

St. Aidan's Anglican Church

Protocols for Plan to Reopen For Worship

Note: No Worshipping Community "MUST" Reopen

If the church Corporation doesn't feel we can safely manage these protocols, they will consider the option of remaining closed.

Protocol Planning and Implementation

1) – The church Corporation is prepared to ensure that the Diocese of Rupert's Land Protocols are implemented and understood by all worship and group participants.

Protocol

The Corporation is responsible for ensuring that the worship protocols:

- are safe and in line with the Bishop's directives, and Public Health protocols

The Corporation will review the protocols and their implementation every week for the first 4 weeks, and every month thereafter.

All participants in all church related activities, including leadership and congregation members, must first self-assess their own health, and:

- MUST NOT have been outside Manitoba in the last 14 days,
- MUST NOT be feeling unwell, or have a cough or sniffles,
- MUST NOT have been in contact with anyone else feeling unwell, or diagnosed with COVID-19, or has been tested for Covid-19 but still awaiting results

2) – The church will consult the following person(s) for expert opinions regarding health and safety, if required.

Protocol

Dr. Bev Rutherford, with support from Dr. Bob Blanchard

3) – The church will provide ongoing ministry for those unable to attend public worship.

Protocol

St. Aidan's Church will continue with some form of electronic Sunday worship service and Wednesday prayer service, either as pre-recorded services and posted on our website, or livestreamed. We will continue using pre-recorded music from our own musicians. We will confirm if our current Wi-Fi system can support livestreaming. If not, we will continue posting pre-recorded services.

Communication

1) – The church will communicate the protocols to our parishioners.

Protocol

Parishioners with computer access will receive from the parish office:

- Email package to renters very clearly explaining the expectations and protocols with diagrams and graphics where possible:
- Self-screening of all parishioners health:
 - MUST NOT have been outside Manitoba in the last 14 days,
 - MUST NOT be feeling unwell, have a cough or sniffles,
 - MUST NOT have been in contact with anyone feeling unwell or diagnosed with COVID-19
- Mandatory use of masks in church building
 - All persons must be able to wear and use masks
- Arrival and departure protocols
- Traffic flow diagrams

Parishioners without computer access will receive from the church office:

- Regular mail package to renters with paper copies of above information
- Self-screening of all parishioners health:
 - MUST NOT have been outside Manitoba in the last 14 days,
 - MUST NOT be feeling unwell, have a cough or sniffles,
 - MUST NOT have been in contact with anyone feeling unwell or diagnosed with COVID-19

- All persons with any cold or flu-like symptoms shall not attend worship, e.g. even if they are confident they're caused by seasonal allergies

2) – The church will display appropriate signage in the building.

Protocol

Prominent signage will be posted at entrance and exit doors, and throughout the walls and pillars of both the nave and fellowship hall, with the same information as contained in the mailings.

- See the attached package of signs which will be posted throughout the church building

Building

1) - Strict cleaning and sanitizing protocols are in place.

Protocol

Cleaning and sanitizing protocols:

- Before and after each worship service, sanitize entire worship area:
- Pew-ends and other prominent horizontal surfaces
- Designated seating areas
- door knobs, light switches, staff rooms, desktops, washrooms and other high touch surfaces

Frequent cleaning and sanitizing of the whole church

- Recognize that cleaning and sanitizing are not the same thing, but both will be done. Both steps are important to reduce the spread of infection
- Cleaning refers to the removal of visible dirt, grime and impurities.
- Sanitizing refers to using chemical to kill germs on surfaces. This is most effective after surfaces are cleaned.

2) – The church has, or is able to access the appropriate material in enough quantity to sanitize our worship space on a regular basis.

Protocol

Sufficient quantities were ordered, are currently on-hand, and have been added to the list of routinely purchased items in our cleaning supplies

3) – The church is able to supply hand sanitizer at appropriate locations and will have a central hand sanitizing station prior to taking the Eucharist.

Protocol

Hand-sanitizer stations will be located at the entrance door, at the Communion table, at the end of the Communion lines near the stage, and near exit doors

4) – The church has the necessary staff/volunteers to complete these tasks.

Protocol

Custodian will clean and sanitize on Mondays and Fridays, and participating staff have been trained and will sanitize after each service recording during the week

Practices

1) - Greeters will be trained to manage traffic flow, to instruct participants and to ensure that we do not exceed the 50 person or as many as allowable as health directives are updated (including clergy, greeters, and musicians) maximum.

Protocol

Greeters will stand 2m behind a table so that parishioners are physically blocked from approaching them:

- Greeters will take attendance
 - Attendance sheets will be clearly labeled with date and kept in the church office for the duration of the pandemic
 - Check that worshippers are in the church directory

- Collect names and phone numbers of worshippers who are not in the directory
- Max of 50 people are allowed in the building for worship services including worshippers, greeters, Vestry Person on Duty(VPOD), audio/video, and any others involved in the service
- VPOD will place the outdoor "Service Full" sign outside the front doors once the 50 person max has been reached. No further worshippers will be admitted.

2) – The greeters will be required to welcome and instruct worshippers; supervise the doors to ensure no more than 50 persons are in the worship space; and keep track of contact information of all attending.

Protocol

One greeter will be required to record attendance and provide direction to parish attendees, with the VPOD as back-up

3) – The church has sufficient hand sanitizer to keep at the door.

Protocol

Hand-sanitizer stations will be located at the entrance door, near the Communion table, and at the end of the Communion lines near the stage

4) – The church has access to masks to offer to those that arrive without their own.

Protocol

All persons must wear face masks including worshippers, greeters, VPOD, audio/video, and any others leading the service

The emailed and mailed info packages will encourage parishioners to bring their own masks

A supply of reusable masks will be kept in a bin on the greeter's table to lend to worshippers who arrive without their own

- Used masks will be collected in a clearly marked bin at the exit doors
- They will be laundered with soap during mid-week before being reused

Celebrant will increase their distance between themselves and the congregation

- wears a mask only for the administration of Communion

In an announcement before service (and in ppt) communicants are instructed:

- before receiving Communion, sanitize hands and remove mask
- after receiving Communion, replace mask, and re-sanitize hands

5) – The church has staff/volunteers that are able to safely launder any reusable masks that are distributed

Protocol

The People's warden has volunteered for this service

6) – The church has the capability to print disposable service booklets at each service. However:

Protocol

There will be no printed materials (bulletins, etc.) for the services. The entire service will be on ppt:

- Neither hymnals nor pew bibles will be available until further notice

There will be no congregational singing during the worship service until further notice

Offertory:

- Worshippers will be advised to place their offering in the offertory plate just inside the glass doors as they exit the nave
- Counters will use plastic gloves for all their activities

Eucharist

- 1) – The church has created a diagram of the flow and spacing for Eucharist. It will be displayed at the entrance and other appropriate locations throughout the building

Protocol

Regulating traffic flow

- Only the center aisle will be used to approach the altar/communion table
- Only the side aisles will be used to return to the pew seats

Diagrams showing traffic flow direction and spacing

- Will be included in parish communications
- Will be posted entrance doors
- Will be shown on ppt before service begins and after service ends

The Peace will be passed verbally without any movement between pews or contact between worshippers (except same household members)

Contactless Administration of Communion:

- No wine, no common cup
- Congregational wafers will remain covered in the silver pyx throughout the consecration

Celebrant will use the portable altar on the upper level green carpet area

Wafers and purificators will be set on the Communion table at the front of the stage

At the time of administration:

- Celebrant will use silver sugar tongs to take the wafer out of the pyx
- Place it on the paper purificator (white paper napkin folded square which will be disposed of following Communion)
- Place wafer and purificator on the table which is on the top step of the stage in front of the altar
- Invite communicant forward, step back 2m to say “The Body of Christ...”

- Communicant consumes the wafer and takes the purificator with them and deposits it in the receptacle at each end of the stage

2) - The church has enough greeters to assist with the flow and spacing of people at the Eucharist.

Protocol

Maintaining distance between Celebrant and communicants

- Flow direction and physical distance spacing will be marked on the floor in the center and side aisles
- Celebrant places each consecrated wafer on its own purificator on the communion table and then steps back 2m
- Communicants are invited into the center aisle by the greeter who acts as usher at this point in the service
- Communicants approach one at a time from their indicated place in the aisle, and sanitize their hands before approaching the Communion table
- Celebrant says "The Body of Christ..." from their proper distance at the altar
- Communicant takes the wafer from the purificator, then discards it in the appointed receptacle, sanitizes their hands again as they return to their pew seat via the directional flow indicators on the floor

3) – The church’s plan for funerals and weddings.

Note: All worship protocols will apply

Protocol

- All current weddings have been delayed until 2021
- All funerals have been scaled down to follow all Diocesan protocols
- All worship service protocols will apply to both weddings and funerals