

Reopening Plan for the St. Francis Anglican Church Building

as of September 8, 2020

Protocol planning and implementation:

- We've had a parish health advisory group in place since before the Bishop's first directive to lock down our buildings.
- Our Corporation has met and discussed all protocols and is prepared to ensure that all guidelines are followed and are understood by all our parishioners.
- Once the church building has reopened, the advisory group will continue to review the protocols and implementation every week for the first four weeks and monthly thereafter. Changes/adjustments will be made as required.
- We will continue to review the Diocesan Protocols as they change and make necessary adjustments.

Responsibilities of the gathering participants:

- People with pre-existing health conditions, or over 65 years of age, are urged to take necessary precautions to reduce the risk of infection while attending parish gatherings.
- People should not attend parish gatherings if:
 - They have travelled east of Terrance Bay, Ontario in the past 14 days;
 - They are feeling unwell, have a cough or sniffles, or fever/chills (NOTE: where anyone suffers from seasonal allergies, the participant is expected to do due diligence to reduce the infection during a gathering event, and to inform a leader of the gathering that their condition is in no way COVID-19 related);
 - They have been in contact with anyone feeling unwell or diagnosed with COVID-19 in the last 14 days.
- Upon entering the building, people will be required to:
 - Wear a mask at all times while in the building, except when receiving communion. People will be required to bring their own mask.
 - "Sign-in" for the purpose of gathering names and phone numbers for contact tracing in the event a case of COVID-19 is detected following a gathering.
 - Use hand sanitizer.
- Once inside the building/sanctuary, people shall:
 - Follow the directions of the sides people at all times.
 - Access the sanctuary via the ramp.
 - Observe physical distancing (2 metres) at all times, including while walking up the ramp.
 - Keep all their belongings with them in their pew, including coats, hats, footwear etc. Coat racks in the basement are not to be used.
 - Refrain from moving about, hugging, shaking hands, etc., at all times. The peace will be shared from one's own pew, perhaps with a "Namaste" or "bow" greeting.
 - Only access the lower hall for the use of the new accessibility washroom. The women's and men's washrooms will be closed. Those using the accessibility washroom must disinfect all surfaces after each use, using the sanitizing material(s) provided. If the user is not physically able to sanitize after use, he/she must request assistance to do so.
- Upon leaving the sanctuary/building, people will:
 - Leave the church as they entered, physically distancing.
 - The participants will depart "gradually" so as not to become congested at the back of the church.

Responsibilities of the Parish:

- We are limited to 50 people (1/3 of capacity) in the sanctuary at one time. We do not anticipate that being an issue at the start, but if/when it does, we will determine how to monitor this (pre-register or first 50 at the door).
- In addition to our pre-COVID weekly cleaning of the building, strict cleaning and sanitizing protocols will be followed before and after every worship service/gathering. This will include sanitizing all surfaces on pews, door knobs, light switches, alarm pad, railings and the accessible washroom.
- We will ensure the availability of hand sanitizer throughout the church building. Hand sanitizer will be required upon entry into the building. It will also be administered by one of our sides people just prior to a participant's reception of communion.
- Windows will be open (weather permitting), and ceiling fans will be operating whenever anyone is in the sanctuary.
- Once the greeters arrive, the main exterior doors will remain open for the duration of the service. Once the service begins, at least one greeter will position themselves near the narthex to monitor any late arrivals and potentially deny admittance if full capacity has been reached.
- St. Francis will supply disposable masks to anyone who has not come with their own. A limited quantity is available.
- Eucharist:
 - The reception of communion will follow the diocesan guidelines - communion will be received in one kind – the bread (wafers). There will be no wine.
 - The Celebrant(s) will wear a mask during the preparation and administration of the bread.
 - The bread will have no direct human contact, other than that of the recipient of the sacrament.
 - People will proceed to the altar by the middle aisle and return to their seats by the side aisles. A sides person will direct and only permit two or three people to “wait in line”, two metres apart, while approaching the altar.
- Congregational singing will not take place.
- There will be no fellowship gatherings before or after the service.
- For parishioners who are unable to return, as well as others, we will still be providing a recorded version of our Sunday morning service via YouTube. By attending the service in person, those attendees agree to be recorded and posted on the internet (YouTube).
- Our bi-weekly personal phone calls will continue to be made so as to ensure no one is falling through the cracks and not receiving pastoral care.