

Building re-opening plan

(Blank template prepared by Living Skies Regional Council, The United Church of Canada. This plan must be prepared in full compliance with provincial, territorial, or federal health regulations that are or were in effect over the dates covered by this plan; and in compliance with your insurance plan. It must be approved by your ministry's governing body and be made publicly available to your members, adherents, user groups, tenants, and upon request)

Name of ministry: Carnduff-Alida Pastoral Charge (St. Andrew's United Church)
Community: Carnduff
Province or territory: Saskatchewan
Date: August 24, 2020 (Date of draft to Official Board)
Phase or step of provincial or territorial "re-opening" that this plan corresponds to: Phase 3

Approved by (names and roles): St. Andrew's Official Board

For further information, contact (name, phone, email):

-Henry Friesen (Chair of Official Board) - hfriesen@sasktel.net
-Susan Reed (Ministry Personnel) - carnduffuc@sasktel.net 306-482-3932 (office)

General Details

Building Use

- We will resume in-person worship services on Sundays at 10am, beginning September 6, 2020
- Church committees and the Official Board will be able to hold in-person meetings in the church building, at their discretion
- All other activities, events, and groups of the church will remain suspended for the time being
- We will honour our booking as a polling station for the upcoming Provincial Election, knowing that Elections Saskatchewan has a detailed list of protocols to follow. We will consider bookings for other elections, should they arise.
- We will not be having any other building rentals at this point

Worship Services

- Worship services will be held in the sanctuary (primary location), with an overflow space set up in the CE Hall. We will have the video camera and speaker turned on so those in the hall can see and hear the service. The maximum number of people will be about 25 in the sanctuary, and 30 in the CE Hall. Two metre distancing between households or "bubbles" will be required in both locations.
- We will be asking folks to pre-register for Sunday services, by contacting the church office (by phone or email, or by text to Susan) between Tuesday and Friday of each week. Pre-registration will allow us to begin to create an attendance list, and also ensure folks know some of the basic requirements of attending (arrive early, maintain required distancing, prepare to be seated by an usher etc). It will also allow us to try and answer any questions our congregants have. We will ask you to register each week you plan to attend worship.
- We will be asking those who feel unwell to please stay home
- We will not be having coffee time or socializing after the services
- We will ask children to stay with their families during worship. We will not be having Sunday School, and our Children's Worship Centre will not be set up in the sanctuary.
- Our guidelines around worship will apply to all worship services held in our building, including funerals / memorial services and weddings. Requirements around maximum numbers and distancing will be observed at any outdoor services (weddings, funerals, outdoor worship)

**If and as the guidelines from our Government change, this plan is also subject to changes.

Detailed Plan

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.) <i>Eg: stay home if sick/vulnerable; no food or beverage services; all social events cancelled</i>		
Task	How/ what	Who is responsible
Letter to congregation	Send out letter to our congregation regarding our re-opening plan for in-person worship to resume Sept. 6. The letter will list all requirements as per our plan and including government guidelines and regulations. The letter will go by email where possible, and by mail to those without email addresses.	Susan Reed (Ministry personnel)
Facebook Update	The same information as contained in the letter will be posted and pinned to our Church's facebook page.	Susan Reed
Information to UCW	Point form re-opening details will be provided to phoners to text out to their lists.	Bev Needham will put message together and text to phoners
Answering Machine Update	Our answering machine message will be updated to include information on pre-registration for worship services, and where to find other guidelines.	Susan Reed

Category: Cleaning Must follow extra guidelines found here ; <i>Eg, clean in between services; empty garbage regularly</i>		
Task	How/ what	Who is responsible
Cleaning high touch areas	Clean and disinfect high-touch surfaces daily – including door knobs and handles, toilet handles, faucets and taps, elevator buttons, light switches and railings.	TBD – custodian, volunteers, or combination
CE Hall chairs	Chairs will be left set up for worship in the CE Hall. Chairs will be wiped down in preparation for worship, and if the hall is used at all on Sunday mornings, all chairs will be wiped down after worship as well.	TBD – custodian, volunteers, or combination
Bathroom Supplies	Ensure bathrooms are well-stocked with liquid soap and paper towel.	Tony DeSagun - custodian
Garbage	Ensure that garbage is disposed of regularly, especially after services.	TBD – custodian, volunteers, or combination

Category: Ensuring distancing is followed and communicated <i>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</i>		
Task	How/ what	Who is responsible
Ushers	We will have ushers available on Sunday mornings to ensure all protocol are being followed, to seat congregants, to help answer questions etc. We will have a “please wait to be seated” sign available at the entry.	Volunteers – recommend Board Members at least for the first few weeks while the changes are new Bev Needham – will make sign
Entrances and exits	We will ask all Sunday morning worshippers to enter through the CE Hall doors, and proceed by the stairs or elevator to the sanctuary until the sanctuary is full, at which point, the usher will then be seating folks in the CE Hall. Those in the sanctuary will leave through the sanctuary door, and those in the CE Hall will leave through the main CE doors.	Information to be included in letter to congregation – Susan Reminders and guiding to come from ushers
Bathroom Usage	We will encourage bathrooms to be for emergency use only.	Information to be included in letter to congregation - Susan

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 maximum numbers	The usher will be responsible for seating folks with required distancing between households. If the sanctuary is full, the usher will direct remaining congregants to the CE Hall, where chairs will be already set up accounting for required distancing. The CE Hall will not be used for worship unless the sanctuary is full.	Usher

Category: Ensuring that personal protection and hand washing is followed <i>Eg, hand sanitizer near doors/ high traffic areas; mask-wearing where required or requested</i>		
Task	How/ what	Who is responsible
Hand Sanitizer	We will have hand sanitizer throughout the church, including in the sanctuary and CE Hall. For worship services, we will ask folks to use the sanitizer on their way in.	Susan will talk with Stewards to see who is responsible for ordering hand sanitizer, masks and other required supplies.
Masks	Masks will be strongly encouraged, but not required for worship at this point. We will encourage folks to bring their own mask if they have one, and will also have some single-use masks available.	
Hand Washing	Signs are already up in the bathrooms encouraging proper handwashing.	

Category: Attendance list (contact tracing): collection and storage <i>Eg, ensure pen hygiene</i>		
Task	How/ what	Who is responsible
Attendance List	An attendance list will be put together as people pre-register for worship. Names of all individuals attending will be listed. A list will be provided to our usher, who will either check off names as people arrive, cross them off if they cancel or do not attend, and add them if we have any attend who have not pre-registered.	The weekly usher

Category: **Ensuring public liturgy respects health protocols.** *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).*

Task	How/ what	Who is responsible
Microphones	We will have two microphones set up in the sanctuary – one at the pulpit for the minister only, and the other in the choir loft for a scripture reader <u>or</u> soloist etc. If we have someone using that second microphone, we will seat them (and their household) in the choir loft area for the service.	
Choir and Singing	We will incorporate music into our services by way of piano or organ, CDs, and/or a soloist as available. We will not have a choir, and will not be doing congregational singing yet.	
Offering Plates	We will not pass the offering plate during worship, but will have one plate in the sanctuary and one in the CE Hall where people can leave their envelopes. We will remind folks of the options of mailing in their offering or signing up for PAR if they prefer.	
Hymn books	Hymnbooks will be removed from the pews, packed into totes, and stored in a corner of the sanctuary.	UCW will provide the totes for storage. Volunteers will be needed to pack up the books.
Bulletins	We may be using paper bulletins (at the discretion of the minister) but will ask people to either dispose of them in a recycling bin provided in the worship spaces, or take the bulletin home with them as they choose.	

Category: Sacraments		
Task	How/ what	Who is responsible
Communion	For now, we will be asking congregants to bring their own elements on communion Sundays (six times a year), and to remain in their seats during the liturgy.	
Baptism	The font will be used as a symbol only. The water will be in a jug, and poured on the baptized with a shell or similar vessel. Family groupings at the font will need to maintain required distancing. The minister will sanitize hands prior to the baptism, and will wear a mask for the baptism. We will have to negotiate seating with each family, and space in the sanctuary for baptismal guests will be limited.	

Category: Tracking changes to provincial plan and rules; updating this plan in this and other respects, as needed		
Task	How/ what	Who is responsible
Tracking Covid-19 changes and updates	Check the provincial government and wider church information regularly to ensure any new protocol or guidelines are noted and passed on to our Official Board, and update this re-opening plan as needed.	Susan Reed will follow the appropriate websites and facebook pages, and will watch for changes and updates. She will pass all new information on the Official Board for action.

(Add and delete tables as needed. Please remember to sign this document at the top. Rename it when saving, with your ministry's name and the date of completion in the file name. Save it as a PDF before emailing it widely or before posting. When updating the plan, re-date, rename, and re-save.)