

Because There is Hope Here

A Safe Reopening Plan for Westworth United Church

Revised September 18, 2020

Building Reopening Plan Phases 1 and 2 (Limited Reopening)

Westworth United Church
1750 Grosvenor Ave., Winnipeg, MB R3N 0H9
(204) 489-6974

Corresponding to:

- “Restoring Safe Services Phase 4 COVID-19 Pandemic Response,” The Province of Manitoba
- “Phase 2: Reopening in-person Worship during the pandemic,” The United Church of Canada

First Draft Approved by: Westworth Council

Date: July 21, 2020

For further information contact: Eunice Pratt, Chair of the Safe Reopening Committee

Introduction

Hope is here! We all are looking forward with hope and careful consideration to the gradual reopening of the Westworth Church building. Soon our doors will match our hearts in being open to our church community and neighbours. This plan comprehensively outlines the steps we will follow to “care-fully” undertake this process.

Since March and the onset of COVID-19 in Manitoba, we have made many changes in the ways we carry out Westworth’s mission of being the hands and feet of Christ within Westworth and beyond. On-line worship services, listening to church porch musical offerings, and virtual Lenten study discussions have been ways we have continued to celebrate our Christian faith. Zoom meetings, physically distanced in-person gatherings, countless phone calls and emails, prayer shawls dropped off with backyard visits, Sunday School surprises delivered to families, and chalk messages on the Church steps have maintained connections with our own community. New connections with our neighbours and people beyond our city and province have been made through on-line services. We have been able to continue our support for West Broadway Community Ministry, respond to special appeals and initiate our Prairie to Pine Regional support for the Guaranteed Basic Income.

And so, over the last month our church has not been closed. Rather, we have adjusted how we carry out our mission. Now is the time for **hope**. It is time to put our heads and hearts together, and thoughtfully, carefully, and hopefully plan for the reopening of our building.

You will find many things unchanged: the welcome of greeters at the door, the assistance of ushers in the sanctuary, church bulletins filled with information and a guide to the service, much of the worship service itself, uplifting instrumental music, meeting spaces for small groups and teams and Sunday School for our children.

Change will also be apparent as we introduce some new practices, adjust other ones, and above all guard the safety of each other. Some activities will begin again soon, while it is wise to delay others until we are sure of our resources and abilities to reintroduce them. Patience and prayerful consideration for many points of view will be necessary. We will begin our journey to a new normal filled with **hope and love** as we prepare to feel and respond to the gentle nudging of God.

Rationale

The following plan outlines steps required in a limited building reopening plan in compliance with Manitoba government directives, recommendations from The United Church of Canada, and the mission, core values, and policies of Westworth United Church.

We will use current Manitoba guidelines for occupancy numbers. Manitoba also requires contact information of attendees so as to enable contact tracing. The province recommends an alternative to the passing of offering plates, discourages hand-shaking, and requests that faith communities minimize the time that individuals are together. Manitoba is discouraging choral groups, bands and congregational singing because of the greater distance respiratory droplets travel through singing and brass or woodwind instruments. Soloists or single instruments may be allowed. Current research indicates that soloists and wind instruments should be spaced five meters from anyone else.

The United Church recommends alternative ways to celebrate the sacraments of baptism and communion. The use of masks is suggested, especially if there is a risk that people may pass each other closer than two meters.

Phase I

(March 16 to August 31, 2020)

Currently, we are in Phase 1. The building is closed to the public. Only the worship online team enters the building weekly to record worship (no more than 10 people). Staff are in occasionally. The minister and the Office Administrator work primarily from home and each come in at least once a week (the minister for worship recording and the Office Administrator along with the Church Accountant to count and deposit cheques and attend to other matters that require office files and printer). Cleaning, maintenance, and night lockup staff come in as needed and work with contractors for building upkeep. Currently, the work of the church is conducted largely through on-line church services; virtual meetings, discussions, and gatherings through Zoom; email and phone trees. Some physically distanced outdoor meetings have taken place.

Phase 2

(beginning September 1, 2020)

Phase 2 begins the process of reopening the building in a safe, controlled, and gradual manner. Many restrictions on participant numbers and building use will remain in place, and so virtual activities like on-line worship and others listed above will continue. This is referred to as a **hybrid model** of ministry. Success of this plan depends upon the hard work and diligence of our staff, team members, and most importantly the congregation. As we begin the gradual reopening of our building, we all must be committed to following the plans put in place for physical distancing, screening, record keeping, and personal protection. Our focus must be on what is best for the common good and the greater community, and we must lovingly support each other in learning safe ways to come together.

The proposed date for building reopening is **Monday, September 14**. The first in-person worship service, with restrictions in place, is set for **Sunday September 20**. The Office Administrator will return to work in the building September 1 and may be reached by phone in the office or by email. During Phase 2, the building will remain locked. In-person appointments may be made as of September 14.

We will have a soft reopening worship service on Sunday, September 13 for the Safe Reopening Committee, the Leadership Team, staff, Sunday School teachers, ushers, greeters, the Tech Team and the full teams of Worship and Christian Education. This September 13 soft reopening will be a test of this proposed plan and allow for last minute changes before our full reopening on September 20.

Worship services beginning Sept. 13 will be live-streamed at 10:45 am and may be watched on our YouTube channel, accessed through our website. They will also be recorded, as per our previous services, and posted on our website.

Of course, all of this is dependent on the latest information on the spread of COVID-19, and directives from the Manitoba government and the United Church of Canada. In the case of a “second wave” of the virus, a return to **Phase 1** may be necessary.

Reopening Plan Implementation

We are all responsible for the success of this plan! The Safe Reopening Committee will have general oversight, but specific responsibilities for implementation are indicated below. The minister is a member of the Safe Reopening Committee and so also has general oversight.

1. Governance and Decision-Making

The Safe Reopening Committee was created by the Westworth United Church Council, and therefore reports its findings and recommendations to the Council. The Council, in consultation with the Trustees is responsible for all decisions dealing with building reopening. Any substantive adjustments or changes to the plan in response to changes in government guidelines or to direct experience with the plan must be done with the Council's knowledge and approval. In case of a "second wave" scenario, a return to Phase 1 may be required.

The Safe Reopening Committee will remain in place for consultation until July 1 2021 or until the Provincial Health Department declares the pandemic over.

Responsibility of Church Council, Trustees, Safe Reopening Committee

2. Communication

Clear and frequent communication is important for the congregation, staff, tenants, and all those entering the building. Posted signs placed appropriately at designated entrances will assist with self-screening; physical distancing while walking, standing, or sitting in the sanctuary; and personal health protection.

Building reopening plans will be communicated on the Westworth website, social media, and at congregational Zoom meetings similar in format to the initial consultations with the congregation in creating the plan.

Any changes to the plan, either to loosen or increase restrictions will be communicated in a similar fashion.

Responsibility of Communications Team, Safe Reopening Committee

3. Safety and Health Precautions

Established cleaning procedures will continue with the following additions:

Pre-Registering/Current Health Survey Questions

Everyone will be asked to pre-register for the worship services and Sunday School by calling the office. The Office Administrator will ask the standard 3 questions and confirm their contact info. (see appendix) She will ask them to bring and wear masks. Once maximum numbers for the building have been reached, including leaders, the Office Administrator will keep a waiting list and give them first priority for upcoming services. Once the list is completed, the Office Administrator will print it and have it available for the worship ushers. These lists must be kept for 21 days to enable contact tracing.

Responsibility of Office Administrator, Worship Team

Use of Space

Upon entering the building, participants in worship and all other activities are asked to go to their assigned space. Some areas of the building will be closed for the present time, and we ask all to respect the posted signs. This measure is needed to simplify cleaning and sanitation requirements in unused spaces.

Responsibility of Worship Team and Meeting Leaders

Entering the Building

Pre-registration by calling the church office is required before entering (See appendix for general directions and specific directions for worship services.) Households planning to attend worship will call the office. Group leaders will call the office on behalf of their group and receive a room assignment and the occupancy limit for this space. Entry for worship services will be restricted to the front doors (north side). At all other times the south facing entrance beside staff parking will be used. Staff and visitors will sign a sign-in sheet at the door as they enter and leave. This sign-in sheet will be kept by the Office Administrator for 21 days in case contact tracing is needed.

Responsibility of Office Administrator and Worship Team

Washrooms

Only one person at a time may use the room regardless of number of stalls. Lines will be taped on the floor outside of each washroom for line-ups. Signs inside each washroom will indicate handwashing procedures.

Responsibility of Property Team

Cleaning and Sanitization

Established cleaning procedures will continue to be the responsibility of custodial staff. High contact surfaces (doors, washrooms) will be wiped down each day there are people in the building. Staff will clean and sanitize the sanctuary, narthex, Sunday School Rooms, gym and bathrooms following Sunday service.

Group leaders will be responsible for sanitizing their groups' assigned space after use. A checklist of surfaces to be sanitized, gloves, cloths, and sanitizing solution or wipes will be provided. Signs indicating when a room has been sanitized will be posted

Responsibility of Custodian Staff and Office Administrator

Physical distancing

Two-meter physical spacing must be maintained during worship and all other church gatherings, including entering and exiting the building, and in any social interactions before or after gathering with others.

Responsibility of All

Wearing of masks or face shields is mandatory

All those wishing to enter the building should bring and wear a mask or face shield. Masks will be provided if people do not have one. If people are not able to wear a

mask, they will be asked to consider face shields, which will be available on a very limited basis. Distribution of masks is responsibility of the group leaders or worship greeters. Exceptions will be made for those speaking/singing while they are in the chancel. Children in Sunday School in Grade 4 and above are required to wear a mask, as are teachers. Younger children may choose to wear a mask but are not required to do so. Masks should be worn until people are back to their car/heading home. Please respect this rationale for wearing a mask:

I wear a mask in public for three reasons:

1. *HUMILITY- I don't know if I have COVID as it is clear that people can spread the disease before they have symptoms.*
2. *KINDNESS- I don't know if the person I am near has a child battling cancer or cares for their elderly mom. While I might be fine, they might not.*
3. *COMMUNITY- I want my community to thrive, businesses to stay open, employees to stay healthy. Keeping a lid on COVID helps us all.*

Responsibility of All

Hand sanitizing upon entering the building is mandatory.

Hand sanitizing stations will be located at building entrances, back of sanctuary and in Sunday School rooms. The use of these, along with frequent hand washing is strongly encouraged.

Responsibility of All

4. Small Groups and Gatherings

As per usual, group leaders wishing to arrange a meeting, will inform the Office Administrator as to the date, time, the room(s) they wish to use and the number of people in the group. The Office Administrator will assign the room(s) on the basis of availability, current occupancy limits and social distancing guidelines. Entry doors, exit doors and washroom facilities will be assigned. Participants will need to hand sanitize upon entering the church, wear masks, sign in and sign out and answer NO to the COVID questions posted at the entrance doors.

Group leaders must ensure that members of the group sign in and sign out. Seating needs to ensure two metre distancing. After using a space, group leaders are asked to ensure that the appropriate sanitizing of the room(s) has taken place. A checklist and cleaning supplies will be made available. See#3. Health and Safety Precautions: Cleaning and Sanitization.

Weekly appointments could be made for library use.

Note: The building will be kept locked. Entrance to the church will be arranged through the Office Administrator.

For a summary of procedures see Quick Guide for Small Group and Gatherings in the Appendices.

Responsibility of Office Administrator and Small Group Leaders

5. Worship

Online Worship

We will continue with online worship so that those who are not comfortable or able to attend may still participate with us virtually in worship. We are moving to live-streaming worship with a 4-person Tech. Team on Sunday mornings as we prepare for in-person worship with ongoing recording.

In addition, responsibility of the Tech. Team

Numerical Restrictions

Proposals are based on current Manitoba guidelines which limits occupancy to a percentage of room capacity. Occupancy includes worship leaders, staff, tech. team, ushers and greeters, Sunday School children and teachers.

Pre-Registering

Before preregistration can occur, the Office Administrator **MUST** know how many staff, Sunday School Teachers, and lay worship leaders (including the reader, ushers, greets, and musicians) will be in the building on Sunday. This total number should be made available to the Office Administrator by Thursday at the latest. These people will then be preregistered as being in the building for Sunday worship.

Everyone will be asked to email (preferable) or phone the office between Wednesday and Friday noon to preregister for worship and for their children for Sunday School. The Office Administrator will ask the standard 3 questions and confirm their contact info. (see appendix). Anyone who responds “yes” to any of the COVID questions will not be permitted to enter the building. The Office Administrator will ask them to bring masks/face shields and confirm requests for hearing assist devices or if they need wheelchair accessible seats. They will be given an arrival time at the church so as to stagger entry into the building and avoid line-ups outside. Our musicians will be offering prelude music beginning twenty minutes prior to each service.

Once registration has reached the provincial limit of numbers for faith communities, the Office Administrator will print the registration list and have it available for the ushers. These lists will be kept for 21 days to enable contact tracing. The Office Administrator will also keep a waiting list and give them first priority for the next Sunday if they call first thing on the Friday prior to the service.

Worship leaders (at least 4), video crew (2), ushers (4), and Sunday School Teachers (4) are included in the maximum allowable numbers. Some will be the same every week while others may change. Staff and lay leaders who are there every week need to self-monitor and check off their names on the sign-in list when they enter the

building. *If they cannot come, they need to let the office or the minister know so that space can be opened up for others.* The sign-in list includes the 3 questions at the top and by completing the sheet individuals are answering “NO” to the COVID questions.

The names of all others assisting with worship or Sunday School, including Sunday School Teachers, Ushers, Greeters, and Readers will already be listed on the Registration List by the Office Administrator. These people will enter through the north Narthex doors, and have their name checked on the Registration List by the greeter.

Minister, Office Administrator and Worship Committee

Entering

COVID Protocol posters will be posted. Two-meter intervals will be taped on the carpet and drawn on front steps and sidewalk. Only the automatic front door on the right will be unlocked so that only one household at a time can enter. The greeters (wearing masks) will be inside the front doors. They will ensure that people are wearing masks and direct them to the hand sanitizer. They will confirm people's names and ask if there have been any changes in their answers to the questions since Friday. People without a mask will be provided one and asked to wear it while in the building. Hearing devices will be given to preregistered participants who requested them.

People will then be directed by ushers to seats without lingering in the narthex. A donations box has been secured inside the doors to the sanctuary and ushers will indicate this when they show people to their seats. One household at a time will go through the double doors into the sanctuary.

If unregistered people arrive and the registration list is full, they will be informed that we are at capacity, but are encouraged to leave their name and to call the church first thing on Friday morning and that they will be given priority for the next service. If there is still room on the registration list, the greeters will ask them the questions relating to COVID. If they answer no to all questions, they will be asked for their contact information and then escorted to their seats by the ushers.

One usher will remain in the narthex during the service in case people arrive late.

Responsibility of Greeters and Ushers

Cloakrooms

The cloakrooms will be closed as indicated by signs and, if required, taping across the openings. Congregants will be asked to take all belongings, including coats and boots, with them to their pews.

Seating

Five meters must be left between the chancel and the first seated pews. Various seating arrangements will help us plan for any change in the restrictions. Ushers will direct people to their seats and encourage people to keep 2 meters between households when entering and leaving. Various templates of seating arrangements in the sanctuary and chapel will be used to accommodate various sized groups while maintaining two meters between households.

Responsibility of Office Administrator to create seating lists and Ushers to space out households appropriately.

Bulletins

The Office Administrator will put them on the designated seats and 5 copies on the communion table on Thursday morning in most cases. If this is done later in the week, hands will be sanitized and a face mask will be worn when placing bulletins. The bulletins will help people know which seats are open. Congregants will be asked to take all bulletins home and not leave papers in the pews or narthex.

Responsibility of Office Administrator

Worship Leaders

The scripture reader will remain on the chancel, sit on the right side, speak from the pulpit, help with other liturgical responses and light the Christ candle. They will wear a mask until they begin to speak. The minister will sit in the middle behind the communion table and speak from there.

Musicians

Piano, organ, stringed and percussive instruments are fine. We will not have a woodwind or brass band. We can have one or two soloists and/or a wind instrument if they can be 5 meters from anyone else.

Singing

There will be no congregational or choral singing. We will only have soloists 5 meters from anyone else. Hymn books will be removed from the pews and music dollies.

Announcements, Prayer Requests, Milestone Celebrations

Congregants will be invited to email the minister any announcements, prayer requests and milestone celebrations and these will be included in the service. Congregants will not come forward to make announcements and the microphone will not be passed around for prayer requests. The Milestone Celebration box will be removed for now.

Sermon Copies

Paper copies of the sermon will no longer be available in the narthex. They are on the website and the office will mail copies to those who do not have access to the website.

Passing of the Peace

We will encourage people to remain seated, turn to each other and bow slightly with hand over heart or in Namaste prayer position, but not move from their place. We will ask everyone to prayerfully offer peace to others around the world as music is played.

Offering

A locked offering box has been mounted at the rear of the sanctuary. People may place their offering in the box on their way in or out. On Wednesday, the Office Administrator will retrieve items from the box for counting and depositing. The minister will conduct the offering as currently done online, asking people to prayerfully offer something to God and bless the offerings made in various ways.

Responsibility of the Office Administrator and Minister**Prayer Shawls**

The minister will place these at the front of the sanctuary before the service and will then take them back to their office. Knitters will deliver them by appointment to the minister's office by the Thursday prior to the blessing.

Exiting

The minister will leave the sanctuary and go out the front door to stand outside under the overhang as long as weather permits. They can put on a coat if cold—could be done well into the winter. In order to avoid congestion, people will be asked to remain seated until the usher indicates that they may leave. Ushers will encourage people to keep moving through the narthex and out the front doors. They can visit outside while keeping masks on and keeping two-meter distance.

Communion

Wrapped rice crackers and covered glasses will be placed on a table in the narthex. People will take the elements with them as they enter the sanctuary. People will remain seated and there will be no servers. At the end of the service, please should take their garbage with them and place in the garbage place next to the table upon which the elements were placed. We will follow the same liturgy but will partake of the communion elements in the old Presbyterian style.

Baptism

As per United Church guidelines, parents and minister will wear a mask and sanitize their hands. The parents will come forward and hold the child while the minister baptizes the child. No others will be part of the laying on of hands. If there are children from more than one household, fresh water and oil will be used for each household. The minister will sanitize hands between each household's baptism. The minister will give the parents the baptismal certificate and the baptismal candle. The minister will remind the congregation to refrain from taking videos or still pictures during the baptism.

New Members

Those joining by transfer of membership or profession of faith will come forward and stand two meters apart, keeping on masks. The minister, also masked, will ask them questions and they will respond. The minister will sanitize hands and hand them each a new member's certificate.

Confirmation

Every confirmand and minister will wear a mask and the confirmands from different households will stand with 2 meters between them. They will take turns coming forward, sanitize hands along with the minister, kneel and only the minister will lay hands on the candidate and give them a confirmation certificate.

Funerals

Funeral services in the church must follow the same provincial numerical restrictions and requirements as worship services. People attending must phone the office the day prior to the service, register with contact information, answer questions, wear masks, maintain two-meter distance, etc.). The microphone must be sanitized between eulogists. There will be no reception inside the building for food, drink or conversation.

Outdoor funerals must also follow provincial requirements and ensure two-meter distance between households. Most commonly, people are having graveside services for the immediate families. Some are waiting until we are able to have a larger funeral with reception, but it is unknown as to when this can happen.

Weddings

The same conditions for funerals in the church apply to weddings in the church. Each person in the wedding party must wear masks and stand two meters apart from one other if they are from different households. Only the couple will stand together. The minister will wear a mask and sanitize hands before giving them rings and certificate. Each person will sanitize their hands before signing.

Hearing Assist Devices

Hearing devices will be available at the table in the entry way for those who requested them at pre-registration. At the end the service, hearing devices should be returned to the usher. The ushers will place them back in the library.

Responsibility of Worship Team (Usher)

Sunday School

Families will need to pre-register their children for Sunday School. Children will be included in the maximum number allowed in the building and will enter the building through the main doors with the parent(s).

Sunday School teachers who are there every week need to self-monitor and check off their names on the sign-in list in the narthex. The checkoff list will include the COVID screening questions and by checking off their names teachers are answering

“no” to the screening questions. Teachers will wear masks as will children in Grade 4 and above. Younger children may wear masks, but it is not required.

A Sunday School teacher or the Coordinator for Children, Youth and Family Ministries will meet children in the narthex after their family has checked in and will accompany the children to the gym or to their individual classrooms. At the end of the service, children will wait in the gym area until their parents meet them as they leave the sanctuary. Families will exit the building together.

Families with infants and toddlers are invited into the sanctuary, or if more comfortable for them, may use the family corner space in the narthex, where they can hear the service through the speakers and see through the glass. They need to bring their own toys and books.

The Christian Education Team has made a number of safety and health provisions for the safety of children including physical distancing, separate work/participation spaces and individual supplies. Children will be asked to bring their own water bottle and snacks.

Responsibility of the Christian Education Team

Food and Drink

There will be no food or beverage preparation in the building, except for staff who can prepare only their own meals and beverages. People may bring their own snacks and beverages for their personal consumption.

Choir Room Access

Only the organist and choir director should have access to the choir room. On Sundays, those using the choir room will need to enter by the main doors and check-in. They can decide to admit someone else only with an appointment and the necessary screening.

Sanctuary Windows

Once our new windows are installed, they will be open until weather no longer permits this.

6. Rentals

The building will not be made available for rentals during this phase. We will reassess after November 1, 2020 consulting with the Property Team and staff. This decision has been made with thoughtful consideration of the extra needs for cleaning and sanitization, physical distancing and numerical restrictions on numbers of participants, coordination of use of building spaces, entry and exit.

When rentals are considered, sometime after November 1, rental guidelines will be distributed with the approval of the Property Team, Trustees, and Council.

Future Phases of Safe Reopening Plan

The health and safety directives of the province, the direction of the United Church, and our own experiences with the implementation of our Phase 2 will be considered in any lessening of restrictions. Future plans will be developed that may include rentals, larger group gatherings, the use of the gym for live-streamed worship or for physically-distanced social gatherings. As future plans are developed, the consultation and approval process will be the same as for Phase 2.

Final Remarks

The Safe Reopening Committee wishes to thank all those who contributed to the creation of this document including members of the congregation, teams and committees, staff members, the Council, and our minister, Loraine MacKenzie Shepherd. Their wisdom, insight, and attention to detail have been invaluable as we have attempted to chart a new path as the world navigates the COVID-19 pandemic.

In closing, be assured that we are not going back to our building until we have a safe and healthy environment to go back to. In the meantime, the valuable work of the church continues: reaching out, celebrating Christian faith, and maintaining and building community.

Safe Reopening Ad Hoc Committee

Eunice Pratt (Chair and Council Representative)

Paul Chard

Karla Farstad

George Nyman

Diane Riordan

Loraine MacKenzie Shepherd

Teresa Sztaba

Appendices

A. Guidelines for Reopening of the Church Building

The goal of the reopening plan is to ensure the safety of staff as well as those who enter the church.

1. Although the building is reopening, all the doors will remain locked during Phase 2.
2. Before entering the building, a number of basic guidelines must be followed.
Everyone (including staff) must answer **NO** to the following questions in order to enter the church.
 - Do you have a new appearance of any of the COVID -19 symptoms i.e. cold or flu like symptoms such as fever, dry cough, tiredness, headache, sore throat, runny nose and shortness of breath? If someone answers yes, they will be encouraged to call Health Links at (204) 788-8200.
 - Have you travelled to places other than Western Canada and North Western Ontario in the last 14 days?
 - Have you interacted with anyone experiencing COVID -19 symptoms in the last 14 days?

Room capacities are based on current Manitoba guidelines while maintaining physical distancing of two meters.

Masks or face shields are mandatory.

Hand sanitization is required when you enter the building.

3. Anyone wanting to enter the church building (except staff) must first notify the office administrator of the date and time they wish to enter, the rooms they wish to use and the number of people in the group. This also applies to anyone holding a church key. Entry doors, exit doors and washroom facilities will be assigned. This allows visits to the church to be coordinated for everyone's safety.
4. **Everyone** entering the church must sign in when they enter with the date, time and contact information and sign out when they leave with the time. **The sign in and sign out also applies to staff.** This allows for contact tracing in the event there is a COVID outbreak. This sign-in sheet will be kept by the office administrator for 21 days. With regards to groups and team meetings during the day and after hours, the leader will be responsible to make sure that everyone attending signs in. These sign in sheets will be kept by the office administrator for 21 days.
5. No food or beverage preparation by visitors is allowed in the building. Staff may bring food for meals and may make beverages for themselves only. Visitors may bring snacks and beverages for individual use only.
6. Washrooms are restricted to one person at a time.
7. General cleaning and sanitizing of the building will be enhanced. Groups will sanitize their assigned room after use following a checklist and using supplied materials.

B. Guidelines for Registration for Worship Services

1. Before preregistration can take place, the Office Administrator **MUST** know how many staff, Sunday School teachers and lay worship leaders will be in the building on Sunday. This total number should be made available to the Office Administrator by Thursday at the latest. These people will then be pre-registered as being in the building for worship.
2. Everyone else wishing to attend worship will be email (preferable) or phone the office between Wednesday and Friday noon to preregister for the service.
3. The Office Administrator will record everyone's name and contact information and ask the following screening questions. The answer must be **NO** to these questions in order to pre-register:
 - Do you have a new appearance of any of the following COVID -19 symptoms, i.e. cold or flu like symptoms such as fever, dry cough, tiredness, headache, sore throat, runny nose or shortness of breath? If someone answers yes, they will be encouraged to call Health Links at (204) 788-8200.
 - Have you travelled to places other than Western Canada and North Western Ontario in the last 14 days?
 - Have you interacted with anyone experiencing COVID-19 symptoms in the last 14 days?
4. The registrants will be asked how many will be attending in their household, including children for Sunday School, and if they have any special requirements e.g. a wheelchair accessible seat or a hearing assist device.
5. Registrants will be informed that for the safety of everyone, masks will be mandatory and they will be asked to bring their own mask. If they don't have one, one will be provided when they sign in. Face shields will be provided if masks cannot be worn.
6. Registrants will be given a time to arrive at church (in 15-minute intervals before the service) so as to avoid congestion at the entryway.
7. The completed registration list will be printed and given to the ushers so that they can sign in those registered as they arrive on Sunday.
8. In order to facilitate this all people attending worship on Sunday must use the front entrance door at 1750 Grosvenor Ave.
9. The Registration list will allow the Office Administrator to map the seating arrangements for the worship service.
10. The Registration list, indicating who actually signed in on Sunday, must be kept for 21 days to facilitate contact tracing if necessary. These lists will be kept by the Office Administrator.
11. If the registration list is not filled, unregistered people who arrive will be asked the COVID questions. If they answer no, their contact information will be recorded and an usher will escort them to a seat. If the list is full, they will be invited to leave their name on a waiting list. They will receive priority the following Sunday if they register first thing on the Friday prior to the Sunday.

C. Greeting Instructions

Greeters

- Both greeters will wear masks and maintain physical distancing of two meters.

The first greeter (standing at front door)

- Welcome members of the congregation as they arrive.
- Ask if they have preregistered. If yes, continue with next point. If no, see below.
- Ask if there is any change to their health since Friday. (If NO they can enter, if YES suggest they return home and call Health Links 204-788-8200).
- Ask them to wear a mask while inside the building. If they do not have a mask, ask them to pick one up at the sign-in table. If they are unable to wear a mask, invite them to pick up a face shield at the sign-in table.
- Ask them to sanitize hands and then proceed to the sign-in table.

The second greeter (seated behind sign-in table)

- Will tick off the member's name on the pre-registration list.
- Will provide a mask or face shield if necessary.
- Will provide the hearing assist device if needed.
- Will direct them to an usher, who will direct them to their pew.
- Will put completed lists in a sealed envelope and slide under Office Administrator's door.

If someone arrives at the church that did not pre-register, there are two options:

a) The preregistration is full.

- Offer to take their name and give them priority if they email or call the office Wednesday prior to the Sunday service they wish to attend.

b) There are spaces available.

- Ask the following COVID questions:
 - Do you have a new appearance of any of the following COVID -19 symptoms, i.e. cold or flu like symptoms such as fever, dry cough, tiredness, headache, sore throat, runny nose or shortness of breath? If someone answers yes, they will be encouraged to call Health Links at (204) 788-8200.
 - Have you travelled to places other than Western Canada and North Western Ontario in the last 14 days?
 - Have you interacted with anyone experiencing COVID-19 symptoms in the last 14 days?
- If they answer no to these questions, write down their contact information.
- Follow above directions for first and second greeter as applicable.

NOTE: One greeter or usher must stay in the narthex during the service to monitor the door.

D. Ushering Instructions

Preparing

- Arrive at 10:00 am for a 10:45 am service (people will start arriving at 10:15).
- Put on mask.
- Sanitize hands, then turn on all lights in sanctuary on back wall.
- Open sanctuary doors and sanitize hands.
- Weather permitting, open the sanctuary windows using the stool placed in the north west corner of the sanctuary. Sanitize hands.
- Review seating chart and ensure bulletins have been placed on pews.
- Locate large-print bulletins.

Welcoming

- One usher stands just inside the open sanctuary doors. The second usher stands in the aisle by the next available seat at the front of sanctuary.
- The first usher welcomes everyone and ask them to stand two meters apart as they wait to go to their seat.
- As people enter the sanctuary, the first usher indicates the donation box and note that it can be used before or after the service an offering will not be collected during the service.
- Ushers will direct people to seats according to the Seating Combinations chart, seating people from the front to the back.
- If someone needs a large print bulletin, sanitize hands and give to them.
- If someone would like a cushion, sanitize hands and give to them.
- Close sanctuary doors at start of service, sanitize hands and remain at back of sanctuary.
- Welcome latecomers quietly and direct to a seat.

Finishing Up

- At conclusion of service, open sanctuary doors and sanitize hands.
- People will be asked to remain seated until the ushers move to each row and invite people to leave. Begin with the back pews. Additional music will be played as people exit (don't wait until Dorcas finishes before exiting).
- Encourage everyone not to linger in narthex, but to continue to the front doors and visit outside on the steps.
- Extinguish Christ candle and tea lights with candle snuffer that is under the communion table. Replace finished tea lights with ones from under the communion table. Sanitize hands.
- Turn off lights shortly after service ends to encourage people to visit outside (use switches, not dimmers).
- Pick up any cushions, bulletins or belongings left behind. Put cushions back on back pews. Leave bulletins and belongings on narthex coffee ledge, shut windows, then sanitize hands.
- Hang hearing assist devices back up in the library and put headset controllers back in the recharging box and then sanitize hands.

Quick Guide for Small Groups and Gatherings

The church building will be kept locked. Entrance to the church will be arranged through the Office Administrator.

The Group Leader

- Will inform the Office Administrator as to the date, time, room(s) they wish to use and the number of participants.
- Will ensure that participants sign in and out at entry door.
- Will ensure that physical distancing during the meeting is observed.
- Will ensure that the appropriate sanitizing of the room takes place following the meeting.

The Office Administrator

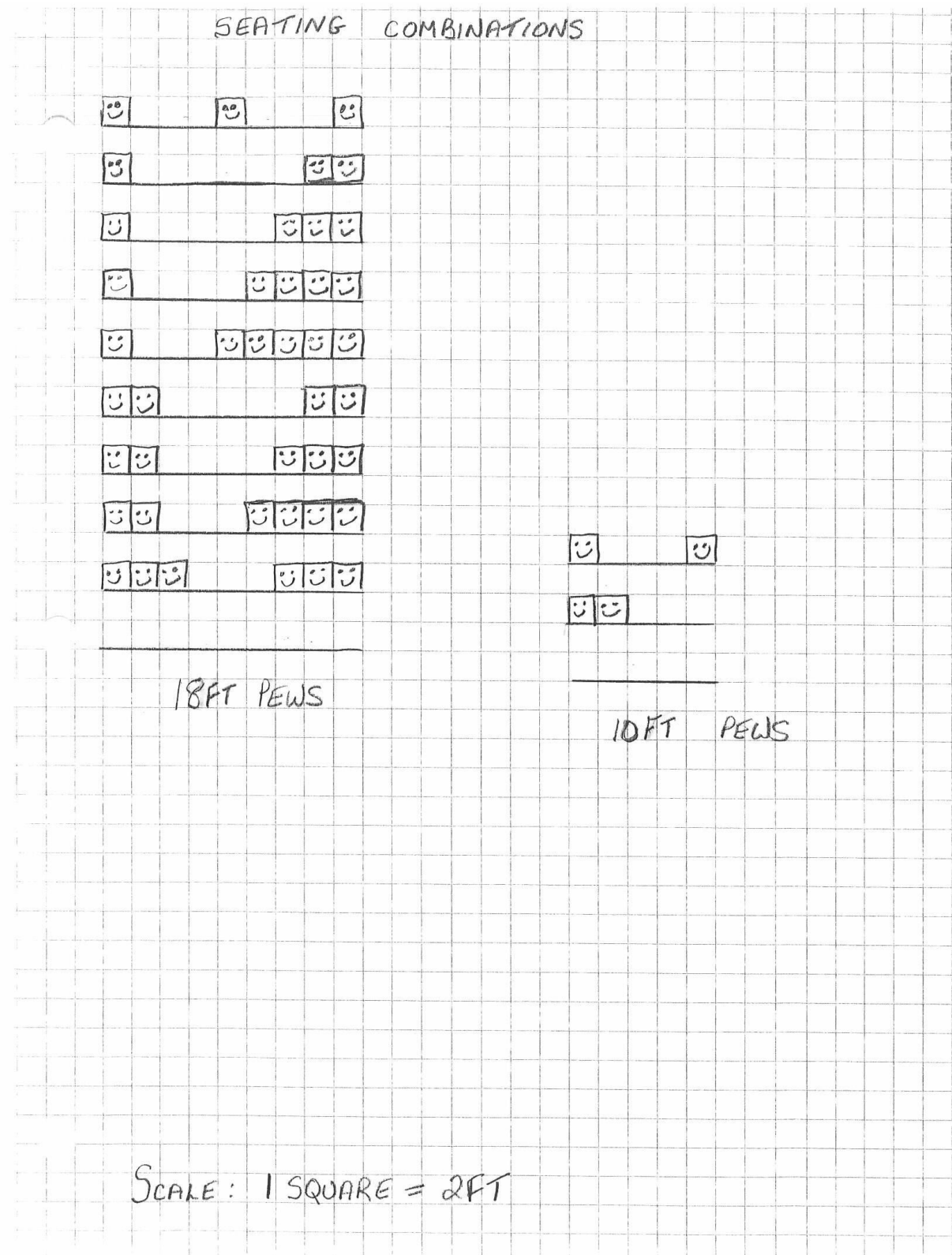
- Will assign the room(s) on the basis of availability, current occupancy limits and physical distancing guidelines.
- Will assign entry doors, exit doors and washroom facilities.

Participants (including group leader)

- Will answer NO to the Covid questions posted at the entry doors.
- Will hand sanitize on entering the church.
- Will wear masks.
- Will sign in and sign out at the entry door.
- Will maintain physical distancing.

Weekly appointments can be made for library use.

Seating Combinations Chart



Small Groups Sanitizing Protocol

Supplies needed: Disposable gloves, Sanitizing Solution, Disinfecting wipes, Reusable cloths. These can be found at the sanitizing station in the kitchen beside the parlour.

The sanitizer may cause mild eye irritation. See MSDS

- Wash hands or use hand sanitizer before putting on the disposable gloves
- If the surface to be sanitized is dirty please wash with soap and water first.
- Spray the sanitizer on to surfaces touched by the group i.e. door knobs, light switches, tables and counters.
- For Lysol disinfecting spray the surfaces should remain wet for at least 30 seconds to be effective. Wipe with the cloths provided.
- For INO-F-SAN-1 sanitizer the surfaces should remain wet for at least 15 seconds to be effective. Wipe with cloths provided.
- For Lysol disinfectant wipes the surface should remain wet for 2-5 minutes in order to be effective. Dispose used wipes in the trash.
- Dispose of the cloth in the black bucket at the sanitizing station.
- Remove gloves and dispose in the trash.
- Wash hands or use hand sanitizer.
- Sign off on sanitizing checklist when sanitizing is completed.

Sanitizing Checklist for Small Groups

[illegible]