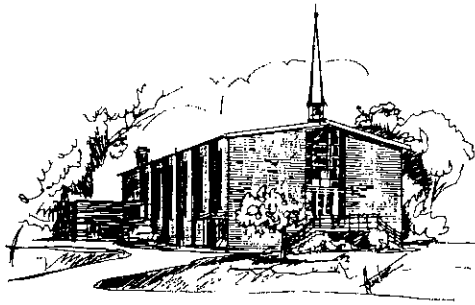


BYRON UNITED CHURCH

RE-OPENING PLAN (COVID-19 Pandemic)



*"For I know the plans I have for you...plans to prosper you and
not to harm you, plans to give you hope and a future."*

-Jeremiah 29:11

Church Session Approval: August 18, 2020

Re-opening Plan for Byron United Church

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INTRODUCTION TO RE-OPENING PLAN

On Saturday evening, March 14, 2020, we informed our church family that we were cancelling the Sunday morning worship service for the next day, because of a case of COVID-19 identified in the Middlesex-London area. We have not held in-person worship services or other group activities in our church building for the past five months.

In mid-June when the Premier announced that places of worship could now re-open within specific restrictions, the Leaders' Board could not support that for Byron United. Even though Board members had been reviewing what churches elsewhere were contemplating for re-opening needs, no one had expected this to be allowed so soon. The motions passed by Session on June 16th restricting any re-openings until at least after Labour Day allowed two months for a Re-opening Team to be formed, investigate requirements, consult with various resource personnel, and develop a detailed plan.

This Re-opening Plan has been prepared with its main focus on providing safe in-person worship for members of our church family who desire this option. The Re-opening Team has been guided in creation of this document by the requirements of the Ontario Government, the most up-to-date protocols of the Middlesex-London Health Unit, written advice from our Liability Insurer, and an extensive check-list from Antler River Watershed Regional Council to be considered in preparing to re-open church facilities.

This Plan focuses first on in-person worship with all the requirements involved in making that as safe as possible. The second step will be communicating to our church family the protocols and expectations for church groups to meet. That will be followed by similar communications to outside groups who rent our church facilities. Planning for these last two steps, including details of how such uses could be scheduled, will be ongoing during the re-opening for worship period.

We must all recognize that, in this pandemic situation, there can never be assurance of a totally safe process. This Plan outlines the communication processes to be followed for anyone who plans to use our church facilities for any purpose. It includes providing expectations and protocols to follow, as well as advising of health risks, especially for those in the most vulnerable groups. A signed liability release waiver will be required from each person prior to attending any activity/event in our church facility or on our church property.

This is a 'framework document' for re-opening our church facility for a variety of uses. There are still many specific details to be put in place as we move to implement this Plan. It should also be recognized that the Plan may require adjustments as local Health Units and the Provincial Government change their requirements.

We recognize that all members of our Byron Church Family are feeling the effects of five months of physical separation from our brothers and sisters in Christ. We have all missed worshipping together each Sunday, and other 'connecting' activities. Some members of our church family are looking forward to worshipping in-person again in our sanctuary. Others may be hesitant to risk being involved in such gatherings. Byron United Church will continue to provide Sunday videos and DVDs for those who prefer those options.

Above all, let us remember that **Church is not something you go to; it's a family you belong to.** Wherever we worship the Lord, in our church sanctuary or in our own homes, we know that Jesus is Lord, that He is present with us, loves us, desires to bless us, and will never leave us alone.

Respectfully submitted by the Re-opening Team for Byron United Church

Timeline for Re-Opening Byron United Church

Purpose: To create a safe environment for all staff, volunteers, church members and others who use our church facilities.

Item	Timeframe
<p>A. Plan, Protocols</p> <ol style="list-style-type: none"> 1. Creation of draft documents and protocols for building preparation for re-opening: <ul style="list-style-type: none"> • In-person worship services • Sunday School, Youth Programs • Church group meetings • Rental group meetings • Other (weddings, funerals, baptisms, etc.) 	<p>July 16, 23, 30, August 4</p>
<ol style="list-style-type: none"> 2. Share plan, protocols, responsibilities for re-opening with church staff, Leaders' Board and Session for input, review and approval 	<p>Leaders' Board – August 11 Session – August 18 Staff after August 18</p>
<ol style="list-style-type: none"> 3. Submit documents to insurance provider for information 	<p>Late August</p>
<p>B. Supplies, Signage and Sanitation</p> <ol style="list-style-type: none"> 1. Procurement of personal protective equipment (PPE), cleaning and sanitation supplies, signage, etc. 2. Review of cleaning protocols with staff 3. Marking property, complete signage posting and setup of church for re-opening 	<p>July-August August Late August – September 12</p>
<p>C. Communication, Registration</p> <ol style="list-style-type: none"> 1. Communications with all church members (outline of protocols) <ul style="list-style-type: none"> • BUC Wheat – July 24; August 4, 7, 21, 28; September 8 • On-line Services, DVD – July 26; August 23, 30; September 6 • Church Website – August, September • Digital Sign – August, September 	<p>As outlined</p>

- 2. Survey members re: interest in attending in-person worship or use of alternatives (Sunday video, DVD) July 31- August 7
- 3. Detailed communications to church members re: protocols for attendance, registration process September 6
- 4. Registration for Re-opening of In-Person Worship Services September 13 By September 9

D. Volunteers

- 1. Recruitment of Volunteers for In-Person Worship Services
 - Greeting Team
 - Usher Team
 - Cleaning Team
- 2. Training of Volunteers August

E. Tentative Date of Sunday, September 13 Re-Opening!

Late August – early September

Re-opening Protocols for In-Person Worship Services

A. Purpose

Protocols will be in place to ensure the health and safety of everyone involved in on-site worship services.

B. Preamble

Guidelines and directives from the following authorities have been used in creating the re-opening protocols for Byron United Church:

- The Government of Ontario
- The Ministry of Health of Ontario
- The Middlesex-London Health Unit
- The Antler River Watershed Regional Council
- The United Church of Canada
- Robertson-Hall Liability Insurance

Church members will be advised in August and early September to review the on-site worship protocols. The membership will be encouraged to attend worship services in the church building only if they are entirely comfortable in doing so. Members, who are 60 years or older and/or those with pre-existing health conditions or who are immune-compromised, will be encouraged to continue worshipping through the YouTube on-line worship services or DVDs during the COVID-19 crisis.

C. Protocols for Sunday In-Person Worship Services

1. Arriving at Byron United Church

Members and guests will be asked to:

- Attend with their entire registration group or family;
- Use only the front entry doors to the church. All other doors will not be accessible for entry;
- Enter the gym doors only if the use of the elevator is necessary (A greeter will be available at the gym door to assist those needing to use the elevator);
- Arrive up to 20 minutes before the worship service begins;
- Always maintain the 2 metre/6 foot physical distancing requirement from others not in their registration group/family. Observe markings and signs on the sidewalks and stairs. Greeters will be present to welcome and assist individuals, as needed.

2. Entering the Church Building

Members and guests will be asked to:

- Put on and wear protective non-medical masks before entering;
- Refer to the signs provided from the Health Unit, located on glass areas, before entering the church foyer;
- Use the hand sanitizer provided;
- Check in with the greeters to confirm their attendance (from the registration list);
- Answer the mandatory health screening questions on the day of services;
- Deliver a signed copy of the "Waiver of Liability" form (one per adult. Minor children must be listed on each parent's waiver form).

3. Entering the Sanctuary

Members and guests will be asked to:

- Deposit any offerings in the receptacle provided;
- Keep all outdoor gear and umbrellas with them as coat racks are not available.
- Follow the directions of the ushers regarding the physical distancing requirements and the directional arrows located on the floor;

Section 3.a.

- Follow the ushers' directions to their seats in the pews. Please sit in the rows and seats as marked for physical distancing;
- Attendees will be seated from the front to the back;
- Members using the elevator will be seated as close to the front as possible.

4. During the Worship Service

Members and guests will be asked to:

- Remain in their seats for the entire worship services;
- Wear their masks at all times;
- Only use the washrooms on the lower level closest to the front doors for emergencies and always follow proper handwashing and sanitizing techniques;
- Refrain from singing. Soloists, choir members, instrumentalists or instrumental music may be used during the worship service. This will be done at a safe distance from the congregation;
- Refrain from using handshakes, hugs, elbow bumps or any physical contact to greet others at all times. Waving or other signs of peace may be used while maintaining physical distancing;
- Maintain appropriate respiratory etiquette throughout their time in the church building (e.g. coughing and sneezing in one's sleeve or tissue and immediately disposing of the tissue).

Note: Sunday School and Youth Programs will not occur during in-person worship for the re-opening in September. On-line videos and DVDs for Sunday School will continue to be provided if possible.

5. After the Worship Service

Members and guests will be asked to:

- Follow the directions of the ushers to exit the church immediately after the worship service;
- Exit from the back to the front, at the direction of the ushers;
- Remember that coffee and fellowship time, in the gym after worship services, has been suspended;
- Use the front doors to exit the church;
- Use the gym doors only if elevator is necessary;
- Use hand sanitizer as they exit the church;
- Exit the church;
- Proceed directly to their vehicles. Congregating or socializing on the church property is not allowed;
- Only remove their masks or shields once they have returned to their vehicles or are off church property.

6. Occurrence of Possible COVID-19 Symptoms During or After Worship Service

Members and guests will be asked, during the worship service, to:

- Signal an usher if they or a member of their registration group or family experience possible COVID-19 symptoms during the worship service. The usher will accompany the individual and their group to the left front hall or front entry doors to exit. If 911 has been called, the usher will accompany the individual and their group to the Family Room if on the centre aisle, to the Prayer Room if on side aisles;
- Keep their masks and shields on and use hand sanitizer provided before exiting;
- Return directly to their vehicles and go directly home.

Section 3.a.

After attending worship services, members and guests will be recommended to:

- Monitor themselves and anyone who attended the worship service with them to watch for possible symptoms of COVID-19 for 14 days;
- Advise the Middlesex-London Health Unit and the Byron United Church office if any symptoms are noted, self-isolate immediately and get tested.

Registration and RSVP for Worship Services

(To be placed on website to direct decision-making of members)

Before you (and members of your registration group or family) consider attending the in-person worship services, please answer yes or no to the following questions:

<input type="radio"/> Have you been outside Ontario in the past 14 days?	Y/N
<input type="radio"/> Have you been in close contact with someone with confirmed or possible COVID-19?	Y/N
<input type="radio"/> Have you been asked to self-isolate in the past 14 days?	Y/N
<input type="radio"/> Are you experiencing symptoms such as dry or chronic cough, chills, headache, fever, fatigue, difficulty breathing or shortness of breath, loss of sense of taste or smell, sore throat, muscle aches, nausea or diarrhea, conjunctivitis, headache, rash or discolouration of fingers or toes?	Y/N

If you answered **NO** to all of the above, you are welcome to register for in-person worship services. We have limited seating due to physical distancing requirements.

If you answered **YES** to any of the above, please continue to use our YouTube video service or request a DVD.

If you are 60 or older and/or have a pre-existing condition such as high blood pressure, cardiac problems, diabetes, asthma, respiratory illness or are immune-compromised, we recommend you continue to use our YouTube video service or request a DVD.

Registration and RSVP for In-Person Worship Services

Please register for in-person worship services by Wednesday of the week preceding the service through the link provided in BUC Wheat. We have limited seating due to physical distancing requirements available on a first come, first served basis.

What date(s) for Sunday worship services you are registering for? _____

Please provide the following information for your registration or family group:

Your name:

Email address:

Phone number:

How many people will be attending with you? _____

Names of those attending with you?

Will you or any member of your family group require the use of the elevator? _____ Yes _____ No

Number within your family group needing the elevator? _____

Please answer for all members of your registration or family group:

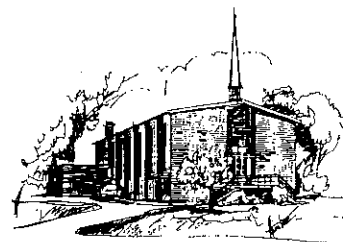
- Have you been outside Ontario in the past 14 days? Y/N
- Have you been in close contact with someone with confirmed or possible COVID-19? Y/N
- Have you been asked to self-isolate in the past 14 days? Y/N
- Are you experiencing symptoms such as dry or chronic cough, chills, headache, fever, fatigue, difficulty breathing or shortness of breath, loss of sense of taste or smell, sore throat, muscle aches, nausea or diarrhea, conjunctivitis, headache, rash or discolouration of fingers or toes? Y/N

Your registration will be confirmed by email. If you are unable to attend, please notify us in advance if possible.

Please print the **Waiver of Liability** that was sent with BUC Wheat or access the pdf on the website. Please carefully read the waiver, print off and bring a signed copy to the service with you. One waiver is required for each adult. If minor children are attending, both parents must list the children's names on their waiver forms. You only need to complete waivers on your first attendance at a worship service.



Connecting Growing Serving



PLEASE READ CAREFULLY BEFORE SIGNING

This waiver is required to attend worship or any activities/events of Byron United Church.

By signing this agreement, I acknowledge the highly contagious nature of COVID-19 and voluntarily assume the risk that I (and my children) may be exposed to or infected by COVID-19 by attending Byron United Church, and that such exposure or infection may result in personal illness, injury, permanent disability, or death.

I understand that if I am 60 years of age or older, or if I am immunocompromised due to medication or an existing health condition or disease, I may be more susceptible to death or serious illness from COVID-19 and am taking increased measures to avoid infection, including wearing a face mask, physical distancing or participating in online services.

I understand that the risk of becoming exposed to or infected by COVID-19 at Byron United Church may result from the actions, omissions, or negligence of myself and others, including, but not limited to Byron United Church employees, volunteers, attendees, program participants and their families.

I agree while on premises or while participating in off-premises activities and/or events of Byron United Church to abide by all rules and recommendations posted in signs on the premises and otherwise communicated in writing or verbally by Byron United Church, the members of the Session and all other leadership bodies, employees and volunteers, and the United Church of Canada, to protect my health and safety, including minors in my care.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any illness or injury to myself (or to my children), including, but not limited to, personal injury, disability, death, damage, loss, claim, liability, or expense, of any kind, that I (or my children) may experience or incur in connection with my (or my children's) attendance at Byron United Church or participation in its events, programs or activities.

On my behalf (and on behalf of my children), I hereby release, covenant not to sue, discharge, and hold harmless Byron United Church, the members of the Session and all other leadership bodies, employees, volunteers, agents and representatives, and the United Church of Canada, of all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto.

I understand and agree that this release includes any and all liabilities, claims, actions, damages, costs or expenses of any kind based on the actions, omissions, or negligence of Byron United Church, the members of the Session and all other leadership bodies, employees, volunteers, agents and representatives, and the United Church of Canada, whether a COVID-19 infection occurs before, during, or after participation in any Byron United Church program or activity.

I, THE UNDERSIGNED, HEREBY ACKNOWLEDGE THAT THIS LIABILITY RELEASE HAS BEEN READ AND UNDERSTOOD IN ITS ENTIRETY AND THAT IT HAS BEEN SIGNED VOLUNTARILY.

Please Print Full Legal Name of Attendee, Parent or Guardian *Phone Number*

_____, _____, 20_____
Signature of Attendee, Parent or Guardian *Date*

Names of Minor Child(ren) _____

**Byron United Church
Protocols and Guidelines for Other In-Person Ceremonies or Rites**

Weddings

- Places of worship must follow government restrictions for indoor or outdoor gatherings. The maximum number of participants for wedding ceremonies in a place of worship is 30% of the building capacity or 100 people for outdoor ceremonies.
- The protocols for in-person Sunday worship service will apply to all weddings.
- The wedding party is required to adhere to the protocols for in-person worship services.
- The officiant is to wear a face covering unless 6 feet/2 metre distance can always be maintained.
- The wedding couple does not need to be physically distanced from each other.
- The groom is advised to carry the rings.
- Hand sanitizer should be used during the wedding ceremony (e.g. signing the wedding register).
- Social gatherings before, during and after the ceremony, including receiving lines, handshakes or hugs, are not permitted.
- Food services cannot be provided or allowed.
- Volunteer ushers and greeters will be recruited to assist with weddings to ensure protocols are followed.

Funerals

- Places of worship must follow government restrictions for indoor or outdoor gatherings. The maximum number of participants for funerals in a place of worship is 30% of the building capacity or 100 people for outdoor ceremonies.
- The protocols for in-person Sunday worship service will apply to all funerals.
- All participants are required to adhere to the protocols for in-person worship services.
- The officiant is to wear a face covering unless a 6 feet/2 metre distance can always be maintained.
- Hand sanitizer is available for use before, during and after the funeral service.
- Social gatherings before, during and after the ceremony, including receiving lines, handshakes or hugs, are not permitted.
- Food services cannot be provided or allowed.
- Volunteer ushers and greeters will be recruited to assist with weddings to ensure protocols are followed.

Baptisms (during worship services)

- For an infant baptism, the parents should be the only ones to hold the baby.
- The officiant will sanitize hands before the baptism and is to wear a face covering unless a 6 feet/2 metre distance can always be maintained.
- Water should come from individual cups or bottles for each person, not the common font.
- If oil is used for a blessing, the parent will apply it to the child's forehead.
- A parent will be invited to pick up and light the baptism candle.
- Hands are to be sanitized before the baptism certificate is prepared and signed.

Communion

Specifics will be developed by mid-September using the following resources:

- Antler River Watershed Regional Council
- United Church of Canada
- Ontario Ministry of Health

PROTOCOLS FOR STAFF AND VOLUNTEERS

Background:

Byron United Church has policies in place to protect our staff and volunteers. These include three separate Occupational Health and Safety Policies which address compliance with the provincial *Occupational Health and Safety Act*. Procedures for reporting unsafe working conditions and how such situations should be remedied are included in those policies. The policies and related documents are posted within the church in visible areas. In addition the Byron United Church *Liability Plan* outlines expectations for providing a safe environment for staff and volunteers, especially those who work with vulnerable persons.

Actions in Place Regarding COVID-19 Safety Protocols:

Food Bank

- Unlike some churches, Byron United has not been totally closed during the pandemic. Because the Church operates a Food Bank, it has been open for this need, with appropriate safety protocols in place to protect the volunteers and those coming for food.

Staff Working Arrangements

- The church has also been used regularly by groups of limited numbers, in accordance with provincial restrictions, for preparing weekly worship services. On an ongoing basis, staff work in a combination of on-site and off-site arrangements to accomplish the administrative needs of the church, worship video preparation, pastoral care and other functions, which has been helpful in ensuring a safer working environment.

Antler River Watershed Regional Council Guidelines

- During the early spring, Antler River Watershed Regional Council forwarded to churches suggestions of ways to provide safe working conditions for those who work within a church building. Pastor Greg worked with the staff to implement those suggestions. These included physical distancing at all times, sanitizing of high touch areas and shared surfaces (photocopiers, door knobs, phones, etc.), not eating lunch or having coffee breaks together, working alternate days in the church office, designated washrooms for individual staff who work on-site, etc.

Screening, Attendance and Signage Processes

- During July, the mandatory health screening protocols were implemented for staff and volunteers before each work or volunteer period. Anyone who answers "Yes" to any of the four questions must speak to the Church Administrator or Pastor Greg prior to beginning the volunteer or work period.
- Signs required by the Middlesex-London Health Unit have been posted in the area where the Food Bank volunteers work, as well as areas where staff and visitors will see these easily.

Communication with Staff

- Ministry and Personnel Team Co-chairs have communicated with individual staff to discuss any concerns staff might have because of the virus and their specific working arrangements. Any issues identified were dealt with as quickly as possible.

Further Actions Needed Specifically Related to COVID-19:

Planning for a Safe Work Environment: Re-opening the Church for Work, Worship and Meetings

- From mid-March to the end of July the above protocols have been effective in maintaining a safe and comfortable working environment for our staff and the volunteers for our Food Bank program. As we plan to re-open our church facility for wider usage, it is essential that there be a component of the plan specifically related to a safe work environment for both staff and volunteers. In preparing this section, the following documents have been reviewed:
 - ARWRC's Re-opening Checklist Template for Communities of Faith
 - An Ontario government guide for creating a safe plan for Ontario workplaces
 - The current guidelines of the Middlesex-London Health Unit

Factors to Include in a Plan to Provide a Safe Workplace During the Existence of COVID-19

- Identifying risks for spreading COVID-19
- Educating staff and volunteers regarding factors that increase the risk of getting COVID-19
- Considering additional factors which help control the risks, such as:
 - Having workers continue to work from home some or all of the time;
 - Using physical changes to separate workers from the hazard or to support physical distancing, such as plexiglass barriers or removing unnecessary doors
 - Making changes to the ways people work and interact such as:
 - Limiting the number of people in a space at one time
 - Scheduling to stagger work shifts and breaks
 - Establishing new cleaning and disinfecting protocols
 - Providing education and training on proper hand washing technique
 - Demonstrating the proper use and purpose of non-medical face coverings
- Ensuring all workers know how to keep themselves safe from exposure to COVID-19:
 - Posting notices, using emails, including virtual or physically distanced team meetings as necessary
- Continuing daily screening of workers and volunteers for COVID-19:
 - Asking the screening questions, posting clear signage with screening questions at all entrances;
 - Ensuring workers know where to find the online COVID-19 self-assessment; asking them to use the tool at home if they have any symptoms and to follow the instructions; ensuring they know who to contact in case of self-assessment, public health or their health care provider suggests they self-isolate, or if they start to experience symptoms at work
- Continuing with processes to enable contact tracing if required, using the same process as noted for church groups and rental groups.
- Planning for how to control the risk of transmission in the workplace:
 - Continuing processes that have been put in place; considering others that may be required
- Developing protocols for handling a potential case of, or suspected exposure to, COVID-19 at our church:
 - Following the same protocols as listed for such situation during a worship service;
 - Establishing a process for excluding from work a person who feels ill or informs of symptoms or close contact with someone with symptoms of COVID-19; including a process for returning to work after period of self-quarantine.

- Establishing requirements for managing any new risks caused by changes to the way we will now operate our church:
 - Ensuring all staff have completed WHMIS training, especially those who will be using new chemical products; providing same training for any volunteers involved in new cleaning procedures
 - Explaining new risks and procedures, especially to workers who have been working off-site and are returning to the church site
- Establishing a process for ensuring this safety plan is working:
 - Involving the Health and Safety Representative in evaluating how well the plan is working.
 - Asking workers (perhaps a survey) about how the plan is working.
 - Determining how often this will happen, and how the plan will be updated

Ongoing Communications

- Continuing the role of Ministry and Personnel Team to follow up again with all staff to ask how they are doing, how this time has been for them, and how they are feeling about returning to the church building (if applicable) and in-person worship.
- Being aware that Ministry Personnel and Lay Employees who are vulnerable (over 60 years of age, or have compromised health) should work with their Ministry and Personnel Team to develop an alternate option to limit exposure to groups and high-risk activities.

PROTOCOLS AND COMMUNICATIONS FOR CHURCH GROUPS

****Faith community leaders & organizers are legally responsible for preventing or reducing the risk of infection among staff, volunteers, members and visitors.**

ITEM	DETAILS	RESPONSIBILITY	NOTES
<p>1. <u>Required Protocols</u></p>	<p>Basically these are the same as required for re-opening our church for worship.</p> <p>a. <u>Cleaning and sanitizing surfaces</u>: in all rooms to be used by group before use and after group leaves; includes all chairs and tables, flip charts, etc.; includes washrooms that might be used. (If a group brings in their own supplies, they will be responsible for removing all of those when they leave (e.g., personal Bibles, videos, handouts for discussions, etc.)</p> <p>b. <u>Signage, as per worship</u>: outside building entrance used by group and at entrance to room that will be used; contents of sign same as for entire church re physical distancing, hand sanitizer, hand washing hygiene, respiratory etiquette, elevator, directional signs for flow of people; signage to also include conditions under which persons must not enter our facility.</p> <p>c. <u>Physical distancing marked within rooms</u>: floor markings for chair locations to maintain physical distance requirements; if tables in use, set up prior to group's arrival; leave tables and chairs in place at end of meeting so all can be wiped down and sanitized.</p> <p>d. <u>Restrictions regarding food preparation and serving</u>: food preparation will not be allowed inside the church; participants may bring water or coffee for their personal use only;</p>	<p>-Custodian or person designated by church to do this.</p> <p>-Church staff or designate</p> <p>-Custodian or person designated by church to do this.</p> <p>-Church Administrator</p> <p>-Church group leader to ensure this is communicated to those planning to participate.</p> <p>-Re-opening Team</p>	<p>-Costs of extra time required should be tracked separately by Church Administrator as COVID-19 costs and adjusted to specific Element budgets at end of 2020 budget year. Such additional costs should be considered by Element Facilitators for planning their 2021 proposed budgets.</p> <p>-Cost absorbed in total cost of re-opening. *if room(s) to be used have multiple doors, do signs need to be posted <u>inside the room</u> at each door?</p> <p>-These requirements need to be included in written communication to church group leader prior to first meeting of group.</p> <p>-This information needs to be included in written communication to church group leader prior to first meeting of group.</p>
<p>2. <u>Liability Issues</u></p>	<p>a. <u>Permissible public gatherings</u>: Ontario government has provided general guidelines and capacity restrictions for worship and prayer re-openings. While limited gatherings</p>	<p>-Re-opening Team</p>	<p>-This inquiry is a <u>priority</u> before we can proceed to communicate the church's expectations to any of our church groups.</p>

<p>for other purposes have been approved, provincial governments have not yet provided specific permission or guidance for re-opening related to 'in-person' programs and services. In absence of specific permission or guidelines for these programs in our province, our liability insurer recommends the church make a written inquiry of our local public health agency and formally document their answer and advice.</p>	<p>-Permissible activities and allowable numbers for public gatherings may change from time to time as the province reviews acceptable methods of re-opening businesses and facilities. The church is responsible for complying with current government regulations at the time of each group's activities, as well as changing requirements of the local health unit.</p>	<p>-Re-opening Team or designate</p>	<p>-Follow up regarding any of this information will be responsibility of local Ministry of Health. -Church's liability insurer expects that the Church clarifies to all church groups the need to adhere to requirements of the local Ministry of Health. -Do we want these provided to Church Administrator as they are signed?</p>
<p>b. <u>Purpose of church group's activities:</u> ensure that activity of church group is in compliance with provincial and local health unit's current regulations for internal use of buildings.</p>	<p>-Church Administrator, Leaders' Board</p>	<p>-Church group leader must retain completed screening responses, on a dated list, for all who attend each meeting/activity.</p>	<p>-Church group leader to retain signed copies and provide to church</p>
<p>c. <u>Liability insurance coverage of church group:</u> Our church liability insurance covers all employees and volunteers for activities designated as church programs. If a new church group should form, the church needs to decide whether this is a "church program", in which case the volunteers and participants are covered by our insurance. Volunteers who work with any vulnerable groups must also have completed all requirements of the screening procedures of our Liability Plan.</p>			
<p>d. <u>Mandatory screening requirements:</u> ensure all who attend meeting/activity complete mandatory screening in advance and register with church group leader prior to date of meeting.</p>			
<p>e. <u>Signing of release/waiver:</u> ensure all who attend meeting/activity sign a release/waiver as provided by Byron United Church. Those attending multiple activities</p>			

<p>3. Communications with Church Groups</p>	<p>of same group need to sign release/waiver only once.</p> <p>f. <u>List of contact information of attendees</u>: prepare a list of all who attend each church group activity with date of activity and contact information for each person; provide list in sealed envelope to Church Administrator the day of or day following the group activity.</p> <p>g. <u>Scheduling use of church facilities for church groups</u>: Church groups will have priority for requests for room availability, days and times of meetings. Scheduling needs to ensure that multiple groups are not using our church facilities at the same time, or in overlapping times that do not allow for cleaning and sanitizing of rooms and furniture between groups.</p> <p>h. <u>Church groups that meet off-site</u>: Some of our small groups meet in private homes for their meetings. We need to investigate if our church's liability insurance coverage extends to those groups. A written response is required from our insurer.</p>	<p>if and when required.</p> <p>-Church group leader</p> <p>-Church Administrator</p> <p>-Church Administrator</p> <p>-Church Administrator</p>	<p>-Church Administrator will retain sealed envelope for 30 days (i.e., longer than time frame for self-isolation, and length suggested by UCC). If no attendee who has tested positive for COVID-19 is reported during that time period, the unopened sealed file will be shredded. If an attendee with COVID-19 is reported, the sealed file will be provided to the MLHU for their follow up with those who attended during that time period. A written communication will be provided by the Church Administrator to the Church Group leader that this has occurred and the date that the file was provided to MLHU.</p> <p>-The use of our church facility space should be exclusive first to our own programs or events, or to one user group at a time. In scheduling church groups be aware of protocol requirements where there may be groups or individuals using the same entrances, washrooms or other spaces.</p> <p>-If our church's liability insurance does not cover small group meetings in private homes regarding any possible COVID-19 exposure, we need to advise all small groups of that fact. They would need to change their meeting location to a space within the church facility to have liability insurance protection.</p>
<p>3. Communications with Church Groups</p>	<p>a. <u>During time before church re-opens for worship</u>: Advise each church group that no groups will be able to meet in or on church property until after our re-opening plans have been approved.</p>	<p>-Church Administrator</p>	<p>-Protocols need to be confirmed as appropriate and workable for worship services first, then for our own small groups, and finally for rental groups. We can be preparing for all three at the same time.</p>

	<p>b. <u>Expectation overview for meeting within our church:</u> Create an overview of what church groups should expect when they come to a meeting or activity in our facilities, as we are doing for worship services.</p> <p>c. <u>Communication of church group leaders with their members:</u> Have they ascertained from their members whether attendees are comfortable with in-person meetings in our church facility this fall? We need to know expected numbers of attendees for each activity.</p> <p>d. <u>Which church groups wish to continue meeting in the church:</u> Determine what specific meeting space, days, times, etc. church groups would prefer, as well as number of expected attendees for each meeting or activity; what flexibility do groups have if day/time/meeting space might not be available because of COVID-19 restrictions. Requests for use of kitchen facilities needs to be confirmed also.</p> <p>e. <u>Calculation of restrictions & availability of spaces:</u> Do an initial calculation of capacity of each meeting room that is used by church groups, ensuring that physical distancing requirements would be addressed. Using data of expected attendees, determine implications for rooms available for each group.</p>	<p>-Re-opening Team</p> <p>-Church Administrator</p> <p>-Church Administrator or designate</p> <p>-Church Administrator & Element Facilitator for Small Groups or those responsible for other Church Groups</p>	<p>-Church group leaders need to communicate with their group members how things will be much different than before the pandemic so members can determine their comfort level.</p> <p>-We need their input before we spend time adjusting available spaces, dates, etc.</p> <p>-Church groups need to consider that the schedule of meeting times, specific rooms, etc. that existed in February may not be available under COVID-19 restrictions. Room capacity and ensuring that multiple groups do not meet at the same time must be adhered to in our planning.</p> <p>-Room capacity and maximum attendees to ensure physical distancing needs to be determined prior to making these contacts.</p> <p>-Church groups need to be given first consideration for days/times/rooms available to meet.</p> <p>-Need a process for reviewing available spaces/times, etc. as groups change their requests.</p> <p>-As additional church groups are formed, we need to have a standard response to give to each one so message is consistent.</p>
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PROTOCOLS AND COMMUNICATIONS FOR RENTAL GROUPS

****Faith community leaders & organizers are legally responsible for preventing or reducing the risk of infection among staff, volunteers, members and visitors.**

ITEM	DETAILS	RESPONSIBILITY	NOTES
<p>1. <u>Required Protocols</u></p>	<p>Basically these are the same as required for re-opening our church for worship.</p> <p>a. <u>Cleaning and sanitizing surfaces</u>: in all rooms to be used by group before use and after group leaves; includes all chairs and tables, flip charts, etc.; includes washrooms that might be used. (if a group brings in their own supplies, they will be responsible for removing all of those when they leave (e.g., AA, _____))</p> <p>b. <u>Signage, as per worship</u>: outside building entrance used by group and at entrance to room that will be used; contents of sign same as for entire church re physical distancing, hand sanitizer, hand washing hygiene, respiratory etiquette, elevator, directional signs for flow of people; signage to also include conditions under which persons must not enter our facility.</p> <p>c. <u>Physical distancing marked within rooms</u>: floor markings for chair locations to maintain physical distance requirements; if tables in use, set up prior to group's arrival; leave tables and chairs in place at end of meeting so all can be wiped down and sanitized.</p> <p>d. <u>Restrictions regarding food preparation and serving</u>: food preparation will not be allowed inside the church; participants may bring water or coffee for their personal use only;</p>	<p>-Custodian or person designated by church to do this.</p> <p>-Church staff or designate</p> <p>-Custodian or person designated by church to do this.</p> <p>-Group leader to ensure this is communicated to those planning to participate</p>	<p>-Cost of extra time required needs to be included in cost of contract beginning effective date of first rental of our facility after Sept. 01, 2020.</p> <p>-Cost absorbed in total cost of re-opening. *If room(s) to be used have multiple doors, do signs need to be posted <u>inside the room</u> at each door?</p> <p>-These requirements need to be included in written communication to group leader prior to first meeting of group.</p> <p>-This information needs to be included in written communication to group leader prior to first meeting of group.</p>
<p>2. <u>Liability Issues</u></p>	<p>a. <u>Permissible public gatherings</u>: Ontario government has provided general guidelines and capacity restrictions for worship and prayer re-openings. While limited gatherings for other purposes have been approved, provincial governments have not yet provided specific permission or guidance for re-opening related to 'in-person'</p>	<p>-Re-opening Team</p>	<p>-<u>This inquiry is a priority</u> before we can proceed to communicate the church's expectations to any of our rental groups.</p>

<p>programs and services. In absence of specific permission or guidelines for these programs in our province, our liability insurer recommends the church make a written inquiry of our local public health agency and formally document their answer and advice.</p> <p>b. <u>Purpose of rental group's activities</u>: ensure that activity of rental group is in compliance with provincial and local health unit's current regulations for internal use of buildings</p>	<p>-Group leader to confirm with Middlesex-London Health Unit and provide written confirmation to Church Administrator</p>	<p>-Permissible activities and allowable numbers for public gatherings may change from time to time as the province reviews acceptable methods of re-opening businesses and facilities. Each rental group is responsible for complying with current government regulations at the time of each group's activities, as well as changing requirements of the local health unit.</p>
<p>c. <u>Liability insurance coverage of rental group</u>: collect proof of rental group's liability insurance coverage in the form of a Certificate of Insurance prior to the rental or use, including our church being named as Additional insured on the certificate.</p>	<p>-Church Administrator</p>	<p>-Obtaining proof of insurance and Additional Insured status will help to avoid the church and its directors unnecessarily being drawn into a lawsuit and legal liability for a user group's negligence in contributing to the transmission of an infectious disease on church premises.</p>
<p>d. <u>Mandatory screening requirements</u>: ensure all who attend meeting/activity complete mandatory screening in advance and register with group leader prior to date of meeting.</p>	<p>-Rental group leader must retain completed screening responses, on a dated list, for all who attend each meeting/activity.</p>	<p>-Follow up regarding any of this information will be responsibility of local Ministry of Health. -Church's liability insurer expects that the Church clarifies to all rental groups the need to adhere to requirements of the local Ministry of Health.</p>
<p>e. <u>Signing of release/waiver</u>: ensure all who attend meeting/activity sign a release/waiver as provided by Byron United Church. Those attending multiple activities of same group need to sign release/waiver only once.</p>	<p>-Rental group leader to retain signed copies and provide to church if and when required.</p>	<p>-Do we want these provided to Church Administrator as they are signed?</p>
<p>f. <u>List of contact information of attendees</u>: prepare a list of all who attend each group activity with date of activity and contact information for each person; provide list in</p>	<p>-Rental group leader</p>	<p>-Church Administrator will retain sealed envelope for 30 days (i.e., longer than time frame for self-isolation, and length</p>

	<p>sealed envelope to Church Administrator the day of or day following the group activity.</p> <p>g. <u>Scheduling use of church facilities for rental groups:</u> In responding to initial requests from rental groups for rooms to meet, attention to use of church groups for those specific rooms should be a first priority. Scheduling needs to ensure that multiple groups are not using our church facilities at the same time, or in overlapping times that do not allow for cleaning and sanitizing of rooms and furniture between groups.</p>	<p>-Church Administrator</p>	<p>suggested by UCC). If no attendee who has tested positive for COVID-19 is reported during that time period, the unopened sealed file will be shredded. If an attendee with COVID-19 is reported, the sealed file will be provided to the MLHU for their follow up with those who attended during that time period. A written communication will be provided by the Church Administrator to the Rental Group leader that this has occurred and the date that the file was provided to MLHU.</p> <p>-Avoid allowing use of facilities by outside groups when the church is operating its own programs or ministries at the same time, where there may be groups or individuals using the same entrances, washrooms or other spaces. The use of our church facility space should be exclusive to our own programs or events, or to one user group at a time.</p>
<p>3. Communications with Rental Groups</p>	<p>a. <u>During time before church re-opens for worship:</u> Advise each rental group that no groups will be able to meet in or on church property until after our re-opening plans have been approved.</p> <p>b. <u>Expectation overview for meeting within our church:</u> Create an overview of what rental groups should expect when they come to a meeting or activity in our facilities, as we are doing for worship services.</p> <p>c. <u>Communication of rental group leaders with their members:</u> Have they ascertained from their members whether attendees are comfortable with in-person meetings in our church facility this fall? We need to know expected numbers of attendees for each activity.</p>	<p>-Church Administrator</p> <p>-Re-opening Team</p> <p>-Church Administrator</p>	<p>-Protocols need to be confirmed as appropriate and workable for worship services first, then for our own small groups, and finally for rental groups. We can be preparing for all three at the same time.</p> <p>-Rental group leaders need to communicate with their group members how things will be much different than before the pandemic so members can determine their comfort level.</p> <p>-We need their input before we spend time adjusting available spaces, dates, etc.</p>

	<p>d. <u>Which groups wish to continue renting meeting space:</u> Determine what specific meeting space, days, times, etc. groups would prefer, as well as number of expected attendees for each meeting or activity; what flexibility do groups have if day/time/meeting space might not be available because of COVID-19 restrictions. Requests for use of kitchen facilities needs to be confirmed also.</p> <p>e. <u>Calculation of restrictions & availability of spaces:</u> Do an initial calculation of capacity of each meeting room that we rent to groups; using data of expected attendees, determine implications for rooms available for each group.</p> <p>f. <u>Calculation of conflicts with needs for our own church groups:</u> Prepare schedule overview of days/times/room locations for church groups, and then ascertain what is available for request of rental groups.</p> <p>g. <u>Confirming final rental arrangements:</u> A written confirmation to the rental group when all details are finalized is advisable, with a signature of rental group leader that arrangements are agreed to and date of signing.</p>	<p>-Church Administrator</p> <p>-Church Administrator & Custodian</p> <p>-Church Administrator & Element Facilitator for Small Groups or those responsible for other Church Groups</p> <p>-Church Administrator</p>	<p>-Rental groups need to consider that the schedule of meeting times, specific rooms, etc. that existed in February may not be available under COVID-19 restrictions. Room capacity and ensuring that multiple groups do not meet at the same time must be adhered to in our planning.</p> <p>-Goal to communicate to each rental group where they could meet for the expected number of attendees.</p> <p>-Church groups need to be given first consideration for days/times/rooms available to meet. -Need a process for reviewing available spaces/times, etc. as groups change their requests.</p> <p>-This is in addition to the rental contract. It should include a statement that these are the expectations at the current date, but are subject to change to comply with changing government or local ministry of health regulations.</p>
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Communication Plan for Re-Opening

1. Zoom Meetings

- A draft document will be created by the Re-opening Team through these on-line meetings scheduled for July 16, 23, 30, and August 4;
- The members of the Re-opening Team are: Angie Brawn, Pastor Greg Brawn, Cheryl Chambers, Ruth Dean, Deb Farrell, Linda Peck, Jack Scott, Dave Rusciollelli (facilitator), and Cathy Goetz-Perry.

2. Draft Document Presentations

- The Re-opening Team will present the draft Re-opening Plan to the Leaders' Board on Tuesday, August 11;
- After receiving input from the Leaders' Board, the team will present the edited draft plan to Session on Tuesday, August 18, for approval.

3. Information to the Church Membership Via BUC Wheat and YouTube On-Line Videos/DVDs

- Several information updates will be put in the Tuesday and Friday editions of BUC Wheat in the months of July, August and September;
- Topics shared will include: the necessary protocols for re-opening the church for worship services, preparing the church building for re-opening, surveying all church members regarding their worship preferences and the registration process for attendance at in-person worship services;
- Tentative dates for the re-opening information updates in BUC Wheat: July 24, 31; August 4, 7, 21, 28; and, September 8.
- Tentative dates for information updates in the YouTube Videos/DVDs: July 26; August 9, 23, 30; and, September 6.

4. Information Video(s) for Church Membership

- A video will be created by the Re-opening Team and other volunteers to provide the church membership with information regarding the protocols that will be in place for attending in-person worship services and provide a walk-through demonstrating the protocols.

5. Re-opening for Worship Survey

- Through development of an on-line survey, the membership will be asked about their intentions to attend in-person worship services at the church or use alternatives (YouTube video/DVD);
- The survey will contain the conditions that must be complied with to attend in-person worship services;
- The results of the survey will assist the Re-opening Team in planning for seating capacity, the numbers of volunteers needed to support in-person worship services and in completing the draft Re-opening Plan.

Section 8

6. Registration and RSVP On-line Process

- Details regarding the registration and RSVP process will be shared through BUC Wheat and the church website;
- Members planning to attend in-person worship services will be asked to register by Wednesday, September 9, for Sunday services in the month of September. They will also need to complete a waiver of liability and bring a signed copy to the first worship service attended, or there will be copies of the waiver of liability to sign at the church before Sunday worship services.

7. Use of the Church Website and Digital Sign

- Updated announcements and important information will be placed on the church website and the digital sign on a monthly or as needed basis by the Communication Team.

8. Information Sharing with Authorities

- The Re-opening Plan or portions of the plan may be shared with the following authorities at the discretion of the Chair of Session for information purposes only:
 - Robertson Hall Insurance

Survey to All Members of Byron Church Family (Actual survey done online)

Re-Opening for Worship Survey

Preamble:

At the June 16, 2020 Session meeting, the Elders passed a motion that Byron United Church will not hold congregational worship services until at least after Labour Day, 2020. In-person services must comply with the Ontario government's limit of 30% of capacity and physical distancing restrictions, as well as the guidelines of the Middlesex-London Health Unit. It was recognized that there were many unknowns to be investigated and accommodated as we prepare for re-opening.

Planning for Re-opening our Church for in-person worship services:

In July a Re-opening Team was formed to draft a plan for safely re-opening our church facilities for worship, other church groups and rental groups who meet in our building. That Team has prepared a detailed plan to present to Session during August. To help in our planning, we now seek information regarding your intentions for attending in-person worship at our church or use of alternatives (YouTube videos or DVDs).

We are well aware that you miss being able to join in-person worship services with members of your Byron Church family. We also miss worshipping with you. The Re-opening Team is working diligently to ensure that in-person worship services can begin as soon as possible in a manner that will have your health and safety foremost in our plans. Our plan must adhere to all mandated requirements by the various levels of government and public health concerning physical distancing, personal protective equipment such as masks, and appropriate protective sanitation. We must also advise you in advance of what to expect if you choose to attend an in-person worship service.

What to expect at our in-person worship services:

You will find that in-person worship services will be very different from what we traditionally have experienced at Byron and only a limited number can be allowed to meet at any one time. The practices which will be in place for all of us initially may change over time, but for now these will be our requirements:

- Everyone must register in advance and complete a COVID-19 virus screening questionnaire which includes the following questions:

- *Have you been outside Ontario in the past 14 days? Y/N*
 - *Have you been in close contact with someone with respiratory illness or possible COVID-19? Y/N*
 - *Have you been asked to self-isolate in the past 14 days? Y/N*
 - *Are you experiencing symptoms such as fever, dry or chronic cough, fatigue, shortness of breath or difficulty breathing, or loss of sense of taste or smell? Y/N*
- If you answered NO to all of the above, you are welcome to register for in-person worship services.
 - If you answered YES to any of the above, you will be asked to please continue to view our YouTube video worship services or request DVDs.

Section 9

- Adult members and guests must sign a release/waiver for themselves, and also on behalf of their children/youth in their care;
- Initially there will be no separate programs for children or youth; they must remain with their parents throughout the worship service;
- Posted signs will advise of risks of attending indoor in-person services, especially for those in elevated at-risk groups (i.e., age 65 or older or have a pre-existing medical condition)
- Arrive at the church with your own mask which is required to be worn at all times within the church; Hand sanitization stations will be available at all entrances/exits;
- Offerings will be placed in a secure container upon entry to the church;
- Pathways and aisles will be marked to show direction and physical distancing;
- Ushers will escort you to the seating area for you and your family grouping to ensure physical distancing;
- There will be no singing by members of the congregation; Some music will be provided in accordance with required COVID-19 restrictions.
- You will be required to leave the building following the worship service as directed by the ushers;
- There will be NO coffee or Fellowship time after worship; You are asked to not congregate outside the church after the worship service.

Given the general conditions outlined in our Re-Opening Plan above, we'd like to know your intentions. Please take a minute to answer the following questions so that the Re-Opening Team can plan accordingly.

*Required

1. I/We plan to return to in-person worship services...*

_____ as soon as worship services are available

_____ not for some time, even once in-person worship is available

_____ not until a vaccine is widely in use and declared effective

2. The number of members in my family who may attend worship...

	0	1	2	3
Adults	___	___	___	___
Youth	___	___	___	___
Children	___	___	___	___

3. Even when in-person worship is available, we are content continuing with the Internet (or DVD) worship services...

___ for the near future
___ for the longer term
___ we plan to attend in-person

4. Will you, or anyone attending with you, need the elevator at the church? *

___ Yes
___ No
___ Maybe

Your Name(s)

[Submit]

Preparing the Church Building for Re-Opening

1. Cleaning and Sanitizing Surfaces

Protocols for cleaning and sanitizing require this is to be done at least twice daily if the area is in regular use or for areas used less frequently, before and after cleaning is required. Areas and items to be cleaned:

- Pews, doors, door handles, hand railings, light switches, altar objects, pulpit, microphone(s), electronic devices, musical instrument(s), chairs; elevator buttons, railings and surfaces; washrooms – stall doors and handles, toilets, sinks, faucets, counters, waste and hygiene product receptacles, towel and toilet paper dispensers, light switches and door pushes, handles and surfaces.

2. Signage

Signage has been acquired from the Middlesex-London Health Unit (MLHU) and from other sources, including:

- Physical distancing
- Mandatory use of masks
- Health screening for COVID-19
- Handwashing/hand sanitizing
- Respiratory etiquette – sneezing, coughing
- Elevator use
- Washroom etiquette
- Directional signs to direct flow and placement of members attending in-person worship services
- Areas not cleaned or not accessible will have signage posted and will be blocked off.

3. Placement of Signs

Placement of signage has been determined based on the flow of members attending the services from entrance to exit and use of the building by staff and volunteers, including:

- All entry doors
- Foyer
- Floor markings for directional flow
- Registration tables
- Church walls and coat racks
- Elevator (both floors)
- Washrooms
- Meeting rooms that are not in use
- Kitchen (not in use)
- Areas used but not yet cleaned

4. Preparations of Entry Way(s), Sanctuary, Chancel

Protocols allow the church 30% capacity for attendance at worship services, which for Byron United Church results in about 90 individuals. However, compliance with physical distancing guidelines only allows 40-50 people to be seated in the pews on the main floor. Volunteer ushers and greeters, the pastor, choir members, soloists and musicians must be included in the count of 90.

General Preparations

- All paper and printed materials to be removed from the pew racks;
- Current pew cushions remain on the seats;
- All hangers to be removed at the back of the church and in the hall by the kitchen;
- All extra seat cushions to be removed from the Sanctuary;

Section 10

- Main doors will be used for entrance and exit. Parking lot doors with entry to the gym will be used for those needing the elevator. On worship service days, all other doors will be locked so that they can only be accessed from the inside;
Note: Alternate doors may be used as inclement weather arrives.
- Place signage designating entry, exit and directional flow for both entrances and other signage as required above;
- Mark sidewalks and steps for physical distancing;
- Place registration tables for greeters in the Foyer and at the gym entrance, if the elevator in use with Plexiglas shield in place;
- Place offertory box near registration table; and,
- Place or add hand sanitizer stations as needed.

Traffic Flow

- Entry will be via main doors with one way down the centre aisle. For those using the elevator, entry to the sanctuary will be from the office hall and will be known through registration, in advance;
- Exit will be via the side aisles and out the same doorway (which will have been cleaned prior to the exit process); and,
- There will be no access to the Prayer Room and balcony, initially.

Seating Directions

- On entry, members will be seated from front to back, directed by the ushers, balancing the sides as much as possible;
- Those entering from the office hall will be seated in the front left hand rows by usher;
- On exit, members will exit from back to front, directed by the ushers to manage traffic flow to avoid "bunching up," and those needing the elevator, will be directed back to the office hall; and,
- No seating will be allowed in the balcony for regular attendees, initially.

Physical Distancing

Protocols from the MLHU require every other pew be left empty to help maintain physical distancing. The sanctuary has 19 rows on one side and 17 rows on the AV side. That leaves 9 useable rows on the former and 8 useable rows on the latter (even rows only).

- The first pew on each side is to be left empty to allow for physical distancing from the Chancel area;
- Seating areas to be marked providing necessary physical distancing results in a 3/2/3/2/3/2/3/2/3 pattern on the left side and a 2/3/2/3/2/3/2/3/ pattern on the right side allowing for a potential maximum of 45 spaces, dependent on numbers in families or registration groups.

Volunteers for Re-opening for Sunday Services

Greeters Team

- a) Prerequisite: Volunteers must complete a health screening self-assessment (same as attendants) before each service and record signature, date on sheet provided
- b) Equipment: face shields, masks, disposable gloves, Plexiglas protective divider for greeters. Waivers, attendance list, pens, masks for those without for individuals and families attending service
- c) Locations: parking lot(s) area, sidewalks leading to front doors, front doors, foyer, and gym entrance door (if the elevator is in use).
Note: Back lane door, Office entry door, side front door and side door by the garden will all be locked and NO ENTRY signs posted on them.
- d) Roles: (3-4 greeters)
 - 1) Direct and welcome individuals, couples and families;
 - 2) Ensure wearing of masks compliance before entering the church;
 - 3) Ensure physical distancing of 2 metres or 6 feet is maintained before entering church;
 - 4) Hold church doors open, if necessary
 - 5) Ensure use of hand sanitizer upon entering Foyer
 - 6) Conduct health screening assessment (refer to sign) of individuals and families
 - 7) Check off registration from attendance sheet
 - 8) Collect waiver of liability upon registration (waiver to be printed and completed in advance) or have waiver completed
 - 9) Encourage no socializing or conversations with others.
 - 10) Advise individual(s) arriving without advanced registration that they cannot be accommodated if the numbers of registered members and guests take up available seating. If seating is available to accommodate the individual(s) without advanced registration, the individual(s) must complete a waiver form, respond to the four mandatory health screening questions and have their name(s) added to the attendance list.
 - 11) Deliver the attendance list to the church office after the in-person worship service is completed.

Ushers Team

- a) Prerequisite: Volunteers must complete a health screen self-assessment (same as attendees) before each service and record their signature and the date on sheet provided
- b) Equipment: face shields, masks, disposable gloves
- c) Locations: Entrance to Sanctuary, Front Left near Office entrance (if elevator in use, centre aisle near Chancel)
- d) Roles:
 - 1) Direct individuals, couples or families forward to usher in the centre aisle, encouraging proper physical distancing at all times;

- 2) Accompany individuals who need to use designated washrooms (if near centre aisle, proceed to the front left exit, re-enter from the back main entrance; if on side aisle, proceed to back and downstairs, return from the front right or left door, as appropriate;
- 3) If anyone becomes ill before, during or after the service, accompany the individual(s) and their group to the left front hall or front entry doors to exit. If 911 has been called, accompany the individual and their group to the Family Room if they are seated on the centre aisle, to the Prayer Room if they are seated on the side aisles. Record the name(s) of the individual(s) and their group and deliver this information to the church office after the in-person worship service;
- 4) Check traffic flow to avoid congestion at the main exit and encourage physical distancing and no socializing or conversation at all times; and,
- 5) Direct the exiting process from the pews (back to front).

Cleaning Team

- a) Prerequisite: Volunteers must complete a health screen self-assessment (same as attendees) before each service and record signature, date on sheet provided
- b) Equipment: face shields, masks, disposable gloves, and cleaning and disinfectant products, hand soap and sanitizer supplied by church staff
- c) Locations: Church building main floor, Foyer, Sanctuary, Washrooms (lower level), Elevator (both levels)
- d) Roles:
 - 1) Clean and disinfect designated areas, using a cleaning checklist, before and after services;
 - Foyer – door handles, hand rails, light switches, tables, and Plexiglas shield. Refill hand sanitizers, if needed.
 - Sanctuary – front and back of pews including cushions, AV equipment, remotes, control board, hand railings, any tables or chairs.
 - Chancel – pulpit, musical instruments (if used), microphone(s) used, chairs used for choir/singers/accompanists/musicians.
 - Elevator (if used) – doors, buttons, railings
 - Washrooms – stall doors and handles, toilets, sinks, faucets, counters, waste and hygiene product receptacles, towel and toilet paper dispensers, light switches and door push plates, handles and surfaces. Refill soap dispensers, if needed.
 - Other – any light switches on the main floor and gym light switches, if the elevator is used; office door handles, if the office is open.

References

- Antler River Watershed Regional Council (July, 2020). *Re-opening Check List Template for Communities of Faith*. <https://arwrcucc.ca/covid-19-pandemic-resources/>
- Government of Ontario (2020). *Resources to Prevent COVID-19 in the Workplace*. <https://www.ontario.ca/page/resources-prevent-covid-19-workplace>
- Middlesex-London Health Unit (2020). *COVID-19*. <https://www.healthunit.com/novel-coronavirus>
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