

# Addendum to WORSHIPS SAFE (DRAFT)

Edition adapted for UKRAINIAN CATHOLIC EPARCHY OF TORONTO & EASTERN CANADA (aka Eparchy of Toronto)

## **COVID-19 Protocol for the Reopening of Parish Halls to the Public in the Province of Ontario**

Please review them carefully and address any questions you may have to the Vicar General, Fr. Andrew Onuferko or the Chancellor, Fr. Zenon Walnyckyj.

**If a Pastor/Administrator is unable to safely open the PARISH HALL(s) following the enclosed protocol, please do not open your Parish Hall facilities.**

### **1. Introduction**

1.1 This protocol applies to all parish halls of the Eparchy of Toronto in the province of Ontario, including rooms connected to and ancillary to the hall. In concert with provincial guidelines and local health regulations, parish halls may reopen to the public in regions that have moved to Phase Three, as long as established protocols can be followed. If additional restrictions have been established by local health authorities, parishes are to strictly adhere to them.

1.2 This protocol does not apply to worship spaces, which are covered by separate guidelines and protocols.

1.3 Parish halls must remain closed in those areas of the Eparchy which are still in Phase One or Two, or under other emergency restrictions.

1.4 This protocol will be reviewed regularly to determine when expanded parish hall uses can be permitted.

## **2. Permitted and Non Permitted Uses**

2.1 The following uses of a parish hall are **permitted**:

- Meetings of parish staff
- Meetings of parish committees (e.g. Parish Pastoral Council)
- Meetings of parish ministry groups (e.g. bible study, catechesis)
- Meetings of other parish groups (e.g. UCWLC, KofC, UCCB)
- Other groups that were using the parish hall prior to the pandemic for meetings (e.g. Alcoholics Anonymous, etc.)
- Exercise classes or dance groups (if offered prior to the pandemic) are permitted if your area is in Phase Three of reopening, but with the added measures that the physical distance requirement is increased to a minimum of three metres (10 feet).

External groups must submit their COVID-19 protocols to the parish for review before resuming use of the parish hall.

2.2 The following uses of the parish hall are **not permitted**:

- Parish banquets, Sunday Coffee Socials etc.
- Private events (e.g. wedding receptions, showers, funeral luncheons)
- No new activities are permitted to start in the parish hall at this time.

## **3. Special Provisions for Parishes that Fundraise through Food Sales and/or Provide Meals to the Poor and Disadvantaged**

3.1 Use of Parish Halls for the purpose of food production for **TAKE-OUT ONLY** is permitted, provided that all COVID-19 Food Industry Operational Protocols are strictly adhered to.

3.2 The Pastor-Administrator shall consult with the local Health Department regarding food production guidelines and ensure that all protocols are followed at the food production line. Parishes should anticipate that inspectors will want to visit the site.

3.3 Food Sales, Food Banks and Soup Kitchens. A few principles to remember: 1) You are potentially granting access to the general population, and not just to your parish community, 2) You want to establish traffic corridors to limit areas where customers/visitors have access (e.g. public washrooms should not be accessible), 3) you want to make sure that masking and physical distancing guidelines are followed **AT ALL TIMES**. With these principles in mind you need to reimagine your method of food sales and distribution. Consider: 1) curbside sales with food brought to customers in their vehicles, 2) using the kitchen service entrance as a

point of sale (customers either ring a bell or call a number posted at the door), 3) setting up a pick-up station indoors close to the entrance. If you have no other option but to sell inside the hall, unless there is a separate (and clearly marked) entrance and exit, only one individual at a time should enter the building for pick-up, with others remaining outdoors, observing physical distancing. Food being sold or distributed to the needy should be prepackaged in disposable containers, and bags should be provided. No consumption of food is allowed in the hall at this time.

3.4 Reminder: the kitchen must be cleaned and disinfected after each use.

#### **4. General Rules**

4.1 All regulations with respect to physical distancing, **wearing of face masks/coverings** in indoor spaces and all precautions with respect to personal sanitation and cleaning of the parish hall are in effect. The established norm for physical distancing is **two metres (six feet)** until further notice.

4.2 Where 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**”.

4.3 The maximum number of persons permitted to gather in a parish hall is determined by provincial or local health authority and it may vary depending on the region. Parish Pastors/Administrators are obliged to keep themselves informed with up-to-date guidelines issued for the region where the Parish is located and follow closely these guidelines.

Note: physical distancing of two metres (six feet) must be maintained at all times. As a result of the physical distancing requirements, some parish halls will not be able to accommodate maximum allowable number of persons to gather. The capacity for each parish hall will be different and will depend on the size of the hall, meeting/event setup and number of entrances/exits. 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.

4.4 **Hand sanitizer** must be available at all entrances and exits.

4.5 When attending an authorized gathering or activity, volunteers and staff, attendees and visitors must complete and hand in a *Parish Hall Screening Form* for COVID-19 before entering a parish hall or meeting room. These forms will be kept on file for contact tracing until further instructions are received from the Eparchial Chancery. Individuals picking up take-out food need not fill out the form.

4.6 The *Parish Hall Screening Form* for COVID-19 must be located at the designated point of entrance to the parish hall. Hand sanitizer must be placed at, or near, the place where these forms are filled out.

4.7 By law, local city (municipal) signs regarding the wearing of masks may need to be posted.

4.8 For meetings, furnishings (tables, chairs, etc.) should be set up with physical distancing rules in mind. Any furnishings used must be sanitized before and after the meeting or event.

4.9 Church and parish hall washrooms are to be properly cleaned and sanitized between uses. No more than one person/household (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.

4.10 Water fountains or water coolers must remain out of service for the duration of the pandemic.

4.11 Prior to and after each meeting or event all door handles and any other “touch points” must be sanitized.

4.12 Properly trained and equipped parish custodial personnel must follow established cleaning and sanitizing protocols. Responsibility for cleaning and sanitizing the parish hall after use cannot be delegated to third-party groups using the hall.

4.13 Food and beverage services (consumed on site) are not permitted at this time.

4.14. Third-party users of parish halls (e.g. AA, Canadian Blood Services) must formally agree to abide by COVID-19 protocols by signing a new licence agreement or an *Addendum* to an existing licence agreement. (NB: A sample document is provided as an attachment.)

***FOR REFERENCE: SAMPLE LICENCE AGREEMENT AND ADDENDUM***

**INSTRUCTIONS TO PARISHES:**

This Licence Agreement is intended to apply to the use of all Parish Halls and other facilities by third party groups unrelated to the Parish or the Eparchy, or for special events, particularly those at which alcohol will be served. It applies whether the proposed use is a single “special event” or for periodic use of Parish facilities (for example, use of a meeting room at a particular time on a designated day each week). All blanks must be filled in before the Agreement is signed. Any paragraph that is inapplicable should be crossed out and initialled both by the Licensee and the Pastor. In certain circumstances it may be that not all of the Rules and Regulations will apply. If the Pastor agrees, any that are not applicable should be crossed out and initialled.