washing station located outside of buildings prior to entering any building.
4. No more than one family who reside at the same municipal address may occupy overnight one trailer, tent site, cabin or lodge.
5. No more than 10 persons from up to three families (who reside at the same municipal address) may congregate together **outside** on the trailer or tent site, cabin or lodge while maintaining social distancing of 2 metres.
6. You are asked to abide by the guidelines for hand washing, respiratory etiquette and social distancing.
7. In an effort to reduce crowding, there will be restrictions on the use of washroom facilities as follows:
 - a. East Block Washrooms are reserved for the exclusive use of the seasonal trailer guests.

- b. The washrooms located at the outside entrance of Jolly Roger Lodge are reserved for the exclusive use of the tent and trailer site rental guests.
 - c. The Community Block washrooms are reserved for the exclusive use of the guests or staff staying in the staff and children's camp cabins.
 - d. The White Pine Washrooms are reserved for the exclusive use of the staff.
 - e. The washrooms in the lodges are reserved for the exclusive use of lodge guests.
 - f. The outhouses located at the Erskine Cabin Village are reserved for the exclusive use of the guests staying in those cabins.
 - g. The outhouse located at Second Beach is reserved for the exclusive use of guests camping at Second Beach.
8. White Pine Lodge dining room, washrooms and fireplace room are closed to guests.
9. To prepare for your stay at Gracefield, you are asked to bring from your home location all food, drink and other sundries that you will require. The Quebec government is urging you to do your part to limit any spread of COVID-19 from your community to the Gracefield area.
10. Please bring your own hand sanitizer, tablecloths for picnic table, sports equipment, and face mask.
11. Should you have questions during your stay regarding COVID-19, we urge you to consult the **Self-Care Guide** published by the Quebec Government at <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/self-care-guide-covid-19/>



12. If you are worried about your health during your stay at Gracefield, please call the 1-877-644-4545 hotline to be directed to the right resource. If you have an emergency, please telephone 911.

CHECK IN

1. Only one member of your party is permitted to enter White Pine Lodge to complete check in details.
2. Upon arrival, you are directed to attend at the Reception Counter at White Pine Lodge to pay for any outstanding reservation details. Prior to entering the lodge, we ask that you use the complimentary hand sanitizer.
3. We ask you to respect the markings to maintain social distancing in the reception area.
4. If possible, we ask that you pay by credit or debit card for any of your transactions.
5. You will also be required to submit your completed Guest Health Check form for yourself and any other member of your party. Please note that we will require this Guest Health Check to be completed by any day visitors you may have visiting. We will also require this form to be completed upon any subsequent returns to stay at Gracefield after you have left the premises for more than 24 hours.
6. If any of the members of your party are experiencing any symptoms of COVID-19 you will not be permitted to check in.
7. You will observe a barrier has been installed at the reception area. To keep staff safe, we ask that you do not cross the barrier.

LODGES AND CABINS

1. For your safety, your lodge or cabin has been thoroughly cleaned and sanitized prior to your arrival.
2. Only one family who reside at the same municipal address will be permitted to occupy overnight any lodge, cabin or room in While Pine Lodge.
3. During your stay, you are permitted to have visitors in your accommodation however, in accordance with Quebec regulations, no more than 3 families with up to 10 persons may visit together inside a facility.
4. For your safety, all non-essential accessories have been removed from the accommodations.
5. For your safety, there will not be any housekeeping services during your stay. Please notify the Front office if you require any additional supplies or changes of linen. These will be dropped off to you.
6. You will note that a number of safety posters have been posted in your accommodations. We urge you to study the posters and abide by the recommendations.

TENT AND TRAILER SITES

1. Only persons with the same address may stay at campsite.
2. No more than 3 households with no more than 10 persons can visit on a campsite.
3. Washrooms are reserved for campers who do not have the necessary toilet facilities in their camper.
4. Campers must purchase their food and drinks in their home location and bring to campsite.
5. The designated washroom for seasonal trailer guests is East Block. The designated washroom for rental tent and trailer guests is Jolly Roger. Please refrain from using other washroom facilities.
6. You are asked to abide by the washroom rules posted. Remember, these rules have been developed on the advice of Public Health officials to keep you and others safe.
7. Washrooms are being cleaned frequently to ensure your safety.
8. The washroom will be closed during cleaning.

WASHROOM ETIQUETTE

1. Use the wash station or hand sanitizer located outside of the washroom prior to entering the facility.
2. Put on your face mask
3. Close the lid when flushing the toilet to avoid creating an aerosolized plume of virus particles.
4. Wash your hands. If possible, use hands free to turn on and off tap or use paper towel to turn on and off tap.
5. Use the wash station or hand sanitizer located outside of the washroom after exiting the facility.

BOATHOUSE AND TUCK SHOP

1. Please made arrangements to rent boat equipment at the Front Office.
2. You will be instructed to meet staff **outside** the Boathouse to retrieve your rental equipment. Please note that access to the interior of the Boathouse is restricted to staff only.
3. For your safety, all paddles, boat interiors, and life jackets will be sanitized by our staff before and after your use.
4. As the Quebec government is recommending that businesses use contactless payment methods only, we have instituted a new procedure at the Tuck Shop.
5. We ask you to deposit funds at the Front Office to be used for your Tuck Shop account during your stay. The Tuck Shop will no longer accept cash payment.

GUEST'S BOAT RACK

1. A boat rack is offered for the storage of guest's personal watercraft.
2. GCCRC takes no responsibility for the safety and security of your watercraft should you choose to use the boat rack.
3. The GCCRC recommends that you adopt COVID-19 cleaning protocol for your personal watercraft as follows:
 - a. Prior to use, clean and sanitize your paddles and boat surfaces that you will be touching.
 - b. Before you return your watercraft and paddles to the boat rack, please dry, clean and sanitize your paddles and boat surfaces that anyone may touch.

DINING SERVICES

1. By order of the Quebec government, we are unable to permit guests to dine inside the dining hall. We are therefore offering takeout service.
2. The weekly lunch and dinner dining menu will be posted outside of White Pine Lodge. If you would like to order food for the day, we ask that you place your order and arrange for payment at the Front Office. You will be given a time to pick up your order. The cost of all items includes HST.
3. The cost of the daily lunch is \$12.00 for adults and \$9.00 for children. The cost of the daily dinner is \$17.50 for adults and \$12.00 for children
4. The kitchen closes for the day at 7:00 pm. Orders must be placed no later than 6:45 pm.
5. You will be able to retrieve your pre-ordered meals at the Front Office during Kitchen Hours: Noon until 1:30 pm and 5:00 pm until 7:00 pm.
6. Every Thursday and Saturday from 8:00 a.m. until 5:00 p.m., Cinnamon Buns will be on sale in the lobby. The cost is \$10.00 for a box of 6 buns.
7. Every Friday and Sunday from 8:00 a.m. until 5:00 pm, fresh homemade break will be on sale in the lobby. The cost is \$2.50 per loaf of bread.
8. In addition, pizzas and sandwiches are also available to order.
9. Bags of ice are now available. Check with the Front Office.
10. On sunny weekends, watch out for fresh, cold, homemade lemonade runs!

Gracefield camp kitchen take out menu

- Available during kitchen hours
- Kitchen hours: Noon until 12h30 and 17h00 until 18h00
- Every Thursdays and Saturdays Cinnamon Buns @ \$10 (boxes of 4) for sale in lobby all day from 8h00 until 17h00
- Every Fridays and Sundays Fresh homemade bread @ \$2.50 each for sale in lobby all day from 8h00 until 17h00
- Call front desk to place order, time for pick up will be given, pay at front desk
- All kitchen daily menu available for take out (except breakfast and brunch)
- Daily lunches child @ \$8.00 adult @ \$12.00 (suggested)
- Daily dinners child @ \$12.00 adults @ \$17.50 (suggested)
- Watch out for sunny weekends, fresh cold homemade homemade runs!
- Top of ice now available (check with front desk)

Take out Menu (all week)

Items	Small 8"	Medium 10"	Large 12"
Cheese (plain)	\$ 7.00	\$ 9.50	\$17.50
Pep & cheese	\$10.00	\$14.00	\$24.00
All Dressed	\$12.00	\$16.50	\$27.00
Vegetarian	\$12.00	\$16.50	\$27.00
Extra Toppings (cheese, mushrooms, bacon, cherry tomatoes)	\$ 1.00	\$ 1.50	\$ 2.00
Free extra toppings (onions, peppers, pizza sauce)			

Hot Sandwiches:

Shawarma	Large Pita, marinated chicken, lettuce, tomatoes, torshi left, Garlic Sauce, cucumbers and onions	\$12.00
BBQ Pull Pork	Topped with fried onions, cheddar cheese & cole slaw	\$12.00

WHAT TO DO IF YOU BECOME ILL

1. If you have any symptoms of COVID-19 during your stay, you are required to isolate yourself in your lodge, cabin, tent or trailer, wear a face mask, and call 1- 877-644-4545 to obtain instructions from the public health representatives.

If you have a non-COVID-19 related illness or injury, our infirmary is stocked with basic first aid supplies. Please contact the Front Desk.