

Building Re-opening Plan

Name of ministry: Heritage United Church

Community: Regina

Province or territory: Saskatchewan

Date: August 19, 2020

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

Approved by (names and roles): Judy Samuelson, Vice Chair Heritage Council,
Chair Re-Open Working Group

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Category: Communicating		
Task	How/ what	Who is responsible
Facebook/website	Post our re-opening plan and protocols as it relates to local church/government/Living Skies guidelines .	Rev. Joy Cowan
Heritage Happenings email	Provide re-opening plan and any ongoing updated info on a weekly basis (covers everyone in the congregation except for a small number, those will be hand delivered).	Laurie Clark
Letter to Congregation	By early September, every household in our congregation will receive a letter detailing our reopening plan, their cohort assignment, and worship schedule.	Rev. Joy Cowan/Carla Dorwart/Laurie Clark
"Back to Church" Video	Create a "Back to Church" video to show people what to expect and to highlight safe practices (like physical distancing and mask wearing) before we return to in-person worship in October.	The Re-Opening Working Group

Category: Cleaning		
Task	How/ what	Who is responsible
Cleaning before the service	Regular cleaning will be done by the caretaker, he will be responsible for setting up the Centrum and making sure chairs have been sanitized.	Kevin Norton
Cleaning after the service	Worshippers attending the service will be responsible for sanitizing the Centrum and areas of the church that have been used before leaving the building.	Team Leader/Volunteers
Garbage	No food or drink will be provided, no bulletins handed out and everyone is to be wearing their own mask so there should be no garbage. Will ensure if there is it will be carefully bagged and disposed of after the service/wedding/funeral.	Team Leader/Volunteers

Category: Ensuring distancing is followed and communicated		
Task	How/ what	Who is responsible
Greeter	Meeting worshippers at the door and providing hand sanitizer to limit hand contact.	Team Leader/Volunteers
Traffic Flow	Enter through the front door, exit through the back door (signage will be provided).	Team Leader/Volunteers
Washrooms	Washroom access will be limited. Only one cubicle will be available in the women's washroom so that cleaning will be limited if required. Only one person at a time will be allowed in men's/women's washroom to ensure physical distancing. Signage will be provided.	Team Leader/Volunteers

Category: Ensuring maximum numbers are respected, factoring in physical distancing and maximum allowable numbers under current health regulations.		
Task	How/ what	Who is responsible
Maintain maximum capacity (Gov't guidelines = 1/3 of capacity) Centrum Capacity = 291, 1/3 of capacity = 97. Approx. # of individuals/ household bubbles who can fit into the Centrum while maintaining physical distancing =42	Pre-registration will be done to maintain consistency of cohorts - initially two groups of up to 30 people (we currently have 44 people wanting to attend in-person services). As others are ready to return they will be added to the groups. Additional groups will be formed as needed once more people want to return to in-person worship.	Team Leader for each cohort/Volunteers
Physical Distancing	Signage will be provided and chairs will be pre-assigned to help reduce mingling.	Everyone will be required to follow guidelines as posted

Category: Ensuring that personal protection and hand washing is followed		
Task	How/ what	Who is responsible
Mask Wearing	Masks will be required to be worn inside the building by everyone, except for those under age 2, at all times during group gatherings and will not be provided by the church. (but will be available if required)	Every person who enters the building is responsible to provide their own mask.
Hand Sanitizer	Will be provided at the front door.	Everyone will be required to follow all personal protection and hand washing guidelines as posted.

Category: Attendance list (contact tracing): collection and storage		
Task	How/ what	Who is responsible
Registration	Attendance will be done by a volunteer each Sunday so no sharing of a pen .	Team Leader/Volunteer
Collection Plate	Collection plate will be at the door. Worshippers can leave their offering upon entering or leaving the Centrum.	Team Leader/Volunteer

Category: Ensuring public liturgy respects health protocols		
Task	How/ what	Who is responsible
Communion	Service will be online only so we respect guideline of not serving food or drinks.	Rev. Joy Cowan
Public Liturgy	If others assist with the service, another microphone will be provided and will ensure physical distancing. The microphones will be sprayed with disinfectant between speakers as necessary.	Team Leader/Volunteers
Hymn Books	There is no plan to distribute hymn books or paper of any kind. All information will be available in a powerpoint presentation onscreen. There will be no congregational singing as required by the guidelines.	Team Leader/Volunteers
Baptism	Parents/guardians to be only ones to hold the infants. Rev. Joy to sanitize her hands before each baptism. Water should come from individual cups or a bottle for each person. Minister may also use a shell to sprinkle the water so hands aren't touching the water.	Rev. Joy Cowan
Weddings, Funerals	Maintain physical distancing, masks, no congregational singing, all information as needed available in a powerpoint presentation onscreen. If more than one speaker, another microphone will be provided and will ensure physical distancing. The microphones will be sprayed with disinfectant between speakers as necessary.	Rev. Joy Cowan
Soloist	Would install a plastic screen, provide additional microphone and ensure physical distancing between the singer and the Minister/pianist.	Rev. Joy Cowan
Liability Waiver	All people attending worship services held at the church will be required to sign a waiver, releasing Heritage UC from any COVID-19 related liability.	Team Leader/Volunteer

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; as well continue to monitor updates provided by United Church of Canada and Living Skies Regional Council for compliance.	Re-open Working Group
Activate Phone Tree	Do a check in with worshippers who are attending and those who are continuing to join online to ensure all health and safety measures are being met and adhered to, and determine if others are ready to attend in person.	Judy Samuelson/Re-open Working Group

Category: Regular Renters/Occasional Renters

Task	How/ what	Who is responsible
Physical Distancing	Renter to provide a plan to ensure physical distancing will be maintained.	Renter
Hand Sanitizing	Heritage United Church will provide hand sanitizer for the renter and participants to use when entering the building.	Heritage/Renter
Masks	All participants will be required to provide their own masks to be worn when inside the building.	Everyone to provide own masks.
Participants Only	Only participants of the rental activity will be allowed entry to the Heritage United Church. No additional family members can accompany any of the participants inside the building.	Renter to ensure entry limited to participants only.
Cleaning after room use	The renter is responsible for all cleaning and sanitizing of the room and contents used and touched according to the guidelines that will be posted. Supplies will be provided.	Heritage/Renter
Garbage	Any garbage created by the renter is the responsibility of the renter to be disposed of when leaving the building in the bins provided. Will request they ensure it will be carefully bagged.	Renter

Washroom	Washroom access will be limited. Only one cubicle will be available in the women's washroom so that cleaning will be limited if required. Only one person at a time will be allowed in men's/women's washroom to ensure physical distancing. Signage will be provided.	Renter/Caretaker for Cleaning
Traffic Flow	The front door of the building for entry and the back door of the building for exit. It is the responsibility of the renter to clean and sanitize all touch points before leaving the building. Signage will be provided.	Renter
Registration	Renters to keep attendance of each class/session and provide a copy in a sealed envelope at the close of each session to the church office to facilitate quicker contact tracing.	Renter/Laurie Clark
Renter Cleaning Log	Renters will be required to sign off a Room Cleaning and Sanitization Record prior to leaving the building which will indicate name of Renter, date and time.	Renter
Liability Waiver	All people attending meetings and activities held at the church will be required to sign a waiver, releasing Heritage UC from any COVID-19 related liability.	Renter

Category: Office Staff		
Task	How/ what	Who is responsible
Mask	Staff required to wear masks inside the building when meeting with anyone who enters the building.	Laurie Clark
Cleaning	Staff required to keep personal space and any surfaces touched by visitors cleaned and sanitized between visits.	Laurie Clark
Registration	Staff required to keep a record of anyone entering the building noting date and time, length of stay. It will be assumed that anyone entering the building is acknowledging they are symptom free.	Laurie Clark
Sneeze Screen	A sneeze screen will be provided for our main office window so that there will be a physical barrier protecting the office administrator. This sneeze screen will be disinfected each day. This screen will also be placed on the pulpit on Sunday mornings to provide another protective barrier between the minister and the congregation.	Laurie Clark/ Rev. Joy Cowan