

POWELL RIVER UNITED CHURCH
NAVIGATION TEAM MEETING
AUGUST 12, 2020 MINUTES

Attending: Grant Vaughan, Wendy Barker, Del Mansell, Rev. Mary White, Marilynn Davis, Doreen Fraser, Mac Fraser, Elsie Parsons

Grant, as chair, called the meeting to order.

Marilyn opened the meeting with a prayer.

The agenda was accepted after amending to add: under New Business - "long term plans"

Email votes: The minutes of the July 15, 2020 Navigation Team meeting were approved.

Business Arising from the July 15, 2020 minutes:

- Covid-19: Mac presented protocol and procedure plans for holding an outdoor service at the loggers' amphitheatre at Willingdon Beach. (see attached) These plans will also be posted to our website.
- Outdoor Service: It was agreed that with an uptick in reported Covid-19 cases in BC and having more tourists in town we should not proceed with an outdoor service.
- We need to convey that resuming indoor services in the fall is not recommended and that we are working on having plans in place for when we do. In order to proceed with these plans, we will need to come up with a set of criteria for reopening.
- We need to poll the congregation on expectations and what the service would look like. Grant and Tyler are to work on a questionnaire / survey for our Sept. meeting.

Reports:

- Light of God: Mary agreed to continue with the Affirming church process in some worship services when she returns in Sept. We agreed to a slight re-wording of our acknowledgment from "First Nations people" to "people of the First Nations" thus putting "people" first.

- **Shepherding Resource:** (see attached)
Continued paying of staff was reviewed.
Brenda's Young Families programming grant monies will now appear in the Special Funds Report
- **Loaves & Fishes:**
Refunding of grant monies for Pasta nights is still being investigated
- **Caring & Sharing:**
Brenda's online Young Families programming is being received well.
- **Sacred Ground:** Al and Elaine have cleared out and cleaned up the storage room upstairs.
Weekly building checks continue.
- **Open Heart:** (see attached)
- **Ministry & Personnel:**
New members: Mac will be contacting the individuals suggested at last month's meeting.
Mac agreed to do a review of staff hours, draft a document of expectations for employees and employer and report back at our next meeting.

Correspondence: None

New Business:

- Nav. Team new members: tabled to next meeting
- Long term plans for 1 – 2 years down the road – tabled to next meeting

Setting agenda for next meeting: New Nav. Team members; long term plans; criteria for reopening building for worship services; Nav. Team meeting time;

Date, Time & Location of next meeting: Wed. Sept. 23, 2020 at 9:30am in Trinity Hall.

The meeting ended with a prayer by Rev, Mary.

PRUC Financial Summary Aug. 12th, 2020

SUMMARY OF OPERATING FUND TO July 31, 2020					
		2020	2019	Budget 2020	Notes
Revenue	Donations	48,776	50,997		Fewer envelopes, fewer open
	Rent	10,089	6,944		Incl. Lutheran sharing fee
	Fundraising	157	1,915		no fundraisers — affects UCW too
	UCW	0	2,000		
	Manse Fund	4,550	4,550		
	Gov't Subsidy	4,960	0		
	Other	1,250	1,055		
	Total	69,782	67,461		
Expenses	Minister	37,044	40,815	42,491	
	Other Staff	21,913	22,601	24,532	Janitor not being paid
	Committees	435	833	948	
	Other Operational	19,482	18,300	19,520	
	Total	78,874	82,549	87,491	
Net Income		-9,092	-15,088		

SUMMARY OF SPECIAL FUNDS TO July 31, 2020 - revised								
	Bldg & Mtnc (YTD)	Whosoever Welcomes (Refugee Fund)	Benevolent Fund	Organ / Piano	Choir	Memorial Gardens	Child, Youth & Family Fund	Harmony Vespers
Bal. Fwd.	\$6,998	\$33,598	\$675	\$5,435	\$2,175	\$972	\$1,222	\$4,621
Income	\$1,314	\$1,047	\$0	\$0	\$0	\$0	\$182	\$766
Expenses	\$1,554	\$27,231	\$0	\$0	\$0	\$0	\$493	\$930
Balance	\$6,758	\$7,414	\$675	\$5,435	\$2,175	\$972	\$911	\$4,457
	Young Families Project	Presbytery Refund	Blanket Ceremony	Communications Project	Manse Fund		Legacy Fund	
Bal. Fwd.	\$2,965	\$3,214		\$4,246	Tfr. to Operating	\$4,550.00	Granted in 2020	\$2,500.00
Income			\$1,062	\$6,000	Market Value	\$153,108.47	Market Value	\$128,632.68
Expenses	\$1,731		\$1,062	\$5,028			Available for Grant	\$29,311.00
Balance	\$1,234		\$0	\$5,218				
M&S Total Remitted	\$3,294							

Communications Report – August 12, 2020

Throughout the COVID period, the weekly communications responsibilities to date have primarily been to:

- 1) Create a blog post on website from the PRUC Daily Messages
- 2) Share the Blog post to Facebook
- 3) Create and send the Weekly PRUC Email Newsletter
- 4) Assemble the Sunday Worship Video, and Upload to YouTube
- 5) Make the weekly Worship Video available Sunday mornings, update website, and announce / share worship video link on Facebook
- 6) Update Family Summer Fun website section with Videos & Activities

Monthly Website Statistics

Traffic

Mon, Jul 13 – Tue, Aug 11, 2020

Last 30 Days

Unique Visitors

432

-18.3% mo/mo

Visits

532

-10.1% mo/mo

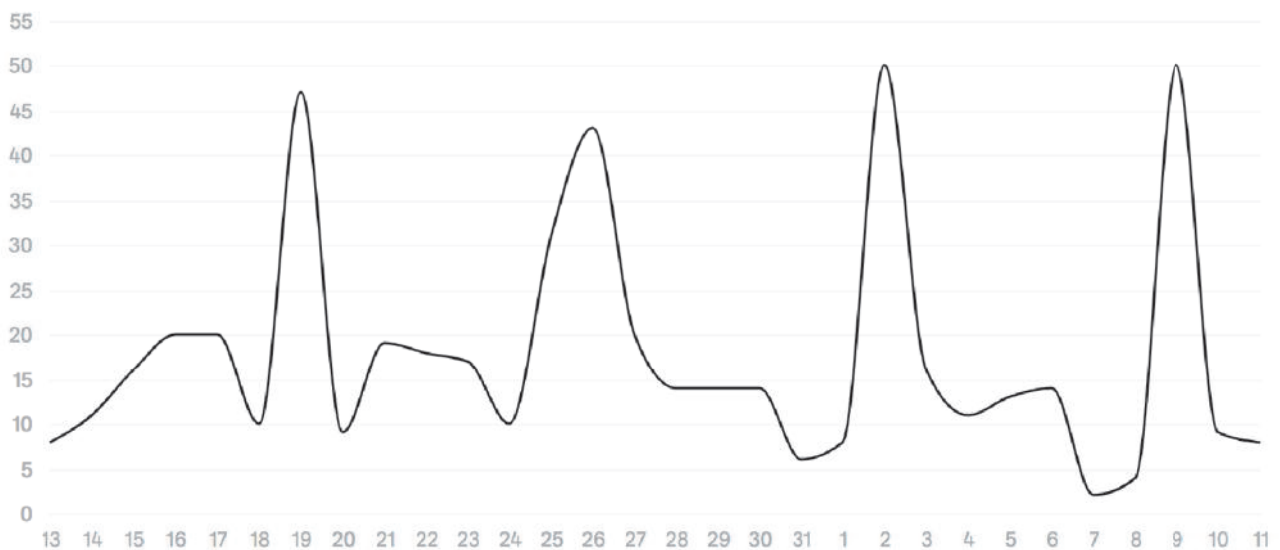
Pageviews

1,026

-15.8% mo/mo

Visits

Daily





COVID-19 Safety Plan

Small Temporary Events and Gatherings

Coordinator's Name and Contact Information: Mac Fraser,
mac.fraser58@gmail.com or 604-223-4566

Business Name and Address: Powell River United Church, 6932 Crofton Street,
Powell River, BC, V8A 5H4

Event Name: PRUC Open Air Church Service

Event Venue Address: Loggers Memorial Amphitheatre, Willingdon Beach Park,
Joyce Avenue, Powell River

Type of Event: Open Air Church Service

Event Date and Hours: 23 August 2020, 11:00 am to 12:00 pm

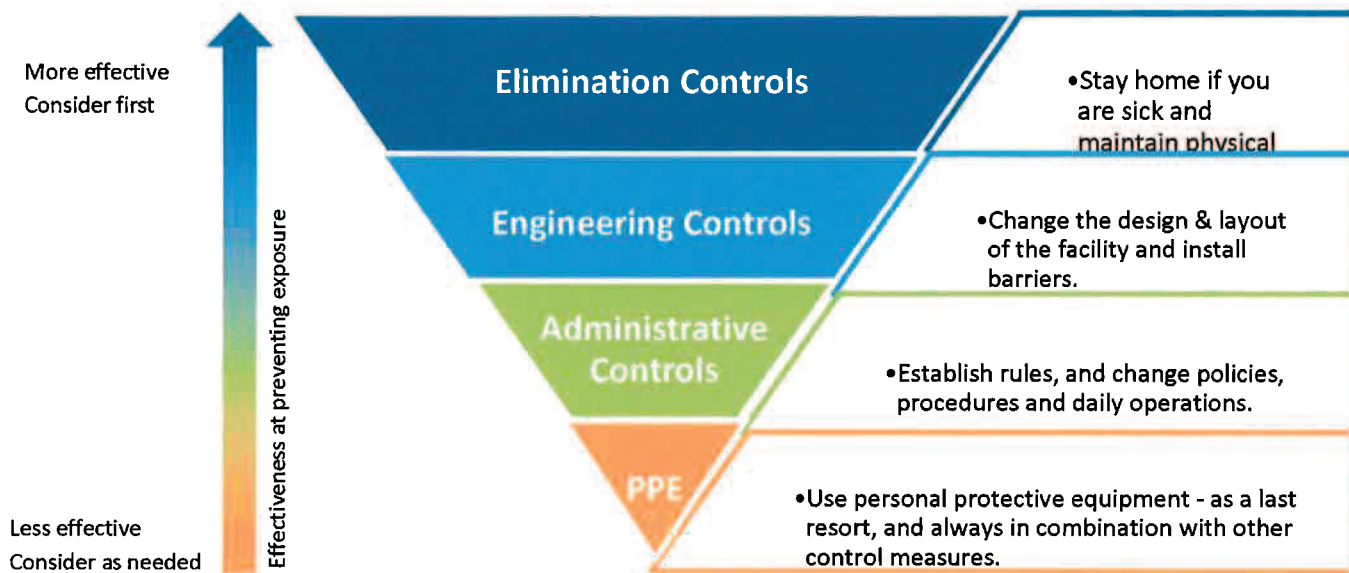
The Provincial Health Officer, Dr. Bonnie Henry, has issued a Public Health Act Order restricting gatherings, including Temporary Events, to no more than 50 people. A copy of the Order can be found [here](#) which details this requirement including some specific conditions for drive-in events.

Temporary events with less than 50 people are able to proceed; however special considerations are still required to ensure the safety of attendees during the COVID-19 pandemic. This document is to help organizers of temporary events or gatherings think about how they can reduce COVID-19 risk at their event. Some examples of small events or gatherings are weddings, funerals, workplace gatherings, faith-based gatherings and community events or performances. It remains highly recommended that online tools be used in place of in-person meetings as much as possible.

Vancouver Coastal Health (VCH) has existing resources for Temporary Event coordinators to aid in planning events [here](#). While the Public Health Act Order applies to all organized events, some events do not require review by Environmental Health. Private, invite-only events do not generally require approval from Environmental Health. Events where any member of the public may enter to purchase food or personal services generally do require Environmental Health approval. **There is no food and beverage service permitted at drive-in events.**

To see if your event requires approval, consult the [Temporary Event Coordinators Planning Guide](#). To submit your temporary event application or if you have any questions, contact ehvc@vch.ca

As the Event Organizer, you are best positioned to evaluate and address COVID-19 risks that may be associated with your event



Level 1: Elimination Controls

These refer to new measures that will be put in place to prevent crowding or close contact between people in the workplace. Ensuring physical distancing by reducing the number of people onsite is considered an “elimination control” in that this approach eliminates or removes the hazard (i.e. infected people) from being at the workplace.

Level 2: Engineering Controls

These refer to new designs or modifications to plants, tools, equipment, ventilation systems, and processes that reduce the risk of exposure

Level 3: Administrative Controls

These refer to policies and standard operating procedures at your workplace that alter the way the work is done to reduce risks. Examples include timing of work, training, housekeeping, equipment maintenance and personal hygiene practices.

Level 4: Personal Protective Equipment (PPE)

This refers to protective gear worn by people in your workplace to reduce their contact with other people who may potentially be infected with COVID-19 (e.g. masks, gloves, face shields, eye protection).

Other resources:

[WorkSafeBC Hospitality and Covid-19 Safety](#)

Complete all applicable fields and check all boxes that apply

Attendance

Determining how many people are allowed at your event or gathering is critical to being able to maintain physical distancing.

How many people, before the pandemic, would normally be allowed at the venue?
350 plus

How many people, with COVID-19 prevention measures in place are going to be allowed at the venue? For drive-in events, include a count for both vehicles and guests.
50

How did you determine this number?

Spacing attendees at least 2 meters apart in the amphitheatre which has 6 rows of 30 meters each. This would allow 90 people but Public Health orders restrict total to 50 people. The rows are 2 meters from each other and thus there is adequate spacing in all directions.

Events utilizing multiple rooms within a venue will not be considered separate and are subject to a 50 person limit. Even if no one room will have more than 50 individuals at one time, your total attendance should reflect those that are at the venue for the purposes of your event regardless of any physical separation within the venue.

Events at the same venue with significant time gaps between guests can potentially be considered separate events.

We are managing the **number** of attendees by:

- ☒ Restricting attendees to essential and/or known guests
- ☐ Implementing a "+1" maximum accompanying guest policy
- ☐ Holding multiple smaller events across multiple times or days

We are managing the **risk profile** of attendees by:

- ☒ Advising individuals aged ≥ 65 years or with pre-existing medical conditions that they may be more at risk than other attendees
- ☒ Requiring pre-registration of guests (email and phone contact information support public health contact tracing, if necessary)

Before the Event

Preventing sick people from attending your event greatly reduces the risk of COVID-19 transmission.

We are encouraging prospective guests to stay home if experiencing symptoms through:

- ☒ Communicating “stay home if sick” messaging to guests prior to the event
- ☒ Posting signage requesting guest self-screening at entrance
- ☐ Providing video recording, or internet broadcasting, of event for individuals unable to attend

Describe how “stay home if sick” messaging will be communicated to guests:

The event is open to known members of the Powell River United Church who pre-register online or by responding to a mail out. Registration will include an advisory about staying home or not entering the venue if sick and a signed confirmation that attendees acknowledge a greater risk of infection for attendees 65 years of age or greater.

The person responsible for managing the guest list and occupancy limit is (name & contact):
Mac Fraser at mac.fraser58@gmail.com or 604-223-4566.

We are ensuring physical distancing at event by:

- ☐ Prearranging seating with no more than 6 guests per table
- ☒ Planning the event space to accommodate safe physical distancing (to space attendees or attendee groups 2m apart)
- ☐ Limiting communal activities or games with high levels of contact
- ☐ Monitoring and limiting the amount of people using the washroom at one time
- ☒ Dedicating staff or volunteers to monitor guests entering, exiting and congregating in event areas

We have modified the risk by:

- ☒ Holding the event outdoors
- ☒ Limiting the total event time to the least amount of time needed (please specify)
 - Event duration = one hour (11 am to 12 pm)
- ☒ Limiting the time for each participant to a set duration (please specify)
 - Average Participant duration = one hour
- ☒ Staying informed about the local COVID-19 situation in the community

We will establish a contingency plan by:

- ☒ Establishing a procedure to help sick guests leave the event as soon as possible
- ☒ Becoming aware of local hospitals and health facilities in the area
- ☒ Identifying actions to take if the event is postponed or cancelled
- ☒ Ensuring staff and volunteers are able to explain event precautions and handle disruptive attendees

The procedure if a guest is identified as having symptoms is:

A member of the church board of governors will immediately offer a non-surgical mask to the affected attendee and escort them to their vehicle.

We will prepare a PPE kit for the event, and including:

- ☒ Masks – How many? 10
- ☒ Gloves – How many? 10
- ☒ Telephone number for the local ED: 604-485-3211

Are you doing anything else in preparation for the event not mentioned above?

The venue location will have signage directing attendees to a parking or off loading site and subsequent pedestrian traffic flow. All attendees will have to pass through one of two entry points at which registration will be received or confirmed, hand sanitization will occur and clear direction as to entering, seating, conduct of the event and exiting will be provided. Personnel conducting the church service will be approximately 10 meters from the nearest attendee with up to two singers spaced at least 2 meters from each other. Attendees will not sing nor consume any food or beverage other than that which they bring personally. Attendees will exit by one of two exit points, each with hand sanitization stations.

For religious gatherings, how have you modified practices to lower the risk of transmission? Consider limiting person-to-person contact with faces and hands, or the sharing of cups and vessels.

Attendees will not gather in groups of any size and will acknowledge other attendees only verbally at a distance of at least 2 meters. Communion will be conducted using food and beverage attendees bring personally. There will be no collection or offering of any kind.

During the Event

Organizing the venue well and keeping it clean can make your event proceed smoothly and display to your guests that you have taken steps to reduce their risk.

We have modified the flow of guests at the event by:

- ☒ Placing signs to remind of physical distancing throughout the venue
- ☒ Installing markers on ground to outline proper spaced entry to event, including pre-event line-ups and areas of potential crowding
- ☒ Labelling and indicating movement around the main event room
- ☒ Planning and labelling designated directions for common areas, with signage or paths on the floor/ground
- ☒ Separating entrance and exit paths

We will promote cleaning and hygiene at the event by:

- ☒ Providing washroom facilities with running water, soap, and a sanitary means for drying hands
- ☒ Encouraging guests or members to greet each other with a smile and a wave as opposed to a hug or handshake
- ☒ Establishing cleaning procedures for frequently touched objects like microphones or podiums
- ☒ Eliminating hand-to-hand exchanges such as receiving lines, diploma exchanges, handshakes before speaking and high-fives
- ☒ Advising guests to observe respiratory/cough etiquette at event

Describe how you will limit communal activities and hand-to-hand exchanges at your event:

There will not be any communal activity than seating and listening to the church service. All greetings will be verbal only. Communion will be conducted using food and beverage attendees bring personally. There will be no collection or offering of any kind.

A [pre-event safety briefing](#) email, mailout and/or speech to inform guests of event safety policies is a useful way to streamline communication. Please be mindful of various educational, lingual, and cultural differences in guests.

Who will conduct the [pre-event safety briefing](#) and when will they do it?

A pre-event safety briefing will be distributed as part of the weekly communication process currently in place for the Powell River United Church to include an online newsletter and hard copy mail outs. This information will be provided two and one week in advance of the event as

well as just before the church service begins at the venue. The briefing just before the church service will be conducted by Mac Fraser.

Describe the areas where signage has been posted:

Signage will be posted in the parking and off-loading areas, the two entry points, along the pedestrian traffic flow routes and at the two exit points.

Where have you placed hand sanitizer throughout the event venue?

At the two entry points and the two exit points.

Do you have a place to isolate guests if they become ill at the event? Where is it?

Yes. In the vehicle in which they arrived.

Are you doing anything else during the event not mentioned above?

Attendees will exit the venue by individual rows upon direction from the coordinator.

After the Event

Retaining contact information for a period of time after your event can make sure Public Health can contact them quickly should they need to.

We will ensure adequate record keeping and follow-up by:

☒ Keeping guest information for at least 30 days post-event

The **name and contact information** for the person responsible for guest record keeping is:

Mac Fraser, mac.fraser58@gmail.com or 604-223-4566.

Are you doing anything else after the event not mentioned above?

Conducting an online and mail out de-brief through an attendee feedback survey.

Personal Protective Equipment (PPE) Controls

The first three levels of controls will minimize COVID-19 transmission at small events. Event organizers should stock personal protective equipment on-site in case of an emergency situation where a guest becomes sick at the event and requires isolation and/or medical attention. **An event participant developing symptoms should be supported to leave promptly, provided with a mask, and separated from others if they are not able to immediately leave the venue.**

A small package of clean disposable masks may be obtained. Event organizers should don a mask to help sick attendees and when providing ill attendees PPE.

Describe the Personal Protective Equipment plan in place for your event:

Event volunteers will wear a non-surgical mask and gloves. Ten sets of non-surgical masks and gloves will be held centrally for use by any attendees suspected to be displaying symptoms of COVID-19.