

Burton Avenue United Church

Safe Re-opening Plan for the Building and In-person Activities

As the people of Burton Avenue United Church continue to reflect God’s love as the church in a changing community and world, we are reminded of our **Safe & Sacred Space** statement that appears on our weekly worship bulletin and is posted throughout our building. In that statement *“we promise to relate to one another and the space with respect. We commit to creating a caring and safe environment for all.”* In working toward re-opening the building and returning to in-person activities, Burton Avenue United Church will move through the various phases, continually re-evaluating our plan and assessing the risks to our volunteers, staff, congregants, all those to whom we offer space; making everyone’s well-being and safety a priority.

All decisions will be based on guidelines given by the local public health unit, the Provincial government, and our Shining Waters regional council. Preventative measures will be looked at on an ongoing basis. Steps will be taken to update these protocols as things change, a new area of concern has been identified or if it seems that something is not working for our space, types of activities or the variety of people involved. This may well mean that we progress at a slower rate than what the regulations allow.

Summary

| Phase | Details | Timing |
|-------|--|------------------------------|
| 1 | Summer hiatus from worship Staff/essential small groups permitted in the building following protocols No visitors to the building Pastoral care limited to outdoor visits BAUC groups/committees permitted to meet outdoors following protocols | July-August |
| 2 | Broadcast service from church building: only essential staff, worship leaders (2), singers (2) and technical personnel in the building Staff working in building, scheduled visitors to the church office or to see minister permitted External/rental groups limited to 10 people with approved plan in place/monitored | September |
| 3 | Sunday worship service open to 30 people including selected congregants (20), ushers (4), essential staff, worship leaders (2), singers (2) and technical people for broadcast | October |
| 4 | Sunday worship service open to 60 people including worshippers (50), ushers (4), essential staff, worship leaders (2), singers (2) and technical people for broadcast | November (subject to change) |
| 5 | Building re-open for full occupancy | TBD |

Safety Protocols for Preparing the Facility (Phase 1)

To ensure the health and safety of staff, visitors and congregants, the following safety protocols will be implemented:

1. Occupancy limits for common areas will be established and posted (meeting rooms, office, washrooms, elevator and sanctuary).
2. Barriers will be installed where physical distancing cannot be maintained; church office desk, across office doorway and across minister's office doorway.
3. Signs with the following information will be posted at main entrances and other areas as deemed necessary:
 - Maintaining physical distancing
 - COVID-19 symptoms
 - Hand hygiene
 - Wear a mask
4. Points of entry into and exit from high traffic areas where feasible to do so have been established.
5. Seating in the sanctuary will be marked for use to accommodate physical distancing.
6. Areas in sanctuary not in use will be taped off.
7. Markings will be placed on the floor if people are required to line up.
8. Rooms not in use will be closed.
9. Frequent cleaning and disinfection protocols and schedule will be in place for all common areas and surfaces.
10. Unnecessary materials and furniture have been removed to simplify cleaning process.
11. Hand sanitizer will be placed at entrances and exits and throughout the building.
12. Adequate supply of soap and paper towels will be in the washrooms.
13. Wastebaskets with disposable liners will be accessible throughout the building.

Safety Protocols for Essential Small Groups Meeting in Church Building (Phase 1)

The following small groups are deemed necessary to meet at this time in the church building: staff for staff meetings, minister meeting with family members for funeral, the search team for hiring the Office Administrative Assistant, the Transition Team, Property & Administration Committee, and the Worship & Music Committee.

1. Only one small group meeting per day in the Rainbow Club room.
2. All members of the small group entering the church building must adhere to the safety protocols of physical distancing and hand hygiene.
3. If for some reason the small group is unable to maintain physical distancing, the use of non-medical masks is recommended.
4. Meetings will be held in the Rainbow Club room with the sliding door open. Space and furniture will be organized to maintain distance from others. The exception is when committees must meet to physically be in other areas of the church building to prepare for reopening.
5. The small groups must adhere to the occupancy limit for the room to maintain physical distancing (10 is maximum).
6. Meetings must be prearranged through the church office to avoid overlapping of times of others being present in the building.
7. A log will be maintained of all persons entering the building. This log will be maintained by the leader of the group meeting for contact tracing.
8. If a member of the group meeting in the church feels ill while attending the meeting, they must go home right away. If the group member experiences any symptoms related to cold, flu or COVID-19 following the meeting, the member should report this to the team leader. This is to ensure that the area of the meeting can be thoroughly cleaned and disinfected.
9. The provision of food and beverages is not allowed.
10. The washroom upstairs is available with handwashing and sanitizing supplies.
11. Protocols and procedures for cleaning and disinfecting common areas, and disposing of garbage are in place.
12. The organ and piano will be restricted to music staff only.

Safety Protocols for BAUC Groups/Committees Wishing to Meet Outdoors (Phase 1)

The province of Ontario has entered into Phase 2 of its re-opening plan. There can be gatherings in groups of up to 10 with attendees practising physical distancing. Caution needs to be exercised and public health advice followed closely. Burton Avenue groups/committees may meet outdoors in groups of up to 10 using the following guidelines to ensure the health and safety of everyone:

1. The site for the outdoor gathering will be at a mutually agreed upon place by committee/group members ensuring there is enough room for physical distancing.
2. Visits will be arranged by a leader so that there is a record of attendees.
3. The same screening questions may be asked when contacting the attendees:

- 1) Do you have any of the following symptoms? (cough, shortness of breath, sore throat, runny nose, headache)
 - 2) Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?
 - 3) Have you had close contact with anyone with a confirmed or probable case of COVID-19?
 4. If the outdoor gathering is in someone's backyard, the attendees should bring their own chairs; and if not able to do so, the area where the attendee sat must be wiped down using an approved antiviral disinfectant.
 5. Wear a mask as an extra layer of precaution.
 6. Attendees may bring their own food and beverages. Food and beverages should not be shared.
 7. Ensure that attendees have been given the steps taken to prevent the risk of transmission
- "Being a guest or a host is complicated right now!"

Safety Protocols for Staff in the Building (Phase 1)

1. Church space will be organized so that staff can practise physical distancing and maintain distance from others – stay 2 metres away from others.
2. If physical distancing is difficult to maintain, wear a cloth mask.
3. For tight spaces, like the kitchenette, treat as 1 in, 1 out
4. As a protective measure, a form of barrier will be in place at the minister's door, the Church office door, and the music room which is the Minister of Music's office. An effective barrier will be provided at the desk of the Office Administrative Assistant.
5. The organ and piano will be restricted to music staff only.
6. Practise regular handwashing/sanitizing.
7. Hand sanitizer, facial tissues will be available throughout the office areas.
8. Garbage cans will be accessible so people can dispose of gloves, Kleenex and other garbage easily and safely.
9. Sinks will be appropriately equipped for effective hand washing.
10. Use of others' phones, desks, or other equipment is discouraged.
11. Any shared equipment should be cleaned and disinfected after each use.
12. To enable natural ventilation, open windows, internal doors to allow airflow (if practical and air conditioning is not required due to high indoor temperature).
13. Use of external fans is discouraged.
14. Maintain a log of name, date and time of people entering the building for contact tracing.

15. Staff may stagger office times, at mutually agreed upon times between staff.
16. Staff meetings will be held in Rainbow Club room to practise physical distancing.
17. The Rainbow Club room may be used for essential small groups to meet. In order to ensure the safety of staff, the only essential groups to meet at this time are: staff for staff meetings, minister meeting with family members for funeral, the search team for hiring the Office Administrative Assistant, the Transition Team, and Property & Administration Committee and Worship & Music Committee. They must adhere to occupancy limit for the room, practise physical distancing and other safety protocols. **(See Safety Protocols for Essential Small Groups Meeting in Church building below)**
18. Staff will use the kitchenette by Rainbow Club room for drinking water, etc.
19. Bring your own dishes and utensils.
20. Eat lunch/snack at own desk.
21. Refrain from providing and consuming communal foods.
22. Cleaning protocols for all common areas and surfaces will be implemented, including frequency and timing.
23. Any employee who experiences any symptoms related to cold, flu or COVID-19 while at home should not report to work.
24. If staff starts to feel ill while at work, they must go home right away and report even mild symptoms so that any area the ill staff has come into contact with can be thoroughly cleaned and disinfected.
25. If, for any reason, a volunteer is required to be in the building, all protocols for the safety of staff will be followed.

Safety Protocols for Ministry Personnel for Outdoor Pastoral Care Visits (Phase 1)

An outdoor pastoral care visit may be organized between the minister and the person wishing to receive care and support. The following guidelines are developed to ensure the health and safety of the minister and the person receiving the in-person pastoral care:

1. The site for the outdoor visit will be at a mutually agreed upon space by the minister and the person receiving pastoral care.
2. Visits will be pre-arranged and scheduled.
3. Visits are between the minister and the designated person or family only.
4. Screening questions will be asked of the person requesting pastoral care:
 - 1) Do you have any of the following symptoms? (cough, shortness of breath, sore throat, runny nose, headache)

- 2) Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?
- 3) Have you had close contact with anyone with a confirmed or probable case of COVID-19?
5. The minister will provide assurance to the other person that the minister's answers to above questions are NO.
6. Visits will not occur if either party is feeling sick or unwell.
7. All parties must maintain physical distancing during the outdoor visit.
8. Wearing masks during the outdoor visits is recommended.
9. Food and beverages will not be shared.
10. The area where the visitor sits must be wiped down using an approved antiviral disinfectant (OR bring your own lawn chair).
11. Continue to monitor government and local public health guidelines.

Safety Protocols for External/Rental Groups (Phase 2)

The church will not be open to external/rental groups during Phase 1, but will consider opening for Phase 2 under the following conditions:

1. External/rental groups will follow gathering restrictions in accordance with provincial guidelines.
2. External/rental groups must abide by the guidance of current public health regulations.
3. All external/rental groups will be required to submit a safety plan to Burton Avenue United Church to ensure the space they are using remains safe and the health and safety for those attending are protected.
4. External/rental groups will ensure the safety protocols of Burton Avenue United Church are followed within their plan.
5. The plan of the external/rental group must be submitted before resuming occupancy within Burton Avenue United Church.

Safety Protocols for Sunday Worship

All services will be intentionally intergenerational. Dates of PHASES are projected only and are subject to change.

| PHASE | Explanation | Participants | Projected Dates | Safety Protocols |
|--|---|---|--|--|
| Phase 1 | Summer Service Hiatus | | 06/29/2020 – 09/05/2020 | |
| Phase 2 Broadcast worship from the Sanctuary | IF tech support and equipment are in place for September, worship would be live streamed from the Sanctuary. | <ul style="list-style-type: none"> • Min. of Word • Min. of Music • Tech Team • Power Point • Worship Leaders (max 2) • Worship Singers (max 2) | 09/06/2020 – 10/04/2020 (inclusive) | <ol style="list-style-type: none"> 1. Anyone unwell or who may have had Covid exposure or has travelled outside of Canada in the last 14 days stay home 2. Follow building entry protocol - sanitize hands, maintain sign in sheet, maintain 2 m distance from others, wear a mask if physical distancing cannot be maintained 3. Areas marked for Min. of Word and Worship Leaders to stand 4. Area taped off from piano to first pew 5. Choir rail removed for direct access to loft for Worship Leaders seating 6. Remove fabric chairs from choir and pulpit area. Replace with chairs from lounge for Worship Leaders seating 7. Chairs for Worship Leaders and worship singers marked and labelled 8. Worship leaders and worship singers should be the same at least 2 weeks in a row to promote familiarity with safety protocols 9. Once capability and requirements of tech/Powerpoint are established, those areas should be taped off and labeled |

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|--|---|---|--|--|
| <p>Phase 3 Broadcast and up to 30 people to Worship in Person</p> | <p>Up to 20 worshippers by invitation – targeting those who have no online access</p> | <ul style="list-style-type: none"> • Min. of Word • Min. of Music • Tech Team • Power Point • Worship Leaders (max 2) • Worship Singers (max 2) • Ushers (4) | <p>10/11/2020 – 11/01/2020 (inclusive)</p> | <ol style="list-style-type: none"> 1. Anyone feeling unwell or may have had exposure to Covid or have travelled outside Canada in the last 14 days stay home 2. All hymn books, paper materials and cushions removed from sanctuary (stored in cloak room off the narthex) 3. All coat hangers removed from lobby (stored in cloak room off the narthex). Outer wear must remain with the congregant 4. Communicate What to Expect When You Arrive (see Appendix I) 5. Entry at Parking Lot Door only 6. Follow building entry protocol - sanitize hands on entry, maintain 2 m distance from others, wear a mask if physical distancing cannot be maintained (one will be provided if you do not-worship speakers and singers excepted) 7. New usher list and duties compiled 8. Ushers at entry door, elevator, top of the stairs, sanctuary doors each with specific task re: building entry and exit, elevator operation, traffic flow and seating. Ushers wear masks and gloves 9. Use right hand door at top of stairs for entry. Tape off and sign left hand door CLOSED to provide distance from washroom access 10. Sanitizer at sanctuary entrance and Burton Avenue doors 11. Garbage receptacle at sanctuary entrance and Burton Avenue doors 12. Floors taped as to direction and distancing footprints when waiting, foyer, sanctuary, washroom 13. Sign at top of stairs Follow Arrows and Wait on the Footprints |
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|--|-------------|------------------|------------|--|
| | | | | 14. Sign at the sanctuary entrance Wait for Usher to Seat You |
| | | | | 15. Pulpit, Piano areas, Worship Leader seating taped as in Phase 2 |
| | | | | 16. Pews not to be used taped off |
| | | | | 17. X marks for single or couple seating on pews being used |
| | | | | 18. Offering plate on table inside sanctuary door with a sign |
| | | | | 19. Attendees checked against previously compiled list upon entry to sanctuary |
| | | | | 20. No congregational singing, spoken liturgy, responses |
| | | | | 21. Exit by Burton Avenue Doors at ushers' direction |
| | | | | 22. Those not able to use that entrance wait and exit by Parking Lot Door at ushers direction |
| Phase 4 Broadcast and up to 60 people in total Worship in Person | Details TBD | Participants TBD | 11/08/2020 | 1. All prior protocols in effect. Communicate What to Expect When You Arrive (see Appendix I) |
| | | | | 2. No congregational singing, liturgy or spoken responses |
| | | | | 3. Children must remain seated with family. There will not be any programs for children or youth. |
| | | | | 4. Further Protocols TBD |
| Phase 5 Full on in person worship | Details TBD | Participants TBD | Dates TBD | |

Appendix 1

What to Expect When You Arrive for those attending in person

- One entrance - elevator side
- One exit - onto Burton Avenue- ushers will direct exiting the building. Should you need to exit by the elevator side, you will be directed to wait until the people exiting onto Burton Avenue have done so.
- Upon arriving and leaving the service, please do not stop to visit in the parking lot.
- Wait until you are admitted to the building by an usher
- Hand Sanitize when you enter
- Ushers (4) will manage the entry door, traffic flow, seating and exiting the building.
- All persons (with the exception of Worship Leaders and Singers) should wear a mask or face covering. One will be provided should someone not have one
- Follow the directions of the next usher to proceed
- Wait for an usher to seat you
- Ushers will seat people as they arrive beginning at the back
- If the usher is busy wait at the appropriate floor marking
- Offering may be put in the plate as you enter the sanctuary
- Pews will be roped off and seating marked
- Worshipers must agree to sit in the seat which they are given
- A list of attendees will be taken and kept for at least 2 weeks in the event that we need to contact trace.