Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re-Opening for Public Worship

# Spring Guidelines – March 3, 2022

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|  | Person responsible | Date  completed |
| Corporate Worship |  |  |
| Corporate worship may resume to the full capacity of the space as permitted by the fire code. |  |  |
| Parishes continue to offer online worship – or direct parishioners to online services - in addition to providing in-person worship. No person should feel obligated to attend in-person worship. |  |  |
| The clergy and all involved in the liturgy must be healthy and well. Practice self-assessments. Clerics must read and pass the Screening Questionnaire before or at the start of their day and follow the instructions. Create a plan for non-sacramental, lay-led worship that can be put into practice if required on short notice.  [Staff Screening Questionnaire](https://www.toronto.anglican.ca/wp-content/uploads/2022/03/95f0-Survey-Screening-poster-TPH.pdf) |  |  |
| Indoor Worship Space Preparation |  |  |
| Order all required cleaning supplies. |  |  |
| Identify your high-touch areas: doorknobs, light switches, elevator buttons, bannisters, railings, kneelers, the backs, tops and arms of pews. |  |  |
| Arrange for areas in the worship space to be cleaned by professionals and/or trained volunteers regularly. Frequently touched surfaces must be cleaned once daily. |  |  |
| Drinking fountains must be turned off and marked as such. |  |  |
| Place hand sanitizer containing at least 70% isopropyl or 60% ethanol at the entrance(s) and throughout the church. Plan for sanitizer needs during worship and other gatherings. |  |  |
| Provide masks (disposable or washable cloth) and require their use. Provide a laundry basket to collect used cloth masks at exits.  Arrange for safe laundering of reusable cloth masks. |  |  |
| Introduce more fresh air by increasing the ventilation system air intake or opening windows. |  |  |
| Put up posters with information on COVID-19, physical distancing, hand hygiene, cough hygiene, use masks, and when to stay home.  [COVID-19 Social Distancing](https://www.toronto.anglican.ca/uploads.php?id=5f074123d1202)  [COVID-19: Protect Yourself - Wash Your Hands](https://www.toronto.anglican.ca/uploads.php?id=5f0741848b961)  [HandwashingHYPERLINK "https://www.toronto.anglican.ca/uploads.php?id=5f0741d13564e" Poster](https://www.toronto.anglican.ca/uploads.php?id=5f0741d13564e)  [Hand Sanitizing Poster](https://www.toronto.anglican.ca/uploads.php?id=5f074232a62fa)  [Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07431249069)  [COVID-19: Protect Yourself – Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07435ebb23d) |  |  |
| Train sidespersons and greeters on the protocols for masks, hygiene, and how to seat and usher worshippers. |  |  |
| Communicate to persons responsible for emergencies during worship any temporary changes to the emergency safety protocols (fire evacuation, medical emergency, etc.) |  |  |
| Consider those parishioners with special needs who may need individualized consideration. Consult with them and their caregivers about needed supports to safely return. |  |  |
| Communicate changes to parishioners and the public on social media and parish website in order to prepare worshippers and describe new protocols. Encourage them to bring their own masks, water bottles, etc. |  |  |
| **Outdoor Worship** |  |  |
| **Masks are strongly recommended outdoors.** Clergy presiding at a celebration of the Eucharist MUST be masked when speaking or singing over the elements of bread and wine, and when distributing the host. Worshippers **may** remove their mask outdoors when settled in place for worship (sitting or standing). When in motion – ie., gathering, departing, coming forward for communion – masks should be worn. |  |  |
| Outdoors, if stationary and physically distanced, singers may remove their masks. |  |  |
| All other protocols for the celebration of the Eucharist are to be followed, below. |  |  |
| **During Worship** |  |  |
| **Worshippers must wear masks at all times indoors.** Have masks available and insist upon their use. (People may bring and wear their own masks.) |  |  |
| Place hand sanitizer prominently at entrances and throughout the nave. Insist upon usage. |  |  |
| With water fountains disabled, sidespersons may provide water for reasons of health and safety when necessary. Have water in disposable cups/bottles available, only for this purpose, and distribute with sanitized hands. |  |  |
| Be sensitive to people’s willingness (or unwillingness) to make physical contact during the Exchange of the Peace. Hand sanitizer should be readily available, and its use encouraged for those shaking hands. |  |  |
| A single individual may remove their mask for the purpose of liturgical speaking (eg., reading, preaching, said intercessions, making announcements). The unmasked person must be stationary and a minimum of 4 metres from all others. After touching (removing and replacing) their mask, that person must immediately sanitize their hands. |  |  |
| Those making sacred vows (eg., baptismal, confirmation or ordination candidates, wedding couples) may remove their masks to make their promises if maintaining a distance of 4 metres from others outside their own family. Officiating clergy should be masked while others are unmasked. |  |  |
| All singers must be masked at all times, including celebrants singing the liturgy. |  |  |
| All musicians must be masked. |  |  |
| Wind instrumentalists must be distanced by a minimum of 4 metres from others. |  |  |
| **The Eucharist** |  |  |
| The celebration of the Eucharist may resume, in one kind.  The presiding celebrant will consecrate both the bread and the wine, and consume in both kinds, but will distribute only the consecrated bread to all others. |  |  |
| Deacons, Subdeacons, servers and acolytes may assist at the altar. All must be masked. |  |  |
| When at the altar, the presiding celebrant must wear a mask – whether singing or speaking – if the elements of bread and wine are before them. |  |  |
| All persons distributing communion must use hand sanitizer and wear a mask. |  |  |
| Communicants must wear masks when coming forward for communion. |  |  |
| Holy Communion continues to be distributed from standing stations. Depending on the worship space, it will usually be outside of the chancel area. Communicants receive the host while still wearing a mask. They will stop at a six foot distance from the communion minister, hear the words, “The body of Christ…” (or similar) and respond with “Amen.” The communicant will then move forward to receive the wafer in their hand. They then move away (two metres) from the communion minister, stop to remove their mask, and consume the host. Depending on the worship space, this will usually be done while facing the altar and no one is closer than six feet. Mark the direction and space to stop on the floor. Hand sanitizer needs to be available in this spot. The communicant will replace their mask and then clean their hands before returning to their seat. |  |  |
| Consecrated bread is to be placed carefully in the communicant’s hand by gently dropping into the open palm. Larger wafers are recommended for this purpose. (Receiving the sacrament on the tongue is reserved for private communions only, when rigorous hand hygiene can occur both before and after communion.) |  |  |
| Prayers for healing in worship with physical contact, including anointing, is once again permitted. Masks must be worn. |  |  |
| **Other Notes** |  |  |
| Arrange for cleaning of high-touch areas in the worship space and washrooms regularly, ideally after every service. |  |  |
| **Hospitality (Food and Beverages)** |  |  |
| Food and drink may be offered for social occasions using “restaurant rules.” All persons must be masked at all times, except when **seated** to eat or drink.  Based on these “restaurant rules,” there can be **no informal, stand-up receptions** or coffee hours at this time. |  |  |
| As masks will be removed to eat or drink, seating should be spread out as much as possible and ventilation should be fully maximized. |  |  |
| Food must be prepared, portioned and served by designated, masked and vaccinated volunteers. |  |  |
| There is to be no physical gathering around the food – no buffets, pot-lucks, salad bars, or coffee stations – and no one should be “helping themselves”. |  |  |
| **Pastoral Visiting** |  |  |
| Hand sanitizing must happen before and after the visit. |  |  |
| Masks are required for all people. Have masks available. |  |  |
| Priest or pastoral visitors must be healthy and without an underlying medical condition that makes them vulnerable. |  |  |
| If the person requesting the pastoral visit is experiencing symptoms of COVID-19/cold/flu or are ill or vulnerable to illness, a phone or online visit is required. |  |  |
| Space chosen for the visit must be well ventilated, ideally with an open window if possible. |  |  |
| If the pastoral visit takes place in an institution, clergy must comply with their protocols in addition to all diocesan guidelines. Some institutions may not allow visitors so a phone or online visit will be required. |  |  |

# A Checklist for Reopening Parish Spaces – Spring Guidelines

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|  | Person responsible | Date  completed |
| Preparing Parish Offices and Meeting Spaces |  |  |
| Order all required cleaning supplies and PPE (masks/gloves) for office and staff; wipes or disinfectant, paper towels, tissues. |  |  |
| Identify high-touch areas: doorknobs, light switches, toilets and taps, elevator buttons, countertops, bannisters and railings, appliances, photocopier, and shared office equipment. |  |  |
| Drinking fountains must be turned off and marked as such. |  |  |
| Arrange for offices and used meeting rooms to be cleaned by professionals and/or volunteers regularly. Frequently touched surfaces must be cleaned once daily. |  |  |
| Cleaners must be aware of Public Health guidelines:  <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>  <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en> |  |  |
| Workstations that are shared must be cleaned between each user. |  |  |
| Rearrange workstations if needed to ensure physical distancing. |  |  |
| Install plexiglass if needed to ensure physical distancing, e.g. at reception.  Supplier links:  <https://www.artsoft.ca/catalog/product-category/social-distancing-sign/?gclid=EAIaIQobChMIzoKChLP_6AIVnvrjBx0zlAIaEAAYASAAEgJZEfD_BwE>  <http://www.lumichrom.com/covid-19-plexiglass-safety-barriers?gclid=EAIaIQobChMIy-edh7T_6AIVxf3jBx2KyQJiEAAYASAAEgJZQ_D_BwE>  <https://officecentralinteriors.com/?utm_campaign=emailmarketing_79871049886&utm_medium=email&utm_source=shopify_email> |  |  |
| Designate separate entrance(s) and exit(s) if possible, with signage. |  |  |
| Put up posters at entrances educating staff about symptoms (COVID-19/cold/flu), and sanitizing and washing hands immediately upon entry.  [Entrance poster](https://www.toronto.anglican.ca/wp-content/uploads/2022/03/95ea-Screening-poster-entrance-TPH.pdf) |  |  |
| Place hand sanitizer containing at least 70% isopropyl or 60% ethanol content at the entrance(s) and throughout the building. |  |  |
| Provide masks (disposable or washable cloth) and require their use. Provide a laundry basket to collect used cloth masks at exits.  Arrange for laundering of reusable cloth masks. |  |  |
| Put up posters educating on COVID-19, physical distancing, hand hygiene, cough hygiene, use of PPE/masks, and if showing symptoms (COVID-19/cold/flu), must stay home.  [COVID-19 Social Distancing](https://www.toronto.anglican.ca/uploads.php?id=5f074123d1202)  [COVID-19: Protect Yourself - Wash Your Hands](https://www.toronto.anglican.ca/uploads.php?id=5f0741848b961)  [Handwashing Poster](https://www.toronto.anglican.ca/uploads.php?id=5f0741d13564e)  [Hand Sanitizing Poster](https://www.toronto.anglican.ca/uploads.php?id=5f074232a62fa)  [Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07431249069)  [COVID-19: Protect Yourself – Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07435ebb23d)  [Other downloadable posters and graphics](https://www.toronto.ca/home/covid-19/covid-19-spread-the-word/) |  |  |
| Put up posters on maintaining mental health.  [Feelings of Stress and Anxiety During COVID-19](https://www.toronto.anglican.ca/uploads.php?id=5f0744662734b)  [Taking Care of Your Mental Health and Well-Being](https://www.toronto.anglican.ca/uploads.php?id=5f0744af314d8) |  |  |
| Reduce meeting room seating capacities to ensure small numbers and physical distancing; post signs on meeting rooms advising limits. |  |  |
| Close rooms that will not be in use and post signs not to use. |  |  |
| Staff kitchens/lunchrooms can reopen for use under “restaurant rules.” Everyone must be masked at all times except when seated to eat or drink. Physical distancing must be maintained. There is to be no physical gathering around food – e.g., no buffets, potlucks, pizza boxes – and no one should be “helping themselves.” Common areas like coffee and tea stations remain closed. No food or beverages are to be served or shared. Refrigerators and microwaves can be used with signs indicating “Please wash hands after use.” |  |  |
| Post signs on photocopier, shared telephones, and other common equipment to “Please wash hands after use.” |  |  |
| Shared items from common areas, utensils and dishes from kitchens and lunchrooms can be used again. |  |  |
| It is no longer required to limit the number of people in a washroom at one time. However, you can continue to limit the number of people if you wish. Designate how many people will be allowed in a washroom at one time. Use signage as well as floor indicators to show physical distance for those waiting for the washroom.  Supplier link: <https://safetymedia.com/category/healthCOVID19/covid-19-signage-and-displays> |  |  |
| Designate how many people will be allowed in elevator (if applicable) at one time. Post sign on elevator to advise. |  |  |
| Introduce more fresh air by increasing the ventilation system air intake or opening windows. Avoid central air recirculation where possible. If a fan is needed, make sure they do not blow directly toward anybody. When using a fan, it is important to put it near an open window or door to help bring outdoor air into the space. |  |  |
| Our buildings remain closed to the public. Post signs at entrances indicating that offices are open to visitors by appointment only. |  |  |
| Decide on a schedule for staff to return. Consider staggered worktimes. | Incumbent/Churchwardens |  |
| Require assurance from licensees/rental groups that they will meet their gathering and health guidelines, prior to their use of the facility. |  |  |
| Review and modify if needed, the emergency safety protocols (fire evacuation, medical emergency, etc.) |  |  |
| Develop your Return to Work Plan for Staff – a sample is below; obtain Health & Safety Rep/JHSC input.  [Return to the Parish Plan Sample Presentation](https://www.toronto.anglican.ca/wp-content/uploads/2022/03/Return-to-the-Parish-Plan-Sample-Updated-Mar-2-2022.pptx) |  |  |
| Preparing – Parish Staff, Volunteers and Licensees |  |  |
| Communicate the Return Plan to staff, volunteers and licensees before returning. |  |  |
| Communicate that anyone who is ill, experiencing symptoms or who has been exposed to COVID-19 must stay home. Everyone must be symptom-free before entering the building. Use the Screening Questionnaire below. |  |  |
| Communicate that anyone who has travelled outside of Canada in the last 14 days must follow [federal requirements](https://travel.gc.ca/travel-covid/travel-restrictions/exemptions) for quarantine and testing after returning from international travel. |  |  |
| Communicate to staff that if they experience symptoms (COVID-19/cold/flu) while at work, they must go home or work from home and advise their Supervisor. |  |  |
| Communicate to staff, volunteers and licensees to keep physical distance at all times, practice good hand hygiene and cough hygiene, and that they must wear a mask when unable to physically distance (if space is open to the public/parishioners, they must wear a mask at all times). |  |  |
| Communicate to staff to take proper breaks during the day, and to care for their mental health. |  |  |
| Remind staff, volunteers and licensees that they must clean and sanitize hands upon arrival and frequently throughout their time in the building. |  |  |
| It is no longer required to take attendance daily and ensure that all persons on site have provided information for contact tracing. However, if there was an employee/visitor sign-in procedure in place at your parish prior to covid, it can continue.  Everyone (clerics, staff and volunteers) must read the Screening Questionnaire before or at the start of their day or shift and follow the instructions. All visitors must have appointments, check in at reception and read the screening questionnaire and follow the instructions. For reasons of privacy, previous contact logs must be securely stored for a period of three (3) years.  [Screening Questionnaire for Clerics/Staff/Volunteers](https://www.toronto.anglican.ca/wp-content/uploads/2022/03/95f0-Survey-Screening-poster-TPH.pdf)  [Screening Questionnaire for Visitors](https://www.toronto.anglican.ca/wp-content/uploads/2022/03/95ea-Screening-poster-entrance-TPH.pdf) |  |  |
| Communicate to staff, volunteers and licensees any temporary changes to the emergency safety protocols (fire evacuation, medical emergency, etc.) |  |  |
| Returning to the Parish Office |  |  |
| Train staff on hand hygiene, cough hygiene and use of masks and gloves.  [Handwashing Poster](https://www.toronto.anglican.ca/uploads.php?id=5f0741d13564e)  [Hand Sanitizing Poster](https://www.toronto.anglican.ca/uploads.php?id=5f074232a62fa)  [Cover Your Cough](https://www.toronto.anglican.ca/uploads.php?id=5f07431249069) [Masks](https://www.toronto.ca/wp-content/uploads/2020/05/8fdf-How-to-Safely-Wear-a-Cloth-or-Face-Covering-Banner.pdf) |  |  |
| Remind staff that they must clean hands when they arrive at the office. |  |  |
| Remind staff that if experiencing symptoms of COVID-19/cold/flu, they should advise their Supervisor immediately and return home or work from home. |  |  |
| Remind staff to maintain physical distance while at the office and to wear mask outside of their work area and where physical distancing is not possible (if space is open to the public/parishioners, they must wear a mask at all times). |  |  |
| Daily check ins with staff on whether they are experiencing symptoms (COVID-19/cold/flu) after return. |  |  |
| Conduct weekly meeting – online or with physical distancing - to advise staff on updates, how things are progressing, address any concerns or questions, etc. |  |  |