

Canada Summer Jobs



Intern Handbook

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About Newmarket Alliance Church and the Summer Jobs Program

Our desire is that we would be a church committed to following Jesus Christ and make every effort to introduce people to a relationship with Jesus no matter what age or stage they are at in their own spiritual journey.

We desire to be a church family that will deliberately and intentionally demonstrate how the Gospel has changed us and serve the communities around us. Key phrases in our vision and mission remind us to be a welcoming church where people experience culturally relevant gatherings and can be equipped on their spiritual journey at every age and stage. As we lead by example, others can experience God's love.

Ensuring equity is a central theme of the New Testament and is a central goal of the Christian church. As followers of Christ and members and adherents to Newmarket Alliance Church we strive to live out the vision and mission God has called us to. Our vision and mission can be found on our website. <https://newmarketalliance.ca>

We recognize that we live in one of the most diverse parts of the world. The nations are literally coming to us in the Greater Toronto Area. The communities in which we work, live, and share our day to day lives are very multi-cultural. We believe the message of the Bible and the mission of the church are relevant for all people.

Recognizing diversity in our communities is recognizing that God has created human beings as unique individuals. We all need to be loved, appreciated, feel safe, have physical and emotional needs met and feel we have advocacy when we need it. We all need a community where we can have those basic needs met and especially children and youth deserve to be a high priority. We strive as a church, to be part of providing these experiences in our community.

We also desire to provide a valuable placement for young adults through the Canada Summer Jobs Program. We recognize it can be difficult to find opportunities for young people to learn marketable skills in an encouraging environment.

Regularly we provide Sunday morning worship services in-person and since 2020 also online, to encourage our community to grow in their faith and find support and encouragement from one another.

Our plan is to resume our children's programs again on Sunday mornings for ages birth-13. We continue to provide a mid week program in person and online, where high school students can find support, friendship and mentoring in a safe and encouraging atmosphere. We strive to provide special events for youth grades 4-8 so that they can develop their independence, make friends and enjoy activities and outings in a safe and age-appropriate environment.

Mid week we offer a number of opportunities for people to receive care and support from our staff and volunteers. We offer grief share classes, men's accountability groups, small group Bible studies, women's gatherings and family support. There is also an opportunity for adherents to apply for support for compassion needs. Many families receive support and encouragement from the church throughout the week.

As an individual church we participate in OneChurch Southlake initiatives. For example community dinners with Crosslands Church and Valley View Alliance Church, vegetable delivery opportunity and summer kids' camp with Newmarket Church of Christ. We support the food bank, TLC, Bridge North, multi church prayer initiatives and congregants are involved in various other local initiatives in Newmarket and the surrounding communities.

We desire to be active and visible in our community and we feel that participating in the Canada Summer Jobs program is a good fit for our vision and mission and meets the needs of young people in our community.

What can I expect in the workplace?

Our desire is to provide a positive, safe and successful work experience and establish good working relationships, outlining clear roles and responsibilities for all staff, volunteers and participants in our programs. Job descriptions are provided and training is provided within each program department.

Workplace Environment

We have implemented policies and procedures to ensure that the work environment and hiring practices are free of harassment and discrimination. Interviews will be conducted by two people and hiring would be agreed upon by a minimum two staff members. The senior pastor must also approve the process and final hiring decisions, further increasing accountability.

Volunteer positions and positions for hire at Newmarket Alliance are generally posted to give fair opportunity. An application is filled out and kept on file and a screening process, reference checks and interviews are adhered to for most positions. A Vulnerable Sector Screening and police record check are required for positions working with children. A police record check is also requested for all positions of trust including any positions that deal with security, money or people's personal information.

It continues to be our desire that we meet the challenges to make our building accessible for everyone from children to seniors. We don't want to limit participate in any of our programs or events. We have committed to review and create an action plan to meet the challenges of an aging building and an increased need to for more accessible.

Harrassment policies

Newmarket Alliance is a zero tolerance environment if harassment were to occur. If allegations of any kind were made, the steps outlined in our Plan to Protect manual and the expectations of the Alliance in Canada would be followed. We would adhere to all of these policies and procedures. All of our pastors are required to complete a “Clergy Abuse” training course.

Each intern may work with various members of the staff during their placement, but would work more closely with the Placement Coordinator and a mentor. If an intern felt they had an issue, they could speak to any staff member, but also share their concern with the senior pastor.

Conflict Resolution

If a conflict arises, we adhere to a Matthew 18 system. The individual with the concern is first encouraged to share their concerns with the person in conflict, if it is safe to do so. If that does not provide resolution, they are encouraged to share with a trusted leader. They would then go together and share their concerns. If that does not bring a good resolution, the concerns would be shared with the senior pastor or senior leader. Together they would seek resources or mediate the concern to bring it to a fair resolution. We have counsellors and social workers in the congregation trained in conflict resolution that the church could draw from if a mediator was required. Individual’s privacy and respect is always considered throughout the process, but if issues of abuse were raised, they would be reported to the proper authorities using Plan to Protect guidelines.

As a staff we encourage open dialogue and respect differences of opinion. We are a team of pastors, official workers and volunteers. We respect our differences and strive to support each other while sharing tasks. We adhere to the policies and practises required by Plan to Protect. (see NAC Plan to Protect manual and Plan to Protect website <https://www.plantoprotect.com/en/home/>) which includes our policies on appropriate conduct, abuse prevention, disclosing abuse or inappropriate conduct, supervision and use and abuse of authority. We respect personal boundaries and safe practices. The goal is to remove scenarios where someone would find themselves in a vulnerable position for example maintaining adult/student supervision ratios and meeting with others in open public spaces.

Support Roles and lines of communication are clearly outlined and we encourage the pursuit of professional development, wellness and personal growth through books, materials, online courses, downloads and conferences. The Alliance in Canada also provides financial assistance for staff that wish to pursue counselling and also provide training and oversight to the pastoral team.

Health and Safety Guidelines

Evacuation Plan

Each year we review our Emergency Evacuation Plan for either fire or other emergencies with our congregation. Key leaders are trained to help children, adults, the elderly and those with special needs safely exit our building. We have exit doors marked and the closest exits are listed at each fire alarm pull station. A full evacuation plan and lock down procedure is outlined in APPENDIX A pgs. 17-18.

Plan to Protect

Newmarket Alliance Church has adopted the safe practices recommended by Plan to Protect for many years. All staff and volunteers working with children and youth will have participated in Plan to Protect training. A copy of the Health and Safety guidelines outlined in Plan to Protect and adapted for Newmarket Alliance Church 2019 version are included in APPENDIX B pgs. 19-22.

COVID 19 modifications

In the summer of 2020, a formal committee diligently put together a COVID response plan for in person gatherings in our building. This plan outlines safety procedures according to the government guidelines and applies to all spaces, staff, volunteers, visitors and any individuals using our building at any time. The implementation of the plan continues to be in place as long as restrictions and limits on gatherings and workspaces are required and many of the practices will be forever in place as good practices as people gather.

NAC, as an Employer, will do the following to prevent infection:

- Require staff or volunteers to stay home if sick. Employees or volunteers who have symptoms of respiratory illness must self-isolate for 14 days and seek appropriate medical attention
- Ensure that our sick leave policies are flexible. Employees who are in close contact with someone who is ill, like a family member, need to self-isolate for 14 days as well
- Post screening information at entrances and exits for staff, volunteers and visitors
- **Encourage any staff or volunteer to seek assessment and testing at a COVID-19 Assessment Centre if they have any symptoms**

NAC will encourage staff and volunteers to do the following to prevent infection:

- Wash their hands often with soap and water for at least 15 seconds – an alcohol-based hand sanitizer can be used if soap and water are not available
- Avoid touching their faces, including eyes, nose and mouth, especially with unwashed hands
- Cover their coughs and sneezes with a tissue or sleeve, not their hands. Wash your hands afterwards or use alcohol-based hand sanitizer

NAC staff and volunteers should follow these guidelines when cleaning and disinfecting the environment:

- Commonly used cleaners and disinfectants are effective against COVID-19
- Ensure frequently touched surfaces in common areas are cleaned and disinfected.
- Surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty. Examples include doorknobs, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads
- Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada
- Check the expiry date of products you use and always follow manufacturer's instructions
- Use appropriate Personal Protective Equipment (PPE), such as masks, gloves, according to existing policies and procedures, as well as following label directions for all cleaning products
- Encourage and support proper handwashing by keeping washroom facilities stocked with soap and paper towels at all times, and ensure custodian staff keep hand washing sinks in a state of good repair
- Alcohol-based hand sanitizer is available in common areas, including but not limited to bathrooms and other high traffic areas at all times
- There is no evidence to suggest that building waste needs any additional disinfection
- Confirmed and suspect cases of COVID-19 are reported by health care providers and laboratories to public health. Workplaces other than health care settings do not need to report to public health.
- **NAC staff and volunteers have no obligation to share their personal health information and should they choose to do so this information will be treated confidentially.**
- Public health performs a risk assessment for all exposures including those that may occur in a building or workplace
- Public health will provide advice regarding any other measures that the building (workplace) or staff/volunteers may need to take to reduce the risk of transmission
- **Unless advised by York Region Public Health through the above assessment, there are no restrictions or special measures required for contacts of suspected cases of COVID-19 in the setting. There is no need to close the setting or send people home. An outbreak is defined as 2 or more cases. Individual cases will not be shared publically to protect the private health information of the individual. Any persons considered at risk of exposure will be informed by Public Health directly (NAC cannot communicate this information publically due to confidentiality requirements)**

A copy of the full modifications suggested by the committee during COVID 19 is attached as APPENDIX C pgs. 24-36.

WHMIS – Work Place Hazards

We determine to keep the level of potential threat or risk in our workplace environment very low. Our caretaker has First Aid level C WHMIS training. He oversees and makes sure that all cleaning supplies are kept locked and stored in an appropriate way according to safety data sheets. The staff and users of our building should have no direct contact or responsibilities that involve toxic or corrosive cleaning products. Although kept out of the reach of children, general cleaning products used in children's programming are classified as non-hazardous.

Newmarket Alliance has a building and maintenance supervisor that sits on our executive board. He regularly checks the building and does repairs. ie. exit lightboxes, fixtures etc.

We have no onsite food preparations and therefore have a very basic kitchen. Warming in the microwave and reheating in the ovens is all we have available on site. Signs are posted that no grease laden vapours are allowed. We prepare coffee and tea, and serve packaged cookies and snacks during programs. Occasionally we host a private special event where prepared foods are brought in as part of the event. (ie. funeral, special event)

Proper dishwashing and handwashing charts are displayed in the kitchen. A dishwasher is installed for sanitization of dishes, baby toys and utensils.

Fire Safety Plan

Each year we are required to pass a fire inspection by our local fire marshall and make the changes necessary to continue to be a safe space in our community. We continue to make those upgrades and comply with their requests and recommendations. D & L Fire Protection Limited serves all of our fire protection needs and inspects our equipment.

What skills does the Government of Canada expect I will develop during this placement?

Client Services – Client services refers to the ability to communicate effectively and professionally with clients. At work, client service skills are required to interact with clients on behalf of the employer.

Teamwork – Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.

Communication – Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.

Digital skills – Digital technology refers to the skills needed to understand and use digital systems, tools and applications, and to process digital information. At work, people use digital technology skills to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smart phones and other digital devices.

Leadership – Leadership refers to a number of skills, including communication, relationship building and the ability to delegate and traits such as honesty. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for the completion of tasks the require multiple employees.

Additional added Skill Development – Time management, problem solving and adaptability.

At Newmarket Alliance, our goal is to support each young person and assist them in attaining the goals set out before them. We hope this experience will provide many transferable skills into the wider job market and support each young person as they move towards a meaningful and fulfilling career.

Job Title - Pastoral Intern

Start date: Monday May 17th - Friday August 14th
Number of weeks: 13 weeks (1 week flexible wo. pay)
Number of hours – 12 hours/ week = 156 hours total
Hourly Wage: \$15.00/hour
Preferred level of education – no preference

Support for Skill Development

Name of Supervisor – Kris Stawski (Associate Pastor)
Supervisor will provide all required documents, informal support and facilitate formal feedback from the team as a final evaluation.)

Name of Mentor – Pastor Jonathan Gonyou
Mentoring Plan – Team support (informal feedback weekly, one on one mentoring opportunities, job specific training, support for skills development, access to learning materials, work instructions & task lists will be provided)

Tasks and Responsibilities

- Assist at services of public worship and religious rites
- Provide religious education, spiritual guidance and moral support to members of our community
- Use a variety of administrative skills to communicate effectively, develop support materials and use digital media and print media effectively
- Administer programs, conduct outreach activities and facilitate community involvement (ie. involvement in community dinners and vegetable distribution)
- May plan, organize and lead worship services and church activities for a specific audience. (including specifically small groups for multi ages, ethnicities, varying topics and needs)
- Work closely with the staff to support the NAC community and the community at large.

Job Title - Communications Intern

Start date: Sunday June 21st - Friday August 20th

Number of weeks: 9 weeks includes 1 week vacation/flexibility wo. pay

Number of hours – 20 hours/ week = 160 hours

Hourly Wage: \$15.00/hour

Preferred level of education – no preference

Support for Skill Development

Name of Supervisor – Kris Stawski (Associate Pastor)

Supervisor will provide all required documents, informal support and facilitate formal feedback in the form of a final evaluation.

Name of Mentor – Glenn Robinson

Mentoring Plan – Weekly Check ins (informal feedback, weekly one on one mentoring opportunities, job specific training, support for skills development, access to learning materials, work instructions & task lists will be provided)

Tasks and Responsibilities

- Assist staff to develop and implement thematic materials appropriate for print or electronic media; will experience a wide range of software and apps to accomplish various projects. (ie. brochures, reports, newsletters)
- Gather, research and prepare communications material for internal and external audiences working together with a number of different departments (ie. materials used for whole congregation and materials for children)
- Prepare or oversee preparation of presentations and web site; problem solve and communicate progress with the staff
- Work together with the staff to share and evaluate created materials
- Develop, implement and evaluate a variety of communications strategies to inform people of initiatives, opportunities, upcoming events and programs.
- Conduct online surveys to identify the interests and concerns of key groups

Job Title - Administrative Assistant Intern (for Children's Ministry)

Start date: Sunday June 21th - Friday August 20th

Number of weeks: 9 weeks includes 1 week vacation/flexibility wo. pay

(mandatory two weeks are July 11-16/21 & August 15-20/21 for Kids Camps)

Number of hours – 20 hours/ week = 160 hours total

Hourly Wage: \$15.00/hour

Preferred level of education – no preference

Support for Skill Development

Name of Supervisor – Kris Stawski (Associate Pastor)

Supervisor will provide all required documents, informal support and formal feedback in the form of a final evaluation.

Name of Mentor – Kris Stawski

Mentoring Plan – Weekly Check ins (informal feedback, weekly one on one mentoring opportunities, job specific training, support for skills development, access to learning materials, work instructions & task lists will be provided)

Tasks and Responsibilities

- Prepare, key in, edit and proofread correspondence, presentations, brochures, publications, reports and related material (for example will gain experience with Microsoft Office, Adobe, Creation Swap)
- Manage electronic mail and other incoming materials and co-ordinate the flow of information sharing between staff, volunteers and parents; this may include in-person and virtual meetings.
- Schedule and confirm appointments, bookings and meetings
- Order supplies and maintain inventory; update inventory
- Set up and maintain manual and computerized information filing systems (ie. volunteer files, childrens' registrations using Planning Centre app)
- Greet visitors, parents and children at programs and provide information about programs in a professional and efficient manner.
- May compile data, statistics and other information to support research activities and evaluations of the programs
- Together with the staff, support training of volunteers
- Apply the above administrative skills to assist the Children's Ministry department with organization and planning of special summer kids programs. ie. daily schedules, curriculum, games and activities; problem solve program limitations ie. underresourced children in the community, multi languages, special needs, group dynamics, COVID 19 restrictions;
- Work with volunteers and staff members to implement kids programs

Job Title - Pastoral Support Intern (for Children's Ministry)

Job Title: Pastor Intern

Start date: Tuesday September 7th - Friday December 10th/21

Number of weeks: 14 weeks includes 1 week vacation/flexibility wo. pay

Number of hours – 12 hours/ week = 156 hours total

Hourly Wage: \$15.00/hour

Preferred level of education – no preference

Support for Skill Development

Name of Supervisor – Kris Stawski (Associate Pastor)

Supervisor will provide all required documents, informal support and formal feedback in the form of a final evaluation.

Name of Mentor – Kris Stawski

Mentoring Plan – Weekly Check ins (informal feedback from mentor, weekly one on one mentoring opportunities, job specific training, support for skills development, access to learning materials, work instructions & task lists will be provided)

Tasks and Responsibilities

- Assist at services of public worship and religious rites
- Provide religious education, spiritual guidance and moral support to the children of our community
- Use a variety of administrative skills to communicate effectively, develop support materials and use digital media and print media effectively
- Administer programs, conduct outreach activities and facilitate community involvement (ie. home visits, midweek programs in-person & online)
- May plan, organize and lead services and activities for children. (including varying topics and special needs)
- Together with the staff, support training of volunteers in procedures and use of resources (ie. Planning Centre App, Plan to Protect)
- Work closely with volunteers and staff members to implement kids programs that support the NAC community and the community at large; taking into consideration children in the community, multi languages, special needs and group dynamics.

Supervision and Evaluation

A staff person will be designated as the placement supervisor. They will oversee the program, provide feedback at the end of the program and liason with the government.

Each intern will have opportunity to work with a variety of staff members in a team environment, but will also have a mentor to support them in fulfilling their job description and personal goals during the placement. They will receive informal feedback from their mentor each week as well as the mentor will provide job specific training, work instructions and tasks and formal evaluation of the work at the end of the placement. It is our desire that each intern will also receive support for skill development and career related training that will be transferrable to whatever career path they choose.

Evaluation Criteria

- Maintains professionalism
 - punctual for commitments, interacts professionally,
- Complies with policies & procedures
 - honours commitment, health and safety, best practises
- Works well within the team,
 - follow directions, fulfills commitments, conscientious attitude, receives feedback
- Demonstrates leadership
 - shows initiative, demonstrates traits such as honesty, integrity, transparency
- Developing Skills
 - shows growth in areas of responsibility
- Communicates Effectively
 - shares ideas, listens well, uses a variety of communication strategies

Intern Check & Reflect

Each week the intern will have opportunity to interact with their mentor and participate in an informal “Check & Reflect”. This would include reviewing completed tasks, setting up a task list for the following week, monitoring goals, sharing ideas, asking questions and submitting a time sheet. It is our hope that this will build an open and trusting relationship where strengths and weaknesses can be shared.

In the event that progress is not being made and the list of tasks and responsibilities is not being fulfilled, the mentor and/or the intern can request to include the placement coordinator or senior pastor into their “Check & Reflect” review.



Intern Check & Reflect

NOTES	
Submitted HOURS	
Date	Hours
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
TOTAL	

APPENDIX A

Emergency Evacuation & Lock Down Procedures

ALWAYS REMEMBER TO REMAIN CALM AT ALL TIMES.

Birth to 4 years – exiting downstairs TINY TREASURES room 103

EMERGENCY EXIT: LOCATED IN TINY TREASURES ALTERNATE DOOR: EAST SIDE DOORS

When alarm sounds

Point person - distributes emergency blanket (on top of the storage cupboard) directs volunteers, parents and children through the emergency exit door, eye sweep the area and is the last person to leave.

Caregivers - gather and carry children through the exit door, go to Airborne Trampoline grass area and wait for parents. Do not dismiss children until attendance has been taken by desk person on the iPad

FORGE Grades 4-8 – exiting upstairs back Classroom

EMERGENCY EXIT: EAST SIDE DOORS ALTERNATE DOOR: NORTH Stairwell DOOR

When alarm sounds:

Teacher - holds open upstairs door, calmly gives instructions (line up quietly, no talking, follow in a line outside), eye sweep area, check bathroom, last person down the stairs, join children at Airborne Trampoline, take attendance

All Volunteers

-after teacher gives instructions, lead the group outside EAST exit to neighbouring unit's grassy area where they join the other children.

-Attendance will be taken by the desk person on the iPad. Wait with the children for parents to arrive.

KING'S KIDS – exiting upstairs LOFT

EMERGENCY EXIT: NORTH DOOR (INSIDE STAIRWELL) ALTERNATE DOOR: EAST SIDE DOORS

When alarm sounds:

Teacher- holds open upstairs door, calmly gives instructions (line up quietly, no talking, follow in a line outside), eye sweep area, last person down the stairs, join children at neighbouring unit's grassy area, take attendance

Any volunteers - lead the children down the stairs, first person in line holds the door at the outside door, lead the children to at neighbouring unit's grassy area, keep everyone quiet & calm, wait for desk person to take attendance on the iPad, wait with children for parents to arrive.

FOYER

- Foyer Monitor checks bathrooms, kitchen & lobby, eye sweep area, last to leave lobby
- Desk person takes iPad, checks hallway, eye sweep area, leaves out East side doors, and takes attendance of the children at neighbouring unit's grassy area.

AUDITORIUM

EMERGENCY EXIT DOOR: WEST STAGE DOORS ALTERNATE DOOR: DOORS TO LOBBY

When alarm sounds:

- Point Person (chairman of the elders or elder designate) gives instructions and 2 elders remain outside each by one WEST stage door exit.
- Everyone exits through stage doors WEST.

- Parents move along the grass to neighbouring unit's grassy area to meet children. (Do not try to pick up your children in the building)
- Congregation moves safely across Nicholson Str. to wait for further instructions.

Extra Responsibilities:

- Head Usher directs traffic outside building NORTH side grass area.
- Ushers stand by lobby doors so that no one enters lobby, eye sweep area, last to exit auditorium

Everyone waits to re-enter building until fire department gives the all clear.

Lockdown Guidelines

These guidelines should be put into action in the event of a lockdown or during a lockdown drill.

1. Identify green zones and red zones within the facility. Green Zones: more secure – rooms that have doors that lock. Red Zones: open areas ie. auditorium.
2. As soon as the facility is put on “Lockdown Alert”, the designated person in charge will announce “Code Red” to all classrooms and staff: ie. *“Emergency Code Red, the facility is going into lockdown”*, repeat.
3. All present will be instructed to shut off cell phones.
4. All present must clear away from red zones as quickly as possible. They will go to the nearest green zone, or if an outside door is closer, they will evacuate the building.
5. Prior to locking doors, Foyer monitors will ensure that any individuals walking about be ushered quickly into the nearest green zone area. The doors should then be closed and locked. If the classroom door has a window, ministry personnel should cover it and turn off the lights.
6. Those in charge of classrooms will move to the area farthest from the door, assist students in turning tables on their sides and position them away from the door and windows. The students should then take refuge behind them.
7. Attendance will be taken, making special note of all missing and extra students in the room. The point person should take the list with them if directed to leave the classroom.
8. Ushers will check all washrooms and kitchen, and guide people to the nearest green zone.
9. Everyone is prohibited from leaving green zones until they are instructed to do so by the designated person in charge or a police officer. Those in charge of classrooms are to remain in the rooms, maintain silence and keep the students calm. The ministry lead will contact you when it is safe to do so.
10. When instructed to evacuate the building, do so quickly and silently following evacuation procedures.
11. Once the police arrive on the scene, they have the ultimate command of the incident and their instructions will be followed without protest.
12. A regular drill is recommended and circumstances and details of the drill will be recorded and kept on file as well as notes taken in a debriefing meeting with participants.

APPENDIX B

Health & Safety Guidelines (reference Plan to Protect Manual)

1. Individuals are encouraged to become certified and trained in first aid.
2. The names and contact information of the individuals that have been certified in first aid are posted in the children's and youth departments for easy access.
3. Children or youth having severe allergies will have the information brought to the attention of the ministry lead and noted on their registration form. The information will be posted in the children's and youth departments for easy access and all ministry personnel who have the child in their care will be informed.

Emergencies:

1. Emergency procedures (see Emergency Evacuation Procedures and Lock Down Procedures) will be reviewed by church leadership. These procedures are to be posted in a visible place in each classroom stating the planned route of escape to the nearest exit.
2. Church leadership, in cooperation with the ministry lead, will arrange for annual fire and evacuation drills.
3. A first aid kit will be kept in each classroom with ministry personnel being educated on the kit's contents. Each kit will contain a pair of disposable non-latex gloves, disinfectant towelettes, two or three 4" x 4" gauze pads for blood absorption, small scissors and band-aids.
4. In addition to the first aid kits in each classroom, a master first aid kit will be available in the church building. Recommendations for these kits are to include a micro shield CPR mask, instant ice packs, sterilizing soap, tweezers, thermometer, an emergency instruction manual and additional quantities of the items mentioned above in the classroom first aid kits.
5. A parent will be contacted when an injury, accident or medical emergency occurs. For further details on dealing with injuries, see Youth Protection Procedures section.
6. Incident reports are to be completed for any and all accidents. Injuries are to be reported to the ministry lead. **Sample Incident Report is included in Appendix B.**

Illness:

1. A child who is ill and could therefore expose others to illness is not to be received into the nursery or classroom. Factors and symptoms to consider are:
 - Fever, unusual fatigue, irritability, coughing, sneezing, runny nose and eyes, vomiting, diarrhea, inflamed mouth and throat.
 - Children with a known communicable disease.
2. Children with a runny nose may enter into the program if no other symptoms are evident. Caregivers should be extra diligent to wipe down toys that children have played with and any toys that have been in their mouth need to be set aside to put into the dishwasher at the end of the program. Additional hand washing is

recommended for caregiver and child, especially if a caregiver has helped wipe a runny nose.

Medications:

1. Ministry personnel are not to give or apply any medications. Parents are to be contacted and should administer all medications.
2. Medication is not to be left in a classroom. When a child brings medication, the medication is to be kept in the possession of the ministry lead or their designate.
3. In the extreme case where Epi-pens and puffers are needed for allergies or asthma, written instructions are to be provided by the parent or guardian to the ministry lead. Requests should be written, signed, dated and filed permanently.

Severe Allergies:

1. Parents and caregivers are responsible for notifying the church of any known allergies which their children have. This information is to be noted on their registration form.
2. The notification of severe allergies will be posted in the child's classroom for high visibility, including a picture of the child, a list of his or her allergies and typical signs of reaction. Ministry personnel assigned to care for the child must be made aware of the allergy and the treatment required if a reaction occurs.
3. In recognition of individuals with severe peanut allergies, NAC children's programs have adopted a peanut-free policy.

Dealing with Cuts or Injuries Involving Blood:

1. Blood pathogen policies will be posted in the children's departments.
2. When a child or youth is injured, the individual is to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor or toys is also to be isolated.
3. Ministry personnel need to ensure that no other children have not had contact with any of the blood from the cut or injury.
4. Non-latex gloves are to be used when bandaging the injury, avoiding contact with mouth, ears and eyes.
5. Extreme care will be taken in cleaning up all blood and bloody bandages and the safe and secure removal of waste and disposal of gloves to a secure waste removal container.
6. Hands are to be washed carefully with sterilizing soap available in first aid kit.
7. When ministering to children with HIV or Aids, specific guidelines for the education and care of these children will be developed and followed.

BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES

The following is a compilation of guidelines on dealing with bloodborne pathogens (any microorganism or virus that can cause disease that is carried through the blood) and infectious diseases. We have used three different resources that we felt had applications for use in church settings.

Studies of school and residential settings reflect a parallel between the inefficiency of transmission of bloodborne pathogens and the extent to which risk is adequately controlled by common hygienic measures. . . . Children who have bloodborne pathogen infections should not be excluded. There is no reason for excluding children who do not exhibit aggressive behaviour and who do not have medication conditions facilitating transmission. ¹ The benefits of an unrestricted setting outweigh the risk of the child acquiring harmful infections. The risk of transmitting the virus to others is almost nonexistent. ² “All educational and public health departments are strongly encouraged to inform parents, children and educators about AIDS and its transmission.” ³

1. Common infectious diseases may be contracted from dirt and waste encountered in ministry areas. Wash your hands with soap and running water at regular intervals throughout the day. ⁴
2. All bodily fluids must be treated as though they are infectious, as bloodborne pathogens could be present in any child. Confidentiality laws may prevent you from knowing those infected with the HIV (virus that causes AIDS) or AIDS virus. By treating all bodily fluids as infectious, you protect not only yourself, but others. ⁵
3. Latex gloves are required when handling any discharges from another person’s body, particularly body fluids containing blood. Hands must be thoroughly washed with soap and running water when finished. ⁶ Parent or guardians should handle diaper changing. Disposable diapers should be used and soiled diapers should be placed in a plastic bag before discarding. Latex gloves should be worn if open sores are present on the caretaker’s hands. Any open sore on the infected child should also be covered. ⁷ Hands should be washed after exposure to blood and body fluids and before caring for another child.
4. Contaminated disposable latex gloves and other contaminated materials should be disposed in plastic-lined waste containers. ⁸
5. You need to develop an awareness of situations or dangers that may put you or others at risk. For instance, do not pick up broken glass with bare hands but use a brush and dustpan instead. You need to avoid punctures with objects that may contain blood from others. Carefully dispose trash that contains sharp objects. Use containers that cannot be broken or penetrated. ⁹
6. Surfaces that have blood or other potentially infectious materials containing blood on them must be cleaned with an approved disinfectant or a 1:10 solution of liquid household bleach and water. This disinfectant must be mixed daily and must sit for ten minutes before use. ¹⁰

7. An HBV (virus causing Hepatitis B) vaccination should be pursued within 24 hours if you have had an 'exposure incident'. An 'exposure incident' is when there is blood contact through an open sore, injury by a contaminated sharp object or by a blood splash into your eyes, nose or mouth. ¹¹
8. If you are responsible for administering first aid, it is strongly recommended that you receive current instruction. For instance, the rescuer needs to use a resuscitation mouthpiece when administering CPR so that there is no direct mouth-to-mouth contact. ¹²
9. Individuals involved in the care and education of a preschool-aged child infected with HIV, HBV, or HCV should be informed of the child's infective status only if such knowledge is necessary to ensure proper care of the child and to detect situations in which there is potential for transmission. Parental consent is required for the disclosure of a child's infective status and should be made on a case-by-case basis respecting the child's and family's right to privacy. Decisions about education and care for children infected with the AIDS virus should be made by a team including the child's physician, public health personnel, parents or guardian and church staff. ¹³ The records of children with AIDS should be kept confidential. Parental consent must be given to the agency releasing pertinent medical information to those administering care to the child.
10. A more restricted environment is advised for infected preschool-age children, for children who cannot control their bowels or bladder, for children who display such behaviour as biting and scratching and for infected children who have uncovered oozing sores. These children should be cared for and educated in settings that minimize the exposure of other children to their blood and body fluids. ¹⁴

Decisions regarding vaccination of children and workers who have contact with the child should be discussed with public health officials. ¹⁵

The hygienic practices of an infected child may improve as the child matures, or they may deteriorate if the child's condition worsens. For these reasons, the need for a restricted environment should be re-evaluated regularly. ¹⁶

1, 5 Preventing the Transmission of Bloodborne Pathogens in Healthcare and Public Service Setting, Canada Communicable Disease Report - Supplement V23S3, May 1997

2, 3, 4, 7 Guidelines Regarding Children and Infants with AIDS, Love in Action, Annapolis, MD

6, 8 Universal Precautions, Alliance Academy, Quito Ecuador

9, 10, 11, 12, 13 Universal Precautions, Alliance Academy, Quito Ecuador.

14, 16 Guidelines Regarding Children and Infants with AIDS, Love in Action, Annapolis, MD

15 Preventing the Transmission of Bloodborne Pathogens in Healthcare and Public Service Setting, Canada Communicable Disease Report - Supplement V23S3, May 1997

INCIDENT REPORT

The incident report should be completed as soon as possible after the incident occurs and should include as detailed a description of the situation as possible.

Student Name/s _____ Phone Number _____

Address _____

Nature of Injury/Incident

Incident Date _____ Incident Time _____

Incident Location _____ Event Title _____

All Leaders Present _____

What happened?

Why did it happen?

What action was taken?

Contacted Parents Yes No

Parents' Response

Leader's Name _____ Signature _____

Witness Name _____ Signature _____

APPENDIX C

Re-entry Sub-committee Reports and Recommendations ENHANCED POLICIES AND PROTOCOLS FOR COVID-19 RECOVERY PERIOD

Table of Contents

Introduction

Proposals

- A. Shared Spaces (reservation system, people flow, service considerations, cleaning protocols, procurement required, other needs)
- B. Face Masks
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- D. PPE Supplies Proposal
- E. Contact Tracing
- F. Food & Beverage

INTRODUCTION

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on our parishioners, staff and guests, it is important for us to plan for COVID-19 and mitigate the associated risks. This document provides guidance and direction for staff and families to reduce the potential risk for infection during Ontario's Recovery Period.

These instructions supersede *Newmarket Alliance Church* policies that are already in place. Pandemic plan measures/policy will be reviewed by the Board of Elders, and all staff and volunteers prior to their start date.

These enhanced measures will remain in place until such time that the Ministry of Health and York Region Public Health indicate it is safe to return to normal operating procedures, or makes further changes to health and safety recommendations. All places of worship are required to follow all existing health and safety requirements and regulations, and ensure all current infection prevention and control practices are adhered to.

A. SHARED SPACES PROPOSAL

The following proposal was jointly created by Pastor Kris Stawski, Steve Robinson, David Beishuizen (Elder), and Christine Beishuizen. All recommendations are based on York Region Public Health guidelines, Plan to Protect guidelines, and community reopening best practices. All recommendations are based on the premise that physical distancing of minimum 6 feet will be adhered to between "family groupings" whenever possible, and all individuals will be wearing a non-medical face covering at all times, unless prevented by a medical condition. Individual and family grouping may be interpreted interchangeably throughout this proposal, so long as the space is sufficient to maintain physical distancing between family groupings, and room capacities are not exceeded.

i. RESERVATION SYSTEM

- Recommendation to pre-emptively poll congregation to inquire if members plan on attending in-person service
- Logistically difficult to set up “reserved” seating options
- NAC has known poor compliance with RSVPing to past church events
- Reservation system cannot be sole attendance record, in the event contact tracing is required
- Concerns are late comers/morning rush and the subsequent impact on physical distancing. Suggested solution is assigning staggered arrival times.
 - assign staggered arrival times based on first letter of family’s last name, OR
 - sign up for staggered arrival times on online reservation system
- Planning Centre reservation system determined to be most appropriate for our needs
- Maximum auditorium capacity will be approximately 85 guests (explanation provided in People Flow - Auditorium section). Things to consider when implementing an online reservation system
 - Should online registration be capped in order to allow a buffer for “walk-ins”? For example, cap online registration at 60-65 individuals, thereby allowing a 20-25 person buffer for walk-ins?
 - How many congregation members will not use an online reservation system?
 - How many newcomers are we anticipating due to the recent postcard blitz in Newmarket?

ii. PEOPLE FLOW

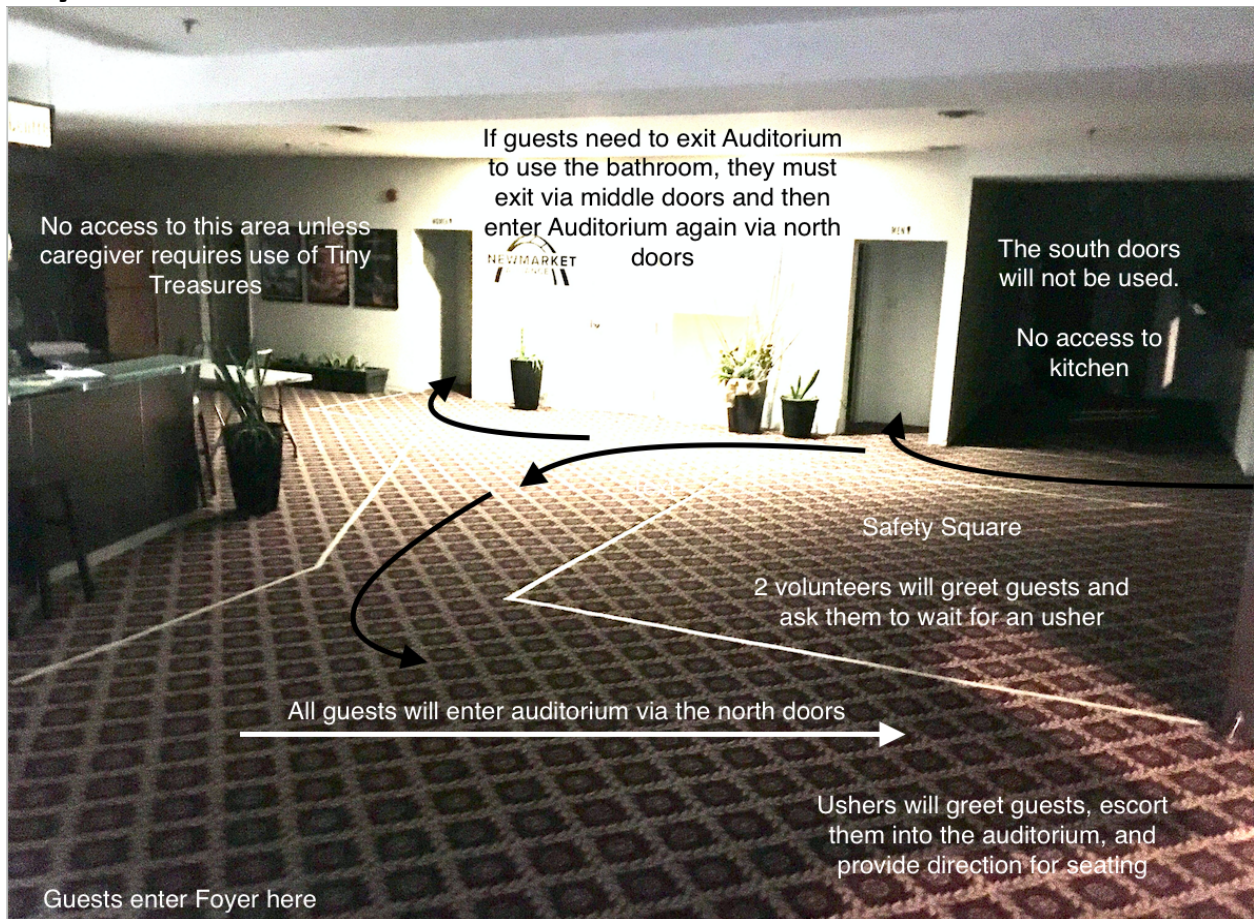
Parking Lot

- The west half of the NAC parking lot will be blocked off. Guests will exit into this area after the church service. If desired, guests will be able to socialize outside in this area after the service while maintaining physical distancing.
- Pylons required to mark off the west parking lot for safety reasons
 - NAC already has 4 large pylons and an A-frame sign that can be used
- Pastor Kris has purchased two canopy tents that can be set-up in this area to provide shelter

Main Entrance

- Set-up is dependent on the Temperature Taking Team’s proposal.
- The Shared Spaces Team is recommending having the temperature taking location set-up outside the front doors where guest screening will occur. This recommendation will:
 - prevent febrile guests from entering the building
 - allow for adequate physical spacing and airflow for the temperature taking team volunteers
 - allow adequate physical spacing for guests waiting to be assessed by the temperature team volunteers
 - help maintain controlled flow of guests into the building
- Both sets of front doors can be used. All doors will be propped open during arrival

Foyer



- Guests will enter the foyer via both sets of double doors
- Two touchless hand sanitizer stations will be present at the entrance. Guests are required to sanitize their hands
- Ushers will greet guests and escort them into the auditorium via the north double doors
 - There will not be any paper handouts of any kind
- "Safety Square" requires 1-2 volunteers
 - quickly greet guests and direct them to an usher
 - monitor/direct traffic flow on all sides
 - answer questions
- Coat racks will not be used. If guests have coats they will be instructed to bring them to their seats. Hangers should be removed to dissuade guests from using the coat racks.
- Extra furniture will be removed from the foyer
- If guests require the bathroom they must enter the auditorium via the north doors, then exit the auditorium via the middle doors to the bathroom (black arrows on image above).
- The south doors and the kitchen will not be used
 - Black drape will be hung to deter use of this area
- **There will be no two-way traffic in the foyer**

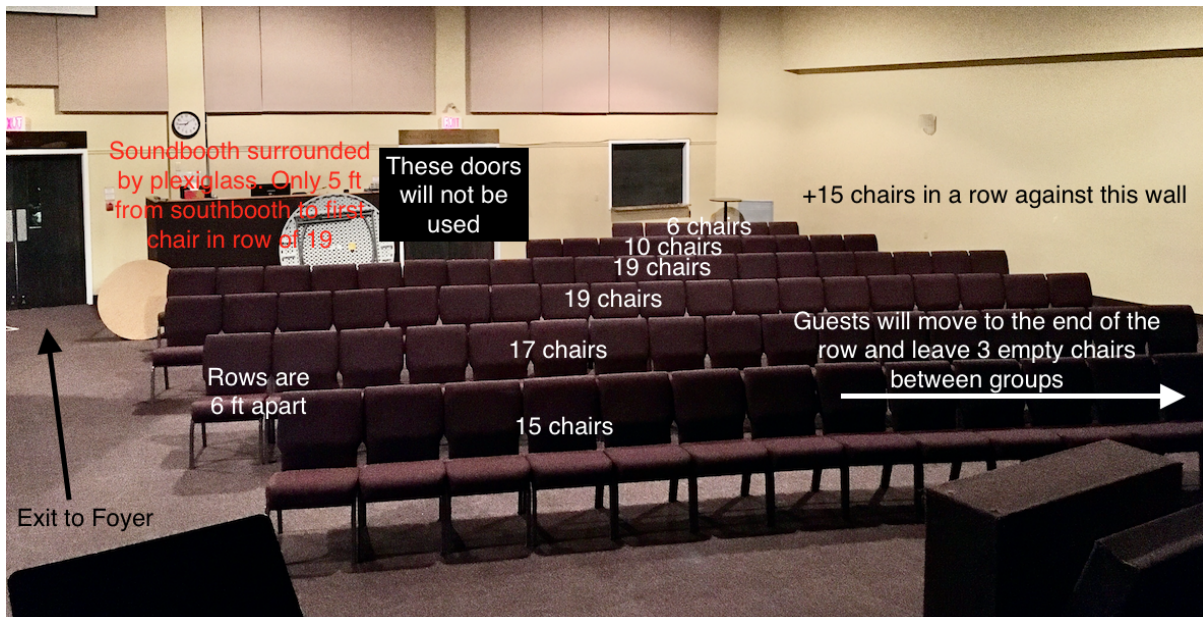
Welcome Centre

- Plexiglass needs to be installed in front of the Welcome Centre (WC)
- The iPad square for giving will not be used in order to eliminate a high-touch surface. Guests who previously used the iPad square are likely using an alternative giving method right now
- Paper products (eg. connection cards, NAC info) can be exchanged at the WC if both parties hand sanitize before/after handling the product
- Paper products can be passed via the opening underneath the WC glass top
- WC must be staffed either by a single individual, or two volunteers in the same family grouping
- WC is a known area for guests to congregate. **To encourage physical distancing around the WC we recommend floor “footprints” of where to stand. These will be located 6 feet apart along the former world map wall.**

Boardroom

- **Maximum 4 individuals in the boardroom if they are sitting at the table (Signage required)**
- Pre-service prayer time may continue if the above is adhered to
- Pre-service “team meeting” cannot be facilitated in this space and an alternative solution is needed
- The Prayer Ministry can continue in the Boardroom
 - 2 prayer ministry volunteers should be at opposite ends of the boardroom.
 - each volunteer can pray with one individual or “social bubble” at a time
- Need to remove extraneous items from the boardroom
- Require two bottles of hand sanitizer for this room
- We recognize the short hallway into the Boardroom will be a “pinch-point” for physical distancing. This will be mitigated by guests wearing masks at all times. This pinch-point does not outweigh the benefits of the Prayer Ministry.

Auditorium



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- Maximum 30% of room capacity is allowed. Room capacity as per Fire Code was unknown at time of proposal creation so room capacity was estimated at 545 individuals, 30% of which is 163 individuals.
- The north and middle doors from the foyer to the auditorium will be propped open and remain open for the entirety of the service
- All guests will enter the auditorium via the north doors and will be assisted by an usher. Ushers will direct guests to move as far down the row as possible and leave three empty chairs between groups
 - For greatest success ushers will need to be very friendly and able to balance giving groups freedom to sit where they wish, while still being firm to maintain seating guidelines. It would be beneficial for ushers to be familiar with the congregation and where everyone's usual seating preferences are
- Chairs re-arranged to be long rows and groups are spaced 3 empty chairs apart within the row. All rows are spaced 6 feet apart.
 - Note: if a guest is standing, and the individual in the chair in front of them is sitting, the guests may be less than 6 feet apart. Masks/face coverings must remain on guests for the entirety of service to mitigate this.
 - Guests are not allowed to move chairs, add chairs to a row, or create a new row.
- Need to collectively educate the congregation to stay 3 chairs apart in their row.
 - Suggestion is to have either **large A-frame sign with diagram of seating arrangement**
 - This sign should be placed either just inside auditorium doors or outside for people to view while waiting in line for temperature taking
 - Recommendation that diagram of required seating system to be on pre-service slide show
- All guests will be instructed to sit with their "family grouping" and go as far down the row as possible before sitting. Guests will be instructed to leave three empty chairs between their social bubble and the next
- Try to seat families with children at the aisles or in the back row
- This seating arrangement was designed to maximize the number of guests in the auditorium while maintaining physical distancing. It is expected to only be enough space for approximately 85 guests
- We anticipate guests being caught off guard with the seating change and think this should be communicated prior to the service, so guests know what to anticipate.
 - Request that the Communication team informs the congregation of the seating plan structure prior to the first service in order to prepare guests for the possibility that they cannot sit where they normally do/would like to.
- All connection cards, envelopes, doodle cards, and pens will be removed from seatback pockets
- All extra furniture will be removed from the auditorium to prevent guests from sitting in areas other than designated rows and for general housekeeping safety purposes.
- Stage
 - maximum 5 individuals of different social bubbles allowed on the stage at one time.
 - Microphones cannot be shared by individuals in different social bubbles
 - Recommendation that staff determine where worship team members should sit during sermon. Suggested options are:
 - Remaining on stage for duration of service (seating will need to be provided)
 - Seats organized for team members to sit behind stage wings

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- If returning to seats in rows worship team members will need to reserve seats in the front row towards outer walls in order to eliminate the need for them to walk past congregants who are already seated
- Sound booth - plexiglass around this. Eliminates need for a 2m buffer which allows more space for chairs. Plexiglass required to surround top of sound booth and divide the two volunteers
 - can only have 2 volunteers in the sound booth
 - the same volunteer would need to be lighting and visuals (unless lighting can be done remotely)
 - the sound volunteer will need to use the iPad (not all sound volunteers are trained in this)
 - Sign at each entrance to sound booth stating volunteers only and a reminder to stay at least 6 feet back to protect volunteers
- Need an over-capacity strategy.
 - What do we do if there are more people than chairs, but we are still under maximum capacity of 163?
 - What do we do if the number of guests is over the maximum capacity?
 - Would members of the NAC congregation be willing to give up their seats for newcomers? What does that look like?
 - How soon do we need to figure this out?



- After the service, guests will be instructed to exit "wedding style" from their rows
- Guests will be instructed to take all garbage with them
- Both fire exit doors on the west side of the auditorium will be used for guest egress after church service.
- Garbage bins will be placed next to each door.
- Lids will be removed from garbage bins to eliminate a high-touch surface

Upstairs

- The second floor of NAC's building will not be used. Access to stairwells will be blocked off
 - Sign on door reading "Upstairs remains closed until further notice"
- Kids ministry will not be provided during NAC service. This will be reconsidered based on best practices proposed by the provincial government's future plans.
 - When Kids ministry is able to begin, there will be consideration for grouping volunteers together on rotating weeks to avoid extra intermingling of volunteers

Tiny Treasures

- The Tiny Treasures ministry will not be provided during NAC service. This will be reconsidered based on best practices proposed by the provincial government.
- Diaper changing station can be accessed by guests if required
 - Provide hand sanitizer, disinfecting wipes
 - Signage required: please wipe down area after use
- Tiny treasures room can be accessed by guests for breastfeeding if required
 - Provide hand sanitizer
- Foyer monitor/Safety Square attendant will observe whether or not Tiny Treasures room is used at all during a service. This area will not require cleaning after the service if no individuals use this space. If space is used and the parent is unable to clean it, the foyer monitor will wipe the area.
- We do not expect many families with young children to attend the in-person service

Bathrooms

- Guests will use hand sanitizer upon entering bathroom
 - Table with pump sanitizer at entrance
- Door knobs on the front of the bathroom doors will be replaced with push plates
 - This will remove a high-touch surface
- Remove stools from women's bathroom to prevent unnecessary congregation in small space
- Right sink (on double sink counter) to be blocked off
- Men's bathroom - block off middle sink (for physical distancing) and block off one urinal
- Main bathroom doors to be propped open at all times (decrease high touch surface)
- Maximum 3 individuals in men's bathroom at a time (signage required)
- Maximum 3 individuals in women's bathroom at a time (signage required)

iii. SERVICE CONSIDERATIONS

- Communication issues if mouths are covered by a mask. Individuals with hearing difficulties rely on lip-reading for effective communication. If Pastor Glenn and or Jonathan decide a face shield would be preferred (or no mask at all) while communicating on stage the following needs to be considered:
 - Ensure nobody within 4m in any direction
 - Minimize items in front of speaker to reduce post-service cleaning requirements
- Offering

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- We recommend that for the first 3 services all collection of tithes and offerings be done virtually. If we find that there is a significant demand for envelopes to be provided, the following steps need to be adhered to in order for this to be done safely:
 - Two stations, one in each back corner of auditorium
 - High table with a few giving envelopes and pens
 - Guests encouraged to bring/use their own pen
 - Signage required: Use hand sanitizer, select a pen to write on envelope, place pen into “dirty” bin afterwards. “Dirty” pens will be cleaned after the service
 - Tellers will monitor offering baskets in these locations
- No break
- No children's ministry
- Worship - no wind instruments should be used as these generate aerosols
- Worship team rehearsal typically finishes at 9:30 and then a pre-service prayer and service run-through is completed. This service run-through will only be able to be facilitated in the foyer or auditorium to maintain appropriate physical distancing. However, staggered arrival times for guests may begin at 9:30 hours. It is recommended that the Worship team begins rehearsal earlier so they will be finished before guests arrive.

iv. CLEANING PROTOCOLS

Cleaning checklists for high-touch surfaces in each room. When any of the following rooms is used ALL of the listed high-touch surfaces must be cleaned regardless of whether the occupants think they touched/did not touch them.

- Recommendation that the following lists be formatted into a checklist for the custodian to follow. Checklist should have:
 - Name of custodian and date of completion
 - Name of cleaning solution used
 - Space beside each high-touch surface for custodian to initial when cleaning is completed
 - Area to explain (if necessary) why a listed high-touch surface was not cleaned

Auditorium

- Doors - push plates/handles
- Stage equipment
- Sound board, Visuals computer and mouse
- Offering “dirty” pens (if used)

Mens and Womens Bathrooms

- Hand sanitizer bottles
- Light switch, Door push plate, Inside door handle
- Paper towel dispenser handles
- Front and back of stall doors (including hook on back of stall door, door lock)
- Toilets, Toilet paper dispenser
- Safety bars in stalls
- Sink and taps, Counters, Soap dispensers
- Sanitary disposal containers (womens)

Boardroom

- Table
- Chair arms
- Light switch & Door handle
- Blind chain
- Hand sanitizer bottles & Kleenex box

Foyer

- Welcome Centre counter and any items used (pens, stapler etc.)
- Front door handles and door frames near handles
- All light switches

B. Face Mask PROPOSAL

Face masks should be worn at all times while in the building to reduce the spread of respiratory droplets. Face masks should be worn by everyone including all visitors and volunteers.

Communication:

In the communication sent out when someone reserves a spot, we would like the wording to be:

“Wearing a face mask will be required while you are in the building. If you can not bring your own face mask, one will be provided for you. According to York Region Public Health guidelines, exceptions will be made for children under five years of age and for those who have breathing difficulties.”

Signage:

At the Face Mask station, we would like to have this sign...

Mask Sign has a picture of a face mask and says “Thank You for wearing a face mask for the duration of your visit to Newmarket Alliance Church” “If you do not have a face mask, we will provide one for you.”

At the Entrance, we need to post the ‘Face Masks Required’ Sign provided by York Region.

Inside the church we would like to have two more signs posted similar to the “How to Wear a Face Mask” sign by Toronto Public Health.

Procedure:

For someone who does not want to wear a face mask...

We will ask what makes them feel uncomfortable about wearing a mask. If they use words similar to, ‘I have a medical condition that makes breathing difficult’, we will make an exception for them and help them to be prepared for interaction with others who may express concern that they do not have a mask. If they do not use those words, we will say, “I’m sorry that this is

difficult for you, but in order to re-open our facility we have to follow York Region Public Health guidelines and we need to have everyone wearing masks for the duration of their visit”.

Supplies:

We will need tape down on the ground in 6ft intervals across the front of the building, leading away from the table and door, to physically distance people in line to be screened. We will need gloves and a good supply of face masks for those who do not have them. We will need a squirt bottle of hand sanitizer so people can do that before entering the building. We would like to have a garbage can at the table. We would also like to have something cheery to decorate the table (balloons, welcome back sign). In winter months we may need to figure out a way to have this table indoors.

C. Temperature Checks PROPOSAL

Temperature checks will be taken for everyone entering the building. If temperature is proved to be higher than 37.8C, it is indicative of a fever and we will not allow that person to enter.

Communication:

In the communication sent out when someone reserves a spot, we would like the wording to be:

“We will be doing a quick no-touch temperature check on everyone before allowing entrance into the building. If your temperature is found to be 37.8C or higher, in accordance with York Region Public Health guidelines we will be requesting that you self isolate at home.”

Signage:

At the Temperature Check station, we would like to have this sign...

Temperature Check Sign has a picture of a thermometer and says, “Thank you for allowing us to take your temperature.” “If your temperature is found to be 37.8C or higher, we will ask you to self isolate at home and monitor your symptoms.”

We also need a Health Questions/Symptoms sign at our station like the one by Toronto Public Health.

Procedure:

For someone whose temperature is at or above 37.8C...

We will offer to let them sit in a shady spot and cool down and we will re-check their temperature in ten minutes if they feel that it might be elevated for some other non-fever related reason. We will let them know that a second test at or above 37.8C will mean we will not be able to allow them to enter. According to York Region Public Health guidelines, we will suggest that they, and their family, self isolate at home. We will say, “Unfortunately, in order to reopen our facility to have services, we need to follow the York Region Public Health guidelines and because your temperature is high, we will not be able to allow you in the building.” We will direct their attention to the health questions, suggest that they monitor their symptoms at home, and

use the online self assessment tool. We will ask them if they would like a pamphlet with public health contact information. We will include Pastor Jonathan's business card with that info. If it is a church member, we will ask if they would like to have someone from the church to follow up with them.

People:

We need two people and a table outside the front door every Sunday during the arrival time period, and at other times the doors should be locked. The foyer person will attend to anyone seeking entrance after that time and can call one of the two people to come out and go through the procedures with them. We would like to train one person from all other ministry teams using the building outside of Sundays, so that they can check everyone who enters. We will make a training video for health screening volunteers.

Set Up:

We will need tape on the ground in 6ft intervals across the front of the building, leading away from the table, to physically distance people in line to be screened. We will need gloves and extra batteries on hand for thermometers. We will also need a shady spot and a chair for people who need to be retested.

D. PPE Supplies Proposal

This proposal was created jointly by Christine Hunt and Dave Beishuizen. There is plenty of personal protective equipment in stock and on hand in our building at all times. There is an inventory list available in the NAC office. Contact the NAC office if you require information regarding PPE.

E. Contact Tracing PROPOSAL

Policy

1. For the continued health and safety of our staff, volunteers, members and congregants, attendance will be taken at all in-person events associated with ministries at Newmarket Alliance Church.
2. As well, a record will be kept of every person who enters Newmarket Alliance Church's building.
3. These records will include an email address and/or phone number for each person or household.
4. Attendance records, specifically for Contact Tracing purposes, will be kept on file for one month before being destroyed.
5. These records will be handed over to Public Health if they contact us about a possible exposure and request our records. Only the records applying to the timeframe stated by Public Health will be handed over.

Procedures

Sunday Mornings

1. A printout of the pre-registrations will be provided to the Contact Tracing team.
2. As congregants arrive, they will check-in with the Contact Tracing team. The Contact Tracing team will put a check mark beside the name, confirming the number of congregants matches the number of spots that they had registered for.
3. If we are not at capacity and we have a walk-in, we will add their name to the list along with their email address and phone number.
4. Volunteers will be added to the list, along with their email address and phone number if they did not pre-register.
5. If the Shared Spaces team chooses Planning Center for registrations, we will utilize the Check-in system associated with Planning Center. This is the same system that families use on Sunday mornings for Children's Ministry.

Small Groups

1. When small groups begin to meet officially, attendance must be recorded and submitted by email to Christine Hunt in the church office on a weekly basis.

Staff

1. Staff will submit a weekly report to Christine Hunt containing the date and times that they were in the building that week and who was with them during those times.
2. Christine Hunt will create a folder in her email inbox for Contact Tracing emails. These emails need to be stored for a month.
3. Pastor Jonathan needs to be informed immediately if Public Health contacts the church looking for our Contact Tracing information.
4. Christine Hunt will compile the necessary information for the timeframe stated by Public Health.

Key Holders

1. Key Holders will send an email to Christine Hunt whenever they are in the building. This email will contain the date and time of their visit to the building and who they were with.

F. Food & Beverage PROPOSAL

Ver2.0 07.16.20

Overview

The social benefits of food and beverage as part of church life is clearly recognized. However, the availability of food and beverage does increase the risk of virus spread through common, high-touch surfaces and the removal of masks in order to eat or drink. The risks of food and beverage at places of worship are addressed by Public Health, and as such NAC's policies are designed to follow the provided guidelines.

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Social Gatherings

Under the advisement of Ontario's Chief Medical Officer of Health, all food and beverage service before, during or after the service, will be suspended.

Communion

Under the advisement of Ontario's Chief Medical Officer of Health, communion as part of the onsite service will be suspended.

Food and Beverage Brought into the Building

Food and beverage may not be brought into the building for worship services, events, meetings and any other gatherings. An exception is made for staff, provided they consume the food and beverage in a room where they are the sole occupant.

Weddings, Funerals, Youth Groups and Other Gatherings

All restrictions on food and beverage apply to events outside of regular church services.

Elder, Executive and Other Onsite Committee Meetings

All restrictions on food and beverage apply to onsite meetings.

Signage

Located at the entrance to the facility would be a sign reading "No Food or Drink"

Conclusion

Currently all food and beverage are restricted within the facility, with an exception being made for staff. These policies will be updated as the provincial and regional health departments make changes to their guidelines.

These food and beverage policies apply to faith-based groups who make use of the facilities at 1140 Gorham. Any other groups or businesses who rent facilities from NAC will be required to develop a food and beverage policy that abides by the emergency orders of the provincial Chief Medical Officer of Health, and all applicable public health guidance documents.

Newmarket Alliance Church

Coronavirus Disease 2019 (COVID-19)

Cleaning and Disinfection for Public Settings

This document provides guidance on cleaning and disinfection of public settings, including schools, transit, colleges/universities and other workplaces in Ontario. For more information, please contact your local public health unit.

What you should know

- Commonly used cleaners and disinfectants are effective against COVID-19.
- Frequently touched surfaces are most likely to be contaminated.
- Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
- Check the expiry date of products you use and always follow manufacturer's instructions.

Clean frequently touched surfaces twice per day

- In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty.
- Examples include doorknobs, elevator buttons, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads.
- In addition to routine cleaning, check with your organization for any specific protocols for cleaning for COVID-19.



Select products

Cleaners

- Break down grease and remove organic material from the surface.
- Used separately before using disinfectants.
- Can be purchased with cleaner and disinfectant combined in a single product.

Disinfectants

- Have chemicals that kill most germs.
- Applied after the surfaces have been cleaned.
- Have a drug identification number (DIN).

Disinfectant Wipes

- Have combined cleaners and disinfectants in one solution.
- May become dry due to fast drying properties. Should be discarded if they become dry.
- Not recommended for heavily soiled surfaces.

Prepare products for use

- Where possible, use pre-mixed solution.
- Read and follow manufacturer's instructions to:
 - properly prepare solution
 - allow adequate contact time for disinfectant to kill germs (see product label)
 - wear gloves when handling cleaning products including wipes
 - wear any other personal protective equipment recommended by the manufacturer

Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care. It can survive on different surfaces but can be killed by most cleaners and disinfectants.

You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website: ontario.ca/coronavirus.

Sources:

Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for environmental cleaning for prevention and control of infections in all health care settings [Internet]. 3rd ed. Toronto, ON: Queen's Printer for Ontario; 2018. Available from: <https://www.publichealthontario.ca/-/media/documents/bp-environmental-cleaning.pdf>

The Regional Municipality of York, Community and Health Services. Proper cleaning and disinfection practices [Internet]. Newmarket, ON: The Regional Municipality of York; 2019. Available from: <https://www.york.ca/wps/wcm/connect/yorkpublic/928899a2-d56b-47af-a9a0-b6e62d8e0bb7/Proper+Cleaning+and+Disinfection+Practices.pdf?MOD=AJPERES&CVID=mVMtoGe>

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