

SRF Toronto Meditation Centre
Reopening Committee
- Protocols – as of June 27, 2020 (2)
For Reopening Our Centre During Covid Pandemic

1. Air Quality Control

To allow for adequate air flow in both ladies' and men's washrooms, the chapel, the bookroom and the hallway, there are checklists in place re management of windows, air-conditioning, thermostat, social distancing.

2. Sanitation - Air

i. Wearing Masks / Face Shields

- a. All devotees will be required to wear a mask while inside the building. They will be asked in advance that if possible, to bring their own.
- b. A box of disposable masks will be kept on a small table just outside the chapel door for those who did not bring one.
- c. The Reader does not have to wear a mask while reading.
- d. One pkg. of face shields has been donated to the Centre for the volunteers to use. The Service Coordinator & the Ushers will each be required to wear one.

ii. Chanting During Services, Chant Books

- a. There will be no chanting aloud. The Harmonium Player will not play the harmonium. They will play an SRF chanting CD, and the membership can hum to the music.
- b. The chant book cabinet and all chant books will be removed from the chapel / stored in the bookroom.

iii. Hands

- a. There will be a bottle of hand sanitizer on a small table just inside the front entrance / bottom of stairwell of 2510 Yonge (our building).
- b. There will be a 2nd bottle of hand sanitizer on a small table in the hallway outside the chapel. Devotees will be encouraged by the Ushers to use the sanitizer before entering the chapel.
- c. There will be a box of disposable gloves kept on the white cabinet at the rear of the chapel – away from the donations basket – meant for the volunteers.
- d. The Service Coordinator & Ushers will be required to wear disposable gloves.
- e. There will be a box of sanitizer wipes kept on the storage cabinet at the rear of the chapel.
- f. The inside and outside -- front and rear exit door handles, chapel and washroom door knobs - will be wiped by the Service Coordinator or Ushers upon arrival, and before leaving the building.
- g. There will be a small wastebasket kept under the same little table outside the chapel.

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iv. Nametags for Volunteers

All nametags will be peel 'n stick labels: USHER, READER, SERVICE COORDINATOR, HARMONIUM PLAYER. They can be disposed of after Service.

v. Signage

All Reserved Signs will be printouts / disposed of after each Service.

vi. Drinking Water

- a. The Centre will not provide bottled water. Devotees will be encouraged to bring their own bottled water if need be, but the preference is to have no bottles left behind.
- b. There will be no paper cups kept in the washrooms.
- c. Should a devotee need water, the Service Coordinator will get a paper cup from the bookroom and give to the requesting devotee to fill from the washroom tap.
- d. If there is an emergency, the Service Coordinator will fill the cup with water from the washroom tap, and hand to the devotee.

vii. Management of Centre Keys

Only the Service Coordinator will manage keys for the chapel, bookroom, washrooms. They will be wiped with sanitizer wipes when brought from storage and before returning to storage.

viii. Bookroom / Library

- a. The bookroom will be kept closed and locked. There will be absolutely no access to items for sale or to the library. There will be no loan-outs of any items. Any possible returns will have to be left with the Service Coordinator – who will attach a written note to the book, and after Service, place it on the bookroom desk / notify CC.
- b. No-one other than the Service Coordinator will be allowed into the bookroom for any reason.

ix. All Door Knobs, Door Handles

- a. When the Service Coordinator arrives, they will use sanitizer wipes to sanitize the inside & outside of all door knobs, door handles, bars, latches, and push plates: front & rear exit doors, door at top of front stairs, chapel door, washroom doors, exterior of bookroom door.
- b. The Usher will do same after all our guests have left, and we are closing up the Centre to go home.

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3. Contact Register / Waiver

- a. A **contact register** & pen will be set up on the stand outside bookroom door. The register will consist of copies of a standard form with space for the visitor to print their name, address, contact phone number. This register will be referred to - should anyone attending Service that day report a health issue.
- b. The Usher will ask each visitor to sign in, letting them know that this information will be kept confidential.
- c. After the guest has signed in, the Usher will:
 - i. Turn the page on the register.
 - ii. Ask the guest to use hand sanitizer.
- d. The register will not be left unattended. The Service Coordinator will store it away during the Service / pass on to a member of CC after the Service.
- e. **Waiver:** We are working to determine if each person coming to our Centre should sign a waiver – which is a legally binding document that – in this pandemic situation - would absolve the SRF Toronto Meditation Centre of any responsibility should one become ill within a certain number of days of attending a Service at our location – 2510 Yonge St.

4. Traffic Control – to maintain one-way entering & leaving the building / Social Distancing Inside

- a. Devotees will be asked to enter 2510 Yonge St. via the front – Yonge St. entrance only, and to exit via the rear exit which is next to our bookroom. They can descend the rear steel stairwell to ground level.
- b. A small sign will be taped at the bottom of the rear stairwell - asking all visitors arriving from the parking lot - to please enter the building via the front door entrance - 2510 Yonge St.
- c. The hallway outside our bookroom, chapel and neighboring offices is only 5 ft. wide. As we are not allowed to use any marking systems for social distancing in any hallway areas, traffic will be closely monitored by the Ushers - esp. for devotees lined up for the washrooms. A plan is in place to manage lineups.
- d. Devotees who would like to visit with each other anywhere on our 2nd floor will be asked by the Ushers to meet with each other outside in the rear parking lot.
- e. **Latecomers** will be allowed in until the first meditation begins.

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5. Number of Regular Weekly Services

Record is / has always been maintained of the attendance at each Service.

- a. An attendance study revealed the very low attendance for the Thursday & Saturday Meditation Services over the past year;
- b. For Sunday: there is anticipated difficulty in getting all the volunteer requirements met for both a 10 am Meditation Service + the 11 am Sunday Readings Service:

CONCLUSION: to hold one Regular Weekly Service only: The Sunday 11:00 am Readings Service.

6. A (Covid) Floorplan has been developed for our Centre chapel – -- total seating incl. volunteers: 24 chairs

- a. To seat 2 guests per row
- b. To space the Reader and Harmonium Player at least 6 ft. apart
- c. Seating for the 2 Ushers and Service Coordinator at the right /rear of chapel, facing from hallway
- d. Seating for 2 latecomers only – at the left /rear of chapel, facing from hallway

e. Floorplan - For Special Commemoration Services

As in our usual Special Service floorplan set up: the stand to hold the picture of the Guru being honoured will be set up mid-way across the front of our altar, with a cloth to be placed beneath the 16 x 20" picture of the Guru being honoured.

f. Bring No Flower Offerings – For Special Commemoration Services

- i. There will be no *Flower Offerings Table* in front of the picture of the Guru being honoured. Centered on the floor, in front of the Guru's picture table, on a small cloth, there will be a large glass vase filled with flowers.
- ii. Announcement will be made well ahead of the date of the Special Commem. Service for the devotees to not bring a flower offering.
- iii. Should someone be carrying a flower offering when they line up to go to the altar, the Usher will ask them to leave the flowers beside their chair, and take them home after the Service.

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7. Donations Basket – For Regular and Special Commemoration Services

A donations basket will be placed on the counter of the white storage cabinet at the rear of the chapel for both types of Service donations.

a. For Sunday Readings Service

The basket will not be passed around the room. Devotees will be invited to place their donation in the basket as they leave the chapel.

b. For Special Commemoration Services

- i. We will not be using white envelopes in which devotees would usually place their donation.
- ii. Devotees will be invited to place their donation in the basket located on the top of the white storage cabinet at the rear of the chapel - as they line up to go to the altar .

8. 5 Questions – The Usher Will Ask Each Arriving Devotee

- 1.) Have you had a cough or fever in the last 3 days?
- 2.) Have you been exposed to anyone diagnosed with Covid?
- 3.) Have you been outside of the country / province in the last 14 days?
- 4.) Have you read the document that was sent to you describing our Reopening Protocols?
- 5.) Have you read and signed - and brought with you a.) the attached waiver? The contact registration form?

- ◆ *In case someone enters the Centre via the rear door, the Usher on duty by the chapel door will ask these same questions.*
- ◆ *Should the guest answer YES to any of the first 3 questions, the Usher will politely ask them to leave the Centre / return home. If they did not bring a signed waiver and form, they will be asked to do so before entering the chapel. There is risk that they may be a carrier of Covid even though not showing symptoms.*

9. We Are Working On

1.) Service Volunteers - Teams Updating Guidelines, Checklists

- ◆ *During normal times, each team has their own set of guidelines & checklists for the Regular Meditation Services, Special Commemoration Services, longer Meditation Services.*
- ◆ *We are in the process of adapting each team's current guidelines & checklists for all of our Services during the Covid pandemic - to meet the needs of social distancing.*

2.) Formats For Our Services*

- ◆ Each of our Service formats are being updated to include announcements about
 - i. Contact Register
 - ii. Sanitizing
 - iii. Traffic control
 - iv. Social- distancing
 - v. Bookroom is closed
 - vi. New location of donations basket

** We will ask final approval from SRF Center Dept. of any changes made to Formats of our Services, before implementing those changes.*