

<p style="text-align: center;">St. Martin's United Church Building Access Guidelines for St. Martin's Ministries</p>
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- **In-person worship will not take place in the church building for the remainder of 2020**
- **These guidelines will be re-evaluated prior to January 31, 2021**

General Guidelines

- All people using St. Martin's United Church (SMUC) shall follow all public health orders, and provincial guidelines. This includes, but is not limited to the General Restrictions of [Re-Open Saskatchewan](#).
- All SMUC staff shall follow all public health orders, and provincial guidelines when conducting church business at other venues (example: pastoral visits, funerals, etc.).
- The use of masks is mandatory indoors, both at the church and when conducting church business off-site.
- Serving food or beverages is prohibited. Individuals are welcome to bring their own food and beverages, but they are not to be shared.

St. Martin's United Church Staff

- This refers to all administrative, music, ministry, and other staff of SMUC.
- Staff will follow the General Workplace guidelines of [Re-Open Saskatchewan](#).
- Staff must follow the Contact Tracing Protocol ([Appendix 1](#)).
- Staff may bring up to 2 non-staff visitors into the building at a time.
 - Visitors must complete the Health Screening, and entry may be denied if they answer yes to any of the questions ([Appendix 2](#))
 - Visitors must follow the Contact Tracing Protocol ([Appendix 1](#))

User Groups

- This refers to any group of people using SMUC, including congregational committees, task groups, and St. Martin's small group ministries.
- All user groups must apply for approval to enter the building using the [Building Access Request Form](#). Once they receive approval, they may schedule their event with the Office Administrator.

The user group will access and complete the form on-line. The Office Administrator will notify the user group if the request meets the guidelines or if additional changes are required. If the request is approved, the Office Administrator will schedule the event.
- For regular or recurring events, groups need only complete the request form once, provided that they continue to adhere to the agreement every time they meet.
- If a group member can only access the building through the elevator, the facilitator must meet them at the front door and let them in.
- Until further notice:
 - Alerces has exclusive use of the church basement, including the washrooms.
 - Only St. Martin's user groups will have access to the upstairs of the church building.
 - SMUC user groups will have access to the Sanctuary, Lounge, Chapel, and the upstairs washroom (only) for their activities. Access to any downstairs spaces is strictly prohibited (as per our agreement with Alerces).

- Groups using the Sanctuary are to enter and exit through the front door only; groups using the Lounge are to enter and exit through the ramp door on the south side of building only (an exception is made for those needing access to the elevator); groups using the Chapel are to enter and exit through the back door only (an exception is made for those needing access to the elevator).
- For groups using the Sanctuary, access to the washroom is through the east door of the sanctuary.... members should not go through the Lounge to get to the washroom.
- Outside doors should remain locked at all times. Group leaders should ensure safe entering and exiting for group participants.

Masks

- People are required to wear masks at all times in the SMUC building.
- An exception is made for worship leaders during the recording of services.
- Masks and hand sanitizer will be available at the door during church events.
- Waste baskets will be available at the exits to dispose of used masks.

Health Screening

- Each person entering SMUC must complete the Health Screening Questionnaire ([Appendix 2](#)) and entry may be denied if they answer ‘yes’ to any of the questions.
- Health Screening forms will be available at all entrances to the building.

Contact Tracing

- Each person entering SMUC is required to sign in according to the Contact Tracing Protocol ([Appendix 1](#))

Room Capacity

With current provincial government guidelines, the capacity of the rooms at SMUC are as follows:

Room	Capacity
Sanctuary	30
Lounge	12
Chapel	10
Kitchen	Closed
All Downstairs rooms	Closed to all but Alerces

Sanitizing

- SMUC custodial staff will clean and sanitize the upstairs once a week.
- SMUC will supply groups with sanitizing supplies and will provide written instructions for sanitizing. Individuals are encouraged to use hand sanitizer (provided).
- User Groups will sanitize all touch surfaces (eg. light switches, railings, chairs, table tops, door handles, washroom (all touch surfaces), and elevator door knob, handles and buttons, if elevator is used) before and after use.

- The blue cloth chairs will be used. After each use, the user group will stack the used chairs and set them aside. To ensure they are not used for three days, they will put a sign on top of the stack saying “do not use until ____”
- The completed sanitizing checklist is to be submitted along with the contact tracing sheet to the Office Administrator.
- Toys will not be available.
- Piano and organ are available only for worship service recording, except by special arrangement.

1. Intent:
 - a. The intention of this protocol is to assist in controlling the spread of COVID-19.
 - b. Prompt identification of those exposed to an individual with confirmed/probable diagnosis of COVID-19 will allow those individuals to seek medical attention and/or voluntarily isolate or quarantine more quickly to reduce the spread of COVID-19.

2. Contact Tracing Information
 - a. Contact Tracing Information (“CTI”) includes information that can identify an individual. This usually includes their name or well-known alias and some means of consistent contact either by telephone or email.

3. St. Martin’s Staff
 - a. Staff members include administration, ministry staff, music people, etc.
 - b. Staff members are required to Sign-in with CTI each day that they are in the building.
 - c. Staff will Sign-in with CTI on the list on the table by the main office.

4. Visitors
 - a. Visitors include contractors, volunteers, members of the public attending the building during regular office hours.
 - b. Visitors are required to Sign-in at the table located at the entrance(s) of the Church.
 - c. The Sign-in sheet will have a column for date, time, name, and contact information for each person to fill out.

5. Groups/ Functions
 - a. The Facilitator of the group is required to obtain a list of all attendees with name and contact information. The list will indicate the name of the group and the date and time they were in the church building.
 - b. The completed list will be provided to the Office Administrator either directly, or in a designated locked mailbox located by the office door.
 - c. For groups founded on anonymity only:
 - i. The Facilitator of the group is required to obtain a list of all attendees with name and CTI
 - ii. The list of attendees will be placed in a sealed envelope. The date, time, and group/function will be written on the outside of the envelope.
 - iii. Envelopes are located near the designated lock box.

- iv. The sealed envelope will be provided to the Office Administrator either directly, or in a designated locked mailbox located by the office door.

6. Storage of Contact Tracing Information

- a. CTI is gathered through the Sign-in sheets
- b. The CTI will be stored in a safe location in the main office
- c. The Office Administrator will have access to the CTI
- d. Both the Visitor and Staff Sign-in sheets will be changed weekly
- e. Groups that meet regularly will submit a CTI list each time users access the building

7. Maintenance of Contact Tracing Information

- a. CTI will be kept for 30 days
- b. A spread sheet will be kept that details what Groups/ Functions accessed the building and when

8. Use of Contact Tracing Information

- a. CTI will only be use if an individual has been diagnosed with confirmed/ probable COVID-19
- b. Individuals that have been in contact or potentially exposed to the diagnosed COVID-19 individual will be contacted by public health officials
- c. Compliance with any Saskatchewan Health Guidelines will be followed with the dissemination of CTI

9. Destruction of Contact Tracing Information

- a. At the expiration of 30 days the CTI can be destroyed
- b. The Office Administrator will destroy CTI by use of a paper shredder, on a designated day each week
- c. Once destruction of the CTI is complete, the Office Administrator will mark the date it was completed on the spread sheet
- d. CTI obtained through the Sign-in sheet will be destroyed in the same fashion.

Appendix 2 Health Screening Questionnaire

Are you experiencing any of the following symptoms that are unusual or worsening for you:

- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat or difficulty swallowing
- Chills
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite (difficulty feeding for children)
- Loss of sense of taste or smell
- Shortness of breath
- Difficulty breathing

Have you been exposed to someone who is under investigation for COVID-19, or has been confirmed as having COVID-19 within the past 14 days?

- Yes
- No

Have you been outside of Canada in the past 14 days?

- Yes
- No

Have you been denied admission to any facility due to COVID-19 risk in the past 14 days?

- Yes
- No

If you answered yes to ANY of the above, please do not enter the church building at this time.

Have you been outside of Saskatchewan, but within Canada, in the past 14 days?

- Yes
- No

Have you attended a gathering of more than 30 people in the last 14 days?

- Yes
- No

Have you lived in, visited, or worked in a community or facility deemed an area of concern for COVID-19 in the last 14 days?

- Yes
- No

If you answered yes to any of the last 3 questions, you may enter, but please self-monitor and let the church know immediately if you develop any symptoms.

St. Martin's United Church Building Access Request Form

Contact Information:

Organization/Group: _____

Primary Contact/Facilitator: _____

Phone Number: _____ Email: _____

Event Information:

Date: _____ Time: from _____ to _____ (including set up and take down)

Is this a recurring event? Yes / No If yes, please explain: _____

Space Requested: _____

Reason/Description of Event: _____

Anticipated # of Attendees: _____

How will you ensure that the room capacity is not exceeded? (examples: individuals are invited, attendees pre-register, monitor at door counting attendees and turning people away)

Requirements to Use the Space:

- Contact Tracing:
 - The Facilitator is responsible for maintaining a list of attendees that includes their name and contact information (phone number or email). This list is to be provided to the Office Administrator at the end of your event each time.

_____ Initials

- Health Screening:
 - The Facilitator is responsible for ensuring that all participants complete a health screening questionnaire. Anyone who answers 'yes' to any of the questions (except the last 3) must be asked to leave the building.

_____ Initials

Adherence to Government of Saskatchewan COVID-19 Guidelines:

- Physical distancing (2 metres between households)
- Group size guidelines and acceptable activities

_____ Initials

Expectations:

- The group is allowed access only to the Space in the building they have booked
- All areas are to be left in the same conditions in which they were found
- All surfaces will be sanitized as per information provided, using materials supplied

_____ Initials

Acknowledgement:

On behalf of _____ (*name of group*), I acknowledge that there is an inherent risk of transmission of COVID-19 in any group gathering. We will take all reasonable precautions to reduce the risk of transmission, including (but not limited to) those set out in the St. Martin's United Church Building Access Guidelines. We will not hold St. Martin's United Church responsible for any transmission of the virus that might occur as a result of our participation in activities at the church.

_____ Initials

I, _____ (print name) representing _____
(organization/group) understand and agree to the conditions of this Building Access Form.

Signature

Date

Appendix 4 Group Contact Tracing Information Sheet

St Martin's United Church Group Contact Tracing Sheet

Group Name: _____

Date of Event: _____

Facilitator/Leader: _____

Contact #: _____

Name	Phone Number	Email	Health Screening Questions Completed	Time in	Time Out