

## **SUMMARY OF PREPARATIONS AND PLANNING FOR REOPENING CAMBRIDGE STREET UNITED CHURCH IN ACCORDANCE WITH PROVINCIAL AND HEALTH UNIT GUIDELINES**

### Staff

Every precaution has been taken to ensure the safety of our staff, including self-assessments for the symptoms of COVID-19, availability of hand sanitizer, mask-wearing as appropriate, communication on the importance of physical distancing and mental health, and information on visitors to the building for contact tracing purposes.

### Building

Cleaning supplies and PPE have been ordered or provided, and extensive cleaning undertaken. The drinking fountain is turned off. Shared equipment is cleaned twice daily. Offices and meeting rooms are cleaned daily; frequently touched surfaces twice daily. During the week, the Bond Street and north Cambridge Street entrance will be open; visitors are asked to check in at the office. Microphones may not be shared, and seating in meeting rooms must be two metres apart. The kitchens are closed; only staff may use the refrigerator in the main kitchen for storing personal food and beverages. There will be signs on public items such as telephones saying "Please wash hands after use." Posters will highlight the importance of physical distancing, hand-washing and other COVID-19-related health measures. Signs will indicate how many people may use a washroom or the elevator at one time, and will show where those waiting must stand to maintain proper distancing. Direction markers will indicate flow into and out of the sanctuary. Hand sanitizer will be available in multiple locations throughout the building. The sanctuary will be closed for at least three days after every worship service.

### Worship services

The area from the main Cambridge Street doors south to Bond Street will be reserved for drop-off of passengers. Parking spots from the doors to the parking lot entrance will be reserved for members who require accessible parking. (Spaces on Bond Street closest to that entrance will be reserved for members of Queen Street United who require accessible parking.) Services will begin at 10:40 a.m. to allow members of Queen Street to exit from the Bond Street door to minimize contact between the two groups. (Queen Street volunteers will be responsible for cleaning the lower hall and high-touch surfaces after their service.) There will be no rides to church provided until further notice. Cambridge Street United members will use either of the Cambridge Street entrances. Ushers have been trained in hand hygiene and other requirements such as distancing, mask-wearing and seating arrangements. Volunteers will record the names of those in attendance for contact-tracing purposes. Individuals with special needs will be considered and consulted about any specific requirements they may have. Name tags will not be available. Congregation members may sit with those in their personal "bubbles" but, as in any other facility, must wear masks and maintain physical distancing from others, refraining from hugs or handshakes. Rooms and areas not in use will be closed off. The gallery will be available if required to allow congregants to maintain distancing; otherwise it will be closed to reduce cleaning requirements. When possible, windows will be open to improve ventilation, but fans will not be used. Nursing and changing facilities will be available. Children must remain with their families as there are no Sunday school classes or nursery supervision; activity sheets and crayons will be available to children in bags that they will take home with them. There will be no printed orders of service. Congregational and

choral singing is not permitted; soloists and instrumental playing are allowed, provided the musician or singer keeps four metres away from others. Microphones cannot be shared, and will be sanitized after each service. Those counting offering will wear gloves and wash their hands thoroughly afterward. The church will be cleaned after each service, with particular attention given to surfaces that are touched frequently such as door handles, hearing assist devices, buttons in the elevator, etc.

#### Pastoral visits

The visiting minister will comply with physical distancing and mask-wearing rules at all times, and will wash or sanitize hands before and after the visit. Those receiving the visit must also wear a mask. The meeting space must be well-ventilated, ideally with an open window (fans are not to be used). Visits by phone or video chat are also available.

#### Funerals

The officiant must wear a mask anywhere that a physical distance cannot be maintained. Occupancy rates for funerals in the sanctuary permit up to 180 attendees. Visitation will take place at the funeral home under its rules. There will be no receptions at the church with food or drink after a funeral.

#### Baptisms

Candidates for baptism will come forward one at a time. Physical distancing must be maintained at all times; infants and young children will stay in the arms of a family member. The baptismal font and vessel will be sanitized before the service.

#### Weddings

The officiant must wear a mask indoors or outdoors if physical distancing cannot be maintained. Up to 180 people may attend a wedding held in the sanctuary. Other than the couple being married, members of the wedding party must be physically distanced or wear masks. There will be no receptions at the church with food or drink after a wedding.

#### Rental / community use

User groups must confirm in writing how they will ensure their meetings follow health unit guidelines before coming back to use the building. A representative from each group must attend a training session on proper cleaning and sign a letter confirming that they understand they are responsible for cleaning any church property they use. Individual members must self-screen, wash or sanitize hands, and sanitize all surfaces they touch. They must only allow the number of participants permitted under limits determined and posted by the church. The kitchen is not available to renters or community users.