

Chalmers United Church, Kingston ON Guidelines for Controlled Reentry

Last updated 7 October 2020

The following guidelines were created to keep all CUC congregation members and visitors to our church safe during the COVID-19 pandemic. Guidelines have been developed in accordance with provincial and local Health Unit recommendations.

We have submitted our plan for reopening to the East Central Ontario Regional Council, and it has been approved.

We are subscribed to receive email updates from KFL&A Public Health. There is no requirement to submit our plan to KFL&A Public Health.

General Guidelines:

- Anyone experiencing symptoms of COVID-19 should stay at home and self-isolate.
- Face masks must be worn at all times when in Chalmers Sanctuary, MacCallum Hall, or the Church house. If you cannot wear a mask for health reasons, we ask that you not visit at this time.
- Everyone is encouraged to use the provided hand sanitizer when entering and leaving.
- All visits or use of the premises must be prearranged through the Church Office. No impromptu visitors will be allowed entry, except during worship service.
- All visitors (including volunteers and renters of the facilities) must be logged with date, name, and a phone number in the event contact tracing is required.

Worship Service:

- Church will open 30 minutes prior to the beginning of the service.
- Outside the church, the sidewalk and ramp will be clearly marked to maintain distancing.
- There will be a self-check station as the first point of contact, advising parishioners to return home if they are showing any symptoms associated with COVID-19, have travelled within 14 days, or have been in physical contact with anyone who is ill or diagnosed with COVID-19.
- Entry will be through the ramp door (Earl Street entrance) ONLY. All attendees must enter through this door.
- Ushers will assist you. Signs will be used to explain procedures where possible. Ushers will wear face shields in addition to masks.
- In the vestibule, an usher will record names if members of the church. Non-members will be required to provide names and a phone number for follow-up contact, should that be necessary.
- In inclement weather, the back of the sanctuary provides a limited area for waiting to get seating assistance from the ushers.
- You are free to choose your own seating, keeping a minimum of 6 feet distance between household bubbles at all times, in the rows that are clearly marked for sitting, having the cushions removed. Ushers will ensure the required 6 feet distance is being kept.
- Please keep your coat with you - coat racks will not be available.
- Seating capacity will be 130 persons (1/3 of the available seating).
- The balcony will be off limits to all worshipers except for sound technicians.
- The service will start promptly at 10:30 a.m. Please be in your place at least 5 minutes before the start of the service.
- Bulletins will be on the back of the sanctuary for you to pick up. Please take your bulletin home.
- Hymn books will have been removed and are not to be used.
- Offering plates will be available upon entry/exit to the sanctuary. The plates will not be passed during the service.
- We will not be singing together as a congregation, recognizing the warnings of singing being a significant risk of virus spread. There will still be musical offerings and congregants can follow along with the words printed in the bulletins. We'll have our organist, Aurora Dokken, and possibly a soloist will sing at the back of the choir loft, or there will be other musical offerings such as piano or other instruments, but not wind instruments (thus no flute choir). For the first Sunday at least, our choral music will be pre-recorded.
- Speakers: up to 4 persons, spaced at least 4 meters (12 feet) apart, using separate microphones, spread across the front of the Chancel area. Speakers are free to take off their masks while they are speaking as the

use of masks may make speaking difficult. The main service leader can take their mask off while keeping 4 meters distance.

- Washrooms are available. Please wait, maintaining physical distancing (see marking on the floor) until the washroom is free. Enter washroom and immediately apply hand sanitizer. After use, wash hands for a minimum of 20 seconds, use a paper towel to open door, exit and deposit paper towel into receptacle outside the door.
- Ceiling fans will not be operating, as the movement of air also moves droplets and aerosolized particles.
- Please make yourself a name tag at home so we can recognize each other despite the masks! Regular name tags will not be available.
- The service will be live streamed on Chalmers's You Tube Channel and/or uploaded following the service.
- Social gatherings, and sharing of food and drink is not possible. We will not have our usual coffee hours.
- Exiting will be through the Earl Street and the Clergy Street doors. Please be patient and watch for the ushers assisting to maintain social distancing.

Cleaning of the Sanctuary:

- High touch areas of the Sanctuary (door frames and door handles, railing, microphones, toilets and faucet handles etc) will be cleaned by staff before and after each service. As we are only preparing for bi-weekly service, the Sanctuary will be left locked between services. This should ensure that no virus left behind will be active, even if we move to a weekly schedule.
- Facilities will be cleaned after each rental use of church premises.
- The kitchen and MacCallum Hall will be off limits to avoid unnecessary cleaning. The vestry is available for the Minister, and otherwise off limits.

Timing

- The first worship service in the sanctuary will be October 18.
- A second service in the sanctuary is planned for 2 weeks later, 1 November.
- On 25 October and 8 November, we plan pre-recorded worship services.
- We will then review our experience and consider if we want to move to a weekly schedule. As we are without a minister, our plans will largely depend on whether we can find clergy willing to perform live services. We might also find that 2 services per month in our sanctuary will give us a sense of community, while still minimizing risks.
- Volunteers may resume working in Church Office if prearranged.
- Renting of facilities may resume if arranged through the church office and the renting/property committee.

Documents consulted

Regulations under the Ontario Reopening Act, 2020 For Indoor wedding, funeral or religious service, rite or ceremony

3. (1) This section applies with respect to gatherings for the purposes of a wedding, a funeral or a religious service, rite or ceremony, if the gathering is held in a building or structure other than a private dwelling.

(2) No person shall attend a gathering to which this section applies unless the following conditions are met:

1. The number of persons occupying any room in the building or structure while attending the gathering must not exceed 30 per cent of the capacity of the particular room.
2. All persons attending the gathering must comply with public health guidance on physical distancing.

COVID-19 Advice: Religious Services, Rites or Ceremonies

Version 2 — August 21, 2020

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/advice_religious_services.pdf

A more detailed protocol from the Eastern Ontario Health Unit for Places of Worship

<https://eohu.ca/en/covid/guidance-for-re-opening-places-of-worship>

The KFL&A Public Health **Section 22 Mandatory Face Coverings Order** applies.