

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)

(To add fields to the table template below, right click inside the table and select Insert/ Rows or Insert/Columns)

Name of ministry: Delisle Vanscoy United Church

Community: Delisle and Vanscoy

Province or territory: Saskatchewan

Date: August 19, 2020

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

Approved by (names and roles):

For further information, contact (name, phone, email): Rev. Lindsay Mohn

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
Email to congregation members	Reopen date Sept 6, wear masks, follow social distancing protocols, online services will still be provided	Lindsay
Phone tree to congregation members	Reopen date Sept 6, wear masks, follow social distancing protocols, online services will still be provided	Lindsay and phone tree members
Social Media Posts	Reopen date Sept 6, wear masks, follow social distancing protocols, online services will still be provided	Lindsay
Communicate requirements with rental groups	Social distancing and sanitization requirements, no shared refreshments or use of coffee makers	Steve
Communicate with families about possible Messy Church options	Poll families to see if they would prefer online or in person children's ministry options.	Lindsay

Category: Cleaning Must follow extra guidelines found here ; <i>Eg, clean in between services; empty garbage regularly</i>		
Task	How/ what	Who is responsible
Purchase cleaning supplies	Disinfectant, Lysol wipes	Steve
Disinfect commonly touched areas weekly	Front and back door knobs Light switches	Barb

	Railings Pew arms/tops where used as a railing	
Disinfect bathroom weekly	Doorknobs, flusher, taps,	Barb
Empty bathroom garbage weekly		Barb
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
Welcome signs	Welcome back, instructions for traffic flow, sanitizing hands and wearing masks	Lindsay
Directional arrows on floor	Both in hall and in sanctuary	Lindsay and Carol-Lynn
Pew signs	Designate which pews are available and which ones are closed	Lindsay
Greeters/ushers	Ensure that masks are handed out, hands are sanitized, traffic flow is followed, seating is appropriate	Volunteers from coordinating team

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
Measure church to see how many people can fit	14 family groups can fit in the sanctuary which is adequate for our normal Sunday attendance	Steve and Lindsay
Consider how to offer Christmas Eve service	Normal attendance fills up the church to capacity – how to limit numbers this year?	Co-ordinating Team

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
Purchase hand sanitizer and masks		Steve
Table and Sign with instructions		Lindsay

Category: **Attendance list (contact tracing): collection and storage** *Eg, ensure pen hygiene*

Task	How/ what	Who is responsible
Take Attendance each week		Lindsay

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
Offering plate placed at the back of the church		Lindsay
Sign for offering plate		Lindsay
Hand sanitizing or wear gloves when counting offering		Steve
Remove children's areas	Pack up toys, colouring station, books	Lindsay and Carol-Lynn
Consider how to safely provide communion at a later date		Lindsay and Co-ordinating Team

Category: **Tracking changes to provincial plan and rules; updating this plan in this and other respects, as needed**

Task	How/ what	Who is responsible
Monitor provincial updates	Stay up to date with provincial and regional recommendations and guidelines	Lindsay and Co-ordinating Team