

ARRANGEMENTS FOR ACTIVITIES AT THE UNIVERSITY CHAPEL DURING COVID-19

1.0 Introduction

In keeping with the latest Orders under the Disaster Risk Management Act, churches may operate under the following conditions:

- **Persons should be spaced 40 square feet (6 feet apart).**
- **No choir should be assembled.**
- **All other rules on physical distancing should be maintained.** *Eg. Wearing of masks, proper sanitization, etc.*
- **For Funerals and Weddings, the maximum persons allowed in the church is 50 (inclusive of the Officiant).**

Since the University Chapel is also a place for worship, the necessary measures have been put in place to ensure compliance with the above governmental requirements as well as to safeguard our Chapel staff and clients from possible exposure to the virus at our facility.

2.0 Access Control

Effective Saturday, June 13, 2020, the University Chapel officially reopened for Weddings and Funerals only. For our clients' health and safety, access to the Chapel will be strictly restricted to persons who meet the following conditions:

- i. Are wearing masks or face covering at the time of entry;**
- ii. Agree to the sanitization of their hands; and**
- iii. Have been found to have a normal body temperature (37.5°C or below) when checked.**

Clients will be allowed to invite up to 50 persons to their events (including members of the clergy and other individuals associated with the execution of the event).

The Chapel will also have face masks available for sale should clients lose possession of their masks or forget them at home. The cost for face masks will be between J\$200 - J\$500. Masks can be accessed from our Chapel Attendant who is usually present on site.

Masks must be worn by each guest for the duration of their function and will also be needed for re-entry to the Chapel.

Entrance & Exit Points

The two entrance doors of the Chapel will be converted into one way access points. The main entrance door will be used as the only entrance point to the Chapel and the side door as the only exit point. This will ensure that all persons accessing the Chapel are subjected to temperature checks and sanitization on entry/re-entry.

Additionally, our clients will be asked to submit a list of all their invited guests who are **confirmed** to attend. The name of each person entering the Chapel will be matched with the submitted list and a numbered ticket issued after the three primary conditions above have been met. **Patrons will be expected to keep the ticket on their person for re-entry purposes as no new ticket will be issued.** Furthermore, once the government quota has been reached no new person will be allowed to enter the Chapel.

Clients will also be responsible for assigning an individual to remain at the entrance door with the Security Guard and/or Chapel Attendant to check the confirmed list of attendees. This individual should ensure that only persons on the confirmed list of attendees are issued with tickets. S/he will also be responsible for collecting and returning all tickets issued at the exit door when the function has ended.

3.0 Physical Distancing

The following will be done to ensure physical distancing both inside and outside of the Chapel:

- i. **Seating** - The pews inside the Chapel will be marked with coloured tape to serve as a visual cue for where persons are expected to be seated. **Similar demarcation will be done at the main Chapel entrance door and restrooms.** Guests are expected to be seated on either side of the '**Xs**'. **No overflow tent will be allowed outside the Chapel for additional seating.**
- ii. **Close interactions** – Close interactions such as hugging and shaking of hands on the inside and outside of the Chapel is strongly discouraged. Patrons should be reminded of this at the start and end of functions.
- iii. **Remote Viewing** – Chapel clients are encouraged as far as possible to make the necessary arrangements to use technology to facilitate the viewing of their events remotely. *E.g. Facebook live, Instagram live and other live streaming facilities.*
- iv. **Business processes** – Chapel clients are encouraged to as far as possible complete the necessary Chapel forms and queries remotely to minimize the time spent in Office completing transactions.
- v. **Office Visits** – Chapel clients will be required to sanitize their hands before sitting to speak with our in Office Chapel staff. They will also be expected to keep their face masks on throughout their visit to the Secretariat.
- vi. **Unnecessary groupings** – Patrons should be constantly reminded not to congregate on the inside and outside of the Chapel before and after functions.
- vii. **First Floor Only Access** - Based on the number restriction, no client will be allowed to access the upper floor of the Chapel during functions.

4.0 Enhanced Sanitization

The frequency of routine cleaning of the Chapel has been increased. Frequently touched surfaces such as benches, microphones, podium, doorknobs, musical instruments, etc. will be specially disinfected after each event. Additionally, all restrooms will be equipped with hand soap, hand towels and hand sanitizers as far as possible. A Restroom Attendant will be present on site to assist with the monitoring of access to restrooms.

5.0 Enforcement and Sanctions

Unarmed guards from the Campus' security service providers will be used to assist the Chapel with the enforcement of the social distancing requirements for events. **(Clients will be required to pay the full cost for this service.)**

The standard security requirement for events will be **four (4)** unarmed guards for the duration of the event. Each guard will be placed at the following points: -

- i. **Entry Barrier**
- ii. **Exit Barrier**
- iii. **Main Entrance Door**
- iv. **Side Door**

The estimated cost for an unarmed guard is J\$500 per hour (per guard). Guards are expected to be present at the Chapel one (1) hour before and one (1) hour after the function ends. A function scheduled to be held from 9:00 a.m. to 11:00 a.m. would therefore require security presence from 8:00 a.m. to 12:00 noon. The total security cost would be J\$ 8,000 (4 guards x 4 hours x J\$500) for the period.

Clients are asked to note the following: -

- i. **ALL Chapel fees, i.e., booking fee (weddings only), event fee, equipment fee, etc., must be fully paid before any arrangements can be made for security.**
- ii. **The white copy of the Chapel fee receipt issued by the UWI Bursary must be presented when making security payments.**
- iii. **Only events for which BOTH the Chapel and Security fees have been paid will be considered 'confirmed' in the Chapel Diary.**

6.0 Payment for Security Services

Payment for security services should be made **at least one (1) week** prior to the date of the event at the Campus Security Base (Guardsmen Limited) Mondays to Fridays between the hours of 8:30 a.m. and 4:30 p.m. The acceptable payment methods are cash and cheque.

Clients should contact Ms. Carlian Wilson, Administrator, Campus Security Base (Guardsmen Limited) for any query regarding the procedure for making security payment. Her contact details are as follows: -

Tel: 876-784-8434

Cell: 876-784-8881

Email: wilsonc@gaurdsmangroup.com

Directions to the Campus Security Base

The Campus Security Base is located on the same building as the Mona Police Post near the UWI Mona Bowl and across from the George Alleyne Hall (138 Phase 2).

Emergency Contact

In the event of any security emergency, clients may contact either of the following individuals:

- **Mr. Laten Gayle**
Zone Chief
Cell: 876-517-1252
- **Mr. Karl Brown**
Campus Security Manager
Cell: 876-832-3616

7.0 Treatment of suspected COVID-19 Cases

Persons suspected of being infected with the COVID-19 virus will be refused access to the Chapel and advised to **immediately** contact their health service provider. This information will be included on all bulletins in the Chapel environs.

There will also be enhanced cleaning and disinfection following interaction with anyone suspected of displaying COVID-19 symptoms in the Chapel.

8.0 Management and Communications

All relevant Campus and Government bulletins have been placed on the Chapel Notice Board, doors and in our restrooms. Chapel clients are being asked to also encourage supporters who are ill or displaying COVID-19 symptoms to remain at home and to put any other social distancing measures they believe necessary in place. *Eg. Mobile Hand wash stations, sanitizers, etc.*

The Campus will continue monitoring the COVID-19 public health advisories and effect any necessary changes based on adjustments to the Government of Jamaica regulations.

KINDLY NOTE THE FOLLOWING:

- **CLIENTS HAVE THE RIGHT TO REFUSE TEMPERATURE CHECKS AND/OR HAND SANITIZATION.**
- **THE UNIVERSITY RESERVES THE RIGHT TO REFUSE ACCESS TO INDIVIDUALS WHO REFUSE TO COMPLY WITH ITS ENTRY REQUIREMENTS.**
- **THE UNIVERSITY RESERVES THE RIGHT TO REFUSE ACCESS OR ASK PERSONS NOT COMPLYING WITH ITS REGULATIONS TO LEAVE THE CHAPEL AND ITS GROUNDS FOLLOWING TWO (2) WARNINGS.**
- **NO FOOD IS ALLOWED ON THE INSIDE OF THE CHAPEL UNDER ANY CIRCUMSTANCES.**