

Building re-opening plan

Name of ministry: Maymont Sharon United Church

Community: Maymont

Province or territory: Saskatchewan

Date: June 11, 2020

Phase or step of provincial or territorial "re-opening" that this plan corresponds to: Phase 3

Approved by (names and roles): Dale Beaudoin (President)

Dale E. Beaudoin

For further information, contact (name, phone, email): Jackie Caldwell (Secretary)

Phone: 306-389-4748

Email: gjcaldwell@sasktel.net

Category: Communicating (to congregants; to tenants; to all who enter the building- through email; website; social media; community media; signage; public availability of this plan.)
Eg: stay home if sick/vulnerable; no food or beverage services; all social events cancelled

Task	How/ what	Who is responsible
Door Signage	Poster	Jackie Caldwell
Facebook Community Page	Post our reopening plan and protocols as it relates to government regulations and Living Skies Regional Council	Jackie Caldwell
Letter to Congregation	Send out letter to our congregation regarding re-opening plan for services to commence in September 2020. Listing all rules and regulations to ensure social distancing protocols are met which include protective measures to reduce transition risk (i.e. masks, hand sanitizing)	Jackie Caldwell

Category: Cleaning Must follow extra guidelines [found here](#); *Eg, clean in between services; empty garbage regularly*

Task	How/ what	Who is responsible
Garbage	Bulletins and masks to be disposed of after each service.	Mary Scott

* Please note that our church only holds services every second Sunday (14 days in between) so the need to sanitize the church after each service will not be necessary. If for some reason this is not the case we will ensure proper cleaning of the church beforehand.

Category: Ensuring distancing is followed and communicated

Eg: directional flow in building; seats marked off (family unit can stay together); control washroom access; directional flow in parking lot; people designated to monitor; greeters follow no-contact

Task	How/ what	Who is responsible
Blocking off pews	Will tape off pews in order to maintain distancing of at least 6 feet between congregation members.	Dale Beaudoin
Ushering	We will have someone to usher people to their seats to ensure social distancing is maintained.	Dale Beaudoin
Washroom Access	There will be no washroom access available.	

Category: Ensuring maximum numbers are respected, factoring in physical distancing and maximum allowable numbers under current health regulations. Eg, people designated to monitor.

Task	How/ what	Who is responsible
Maintain 30 people or less	The usher will be in charge to make sure no more than 30 congregation members are present and that there is the minimum social distancing required.	Dale Beaudoin

Category: Ensuring that personal protection and hand washing is followed

Eg, hand sanitizer near doors/ high traffic areas; mask-wearing where required or requested

Task	How/ what	Who is responsible
Hand Sanitizer	Make sure each member hand sanitizes upon entering the church.	Terry Skopyk
Masks	Will have masks available to members upon arrival. There will be no singing unless a mask is worn.	Jackie Caldwell/Mary Scott

Category: Attendance list (contact tracing): collection and storage <i>Eg, ensure pen hygiene</i>		
Task	How/ what	Who is responsible
Collection Plate	The collection plate will be at the door. Members can drop off their collection upon entering or leaving the church.	Mary Scott
Attendance List	The Usher will keep a list of all members who attend church on a specific Sunday that way no sharing of a pen.	Dale Beaudoin

Category: Ensuring public liturgy respects health protocols. <i>Eg, greeters minimize contact; no shared microphones; no singing/ woodwinds/ brass; extra distancing protocols for communion and baptism; no offering plate passed; hymn books taken out or ensure single use (sanitize for 72 hours after each use).</i>		
Task	How/ what	Who is responsible
Hymn Books	There will be a stack of hymn books upon entering that each member can pick up for single use. With 14 days between services there is no need to sanitize hymn books.	Mary Scott

Category: Tracking changes to provincial plan and rules; updating this plan in this and other respects, as needed		
Task	How/ what	Who is responsible
Covid-19 Guidelines	Follow provincial guidelines and updates to ensure all rules and regulations are in place.	Jackie Caldwell