



Highlands Small Gathering Registration Form

Please complete and submit to the Church Office

To book a space for your small gathering, please complete this form and submit it to the Church Office. This form is also available online, on our website, under “Events”

Group Leader Name & e-mail: _____

Name of Group: _____

Number of Participants: _____ Date of Gathering: _____

Starting time: _____ Ending time: _____

Please allow enough time to sanitize the Zone during the time of your booking

Group Safety Plan

Please outline below how your group plans to meet the Highlands United Church Safe Gathering Protocol requirements (see pages 2-3). Please remember that the maximum number of people gathering on the property is 50 max.

Currently, there are three zones available for small gatherings, please select one:

- 200 Wing Zone** (max 30) This zone is not available in July or August
- Main Floor Zone**, includes the Welcome Space (max 20) and the Sanctuary (max 50)
*NOTE: Musical groups are limited to 10 singers or 10 wind instruments (but not both) in the Sanctuary .
Musical groups are limited to 4 singers or 4 wind instruments (but not both) in the Welcome Space.*
- Lower Floor Zone**, includes the Lower Hall, (max 35 or max 24 with tables),
Fireside Room (max 10), Main Kitchen (max 3) and the Gym (max 50)

Type of Gathering: (meeting, rehearsal etc): _____

Type of Activities: _____

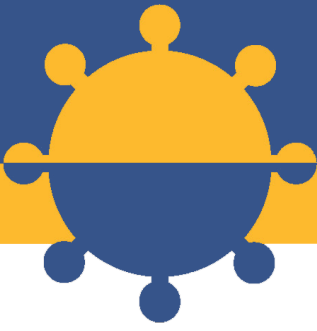
How will you maintain safe distancing? _____

Person responsible for sanitizing after the event: _____

Person responsible for attendee's sign-in and sign-out procedure: _____

Signature of Group Leader: _____

Highlands COVID-19 Small Gathering Guide



COVID 19 Small Gathering Guide (June 2020)

This document outlines the requirements for any group using Highlands United Church property.

Before you gather:

1. Make a plan that includes:
 - Date, time and duration of the gathering
 - Number of participants
 - The nature of the gathering (eg. meeting, worship, musical group, choral, etc)
 - The activities that will take place
 - Plans for safe distancing, arrival and departure, and all other aspects of the gathering that put it in keeping with Highlands safe gathering protocol (Appendix 1)
 - Designate person responsibility for the gathering and who will clean up and sanitize the space after use
 - Plan for registering all people attending
2. Contact the Church Office to request and schedule space and to present the plan (on-line and paper form available). This will include arranging for access to the building and determining which zone (Appendix 2) your gathering will occupy, and which room you may use.
3. Receive confirmation from the Church Office allowing use of the space. This may take a few days if confirmation is needed from the COVID 19 Response Team.

At the time of gathering:

1. Sign in at the office and pick up the cleaning kit and instructions
2. Set up the room

After your event: clean up and sanitize the room and any areas of the zone with which your people had contact.

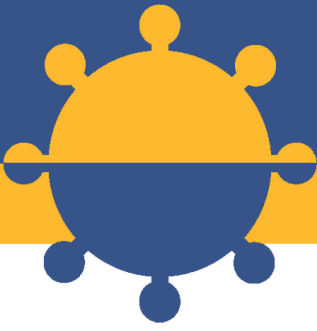
1. Return the cleaning kit to the office area along with the attendance list with phone numbers.
2. Ensure the doors are locked as you leave.

Appendix 1: Highlands United Church Safe Gathering Protocol (June 2020)

This protocol has been written based on the guidelines given by the BCCDC, WorkSafeBC, and the Pacific Mountain Regional Council of the United Church of Canada.

- All gatherings at Highlands United Church must practice the following:
- If you are sick in any way or in a high risk category, or live/regularly interact with an individual(s) who are sick or at high risk, do not attend
- If you are immunocompromised or elderly, consider gathering online
- Safe distancing: at least 2 meters apart at all times (4 meters for singers or wind instruments)
- Use proper hand hygiene including hand washing and hand sanitizer
- Wearing a mask is strongly encouraged whenever possible
- No food or drink is to be served
- Musical groups are restricted to 10 singers or wind instruments in the Sanctuary and 4 singers or wind instruments in the Welcome space with 4 meters between.
- Adhere to the room capacity limits posted
- Cleaning afterward must include all high touch surfaces such as door knobs, counter tops, washroom surfaces. Use the cleaning kit and instructions provided by Highlands United Church.
- Provide an attendance list with phone numbers to the Highlands Church office when the meeting is over.

Highlands COVID-19 Small Gathering Guide



Appendix 2: Highlands United Church Zones and Room Capacity limits

- 1. A total maximum capacity at Highlands United Church including all present in all zones in the building is 50.**
- 2. Highlands has a total of six zones (note that only three zones are available for gatherings, the Choir Room, Preschool and Waldorf areas are not available for gatherings:**
 - The 200 Wing Zone includes rooms 201, 202 and the Faith Room
 - The Main Floor Zone includes the Welcoming Space and the Sanctuary.
 - The Lower Floor Zone includes the Lower Hall, Fireside Room, Lower Kitchens, and the Gym
- 3. Each room has a maximum capacity. Never exceed the following capacity limits:**
 - The Welcoming Space including the entrance area: 20 max.
 - The Sanctuary including the Chancel: 50 max.
Musical groups are restricted to 10 singers or wind instruments in the Sanctuary and 4 singers or wind instruments in the Welcome space with 4 meters between
 - The Choir Room: 8 max.
 - The Lower Hall: 35 max. (24 max. with tables)
 - The Fireside Room: 10 max.
 - Large Kitchen: 3 max.
 - The Gym: 50 max.
 - Room 201: 12 max.
 - Room 202: 12 max.
 - Faith Room: 6 max.
- 4. Entrance, exit and washroom designation:**

Each zone has its own entrance, exit, and designated washrooms. Groups using a given zone are restricted to these only. They will choose an entrance and use it only:

 - Highlands Office and Choir Rm: North parking lot (Waldorf) entrance or the Edgemont Blvd (easy-access) entrance, and first floor washrooms
 - The 200 Wing: South parking lot entrance (up exterior stair case), and 200 wing washrooms
 - The Main Floor Zone: Welcome space entrances and main floor washrooms
 - The Lower Floor Zone: One of the lower floor doors and lower floor washrooms

Summer public office hours plan (June 2020)

Highlands United Church Office will be open under the following conditions:

1. Office hours will be 10am to 2pm, Monday through Friday
2. Accessed by the North parking lot (Waldorf) entrance or the Edgemont Blvd (easy-access) entrance
3. There will be a barrier to the Sanctuary during office hours
4. There will be signs asking the public to check in at the office as soon as they enter the building
5. Every person in the building needs to sign-in either at the Church Office or with their designated group leader.
6. Shared washroom protocol: Where a washroom is shared between groups, the following will apply:
 - One person or family at a time.
 - An "Occupied/Vacant" flip sign will be used
 - There will be hand sanitizer, paper towel and a recycling basket outside every washroom together with signs for hand washing and sanitizing procedures.

