**Step 3 Re-opening plan – June 2021**  
*(Blank template prepared by Living Skies Regional Council, The United Church of Canada. This plan must be prepared in full compliance with provincial 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****. There is no need to submit this plan to the Regional Council.****)  
(To add fields to the table template below, right click inside the table and select Insert/ Rows or Insert/Columns)*  
  
Name of ministry:   
Community:   
Date:

Approved by (names and roles):   
For further information, contact (name, phone, email):

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| 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* | | |
| Task | How/ what | Who is responsible |
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| Category: **Cleaning** Must follow extra guidelines [found here](https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/environmental-cleaning-and-disinfection-guidelines); *Eg, clean in between services; empty garbage regularly; specific direction for tenants* | | |
| Task | How/ what | Who is responsible |
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| Category: **Ensuring distancing is followed and communicated (optional)** *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 |
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| Category: **Ensuring that personal protection and hand washing is followed** *Eg,**hand sanitizer near doors/ high traffic areas; optional masking* | | |
| Task | How/ what | Who is responsible |
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| Category: **Tracking changes to provincial plan and rules; updating this plan in this and other respects, as needed** | | |
| Task | How/ what | Who is responsible |
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| Category: | | |
| Task | How/ what | Who is responsible |
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| Category: | | |
| Task | How/ what | Who is responsible |
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**(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.)**