

The Rev. Mark Tremblay
Interim Moderator
The Rev. Jacob Van Pernis
The Rev. Maren McLean Persaud
The Rev. Christian Persaud

**Grace Presbyterian Church
Guidelines for In-person Use of Building
November 15th, 2021**

As we move into another season and entering another winter with COVID-19 pandemic restrictions, the Session of Grace has approved use of the building for non-worship congregational activities, and for approved use by community groups.

When establishing these guidelines, **the health and safety of our congregation**, staff, volunteers, and community remain the focus in the approval process. Every request will be assessed by the Support Services Director in consultation with the Ministerial team. Approval or decline will be based upon the following criteria:

GENERAL: **Grace has adopted a fully vaccinated policy – meaning all staff and those entering building must be fully vaccinated if eligible (i.e ages 12 and up).**

Masks must be worn in all public areas in the building and during events.

Physical distancing is mandatory and therefore capacity limits within building is greatly reduced.

Staffing Requirements: for each event, staff are required to set up, clean, and sanitize all areas that were utilized during the event including entrances, washrooms and hallways / staircases.

Additionally, the requirement or the necessity to have in-person events will be evaluated during the review process. Grace has set up two Zoom accounts that allows for virtual group meetings, on-line fellowship, committee meetings, etc. At this time, we are recommending that committees continue to meet via Zoom, special circumstances excepted, such as with quilting group sewing meetings and cake bake as both require in-person gatherings.

CRITERIA

1. **Can This Event Take Place Online:** while some groups would like to be in person, is it the case that meeting is needed or wanted? Can this take place with an online platform (i.e. meeting over Zoom) or is there a component that needs to be done in person (i.e. rehearsing music, baking, quilting, etc.)
2. **Availability of Facility:** the building / rooms requested must be available and not conflict with other events or activities.

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3. **Risk:** general questions will be asked about the number of attendees, the nature of the event, the timing of the event, the facilities required, the appropriateness of the event given the current AHS restrictions and those noted above under GENERAL.

4. **Appropriateness of Requested Event / Use:** each event request will be evaluated as to the appropriateness of the activity to ensure alignment with Grace's values, the pandemic restrictions in effect at the time of the request, and the assessment results of the above criteria.

5. **Food Services:** food services are not being offered at this time, updates will be provided as per AHS guidelines.

Once an event is approved, the Facilities and Events Manager will be in contact with the event organizer to provide details regarding use of the building, access to the building and any special requirements.