

## **RE-OPENING PLAN - APPENDIX 1**

### **Protocols for Celebrating In-Person Holy Communion**

Byron United Church's Re-Opening Plan specifies that protocols will be in place to ensure the health and safety of everyone involved in on-site worship services. The protocols for in-person Holy Communion are particularly important.

- Places of worship must follow government restrictions for indoor gatherings, as well as guidelines and requirements of the local ministry of health.
- A face covering that covers the nose, mouth and chin is required for all persons who enter or remain in the public areas of enclosed spaces, as per the instructions by the Medical Officer of Health and the City of London Mandatory Face Covering By-law. These face coverings may be briefly removed during rituals that involve the mouth, such as partaking of the elements of Holy Communion.
- Activities which require sharing items or passing items from one worshipper to another are to be avoided. This includes our pre-existing practices for distributing elements of bread and juice for the celebration of Holy Communion.
- Individual pre-packaged communion elements have been purchased and will be provided to each worshipper at the point of entry to the sanctuary.
- A greeter (preferably an Elder) will be at that location with the pre-filled cups (wafer and juice). This greeter will wear a mask and gloves and will drop a pre-filled cup into each person's open hand(s) with no contact.
- The officiant will wear a mandatory face covering unless there is a physical barrier separation. The face covering may be removed during rituals that involve the mouth, such as partaking of the elements of Holy Communion.
- All worshippers may remove their face coverings during the partaking of the elements and then immediately replace the mask for the remainder of the worship service.
- The congregation will be asked to leave the empty packaging in the communion cup slot on the back of the pew in front of them. The greeter who distributed the elements will collect them, while wearing gloves, after everyone leaves the sanctuary, and dispose of them in a sanitary manner. Those cup slots will then be sanitized after everyone has left.
- An instructional video will be prepared for sharing with the congregation prior to the first worship service at which Holy Communion will be celebrated.

## RE-OPENING PLAN - APPENDIX 2

### BYRON UNITED CHURCH -Wedding Checklist During COVID-19 Protocol Requirements- -As of information available August 31, 2020-

Congratulations on your upcoming nuptials. When planning a wedding during the COVID-19 pandemic, it is important that you and your guests are informed of requirements of the province of Ontario, the Middlesex- London Health Unit, the City of London and the Byron United Church Re-Opening Plan. This wedding planning checklist has been prepared to provide a guide for your planning and information sharing with your guests. Information in the planning checklist is current as of the date indicated at the top of the list.

1. Your event must adhere to the current Middlesex-London Health Unit orders on gathering limits for wedding ceremonies.

- As of July 21, 2020, this limit is up to 30% of the room capacity where the ceremony will be conducted, based on ability to physically distance according to requirements of the province of Ontario.

2. Your event must also adhere to the Mandatory Face Coverings By-law approved by the City of London on July 21, 2020.

- There will be signs posted outside the church specifying the requirements of this By-law.
- **"ALL PERSONS ENTERING OR REMAINING IN THESE PREMISES SHALL WEAR A MASK OR FACE COVERING WHICH COVERS THE NOSE, MOUTH AND CHIN AS REQUIRED UNDER CITY OF LONDON BY-LAW PH-20."**
- Wedding party members and guests are requested to bring their own masks and put these on prior to entering the church.
- Masks will be available for anyone who forgets to bring a personal one.
- The City of London list of exemptions for wearing a mask are applicable to wedding ceremonies.

3. Byron United Church Re-Opening Plan, approved by Session on August 18, 2020, requires that the protocols for in-person worship services will apply to all weddings.

- The wedding party is required to adhere to the protocols for in-person worship services.
- The wedding couple does not need to be physically distanced from each other.
- The groom is advised to carry the rings.
- Hand sanitizer should be used during the wedding ceremony (e.g., signing the wedding register).
- The officiant is to wear a mandatory face covering unless there is a physical barrier separation (e.g., plexi-glass or other impermeable barrier), or during rituals that involve the mouth.
- Social gatherings before, during and after the ceremony including receiving lines, handshakes or hugs, are not permitted.
- Food services cannot be provided or allowed.
- Volunteer ushers and greeters will be recruited to assist with weddings to ensure protocols are followed.

4. Protocols required prior to entering Byron United Church include the following for everyone:
- a) Responding to mandatory Health Unit questions that the response to all four questions is "No":
    - i) Have you been outside Ontario in the past 14 days?
    - ii) Have you been in close contact with someone with confirmed or possible COVID-19?
    - iii) Have you been asked to self-isolate in the past 14 days?
    - iv) Are you experiencing symptoms such as dry or chronic cough, chills, headache, fever, fatigue, difficulty breathing or shortness of breath, loss of sense of taste or smell, sore throat, muscle aches, nausea or diarrhea, conjunctivitis, headache, rash or discolouration of fingers or toes?

Note: Anyone who answers "Yes" to any of these questions will not be allowed to enter the church.

- b) Providing contact information for follow up contact tracing by the Middlesex-London Health Unit if a case of COVID-19 is identified that might affect anyone who attends the wedding ceremony. Contact information collected is voluntary, and can only be used by public health for COVID-19 contact tracing. The attendance list will be shredded after 30 days.
- c) Providing a signed Byron United Church COVID-19 Liability Waiver prior to entering the sanctuary.

5. It is advisable to communicate with your guests well in advance of the ceremony date to share these expectations so all who plan to attend will know the required protocols.

- A copy of the Liability Waiver should be forwarded via email to each guest, requesting them to print the waiver and bring the signed waiver with them to the ceremony. If someone forgets to bring the signed waiver, extra copies will be available at the registration table in the foyer entrance.

6. The province of Ontario now allows for "social circles" of up to 10 people who are not required to maintain physical distance requirements from others within that one social circle. People can request seating by social circles at indoor functions.

**Byron United Church can likely accommodate two social circles, one for the bride's family and one for the groom's family, within our restricted seating requirements.**

- In order to seat guests by social circles, those members of each social circle need to state that they are part of a specific social circle. This exempts them from the physical distancing requirement from others within their social circle.
- Each entire social circle must still respect physical distancing requirements from others attending the wedding ceremony.
- For preparation for the ceremony, it would be helpful to receive a list of the names in each of the two social circles a week prior to the date of the wedding ceremony.

## **RE-OPENING PLAN - APPENDIX 3**

### **Protocols and Guidelines for In-Person Tuesday Youth, Sunday School and Sunday Youth**

#### **General Requirements and Communications:**

- Places of worship must follow government restrictions for indoor and outdoor gatherings.
- The protocols for in-person Sunday worship service will apply to all programs for children and youth.
- A survey will be sent to each family asking if their child or youth is interested in returning to in-person programs for children or youth and to what degree they wish to be involved.
- Children and youth will need to pre-register, indicating in advance, which days they plan to attend.
- Parents will need to provide a signed waiver before or at each child's or youth's first visit to the church.
- Families of the children and youth will be informed in advance (in writing and/or by YouTube video) what to expect at the gathering – masks, physical distancing, no food, limited access to the washroom, sanitation and hygiene expectations.
- Activities involved must respect no sharing or passing of objects. no singing or other activities excluded by government or health unit protocols.
- Any athletic/sports focused activities must either follow the province's guidelines or be suspended for the time being until programming can get back up and running safely.

#### **Tuesday Youth**

- If the weather is good, we would plan to be outside as much as possible.
- If inside, there will be a limit to the number of attendees, physical distancing markers will be laid out in the gym and all public health and safety protocols must be followed at all times.
- No food or drink will be provided and water fountains will be unavailable.
- Initial gatherings could be shorter, perhaps only an hour long.

#### **Sunday School and Junior/Senior Sunday Youth**

- If the weather is good, we would plan to be outside as much as possible.
- If inside, there will be a limit to the number of attendees, physical distancing markers will be laid out in the rooms being used and all public health and safety protocols must be followed at all times.
- No food or drink will be provided and water fountains will be unavailable.
- Logistics of reducing the interactions of the children, youth and others who are attending worship upstairs in the sanctuary will need to be thoroughly explored. This includes how children move from the sanctuary to their respective meeting rooms, as well as dismissal processes for parents to meet with their children/youth to go home.
- Everyone will need to understand and abide by controlled traffic flow, physical distancing and hygiene, health and safety protocols.

## RE-OPENING PLAN - APPENDIX 4

### Protocols for Byron United Church Food Bank

#### General Food Bank Information

Byron United Church was allowed to continue operating our Food Bank as an essential service in March 2020 when the provincial government imposed the restrictions for all non-essential businesses. Protocols were put in place regarding physical distancing for the volunteers who serve in this ministry and methods to maintain separation between the volunteers and clients coming for food. Donations of food from church members were left at the church in a manner that was safe for those donating and the volunteers who would sort these supplies. Cash donations have been used to purchase necessary items in short supply. A team of volunteers, working in pairs, operate the Food Bank on a rotating basis for the two days each week that it is open. The Food Bank coordinators sort the donations and stock the shelves at other times during the week and purchase items that are in short supply. We have had a steady number of people come for food and other items each week.

#### Protocols presently in place

During the summer months additional protocols were added to adhere to new requirements of the Middlesex-London Health Unit or increased provincial or municipal regulations. Protocols include the following:

- Signs are posted at the external door entrance to the food bank area, advising of protocols to follow.
- Clients wait outside the exterior door, respecting physical distancing requirements, until a volunteer indicates the first person may come inside the outer door.
- Paper lists of items available are on a table in the area between the exterior and interior doors. Each client checks off on a list the items desired, using a pencil from the 'clean pencils' box. That pencil is then placed in the 'used pencils to be cleaned' box.
- The client holds the list up against the glass of the inner door. A volunteer takes a photo of the list and fills bags with the desired items. The client waits outside the church while this is occurring.
- The volunteer opens the inner door, places the bags of items on the floor of the area between the doors, and steps back inside the inner door.
- The volunteer motions for the client to come inside to pick up the bags and to then leave through the outer door.
- The process is then repeated for each client that day.
- Hand sanitizers are available in the area between the doors for clients to use, and also in the lower hallway outside the Food Bank room for use by the volunteers.
- Signage now requires everyone who enters the building to wear a mandatory face covering in accordance with the City of London By-law of July 21, 2020.
- All church doors are kept locked throughout the day. When volunteers arrive for their working shift, they ring the bell to be allowed entry. They then enter their name, date and contact information on the COVID-19 Screening for Staff and Volunteers sheet in the hall opposite the church office prior to completing any Food Bank volunteer shift.
- After the Food Bank shift for the day is completed, the entry doors, pencils, etc. are cleaned and sanitized.

## RE-OPENING PLAN - APPENDIX 5

### BYRON UNITED CHURCH

#### -Baptism During Worship Checklist During COVID-19 Protocol Requirements- -As of information available November 4, 2020-

Congratulations on your upcoming baptism. When planning a baptism during the COVID-19 pandemic, it is important that you and your guests are informed of requirements of the province of Ontario, the Middlesex- London Health Unit, the City of London and the *Byron United Church Re-Opening Plan*. This baptism planning checklist has been prepared to provide a guide for your planning and information sharing with your guests. Information in the planning checklist is current as of the date indicated at the top of the list.

1. Your event must adhere to the current Middlesex-London Health Unit orders on gathering limits for baptism ceremonies.

- As of October 31, 2020 this limit is up to 30% of the room capacity where the ceremony will be conducted, based on ability to physically distance according to requirements of the province of Ontario.

2. Your event must also adhere to the City of London's *Mandatory Face Coverings By-law* approved by the City on July 21, 2020.

- There will be signs posted outside the church specifying the requirements of this By-law.  
**"ALL PERSONS ENTERING OR REMAINING IN THESE PREMISES SHALL WEAR A MASK OR FACE COVERING WHICH COVERS THE NOSE, MOUTH AND CHIN AS REQUIRED UNDER CITY OF LONDON BY-LAW PH-20."**
- Family members and guests are requested to bring their own masks, put these on prior to entering the church, and wear the mask throughout the time in the church.
- Masks will be available for anyone who forgets to bring a personal one.
- The City of London list of exemptions for wearing a mask are applicable to baptism ceremonies.

3. *Byron United Church Re-Opening Plan*, approved by Session on August 18, 2020, requires that the protocols for in-person worship services will apply to all baptisms.

- The family and all guests are required to adhere to the protocols for in-person worship services. (The *Re-Opening Plan* is posted on the church website.)
- Registration to attend the in-person baptism at the church is required in advance by emailing name(s) and phone numbers to the church office. Confirmation of registration will be provided prior to the day of the baptism.
- The immediate family of the child being baptized do not need to be physically distanced from each other.
- The officiant will sanitize hands before the baptism.
- The officiant is to wear a mandatory face covering unless there is a physical barrier separation (e.g., plexi-glass or other impermeable barrier).
- Only people from one household will be baptized on any given Sunday.
- If oil is used for a blessing, the parent will apply it to the child's forehead.
- A parent will be invited to pick up and light the baptism candle.
- Hands are to be sanitized before the baptism certificate is prepared and signed.

- Social gatherings before, during and after the baptism, including handshakes or hugs, are not permitted.
- Food services cannot be provided or allowed.
- Volunteer ushers and greeters will assist the family and guests to ensure protocols are followed.

4. Protocols required prior to entering Byron United Church include the following for everyone:

- a) Responding to mandatory Health Unit questions that the response to all four questions is "No":
  - i) Have you been outside Ontario in the past 14 days?
  - ii) Have you been in close contact with someone with confirmed or possible COVID-19?
  - iii) Have you been asked to self-isolate in the past 14 days?
  - iv) Are you experiencing symptoms such as dry or chronic cough, chills, headache, fever, fatigue, difficulty breathing or shortness of breath, loss of sense of taste or smell, sore throat, muscle aches, nausea or diarrhea, conjunctivitis, headache, rash or discolouration of fingers or toes?
 

**Note:** Anyone who answers "Yes" to any of these questions will not be allowed to enter the church and will be advised to self-isolate at home.
- b) Providing contact information for follow up contact tracing by the Middlesex-London Health Unit if a case of COVID-19 is identified that might affect anyone who attends the baptism ceremony.
  - Contact information collected is voluntary, and can only be used by public health for COVID-19 contact tracing. The attendance list will be shredded after 30 days.
- c) Providing a signed Byron United Church COVID-19 Liability Waiver prior to entering the sanctuary. A copy of the Liability Waiver is accessible on the church website and can be printed at home, signed and brought to the church the day of the baptism. If someone forgets to bring the signed waiver, extra copies will be available at the registration table in the foyer area.

5. It is advisable to communicate these expectations to your guests well in advance of the ceremony date so all who plan to attend will know the required protocols.

## RE-OPENING PLAN - APPENDIX 6

### BYRON UNITED CHURCH

#### -Celebration of Life/Funeral Checklist During COVID-19 Protocol Requirements- -As of information available November 4, 2020-

Please accept our condolences in the loss of your family member. When planning a funeral or celebration of life ceremony during the COVID-19 pandemic, it is important that you and those who will attend any visitation or service are informed of requirements of the province of Ontario, the Middlesex-London Health Unit, the City of London and the *Byron United Church Re-Opening Plan*. This checklist has been prepared to provide a guide for your planning and information sharing. Information in the checklist is current as of the date indicated at the top of the list.

1. Your event must adhere to the current Middlesex-London Health Unit orders on gathering limits for funeral or celebration of life ceremonies.

- As of October 31, 2020 this limit is up to 30% of the room capacity where the ceremony will be conducted, based on ability to physically distance according to requirements of the province of Ontario.

2. Your event must also adhere to the City of London's *Mandatory Face Coverings By-law* approved by the City on July 21, 2020.

- There will be signs posted outside the church specifying the requirements of this By-law.  
**"ALL PERSONS ENTERING OR REMAINING IN THESE PREMISES SHALL WEAR A MASK OR FACE COVERING WHICH COVERS THE NOSE, MOUTH AND CHIN AS REQUIRED UNDER CITY OF LONDON BY-LAW PH-20."**
- Family members and all attending the service are requested to bring their own masks, put these on prior to entering the church, and wear the mask throughout the time in the church.
- Masks will be available for anyone who forgets to bring a personal one.
- The City of London list of exemptions for wearing a mask are applicable to funeral or celebration of life ceremonies.

3. *Byron United Church Re-Opening Plan*, approved by Session on August 18, 2020, requires that the protocols for in-person worship services will apply to all funerals or celebrations of life.

- The family and all who attend are required to adhere to the protocols for in-person worship services. (The *Re-Opening Plan* is posted on the church website.)
- Registration to attend the in-person service at the church is required in advance by emailing name(s) and phone numbers to the church office. Confirmation of registration will be provided prior to the day of the service.
- The officiant is to wear a mandatory face covering unless there is a physical barrier separation (e.g., plexi-glass or other impermeable barrier).
- Hand sanitizer is available for use before, during and after the funeral service.
- Social gatherings before, during and after the funeral, including receiving lines, handshakes or hugs, are not permitted.
- Food services cannot be provided or allowed.
- Trained volunteer ushers and greeters from within the congregation will be recruited to assist with funerals to ensure protocols are followed.



4. Protocols required prior to entering Byron United Church include the following for everyone:
- a) Responding to mandatory Health Unit questions that the response to all four questions is "No":
    - i) Have you been outside Ontario in the past 14 days?
    - ii) Have you been in close contact with someone with confirmed or possible COVID-19?
    - iii) Have you been asked to self-isolate in the past 14 days?
    - iv) Are you experiencing symptoms such as dry or chronic cough, chills, headache, fever, fatigue, difficulty breathing or shortness of breath, loss of sense of taste or smell, sore throat, muscle aches, nausea or diarrhea, conjunctivitis, headache, rash or discolouration of fingers or toes?  
**Note:** Anyone who answers "Yes" to any of these questions will not be allowed to enter the church and will be advised to self-isolate at home.
  - b) Providing contact information for follow up contact tracing by the Middlesex-London Health Unit if a case of COVID-19 is identified that might affect anyone who attends the funeral ceremony.
    - o Contact information collected is voluntary, and can only be used by public health for COVID-19 contact tracing. The attendance list will be shredded after 30 days.
  - c) Providing a signed Byron United Church COVID-19 Liability Waiver prior to entering the sanctuary. A copy of the Liability Waiver is accessible on the church website and can be printed at home, signed and brought to the church the day of the service. If someone forgets to bring the signed waiver, extra copies will be available at the registration table in the foyer area.

5. The following suggestions are aimed at mitigating the risk of spreading COVID-19 in the community:
- a) Connect virtually to support the grieving process.
    - o Ask family and friends to contribute their memories and stories by emails, e-cards or on social media, or to sign the guest book on the funeral home website.
  - b) Limit in-person attendance. Larger events can be scheduled after the pandemic.
  - c) Include a virtual component to allow additional friends and family to participate.
  - d) Communicate before the event.
    - o Communicate online by social media, newspaper obituary or funeral home website.
    - o Inform those who might attend about the protocol requirements for a service at Byron United Church.
    - o Ask attendees to wave or express another visual greeting instead of hugs and handshakes to express support during the service. This sets expectations so guests will not feel awkward.
    - o Encourage guests to stay home if they are feeling unwell. Post instructions on how to access the virtual service, so they can participate.
  - e) If music is used as background ambience, keep the volume low so guests do not need to speak louder, or lean in to hear a conversation or the service.
  - f) In-person vocalists or musicians need to physical distance from each other and attendees, and wear a mask between performances. They will perform behind an impermeable barrier. Any participants in the service will also speak from behind an impermeable barrier.
  - g) It is highly recommended that visitation be held at the funeral home.

6. Funerals in funeral homes are permitted. In this case, it is the responsibility of the funeral director to see that all regulations of the Bereavement Authority of Ontario are followed.

7. It is advisable to communicate these expectations to possible attendees well in advance of the ceremony date so all who plan to attend will know the required protocols.