

## Covid-19 Addendum to the Rental Use Agreement

### Cambridge Street United Church

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***You are welcome here!***

The purpose of the following protocol is to create a safe environment for our employees, renters, space users, volunteers, and visitors and to prevent the community spread of COVID- 19. Cambridge Street United Church follows recommendations from our local health unit and complies with provincial guidelines. Participants are responsible for notifying the Haliburton, Kawartha, Pine Ridge district Health Unit in the event they develop symptoms of COVID-19 virus at 1-866-888-4577 ext. 5020.

#### POSSIBLE SYMPTOMS OF THE VIRUS:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus.**

New or worsening cough

New loss of taste or smell

Shortness of breath

Nausea/vomiting, diarrhea or stomach pain

Fever or chills

Sore throat or Difficulty Swallowing

Unusual headache or extreme fatigue

Congestion or runny nose

Pink Eye

Muscle or body aches

As more is learned about the corona virus, other symptoms may not be included in this list.

#### GUIDELINES FOR MEETING AT CAMBRIDGE STREET UNITED CHURCH

effective September 8, 2020

Prior to meeting at the church, each rental/user group must complete a revised Rental Use Agreement and designate a leader(s) to assume responsibility for ensuring the following protocols are adhered to by their participants:

- All renters/user groups must appoint a representative(s) to be responsible for cleaning and sanitizing the area that they have used. That representative(s) will be required to attend a cleaning training session prior to meeting at the church and will sign a document confirming that they understand that they are responsible for this process.
- All renters/user groups must keep a **Contact Tracing Logbook** to record participants. A logbook sheet will be provided by the church office. The logbook sheet will record the meeting date, name, phone or email, time/duration of each participant. After each meeting, the logbook sheet is to be placed in a sealed envelope with the name of the renter/user group and the date on the outside, and given to the church office or put through the office mail slot. For reasons of privacy, logbooks will be securely stored for one (1) month.

- All areas that groups have met in need to be cleaned and sanitized after each use: tables, chairs as well as high touch points such as door knobs, light switches, and washrooms.
- Cleaning products will be provided by Cambridge Street United Church.
- Each renter group will pick up a cleaning/sanitizing kit from either the church office (day time renters) or from the student supervisor (evening renters). Once cleaning is completed, the kit is to be returned and the representative is to sign a document stating that they have completed the cleaning.
- Enter and exit through the Bond Street door or the Cambridge Street small door only. Both entrances are accessible.
- Enter the building allowing **2-meters between each participant**.
- Use the hand sanitizer that is provided on entry.
- Read the Covid-19 symptoms questionnaire and only enter if the response is negative to all questions.
- Proceed directly to your meeting room.
- Protect the floors by removing wet or dirty outside footwear and refrain from using tape of any kind on the floors.
- Coat racks are not to be used. Participants take their coats with them.
- All renter/user group participants must wear a non-medical face mask as required by the City of Kawartha Lakes.
- Store the tables and chairs in their designated areas.
- Kitchen use is currently prohibited. If food is to be eaten on site, all packaging and utensils are to be single-use disposables or **re-useable containers** and the renter/user is responsible for disposal.
- To allow for the required 2-meters of physical distancing, the allowable maximum capacity is as follows:

Single chair seating set up the gym maximum capacity of 50 participants.

Single chair seating set up in the \*Lower Hall maximum of 25 participants.

Existing single seating set up in the Upper Room maximum of 10 participants.

Existing single seating/couch set up in the Parlour maximum of 10 participants.

\* For those groups meeting in the Lower Hall, please be aware that Queen Street United Church now rents that space for their Sunday worship services. We ask that you please respect and do not touch any of their worship items, altars, chairs or the piano. Thank you.

**\*Facility rental programs will be suspended immediately if you do not adhere to these gathering restrictions and disinfecting measures.\***