



Reopening our Churches

Step 2

The guidelines in this document come into effect at the time the province moves into Step 2 of the Provincial Governments re-opening plan. As science learns more about COVID-19, it has become clearer that transmission through contaminated surfaces is not a frequent occurrence and, therefore, these guidelines place less emphasis on surface disinfection than past guidelines. Masking, physical distancing, staying home if unwell and vigilant hand hygiene are still of utmost importance. Different levels of risk also exist depending on whether or not a person is non-vaccinated for COVID-19, has received one dose of a vaccine or is at least two weeks past their second dose of the vaccine. These guidelines contain some differences based on a person's vaccination status. Unless a person volunteers that they are fully vaccinated, assume they are not nor should you ask. Those using these guidelines are to act appropriately according to their vaccination status. For the purposes of this document, fully vaccinated means that the person is more than two weeks past the second dose of COVID-19 vaccine.

This document gives permission for in-person worship to take place within these guidelines. No parish is required at this time to hold in-person worship. The leaders of each parish---clergy and wardens---will decide if their parish will reopen during Step 2.

Worship

- In-person worship may resume according to the custom of the parish.
- A maximum of 25% of the seating capacity of the sanctuary, or the number which can be seated following physical distancing guidelines, whichever is fewer, may attend a service. This includes the officiant, musician, servers, wardens, sides-persons and others involved in the service.
- Services should be no more than 45 minutes in length.
- Face coverings are required for all persons over 2 years of age who are capable of removing their own face coverings and who do not have a health condition that would contraindicate the wearing of a face covering.
- Parishes should have a small supply of face masks (approx. 10% of expected service numbers) on hand for those who forget their face covering. 3-layer cloth masks are preferred to single use masks. The mask is given as a gift to the person. We discourage parishes from taking on the responsibility of laundering masks.
- Parishes are encouraged to continue to offer live-streaming of services or to record services for later posting.
- Congregational singing or chanting is prohibited.
- In all areas of the building used for the service, high touch points are to be cleaned and disinfected at least weekly, more often in more heavily used buildings.

- A checklist may be found on beginning on page 6 of this document.

Outdoor Services

- Outdoor services may take place with the number of attendees determined by the number that may safely physically distance in the available space.
- There should be a minimum of one (1) sidesperson or warden per 25 people to assist in ensuring physical distancing.
- For parishes that do not have adequate green space and wish to hold an outdoor service or other gathering, it may be possible to use local parks. Check with your local authorities for regulations regarding booking, rental fees, etc. Most municipalities will require a certificate of insurance (or charge you for insurance coverage) to cover liability. Our insurer can provide such certification. Another parish may also allow you use their property.
- A checklist for outdoor services may be found on page 12.
- The Celebration of the Eucharist is permitted following the guidelines found on page 9.
- Baptisms may be held outdoors following the guidelines found on page 16.

Drive-in Worship Services

- All government regulations must be followed.
- Individuals who attend must remain in a motor vehicle designed to be closed to the elements.
- As we are called to care for God's creation, vehicles may not be left running during the service.
- A checklist may be found on page 13.

Outdoor Weddings and Funerals

- Outdoor or graveside funerals or interments may be conducted with the number of persons present being those that may be safely physically distanced to a maximum of 75 people as in accordance with the directives of the Bereavement Authority of Ontario. Funeral home staff are not included in this number.
- Outdoor weddings may be conducted with the number of persons present being those that may be safely physically distanced including the officiant, wedding planners, photographers, videographers and other staff.
- Prior approval from the Bishop's Office must be sought for outdoor weddings in accordance with the current diocesan policy on Marriage Outside of the Church which may be found [here](#) on the diocesan website.
- Physical distancing must be maintained.
- Checklists for weddings and funerals may be found on pages 14 and 15 of this document.



Weddings

- Weddings in church buildings may take place following the guidelines for services of worship.
- A checklist may be found on page 17.

Funerals

- Funerals in church buildings may take place following the guidelines for services of worship. Funerals under the care of a Funeral Director are limited to 75 people or 25% of capacity or the number that can be physically distanced, whichever is fewer. This number includes liturgical and musical leaders but not funeral home staff.
- A checklist may be found on page 17.
- Funerals in funeral homes are permitted. It is the responsibility of the funeral director to see that all regulations of the Bereavement Authority of Ontario are followed.
- Churches should ensure adequate volunteer ushers to assist with seating and adherence to the COVID-19 protocols preferably one for every 20 persons.

Baptisms

- Baptisms are permitted as part of a public worship service of the church and within the guidelines for worship services.
- If the family and friends of the candidate(s) are of such number that there would be little room for other parishioners to attend, permission may be sought from the Territorial Archdeacon to hold a baptismal service at a time other than the regularly scheduled services of the parish. If permission is granted, those at the service must include two (2) persons from the congregation who are not related to the baptismal candidate and who represent by their presence the larger Body of Christ.
- A checklist may be found on page 16.

Pastoral Care

- Physical distancing is required at all in-person pastoral visits. Face coverings are to be worn and may only be removed to receive communion, unless both the pastoral visitor and the parishioner are fully vaccinated and are comfortable going maskless.
- Food and drink may only be consumed during the visit if both/all persons are fully vaccinated.
- In-person pastoral visits should not be undertaken to people who are self-isolating or to those who are currently experiencing any of the symptoms of COVID-19.
- Physical contact such as a hand shake or hug may only be shared between those who are fully vaccinated.
- Visits should be no longer than 60 minutes.



- If Anointing the Sick, the anointer is to wash hands before and after the anointing.
- If Communion is part of the pastoral visit, it is to be from Reserved Sacrament and to be bread only. Hands are to be washed before and after Communion.
- Clerics and pastoral visitors must self-screen for symptoms of COVID-19 or other illnesses before visiting. Do not visit if there is any sign of illness. See Appendix A pages 22 and 23 for self-screening questions.
- Share pastoral care contact information widely so that those in need of care know how to connect with clergy or lay pastoral staff without visiting the church.
- Ensure that the church answering machine message contains the contact information for the incumbent in case of a pastoral emergency.

Formation, Fellowship and Stewardship

- Formation activities such as Bible or book studies, prayer groups, confirmation classes, and Sunday School for children (over 4 years of age) and youth activities may resume if held outdoors and people can be adequately physically distanced.
- Fellowship may continue through virtual coffee hours, through the use of phone trees and other methods to ensure that each member of the parish is regularly contacted by others.
- Continual stewardship activities are recommended to assist parishioners in maintaining their offerings. Particular attention should be paid to encouraging parishioners who are not already on Pre-Authorized Givings plans to sign up.
- Fellowship activities may not include the serving or sharing of food or drink.
- Outdoor fellowship with physical distancing is permitted. Persons may bring their own food and/or drink.

Meal programs and Food Banks

- Food-assistance programs are encouraged to continue with adequate hygienic and physical distancing controls in place.
- All local public health regulations must be followed.
- A checklist may be found on page 20.

Building Use

- Offices may reopen for clergy, staff and lay leaders where physical distancing is possible.
- Staff who are uncomfortable returning to the office and able to continue to work from home should be supported in doing so.
- Regular hand-washing or sanitizer use is required. (Sanitizer is not as effective as washing hands with soap and water for 20 seconds.)
- At least weekly disinfection of common surfaces including doorknobs, countertops, and office electronics is required.



- In-person meetings may be held with a limit of 5 persons. Facemasks and physical distancing is required unless all person are fully vaccinated.
- Twelve step groups may continue to use the building, at the discretion of the Incumbent and Churchwardens, provided they agree to adhere to physical distancing guidelines and arrange for cleaning of the areas used following their meeting. Each group must be no larger than 25% of the capacity of the meeting room or the number which can be physically distanced, whichever is fewer. No coffee or other refreshments are to be prepared or served at the church. Individuals may bring their own refreshments with them.
 - A checklist may be found on page 20.
- Licenced day care operations may resume in accordance with public health recommendations. Please see the checklist on page 19.
- Vacation Bible Schools and days camp may be held in accordance with public health recommendations. Please see the checklist on page 19.
- Washrooms must be cleaned thoroughly between each gathering of people in the building.
- Determine the ability to physically distance in washrooms. This may mean only one person in a washroom depending on available space. If there are multiple sinks, every other sink should be marked 'do not use' to prevent close proximately at sinks.
- A checklist regarding building use may be found on pages 18 to 21.
- Rentals may use the church building provided they agree to follow the diocesan policies or have equal policies of their own. The organization is required to sign and return to the parish both the Indemnity Agreement on page 24 and the Statement of Compliance for Rental and User Groups found on page 26. It is also recommended that the rental and user groups have each of their members sign the Statement of Compliance and Waiver (Individual) on page 27. The rental and user groups are responsible for storage of the individual waiver.
- Adequate ventilation is extremely important in preventing the spread of COVID=19. Parishes are encouraged to consider how more fresh air may be brought into buildings. If possible HVAC systems should not be run during worship or other gatherings in the building.

Contact Tracing

- Records of those attending worship, meetings, faith formation and fellowship activities are to be kept in case of a request by the local public health unit as part of contract tracing of those potentially exposed to COVID-19.
- An example log may be found on page 30 of this document.
- For worship services, a sides-person or warden may find it simplest to use a parish list to check-off those in attendance.
- These records are to be securely and privately stored for not less than one (1) year.



Worship Checklist

	Notes
Preparation	
A plan is to be developed for the worship space whether in the nave, sanctuary or parish hall that allows seating no closer than 6ft (approx. 2m) between persons. Seating may be roped off or marked to indicate where to sit. Persons in the same household bubble do not need to physically distance. Pews may be temporarily removed in order to facilitate seating.	
Using this plan, calculate how many persons may sit, physically distanced in the worship area.	
The maximum allowed number at a single service is <u>the smaller number of</u> : i) Calculated figure from above ii) 25% of usual seating capacity This includes all persons who are taking part in the service.	
If the above figure is lower than the usual weekly attendance, develop a plan for the number, days and types of services offered and determining who is attending which service. Remember to leave approximately 10% of seating to allow for guests and seekers.	
Introduce more fresh air by increasing the ventilation system air intake or opening windows. Avoid central air recirculation where possible. Do not use fans.	
Have signage about hand hygiene and physical distancing at the entrance and exit, in the entrance to worship space, in all washrooms, in the sacristy and other possible meeting areas of those attending. Have hand sanitizer containing at least 60% alcohol by volume available at these locations.	
Coat racks should be removed or marked as inaccessible to prevent congestion around them before or after services. People should keep all belongings with them in their pew.	
Limit access to the vestry, sacristy or other small prior to services and stagger preparation times for participants to prevent overcrowding.	
Close off areas and rooms that will not be in use and put up signs indicating such.	



Prayer books may be used and left in pews.	
Pew cushions may be left in pews.	
Face coverings must be worn by all persons over 2 years of age who are capable of removing their own face coverings and who do not have a health condition that would contraindicate the wearing of a face covering. Have masks (preferably cloth) on hand for those who forget to bring one.	
Develop a method for obtaining and safely storing contact information. The contact information of one person greater than 18 years of age from each household must be recorded. Information is to be kept for at least one (1) year following the service. This may be done by checking off names on an abbreviated parish list developed for this purpose or filling out a logsheet. A sample contact tracing form may be found on page 30 of this document.	
Train sides-persons and greeters on the protocols for contact tracing, social distancing, hand hygiene, masks, and how to seat and usher worshippers.	
Fonts and stoups are to remain dry.	
<i>Worship</i>	
Children under 4 years old must remain with their families. Pencil and paper activities or small craft packets may be provided and are to be taken home by the family at the end of the service. Families may bring snacks and drinks for children but they may not be shared with others.	
Children and Youth programs for those over four years old may be held in groups of 10 or less provided that the spaces used allows for physical distancing. Face coverings are to be worn and physical distancing is to be observed. No food or beverages are to be served or shared. No singing is permitted.	
Entry rites: In parishes where a procession is a part of the entry, members of the procession must be properly distanced. The use of torchbearers walking side-by-side is to be suspended.	
Music: Congregational singing remains suspended. Service music may be provided by instruments, cantors, soloists, duets or trios. If there are any singers, there must be adequate physical space so that they are no	



<p>closer than 12feet (4m) feet to each other or the congregation if unmasked. If masked, they may be 6 feet (2m) apart.</p>	
<p>If wind instruments are used, instrumentalists must be 6 feet (2m) from each other and bell covers must be used. If bell covers are not used, the instrumentalists must be separate from one another and the congregation by a physical barrier such as plexiglass or play in another room such as the narthex.</p>	
<p>Liturgical movement: if there is more than one person in the chancel area, liturgical movements should be rehearsed ahead of time to so that participants are only close to one another for brief moments.</p>	
<p>Liturgical dancing is suspended at this time.</p>	
<p>Officiant or Presider: the location from which one officiates or presides is to be at least 12 feet from the nearest congregant as projecting one’s voice will propel more air from the lungs than does conversational speech. If this is not possible, a face covering is to be worn.</p>	
<p>Readers: If a microphone is used, one reader will proclaim both the first and second readings rather than two different persons (if using both readings). If there is no microphone, more than one person may use the same lectern in succession. If the lectern is sufficiently far (2m or more) from the congregation, face coverings may be removed while reading.</p>	
<p>Homilists must maintain physical distance whether stationary or moving about. The distance to the nearest congregant must be at least 12 feet if removing the face covering to preach.</p>	
<p>Offering plates are not to be passed through the congregation but placed in a prominent, stationary position.</p>	
<p>When the offering plate is presented at the altar, it is to be either be placed on the altar and left there or the warden/greeter/usher should hold it during the Prayer over the Gifts. It should not be handed to a server or officiant and then handed back.</p>	
<p>Microphones must be assigned to a single individual and not be passed or shared during a service. Microphones are to be sanitized between services if a different individual use them.</p>	



Thuribles are not to be passed betweenthurifers and/or clergy.	
Greeting after the service: in order to allow for prompt exiting from the sanctuary, clergy and others should not remain at the back of the church to greet the congregation. Weather permitting, clergy may stand outside to greet parishioners provided it is done in such a way that a long line-up does not form within the church.	
Services should be no longer than 45minutes in length.	
Eucharist	
Chancel guild: the chancel guild members are to carefully adhere to physical distancing guidelines as much as possible while preparing the church. Face coverings are to be worn. Hands must be washed well with soap and water at the beginning of the preparation and again immediately before touching the Eucharistic vessels if they have done other tasks before setting the altar and credence table. Gloves are not necessary if hands are well washed. If gloves are to be used to place the bread on the paten or into the ciborium, hands are to be washed immediately before putting on the gloves and the gloves carefully removed by touching only the inside of the glove. Hands are then be washed again after the gloves are removed.	
If elements for Holy Communion are to be processed during the Offertory, those bringing up the elements are to sanitize their hands before handling the elements.	
Gospel procession: is to be suspended during this time unless a set location for reading the gospel is chosen and gospeller wears a face covering. There may be no torches in the procession due to the difficulty in maintaining physical distance when walking side-by-side or while illuminating the gospel. If a crucifer is used, the gospeller and crucifer must be 12 feet apart during the reading of the gospel unless the gospeller is wearing a facemask. The gospeller holds the gospel book.	
Peace: after the ritual words, congregants are invited to share the peace through smiles, peace signs, bowing, etc from their pew. There is no general movement throughout the nave.	
At the Offertory there may be instrumental music, a solo, or a reverent silence. At this time the presider and	



<p>others handling Eucharistic vessels should sanitize their hands before touching the vessels either by using hand sanitizer or moving to the sacristy to wash their hands.</p>	
<p>Setting the altar is to be done by a single person, deacon or priest, without the aid of a server. As only the presiding celebrant will receive the wine, only a very small amount needs to be poured into the chalice.</p>	
<p>Eucharistic prayer: the bread should be covered by a ciborium lid, pall or veil throughout the prayer. If the presider is not wearing a facemask, then at no time should the bread be uncovered. The wine may also be covered with a pall but as the presider is the only one consuming the wine, this is less essential. Only the presider may stand at the altar. All other persons in the chancel must maintain physical distancing.</p>	
<p>Location of communion: one or more standing stations may be used. Avoid use of the communion rail. A route is to be designed to and from the station that will cause minimal need to pass others in the aisle. Mark floors and remind congregants during announcements and in the bulletin to stand physically distanced when waiting in line for communion. Alcohol-based hand sanitizer is to be used by communicants immediately before the reception of Eucharist.</p>	
<p>Except for the presiding celebrant, bread only is received. The presider should consume the entire priest's host rather than sharing it with others.</p>	
<p>The communicant receives the bread, moves to a designated location, removes their mask, consumes the host, replaces their mask and returns to their pew.</p>	
<p>If the presider has not been wearing a face covering during the Great Thanksgiving, one must be put on following the Fraction Rite.</p>	
<p>The presider and any other person distributing communion sanitizes their hands immediately before the distribution begins. If the presider prefers to take communion to each communicant, they should be followed at a distance by a server with hand sanitizer in case of accidental contact with a communicant.</p>	
<p>Bread is to be received by hand only.</p>	



Communion may be distributed in one of the following ways:	
1. The administrant carefully places the wafer on the outstretched hands of the communicant being careful not to make contact. If accidental contact is made, the officiant should sanitize their hands before proceeding.	
2. For small congregations, wafers may be placed on the altar or altar rail on individual patens or small plates. The communicants approach one at a time to take a wafer.	
Blessings must be given without touch.	
Prayers for healing without contact are permitted. (Anointing with oil is reserved for private visits only, when rigorous hand hygiene can occur both before and after the anointing.)	
Ablutions: if ablutions are usually performed by other than the presiding celebrant, under no circumstances should anyone else drink from the chalice. This may mean leaving it for the presider after the service or pouring any wine in the chalice and the first rinse of water down a piscina or directly on to the ground.	
<i>After the service</i>	
There is to be no food or beverages served or shared following the service.	
Those who count the offering are to wash their hands thoroughly once finished counting and to wear masks while counting, unless all persons present have been fully vaccinated.	



Outdoor Services Checklist

	Notes
All physical distancing requirements must be honoured.	
The numbers at such gatherings may not exceed the number that may be safely physically distanced.	
A list of attendees must be filed in the parish office for at least one (1) year in case contact tracing is required.	
Participants may bring their own chairs or chairs may be set up by parish staff or volunteers.	
If the building is open to allow access to washrooms, they must be thoroughly cleaned after.	
No food or drink is to be served or shared.	
Locations for chairs should be marked using small flags or lawn paint.	
If materials such as bulletins or service books are to be distributed, they are to be placed on the chairs or in a stationary location for people to pick up.	
No congregational singing. A soloist may sing provided they are no closer than 12 feet (4m) to the nearest other person.	
As officiants and others participating in the service will be projecting, unless miked, they should speak at least 12 feet from the participants.	
If miked, each leader must have their own microphone.	



Drive-In Services

	Notes
Individuals who attend must remain in a motor vehicle designed to be closed to the elements.	
A list of attendees must be filed in the parish office for at least one (1) year in case contact tracing is required.	
Individuals may only be in a vehicle with others if they are part of the same household.	
The parking lot will need to be marked to ensure that vehicles are at least two metres apart.	
Leaders of the service must maintain physical distancing of two metres from each other.	
Persons conducting the gatherings must ensure that any buildings at the location are closed during the service, except where the persons conducting the gatherings themselves reasonably require access.	
No materials can be passed between participants or the individuals performing the service.	



Outdoor Wedding Checklist

	Notes
Obtain permission from the diocesan bishop	
Have signage about hand hygiene in all washrooms.	
Physical distancing is to be maintained.	
The number of people must not exceed the number that can be physically distanced in the available space.	
A list of attendees must be filed in the parish office for at least one (1) year in case contact tracing is required.	
If using chairs, bulletins may be placed on chairs. Bulletins may not be handed out to people arriving.	
Ushers may lead people to chairs while remaining physically distanced.	
Communicate to the wedding party that those who have been exposed to COVID-19 or are experiencing symptoms of COVID-19, a cold, the flu or who are ill must stay home. <u>This includes clergy.</u>	
No congregational singing. A soloist may sing provided they are no closer than 12 feet (4m) to the nearest other person.	
The officiant must wear a facemask unless fully vaccinated or twelve (12) feet of distance can always be maintained.	
Ensure everyone who is speaking (officiant, readers, intercessor) has their own microphone.	
If wedding party cannot be physically distanced, masks must be worn. The wedding couple does not need to be physically distanced from each other.	
No receiving line, handshakes or hugs.	



Outdoor Funeral Checklist

	Notes
Have signage about hand hygiene in all washrooms.	
Physical distancing is to be maintained.	
The number of people must not exceed the number that can safely physically distance or 75, whichever is fewer. This number includes the officiant and musicians but not the funeral home staff.	
A list of attendees must be filed in the parish office for at least one (1) year in case contact tracing is required.	
If using chairs, bulletins may be placed on chairs. Bulletins may not be handed out to people as they arrive.	
Communicate to the family and to any parish staff or volunteers that those who have been exposed to COVID-19 or are experiencing symptoms of COVID-19, a cold, the flu or who are ill must stay home. <u>This includes clergy.</u>	
No congregational singing. A soloist may sing provided they are no closer than 12 feet (4m) to the nearest other person.	
The officiant must wear a face mask or face shield unless fully vaccinated or twelve (12) feet of distance can always be maintained.	
Ensure everyone who is speaking (officiant, readers, intercessor, euologist) has their own microphone.	
No hugs or handshakes.	



Baptism Checklist

	Notes
Follow guidelines for worship beginning on page 6.	
If the family and friends of the candidate(s) are of such number that there would be little room for other parishioners to attend, permission may be sought from the Territorial Archdeacon to hold a baptismal service at a time other than the regularly scheduled services of the parish. If permission is granted, those at the service must include two (2) persons from the congregation who are not related to the baptismal candidate and who represent by their presence the larger Body of Christ.	
Communicate to the family and anyone who may attend that those who have been exposed to COVID-19 or are experiencing symptoms of COVID-19, a cold, the flu or who are ill must stay home. <u>This includes clergy.</u>	
The Peace and any greeting by those attending is shared without physical contact.	
The officiant is to wear a face covering unless twelve feet distance can always be maintained.	
No hugs or handshakes.	
Mark the floor in advance for physical distancing for those standing around the font. Family groups (from each household) around the font should maintain physically distanced from other family groups. Face coverings are required.	
The font is sanitized and filled with clean water.	
If the person to be baptized is an infant or small child and the priest is fully vaccinated, the priest may hold the child if the parents wish. If the priest is not fully vaccinated, the child or infant remains in the arms of a member of their household.	
The baptized may be anointed.	



Wedding Checklist

	Notes
Follow guidelines for worship beginning on page 6.	
Communicate to all staff, volunteers and anyone who may attend that those who have been exposed to COVID-19 or are experiencing symptoms of COVID-19, a cold, the flu or who are ill must stay home. <u>This includes clergy.</u>	
The officiant is to wear a face covering unless a twelve foot distance can always be maintained.	
The wedding party is to be physically distanced, otherwise face coverings must be worn. The wedding couple does not need to be physically distanced from each other.	
No receiving line, handshakes or hugs.	

Funeral Checklist

	Notes
Follow guidelines for worship beginning on page 6. Funerals under the care of a Funeral Director are limited to 75 people or 25% of capacity or the number that can be physically distanced, whichever is fewer. This number includes liturgical and musical leaders but not funeral home staff.	
No hugs or handshakes.	
It is highly recommended that visitation be held in the funeral home.	
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.	



Parish Offices

	Notes
Arrange for high touch points of office to be cleaned and sanitized daily.	
Washrooms that are used are to be at least semi-weekly.	
Place hand sanitizer containing at least 60% alcohol content at the entrances and exits and throughout the office.	
Put up posters at entrances educating staff about symptoms (COVID-19/cold/flu), sanitizing and washing hands, physical distancing and use of facemasks.	
Reduce meeting room capacity to ensure physical distancing or close completely if unable to ensure physical distancing; post signs on meeting rooms advising limits or not to use. Rooms that do not have windows to provide ventilation should not be used.	
Close rooms that will not be in use.	
Rearrange workstations if needed to ensure physical distancing. This may include installing plexiglass if needed.	
Do not share microphones for meetings.	
Designate how many people will be allowed in a washroom at one time. Post a sign along with floor indicators in the hallway to show physical distance for those who are waiting for the washroom.	
Designate how many people will be allowed in elevator/lift (if applicable) at one time. Post sign on elevator to advise staff.	
Introduce more fresh air by increasing the ventilation system's air intake or opening windows. Avoid central recirculation where possible.	
Communicate to staff to keep physical distance at all times, practice good hand hygiene and cough hygiene, and that they are required to wear a facemask. If staff members have their own office/separate workspace, they may remove their facemask while in that space but must wear it in all shared spaces.	
Communicate to staff to take proper breaks during the day for stretching.	
Remind staff that the pandemic has had a mental health impact for most people. Encourage them to nurture their own well-being and to be patient with others.	
Ensure that you have a list of staff who are working each day, for contact tracing if needed.	
Ensure that any visitors are signing in and obtain full contact information, for contact tracing if needed.	



Use of Church Buildings by Licensed Daycares or Daycamps Checklist

	Notes
General	
Staff and volunteers receive information and training about new processes.	
Staff and volunteers have access to face coverings and hand sanitizer.	
People are designated to clean and sanitize high traffic areas, including washrooms, at least daily.	
Leaders follow all Public Health guidelines.	
Renters/Outside Groups	
Congregations may permit licenced daycares or day camps to use the facility provided they follow all health guidelines regarding physical distancing, etc., and the congregation/rental groups have resources to handle the cleaning requirements between each use.	
Request written details as to how the rental group will meet health guidelines, prior to their use of the facility.	
Require a signed waiver regarding the risk of the transmission. See Appendices B and C on pages 24-26.	
Preparing the facility	
Clean and disinfect high-touch areas shared surfaces such as doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings.	
Designate separate entrance and exit with signage.	
Place hand sanitizer containing at least 60% alcohol content at the entrance and exit and throughout the facility.	
Put up posters educating visitors about COVID-19 and distancing protocols.	
Close rooms that will not be in use.	
Designate how many people will be allowed in a washroom at one time. Post a sign with floor indicators in the hallway to show physical distance for those who are waiting.	



Use of Church Building by Food Sustainability Ministries and 12-Step Groups

	Notes
General	
Staff and volunteers receive information and training about new processes.	
Staff and volunteers have access to triple-layer face masks and hand sanitizer.	
People are designated to clean and sanitize high traffic areas, including washrooms, at least daily.	
Leaders remain aware of Public Health guidelines.	
Outside Groups (12 Step or Food Sustainability Outreach)	
Congregations may permit outside groups to use the facility providing they follow all health guidelines regarding physical distancing, etc., and the congregation/rental groups have resources to handle the cleaning requirements between each use. Facility rentals must be suspended if groups cannot or will not adhere to gathering restrictions.	
12-step groups are limited to 25% of the capacity of the meeting room.	
Request written details as to how the rental group will meet health guidelines, prior to their use of the facility.	
Groups must sign a statement agreeing that they will follow these guidelines. See Appendices B and C on pages 24-26.	
Preparing the facility	
Clean and disinfect high-touch shared surfaces such as doorknobs, light switches, toilet handles, faucets and taps, elevator/lift buttons, and railings.	
Designate separate entrance and exit with signage.	
Place hand sanitizer containing at least 60% alcohol content at the entrance and exit and throughout the facility.	
Put up posters educating visitors about COVID-19 and distancing protocols.	
Close rooms that will not be in use.	
To indicate proper physical distancing, rearrange chairs.	
Designate how many people will be allowed in a washroom at one time. Post a sign with floor indicators in the hallway to show physical distance for those who are waiting.	



Food security ministries to vulnerable populations continue to be permitted	
For physical distancing, engineer your space to ensure 6 feet apart for everybody all the time.	
Post hand washing and hand sanitizer instructions where they are easily visible. Make hand sanitizer and appropriate signage available at all entry points.	
Face coverings are to be worn by all staff, volunteers and clients where physical distance cannot be maintained. Invite parishioners to supply cloth face coverings that can be given to clients to keep.	



Appendix A Self-Screening Questions

Everyone are to self-screen before attending worship or another parish function. Clergy and lay pastoral visitors are to self-screen before carrying out pastoral visits.

If you feel at all unwell, and particularly if you have any possible symptoms of COVID-19, no matter how slight, stay home.

The Ontario self-assessment can be completed on-line [here](#).

Or complete the self-assessment on the following page.





COVID-19

Please complete the following questions before leaving your house today.

Name: _____

Date: _____ Time: _____

Do you have any of the following new or worsening symptoms?



Fever/Chills



Cough



Difficulty breathing/
Shortness of breath



Sore throat/
Difficulty swallowing



Runny nose
(unrelated to
seasonal allergies)



Loss of taste
or smell



Not feeling well,
headache, unexplained
tiredness and muscle aches



Nausea, vomiting,
diarrhea,
abdominal pain



Yes

No

In the last 14 days, have you had close physical contact with a person who:

- was sick with a respiratory illness (had a new or worsening cough, fever or difficulty breathing)?
- has returned from travel outside of Canada in the last 14 days?
- was a confirmed or probable case of COVID-19?



Yes

No

In the last 14 days, have you travelled outside of Canada?



If you answered **YES** to any of these questions, **please stay home.**

If you are feeling unwell, contact your health care provider or call **Telehealth Ontario** at **1-866-797-0000** to speak to a registered nurse.

Adapted from Toronto Public Health



APPENDIX B INDEMNITY AGREEMENT

THIS INDEMNITY AGREEMENT (this "**Agreement**") made as of the ___ day of _____, 202_.

BETWEEN:

(the "**Indemnifier**")

AND:

THE PARISH OF _____, a Parish of the Anglican Diocese of Huron, having an address at _____, in the City of _____, Ontario and the **Anglican Diocese of Huron**, having its address at 190 Queens Avenue, London, Ontario N6A 6H7

(respectively, the "**Parish**" and the "**Diocese**")

WHEREAS:

- A. The Parish, with the approval of the Diocese, has granted to the Indemnifier use of space in the church building at _____ (the "Premises") for the purposes of _____ until _____, 202_.
- B. The Indemnifier has agreed to be in full compliance with the Orders of the Provincial Health Officer, the Guidelines for such services as prescribed by the _____ Health Unit and any applicable municipal requirements.
- C. The Indemnifier has also agreed to follow all directions of the Parish for use and cleaning of the Premises after use.
- D. In connection with the use of the Premises, the Indemnifier has agreed to provide certain indemnities to the Parish and the Diocese on the terms and conditions of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the representations, warranties, covenants and agreements hereinafter set forth and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each of the parties), the parties represent, warrant, covenant and agree as follows:

- 1. **Indemnification.** The Indemnifier agrees to indemnify and save harmless the Parish and the Diocese and any and all of its successors, permitted assigns, officers, members, employees, agents and representatives (collectively, the "**Indemnified Persons**") from and against any and all manner of actions, causes of action, suits, debts, accounts, due accounts, bonds, covenants, contracts, claims, demands, damages, costs, expenses and any and all legal obligations and compensation of whatsoever kind and howsoever arising, in law or in equity, whether known or unknown, suspected or unsuspected, whether or not involving a claim from a third party, incurred or suffered by the Parish or the Diocese or any of the Indemnified Persons by reason of, resulting



from, in connection with, or arising directly or indirectly out of the said use of the Premises by the Indemnifier.

2. **Representations and Warranties of the Indemnifier.** The Indemnifier represents and warrants to the Parish and the Diocese, and acknowledges that each of them is relying on such representations and warranties, that:

the Indemnifier has the requisite corporate or other power and authority to enter into this Agreement and has taken all necessary steps to validly approve the execution and delivery of this Agreement, if applicable; and,

this Agreement has been duly executed and delivered by the Indemnifier and is a valid and binding obligation of the Indemnifier.

3. **Insurance and Permits.** The Indemnifier represents and warrants that it has commercial general liability insurance in the minimum amount of \$2,000,000.00 and, on reasonable request being made, the Indemnifier shall provide proof of insurance.

4. **Enurement.** This Agreement shall enure to the benefit of the Parish, the Diocese and the Indemnified Persons and is binding on the Indemnifier and its heirs, executors, successors, assigns, personal representatives, administrators, directors, officers, shareholders, employees, agents and servants, as applicable.

5. **Assignment.** A party to this Agreement may not assign its rights under this Agreement without the prior written consent of the other parties to this Agreement.

6. **Illegal or Unenforceable Provisions.** If any one or more provisions of this Agreement is invalid, illegal or found to be unenforceable by a court of competent jurisdiction for any reason whatsoever, the unenforceability shall not affect the validity, legality or enforceability of the remaining provisions of this Agreement, and the unenforceable, illegal or invalid provision or provisions shall be, severable from the remainder of the Agreement.

7. **Governing Law.** This Agreement shall be construed in accordance with the laws of the Province of Ontario.

8. **Counterparts.** This Agreement may be signed in any number of counterparts, originally, by email or by fax, each of which is an original and all of which together are original documents.

TO EVIDENCE THIS AGREEMENT the Indemnifier and the Company have executed this Agreement on the date first written above.

Per: _____

Authorized Signatory (Indemnifier)



APPENDIX C STATEMENT OF COMPLIANCE FOR RENTAL AND USER GROUPS

TO: _____ **THE PARISH OF** _____, _____, **a Parish of the Anglican Diocese of Huron**, having an address at _____, in the City of _____, Ontario (respectively, the **"Parish"** and the **"Diocese"**)

_____ (hereinafter referred to as the **"Facility"**).

I, _____, on behalf of _____

(hereinafter referred to as the **"Organization"**), agree to comply with the Ontario Government COVID-19 Guidelines in effect from time to time (hereinafter referred to as the **"Guidelines"**) in our use of

_____ (hereinafter referred to as the **"Facility"**).

I further acknowledge that I am responsible for ensuring that the Organization, and members of said Organization, are compliant with the Guidelines.

I further acknowledge that you are providing the Facility only with no obligation to perform any hygiene or cleaning services and the Organization, and its members, are solely responsible for ensuring that proper hygiene and cleaning practices are followed both before and after the use of the Facility.

I undertake to obtain from each participant in our Organization who attends at the Facility a signed copy of the Statement of Compliance and Waiver (Individual) form in the form prepared by you (copy attached) for each participant or attendee and to provide copies of such signed forms upon request.

I, _____, am authorized to sign on behalf of and to bind the Organization.

IN WITNESS WHEREOF the undersigned has affixed their hand

DATED at _____, Ontario, this ___ day of _____, 202_.

SIGNED AND DELIVERED)

)

_____)

in the presence of:)

)

_____)

Witness



APPENDIX D STATEMENT OF COMPLIANCE AND WAIVER (INDIVIDUALS)

TO: _____ (the "Organization")

AND TO: _____ **THE PARISH OF** _____, _____, a
Parish of the Anglican Diocese of Huron, having an address at _____, in the City of _____, Ontario (respectively, the "**Parish**" and the "**Diocese**") (the Organization, the Parish and the Diocese are sometimes collectively referred to as the "Provider")
_____ (hereinafter referred to as the "**Facility**").

The Organization, the Parish and the Diocese require the disclosure of exposure to, or illness from, COVID-19 in order to safeguard the health and safety of all participants and limit the further spread of COVID-19. This Statement of Compliance will be kept safely, and personal information will not be disclosed unless as required by law or with your consent.

An individual (or the individual's parent/guardian, if the individual is younger than 18 years old) who is unable to agree to the terms outlined in this document is not permitted to participate in the Organization's activities, programming, or services within the Facility.

I, the undersigned being the individual named above or the individual's parent/guardian (if the individual is younger than 18 years old), hereby acknowledge and agree to the terms outlined in this document:

- 1) The coronavirus disease COVID-19 has been declared a worldwide pandemic by the World Health Organization and COVID-19 is extremely contagious. The Provider has put in place preventative measures to reduce the spread of COVID-19; however, the Provider cannot guarantee that I will not become infected with COVID-19. The Provider requires all individuals (or their parent/guardian, when applicable) to adhere to the compliance standards described in this document and to the Ontario Government COVID-18 guidelines (the "Guidelines");
- 2) The individual has not been diagnosed with COVID-19. **OR** If the individual has been diagnosed with COVID-19, the individual has been cleared as non-contagious by provincial or local public health authorities;
- 3) If the individual is a front-line worker (such as hospital staff, long term care staff, or other individual who interacts with individuals who have confirmed or suspected cases of COVID-19), the individual has worn proper and approved Personal Protective Equipment at all times whenever they interacted with an individual who has a confirmed or suspected case of COVID-19 in the last 14 days; o
- 4) If the individual is not a front-line worker, they have not been exposed to a person with a confirmed or suspected case of COVID-19 in the last 14 days;



- 5) The individual has not, nor has anyone in the individual's household, experienced any signs or symptoms of COVID-19 in the last 14 days (including fever, new or worsening cough, fatigue, chills and body aches, respiratory illness, difficulty breathing, nausea, vomiting or diarrhea, pink eye, or loss of taste or smell);
- 6) If the individual experiences, or if anyone in the individual's household experiences, any signs or symptoms of COVID-19 after submitting this Statement of Compliance, the individual will immediately isolate, notify the Organization, and not attend any of the Organization's activities, programming or services until at least 14 days have passed since those symptoms were last experienced;
- 7) The individual has not, nor has any member of the individual's household, travelled to or had a lay-over in any country outside Canada in the past 14 days. If the individual travels, or if anyone in the individual's household travels, outside Canada after submitting this Declaration of Compliance, the individual will not attend any of the Organization's activities, programming or services until at least 14 days have passed since the date of return;
- 8) The individual will follow the safety and hygiene protocols of the Organization;
- 9) The individual is attending or participating voluntarily and understands the risks associated with COVID-19. The individual (or the individual's parent/guardian, on behalf of the individual (when applicable)) agrees to assume those risks, including but not limited to exposure and being infected. Such exposure may result in personal injury, illness, permanent disability, or death; and
- 10) This document will remain in effect until the Provider, per the direction of the Ontario government and provincial health officials, determines that the acknowledgements in this Statement of Compliance are no longer required.

The Organization may remove the individual from participation in the activities, programming or services of the Organization at any time and for any reason if the Organization believes, in its sole discretion, that the individual is no longer in compliance with any of the standards described in this document.

The individual (or his her parent/guardian on his or her behalf) acknowledges that the Parish and Diocese are providing the Facility to the Organization but are not otherwise responsible for any personal health safety or hygiene cleaning practices undertaken by the Organization and waives or releases any claim he or she may have against the Parish and/or the Diocese for any reason pertaining to the state of the Facility or any of its occupants and from any loss, damages, injury or death which might be attributable to the condition of the Facility or to my becoming exposed to or infected by COVID-19 as a result of, or from, any action, omission or negligence of myself or others, including but not limited to the Organization the Parish or the Diocese.



Signature: _____ Date: _____
Individual (if the individual is 18 years of age or older)

Signature: _____ Date: _____
Parent/Guardian (if the individual is younger than 18 years of age)



