



Roman Catholic Diocese of Peterborough
COVID-19 Protocol for the Reopening of Parish Halls
to the Public effective Friday September 4th, 2020

A. Introduction

1. This protocol applies to all parish halls of the Diocese of Peterborough, including rooms connected to and ancillary to the hall. In concert with the provincial guidelines and local health officials, parish halls will reopen to the public in those regions that moved to Phase III and where the protocols can be followed. Local health officials may require further restrictions that are not found herein, and these must be followed as so designated.
2. This protocol does not apply to offices and worship spaces, which are covered by separate protocols.
3. Parish halls must remain closed in those areas of the Diocese which are still in Phase II (currently none).
4. This protocol will be reviewed regularly to determine when expanded parish hall uses can be permitted.
5. Each regional Health Unit has an Order related to the wearing of face coverings/face masks. The Health Order which applies to the Parish and the Parish Hall must be followed.

B. Protocol

1. All regulations with respect to physical distancing and all precautions with respect to personal sanitation and cleaning of the parish hall are in effect. Physical distancing requires the established norm of two (2) metres (six feet) until further notice.
2. Wherever possible one door should be used as an entrance and a different door should be used as an exit. Doors should be labelled "Entrance" and "Exit".
3. The maximum number of persons permitted to gather in a parish hall is fifty (50) persons, provided physical distancing of two (2) metres (six feet) is always maintained. As a result of the physical distancing requirements, most parish halls will not be able to permit 50 persons to gather. The capacity for each parish hall will be different and will depend on the size of the hall, meeting/event setup and number of entrances/exits. In addition, the setup of the parish hall must permit enough room for attendees to enter, exit and move about, while maintaining physical distancing requirements, before, during and after the gathering.
4. Hand sanitizer must be available at all entrances.



5. Staff, participants, and visitors must complete and pass the COVID-19 **Assessment for Visitors** (Diocesan template) before entering a parish hall or meeting room. Those who have travelled outside of Canada within the previous 14 days; or have signs or symptoms of the coronavirus; or have cared for, or otherwise been in contact with individuals diagnosed with the virus, shall not enter any parish hall. Having passed the self-assessment, the visitor must record this in the Diocesan template “**contact tracing template for staff and visitors**”. This record is also important for contact tracing.
6. The “staff and visitor log” must be located at the main entrance to the parish hall. All staff and visitors must complete the required information in the log. Hand sanitizer must be placed at, or near, the staff and visitor log.
7. Signage with the self-assessment screening questions (see B3 above) must be posted at the main entrance to the parish hall, in proximity to the “**contact tracing template for staff and visitors**”. Reminders of distancing norms must also be posted throughout the building as constant reminders for vigilance (COVID-19 templates are available on the Diocesan Dashboard).
8. For meetings, it is recommended that chairs be set up in a circle or square rather than in rows. Minimize the use of furnishings; if you do not need tables, do not use them. Any furnishings used must be sanitized before and after the meeting or event.
9. Church and parish hall washrooms are to be used for emergencies only. No more than one person/family (living at the same address) at a time should use a washroom. Notices to this effect must be posted outside the washroom. Hand-washing signs should be placed in the washroom. Washrooms must be cleaned after every meeting or event. If a washroom is soiled due to some accident, it must be closed, pending thorough cleaning with disinfectant.
10. Water fountains or coolers must remain out of service during the duration of the pandemic.
11. Prior to and after each meeting or event all door handles and any other “touch points” must be disinfected.
12. The local parish must determine who will be responsible for cleaning and sanitizing. In some cases, the user group may be responsible, but the parish must make sure it is done and done properly.
13. Food and beverage service are not permitted at this time. The only exceptions are as noted in Section D, below.
14. Both parish and authorized representative of the user group (e.g. CWL, K of C, AA, etc.) must sign and abide by the standard Diocese of Peterborough “Facility Usage Agreement”.



C. Permitted Uses

1. The following uses of the parish hall are permitted:
 - Meetings of parish staff;
 - Meetings of parish committees (e.g. Parish Pastoral Council);
 - Meetings of parish ministry groups (e.g. bible study, RCIA);
 - Meetings of other parish groups (e.g. CWL, KofC, SSVP);
 - Other groups that were using the parish hall prior to the pandemic (e.g. AA or blood donor clinics);
 - Some parishes offered exercise classes prior to the pandemic. If so, such classes are permitted if your area is in Phase III of reopening, but with the added measure that the physical distance requirement is increased to a minimum of three metres (10 feet).
2. Private events (e.g. wedding receptions, showers, funeral luncheons) are not permitted.
3. No new activities are permitted to start in the parish hall at this time.

D. Special Provisions for Parishes that Provide Meals to the Poor and Disadvantaged, as applicable

1. Parishes may offer takeout meals for the poor and disadvantaged, with the following additional rules:
 - Meals must be “take out” only. Those providing the meals may place them on a table for the recipient to pick up to help maintain physical distancing.
 - Those coming for the meals must follow the precautions related to hand hygiene, physical distancing and the use of face coverings/masks as required.
 - The preference is to line up outside. Those entering the building are asked to leave their contact information on the Diocesan contact tracing template for staff and visitors.
 - Those persons preparing, distributing, or otherwise involved in the process must follow hand hygiene protocols, wear a face covering/mask and practice physical distancing with due consideration for the lay-out of the facility.
 - The kitchen must be cleaned and disinfected before and after use.
 - Parishes can also consider providing a mask with each meal they distribute.
2. The SSVP may offer services on a “take out” basis to their clients, as applicable.