

COVID-19 Policy, Priority 1:

Priority 1:

- a) Sunday Morning Worship
- b) Outside Sunday Building Use, Staff
- c) Outside Sunday Building Use, others
- d) Funerals
- e) Weddings

Please note: An abridged version focusing on resuming in-person worship for congregation members is available.

Priority 1.A In-Person Worship

1. RSVP – An phone in RSVP system will be put into place. This will help with contact tracing and reduce the need to turn people away. The RSVP list will be overseen by Laurel and will be left by the entry of the sanctuary for the ushers on Sunday. Max capacity is 50 people in accordance with recommendations by our local health unit.
2. Physical Space (we will also work on this at the next meeting)
 - a. Items in pews and on the back table will be removed (hymnbooks, Bibles, papers etc.) Pew Cushions will be removed for ease of cleaning and disinfecting.
 - b. Outside and inside 2 meter visible space markers will be present. Washrooms. On Sunday only the washroom in the basement will be accessible. Hand washing signs from public health will be posted. Hand Sanitizer station will be installed. Motion detector lights being installed
 - c. Closing off space. During worship only the sanctuary and the washroom in the basement will be accessible. Other doors will be closed and signs posted.
 - d. Seating in the sanctuary will be designated with a minimum of two meters separation each group of people (who are in the same bubble). Ushers will direct people to fill the sanctuary from the front to the back. Decorative rope barriers will block off the other pews. The balcony will only be used by the person filming and will be overflow space.
 - e. Air movement. The overhead fans will be off during the service and the switches marked. Sanctuary cooled/heated prior to service to limit air movement (timer will be set).
 - f. A Cleaning Checklist will be in place to ensure proper cleaning and disinfecting.
 - g. Hand sanitizer stations will be present at points of entry and exit, outside washrooms.
 - h. Audio and video equipment will be disinfected. Disinfectant wipes will be available and the operator will wipe turn off equipment and down station after use.

- i. A spot for people to give their offering will be set out on the back table and will remain stationary during the service. The offering will be blessed from the front.
- j. Those who are handling money will be provided gloves and trained in safety procedures. Surfaces that come into contact with money will be Clean. We continue to encourage people to give through PAR, e-transfer, and cheques when possible.

3. The Service

- a. The service will be a shortened format with two hymns played, a blessing of the offering, and recorded candle lighting, scripture and M&S readings, and gift of music. In accordance with health guidelines there will be no singing, humming, or responses, or live gifts of music that involve wind instruments or singing.
- b. masks/face covers will be worn in the building following the guidelines of our local health unit including during the service.
- c. The minister and musician will enter separately and immediately before the service (or when they begin to play) and will not be socializing with the congregation before or after. People can call the minister to talk if there is a concern outside of the service time.
- d. All high touched surfaces will be cleaned and disinfected regularly as per the cleaning plan.
- e. stationary offering plate
- f. Only those involved with the service will be at the front of the church and will maintain proper distance.
- g. Only the minister/worship leader will share the announcements
- h. Microphones will be designated and not shared. Only those using the microphone will touch or move them.
- i. In accordance with local health guidelines there will be no bulletins or handouts. Items such as printed newsletters will be distributed in other ways.
- j. Special music will continue to be recorded prior to the service.
- k. There is no organized socializing time, no passing of the peace, no coffee after service, and people will be asked not to linger in the building following the service. A reminder will be given near the end of the service.
- l. At this time there will be no Sunday School. The CE Committee will look into alternate plans such as packets for children during the service. These items could be placed in the sanctuary ahead of time in accordance with health and safety guidelines.
- m. Services will continue to be recorded and aired the following week on TV and on our YouTube page. Options to live stream are being explored.
- n. When people enter they will be asked to sit in the next available seat. Seating will be from the front to the back. The Ushers will help to direct people.

- o. People will be asked to self screen and encourage to cough or sneeze into their elbow when necessary.
 - p. PowerPoint: Laurel will resume creating the PowerPoint slides, Adam will organize the videos and bring them to the church for Sunday. Adam will be the lead person running the Powerpoint during the service. Powerpoint stick will be left in the sanctuary prior to service.
4. Entry and Exit plan
- a. Ushers will welcome people, check people in with the RSVP list, direct people to the next available pew and help coordinate people leaving. They will be trained in extra safety measure. If people arrive and have not submitted their RSVP the usher will determine if there is still space available. If there is they will collect the contact tracing information. If not, they will compassionately direct the person to the at home worship options. A note of who had to be turned away will be taken so they can be contacted during the week. At least two usher at the bottom of the stairs and two at the top/back of the sanctuary.
 - b. People will be seated from the front of the church to the back (to limit people having to walk past others). Exiting will be from back of sanctuary to the front. Exceptions will be made for those who need physical assistance. The centre pews can accommodate larger groups. Ushers will determine best seating arraignment and direct people.
 - c. Elevator: Elevator operators will be trained around extra safety precautions. Masks are to be worn in elevator. Only those in the same bubble will be transported at the same time. Riders will be asked to face the wall while in the elevator. Only the operator will touch the buttons. An usher at the top of the stairs will help direct people out of the elevator and into the sanctuary.
 - d. Mask/Face Coverings will be worn inside the building and for the entirety of the service.
 - e. Screening questions will be posted at entry.
 - f. When possible have doors will be propped open.
 - g. Masks will be available for people who have forgotten theirs or need to change their mask during the service.
5. Contact Tracing: The primary means of contact tracing will be the RSVP list. The contact tracing list will include a) Name and phone number or email of the people who were in the building (if no phone number, where they can be reached), b) Date and time that the gathering took place, c) Purpose for the gathering. A separate contact tracing sheet for staff and visitors will be on the table outside of the kitchen.
6. Communication strategy
- A communication strategy will be set up that will include the following information:
- a. Advising people about symptoms – self screening
 - b. Advising people of what worship will look like
 - c. Advising people how the entry and exit plan
 - d. Letting people know how to RSVP for services

- e. A multi-platform way to share this information including online, in an e-newsletter, a printed newsletter, on YouTube/Facebook Video, and during the recorded services (for those who watch at home and may be interested in attending at a later date).
7. Seating in the sanctuary will be clearly marked. Anyone in the same social bubble can sit in the same section. Larger groups will be seated in the centre pews. Capacity is 16 groups to a maximum of 50 people. The balcony is reserved for filming.

Priority 1.B Staff Building Use

- staff are allowed once again to work in the building since we are in phase 3
 1. Masks are to be worn in common spaces
 2. Doors are to be locked. People are asked to make an appointment if they have to see a staff member.
 3. Staff will only use space they need for work. If they require other space (ex. friendship room) they are to book it with Laurel and Randy is to be notified of the usage. Places used will be noted on sign-in sheet. Areas used are to be left as used (ex. tables left out) so they can be properly cleaned and disinfected.
 4. The kitchen is closed.
 5. Shared work space is to be co-ordinated by staff.
 6. Only staff are allowed to use workspace. No guest, family members, etc.
 7. When needed staff will place garbage and recycling in hallways to limit the need for Randy to enter office space.
 8. Staff will fill out the contact tracing form each time they are in the church.
 9. Staff will be kept up to date with safety information, training, and will be checked in on regularly by M&P.

Priority 1.C Other people building usage

- a) Priority for building use is for the staff at this time and for the upkeep of the building.
- b) non-staff (even those who have keys) who wish to access the building must contact Paul Cruickshank to arrange entry. People will let Paul know what area they need to use and will not enter other areas to reduce contact. Paul will let them know the health and safety requirements.
- c) Upon entry masks/face coverings must be worn in common areas.
- d) Upon entry the individual will fill out the contact tracing information on the table outside of the kitchen.
- e) The kitchens are closed and only those who must enter them and have previously consulted with Paul Cruickshank may enter. The kitchenette upstairs is reserved for staff.
- f) During the week only the washrooms outside of the offices are to be used.
- g) Non-staff are encouraged to phone ahead if they need to talk with people in the office and to ring the doorbell on arrival.

- h) At this time our building is not open for renters, users, or church groups. Small groups and committees are encouraged to continue to find alternative formats to meet during this time (Outside social distance gatherings following local health unit regulations, and online) until further notice.

Priority 1.C Funerals

- a) Funerals will be able to take place at the church following the return of worship. Ushers will be present to assist.
- b) The practices and policies from Sunday Worship will be implemented.
- c) No food or receptions are to take place at this time.
- d) As with Sunday only the sanctuary and downstairs washrooms are to be used at this time.

Priority 1.D Weddings

- a) **Same as funeral plan** and drawing from the plans for in-person worship.
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COVID-19 Policy Priority Plan:

Priority 1

- f) Sunday Morning Worship
- g) Outside Sunday Building Use, Staff
- h) Outside Sunday Building Use, others
- i) Funerals
- j) Weddings

Priority 2

- a) Sunday School
- b) Seniors & Children, Family, Youth activities
- c) Church Committees / Groups

Priority 3

- a) User Groups / Renters