

**St Paul's United Church
In-Person Worship and Tenancy
in an age of COVID-19**

Category	Person Responsible	Done
Communicating with Worshippers		
Communicate places of worship may resume services providing social distancing of two metres can be maintained between each individual household (bubble). The allowable number of people in the worship space is 30% of seating capacity of the facility to a maximum of 150 individuals.		
Communicate that worshippers, not from the same family, are asked to keep physical distance of two metres at all times, practice good hand hygiene and sneeze into their elbows. It is recommended that worshippers wear non-medical masks when in the church.		
Communicate that staff, volunteers and worshippers who are ill or who have been exposed to COVID-19 must stay home.		
Communicate that those with underlying medical conditions and those over 65 years old are at a higher risk of experiencing worse symptoms than others if they contract the virus.		
Communicate changes to worship space. Physical distancing will be promoted by visual clues marking the directional flow of people through buildings and areas.		
Communicate that registration of worshippers will be required and such record maintained for two-weeks.		
Communicate children are to remain with their parents at all times.		
Communicate changes to the worship service in advance (e.g., no congregational singing, no greeting or coffee hour before or after service, no shared food).		
Communicate changes to the worship service in advance of the reception of the Sacrament of Communion.		
Communicate these guidelines apply to all worship services, including celebrations of life, weddings and outdoor ceremonies.		
Preparing the facility		
Clean and disinfect high-touch/shared surfaces such as doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings.		
Ensure designated washrooms are always well stocked with liquid soap and paper towels, and that warm running water is available.		

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Designate any separate entrance and exit with signage.		
Place hand sanitizer containing at least 70% alcohol that is approved by Health Canada (DIN and NPN number) at the entrance and exit and throughout the facility. If the Sacrament of Communion will be celebrated, have hand sanitizer available for worshipers as they proceed to the table.		
Put up posters educating worshipers about COVID-19 and distancing protocols.		
Clearly indicate the route worshipers are to use from the entry to the worship space and indicate proper physical distancing, perhaps with markers on the floor.		
Close common areas not in use.		
Close rooms that will not be in use.		
Remove all shared items such as Bibles, brochures and hymnals, and any soft surfaces such as children's busy bags and stuffed animals.		
To indicate proper physical distancing, rearrange chairs or rope off every second pew.		
Ensure that worship leaders will have appropriate physical distance from each other.		
Ensure microphones are not shared between individuals due to the difficulty of cleaning and disinfecting these devices. Minimize the number of attendees providing readings or performing other activities that would require the use of a microphone.		
Place floor indicators to show physical distance for those who are waiting to receive Holy Communion.		
Designate how many people will be allowed in which washrooms at one time; post a sign with floor indicators in the hallway to show physical distance for those who are waiting.		
Preparing to Worship		
Ensure worship is planned in accordance with Public Health guidelines.		
Ensure the allowable number of people in the worship space is one-third of the defined occupancy rate of the facility to a maximum of 30 individuals. A plan must be in place to determine how many services will be offered in order to accommodate those who would wish to worship.		
Ensure a plan is in place to determine who will worship when.		

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Ensure a plan is in place to continue to include in worship those who will not attend in-person worship.		
Ensure a list is kept of worshipers, staff and volunteers at all services in case someone later tests positive for COVID-19 and their movements must be traced. This list will be kept for two weeks before it will be destroyed or deleted.		
Ensure a plan is in place to help worshipers participate in the service. The bulletin and Order of Worship are projected on a screen or available online.		
Ensure no congregational singing is permitted. Recorded or streamed music may be played. Soloists and instrumentalists may provide music following recommendations for safe distancing and/or barriers.		
Ensure children remain with their parents, even if a children's time is offered.		
Ensure The Peace is shared without physical contact.		
Ensure a the offering plate is neither circulated nor presented at the altar. Ensure there is a plan to receive gifts safely. Encourage worshipers to make contributions through PAR or electronic means.		
Ensure people are designated to clean and disinfect the worship space between services.		
Ensure dismissal of gatherings is done in a way that supports physical distancing.		
Sacrament of Communion		
Initially, communicants will be asked to bring their own bread and wine and remaining in place for Holy Communion.		
Those preparing the elements and vessels for Holy Communion use excellent hygiene procedures.		
Pastors and assistants wash and sanitize their hands before blessing the elements and distributing Holy Communion.		
If the presiding minister has underlying health conditions (although not sick) or is otherwise vulnerable, they may have an assistant distribute Holy Communion.		
Pastors and assistants wear a mask when distributing Holy Communion. Communicants are advised to also wear a mask.		
Pastors and assistants do not wear gloves when distributing Holy Communion.		

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Worshippers are directed to servers in an organized fashion, leaving physical distance between family groups.		
Communicants sanitize their hands as they proceed to the table.		
It is recommended that to minimize close contact, the communicant pauses two metres away from the minister, who says, "The body of Christ," to which the response "Amen" is given. The minister should take special care not to touch the communicant, or should pause to wash hands again, if necessary.		
Wafers or gluten-free crackers require less handling than bread.		
Common cup and intinction are not permitted.		
If wine or grape juice is offered, it must be distributed in individual glasses, with enough room around each that worshippers touch only their own glass.		
Worshippers are directed back to their seats in an organized fashion, leaving physical distance between family groups.		
Pastors and assistants wash and sanitize their hands after distribution.		
Sacrament of Baptism		
The font is sanitized and remains as a symbol. Water should come from individual cups or a bottle for each person, not the common font.		
The person to be baptized, if an infant, remains in the arms of their family.		
Family groups at the font maintain physical distance.		
The pastor wears a mask at the font.		
Water is poured on the baptized with a shell.		
The baptized is anointed with oil in a cotton ball.		
A member of the baptismal party lights the baptismal candle from the paschal candle as the words of presentation are said.		
Weddings and Funerals		
Outdoor gatherings must have measures in place to ensure people maintain two metres of separation. No shared food or beverage service is allowed. All other services must be suspended, including picnic and play areas.		
Weddings and funerals held within the church building must follow the same guidelines as other worship services.		
General		

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Staff and volunteers receive information and training about new processes.		
Staff and volunteers have access to masks and hand sanitizer.		
Offering counters have access to gloves.		
People are designated to clean and sanitize high traffic areas, including washrooms, between services.		
Leaders remain aware of new Public Health guidelines. Be prepared to discontinue in-person worship if levels of infection rise.		
Tenants/Outside Groups		
St. Paul's may permit outside groups to use the facility providing the groups follow all health guidelines regarding physical distancing, etc., and the congregation/rental groups have resources to handle the cleaning requirements between each use. Facility rentals should be suspended if groups cannot or will not adhere to gathering restrictions.		
The congregation/rental groups shall provide written details as to how their group will meet health guidelines, prior to their use of the facility.		
Cleaning Guidelines		
Commonly touched areas should be cleaned and disinfected twice daily or whenever visibly soiled. This includes light switches, door handles, toilets, taps, hand rails, counter tops, toys, touch screens/mobile devices and keyboards.		
Common disinfectants include bleach solutions, quaternary ammonium (QUAT), alcohol (70 per cent) and peroxide. Vinegar, tea tree oil solutions, etc. are not proven to be effective disinfectants.		
According to Health Canada, a disinfecting solution can be made by mixing one part of bleach into 50 parts of water. For example, 1 teaspoon (5 mL) bleach into 1 cup (250 mL) water. These directions are based on bleach that is 5 per cent sodium hypochlorite.		
Do not mix soap or other cleaners into the bleach and water solution.		
Apply the disinfecting solution using a spray bottle or a clean wiping cloth.		
Always use appropriate PPE for working with bleach, including protective gloves.		
A log of cleaning and disinfecting procedures will be kept. Such log shall note procedure(s) used, person(s) doing the procedure and time and date of the procedure.		