

## Re-Entry Check List

### **Staffing and the Ministry & Personnel Committee**

Ministry and Personnel Committees have a vital role in the reopening of the churches. It is important to have a conversation with each employee. For some of your staff there will be a level of mental fatigue, especially for those who have worked to keep the Pastoral Charge operational, through worship and Pastoral Care. With that in mind:

- Meet with all staff – virtually right now
- Ask how they are doing and how their family is doing
- Ask how this time has been for them
- Ask how they are feeling about returning to the office (if applicable) and in person worship
- What learnings have they gained, what went well and what was difficult
- Ministry Personnel and Lay Employees who are vulnerable (over 60 or have compromised health) should work with their Ministry and Personnel Committee to develop an alternate option to limit exposure to groups and high-risk activities
- Ministry and Personnel Committees should contact the Regional Minister to come up with a plan for return in person ministry

### **Caring for the Church Building and Hall**

- In your announcement and in your plan you should advise any staff or congregants who are symptomatic or have been advised by public health 8-1-1 to report their symptoms, to self-isolate and stay at home
- It would be wise to post the symptoms so people can see what they are and know how to assess when to stay home (Fever above 38C, a new cough, or worsening cough, headache, sore throat, runny nose, fatigue, muscle pain, diarrhea, loss of sense of taste, loss of smell, and in children, purple markings on the fingers and toes)
- 2 meters will need to be observed where people sit. Churches may need to measure and rope off areas where people cannot sit to maintain physical distancing

For contact tracing (if/when required) for each use of the building, there needs to be a record of:

- Name and phone number of the people who were in the building
- Date and time that the gathering took place
- Purpose for the gathering

After each use of the building cleaning with a disinfectant will need to happen. All disinfectants that have a drug identification number (DIN) have been approved for sale in Canada. While most disinfectants will work against coronavirus, the following list of hard-surface disinfectants are supported by evidence following drug review, demonstrating that they are likely to be effective and may be used against SARS-CoV-2, the coronavirus that causes COVID-19.

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>

## Cleaning for the Church Building and Hall

Churches are encouraged to make a checklist of the places and items to clean for your worship and meeting space. Some things to consider:

- Thoroughly clean bathrooms with disinfectant – toilets (inside, outside and around the basin) – counters - sinks – taps – paper towel dispensers - door handles
- Hymnbook are difficult to disinfect (perhaps best not to use them or pew bibles)
- Backs of pews
- Microphones
- Musical instruments
- Chairs
- Tables
- All door handles
- All other highly used areas
- Light switches
- People need to be aware of the hand sanitizer stations and places where they can wash their hands.
- Public washrooms need to be equipped with hot and cold running water under pressure, liquid soap, paper towels, and garbage containers. Handwashing signs must be posted
- You may wish to ask staff and congregants to wear a mask when coming to church for any activity

## Tenant and Group Use of Buildings

- Tenants** must have a plan before returning to your church. This plan should include but not limited to:
  - Cleaning is the responsibility of the church
  - If you expect your tenant to clean, it is important that you are satisfied that the cleaning practices are safe and consistently applied
  - Physical Distancing needs to be maintained
  - They must maintain their own contact tracing list, this must be kept for at least 30 days
  - Advise of the entrance and exit they are to use
  - If they have had use of the whole building it might be prudent at this time to negotiate this to one or two rooms as this will help with cleaning
  - You might consider a clause in the tenant agreement to read that failure to maintain the health and government regulations may result in termination of the agreement
- Group Use of Buildings:** this is for those who are one-time users of the building eg: baby showers birthday parties etc.
  - Churches must include these types of events in their plan and make your plan available to the groups using the church
  - Church must assume all cleaning following the event to ensure that proper cleaning is completed
  - The group must keep a list of all people and contacts for those attending the event; this must be kept for at least 30 days. Groups need to use only the agreed upon space

## Worship Guidelines

### Communion

If communion is offered:

Communion is similar to buffet and will need to be treated with great care

- The officiant and servers must use hand sanitizer before offering communion
- Individual pieces of bread and individual cups are offered
- Servers offer the bread and cup to each person rather than each person taking them from a communal plate or tray
- Each communicant places their empty cup into a separate receptacle
- Disposable cups should be used

### Passing the Peace and the Offering Plate

- Physical distancing must be maintained
- Offering a way to have the passing of the peace without physical touching. Perhaps a phrase or pressing hands together in a prayerful bow, a wave, a nod or some non-contact gesture can convey the message of peace
- Encourage people to contribute through online giving, PAR, E-Transfer or posted dated cheques. Passing the offering plate should be avoided. Place the plate in the church for people to drop their offering into, and have gloves available for volunteers handling cash or cheques

### Singing

- There should be no congregational or choir singing
- Soloists must be at safe distances from each other and from the congregation

***Communal singing poses serious risks!*** Scientific evidence shows that the forceful breathing action of singing disperses the plume of aerosolized droplets from a singer's mouth much further than six feet. Public health officials have said that masks cannot completely contain such forcefully expelled mist. Tests have proven that microscopic 'droplet nuclei' that can contain the virus remain suspended in the air for up to 3 hours. As the science changes we will update Communities of faith.

### Special Services

#### Baptisms when appropriate:

- For infant baptism, the parents should be the only ones to hold the baby. The officiant will sanitize hands before the baptism. For infant, child and adult baptism, water should come from individual cups or a bottle for each person, not the common font. If possible, have a separate bowl that sits in the font for each individual who will be baptized

#### Weddings and Funerals

- We will need to follow our government restrictions. If they happen in the church, physical distancing will need to be maintained and cleaning protocols need to be followed

Please be in touch with your Regional Minister or your Regional Executive Minister if you have questions or concerns.