

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

**Re-Opening for Public Worship**  
**Amber Stage - September 2020**

	Person responsible	Date completed
<b>Corporate Worship</b>		
1 Corporate worship may resume with in-person worship services of up to 30% of space capacity or 50 people (Provincial Phase 3) with physical distancing – whichever is greater.		
2 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.		
3 The clergy and all involved in the liturgy must be healthy and well. Practice self-assessments. Create a plan for non-sacramental, lay-led worship that can be put into practice if required on short notice.		
<b>Worship Space Preparation</b>		
4 Order all required cleaning supplies.		
5 Identify high-touch areas: doorknobs, light switches, elevator buttons, bannisters, railings, kneelers, the backs, tops and arms of pews.		
6 Arrange for worship space to be cleaned by professionals and/or trained volunteers <b>after each service</b> . Particular attention is to be given to high-touch areas. Allow sufficient time between services to completely vacate the space and allow for a thorough cleaning.		
7 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. <i>Supplier link:</i> <a href="https://safetymedia.com/category/healthCOVID19/covid-19-signage-and-displays">https://safetymedia.com/category/healthCOVID19/covid-19-signage-and-displays</a>		
8 Drinking fountains must be turned off and marked as such.		
9 Designate how many people will be allowed in elevator (if applicable) at one time. Post sign on elevator to advise.		
10 Rope off pews (or remove seats) to indicate appropriate physical distancing of 2 m between individuals/family groupings, to the maximum capacity of 30% of available space. If pews are used, use every other pew and people should sit physically distanced from one another.		
11 Seating in the sanctuary also needs to maintain physical distancing. Furniture may need to be rearranged.		
12 Use signage and floor markings to indicate directions of movement through the space.		
13 The capacity of the vestry, sacristy and other small rooms will need to be considered to prevent overcrowding. Limit access to these rooms prior to services and stagger preparation times for participants.		
14 Close off areas and rooms that will not be in use and put up signs indicating such.		

15 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.		
16 After each use, chalices, patens, cruets and ciborium are to be cleaned with hot water and soap and stored in cupboards, a covered area or in containers. Purificators are washed in soap and hot water and stored in sealed containers between use. All other linens are washed in soap and hot water and stored in sealed containers or covered areas between use. Unconsecrated hosts/wafers must be kept in a clean, sealed dry container or sealable bag at a cool temperature.		
17 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.		
18 Fonts and stoups are to remain dry.		
19 Introduce more fresh air by increasing the ventilation system air intake or opening windows. Avoid central air recirculation where possible. Do not use fans.		
20 Put up posters with information on COVID-19, physical distancing, hand hygiene, cough hygiene, use masks, and when to stay home. <a href="#">Fact Sheet Novel Coronavirus</a> <a href="#">COVID-19 Social Distancing</a> <a href="#">COVID-19: Protect Yourself - Wash Your Hands</a> <a href="#">Handwashing Poster</a> <a href="#">Hand Sanitizing Poster</a> <a href="#">Cover Your Cough</a> <a href="#">COVID-19: Protect Yourself – Cover Your Cough</a> <a href="#">Health &amp; Safety During COVID-19 - Protect Yourself and Others</a>		
21 Plan for how parish list will be divided and parishioners invited to attend services so that congregation sizes can be controlled. In planning, allow space for unexpected guests or visitors in order not to refuse entrance to seekers; we recommend 5 – 10 % of the available seats.		
22 Train sidespersons and greeters on the protocols for contact tracing, social distancing, hand hygiene, masks, and how to seat and usher worshippers.		
23 Communicate to persons responsible for emergencies during worship any temporary changes to the emergency safety protocols (fire evacuation, medical emergency, etc.)		
24 Consider those parishioners with special needs who may need individualized consideration. Consult with them and their caregivers about needed supports to safely return.		
25 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.		
26 Have someone at the designated entrances and exits to make sure there is no lingering or congregating in groups at the door.		
<b>During Worship</b>		
27 Worshippers must practice physical distancing and wear masks at all times. Use signs and floor markers to demonstrate the 2 m distance. Pay		

particular attention to areas where crowding normally occurs: entrances, vestibules and aisles.		
28 Place hand sanitizer prominently at entrances and throughout the nave. Insist upon usage.		
29 Have masks available and insist upon usage. (People may bring and use their own masks.)		
30 Take attendance upon arrival and ensure that all attendees have provided information for contact tracing if needed. Contact logs must be securely stored for a period of three (3) years, and information kept private. <a href="#">Contact Tracing Logbook for Services</a>		
31 Individual service leaflets are to be distributed or the liturgy projected onto overhead screens. No prayer books/hymnals are to be handled and shared.		
32 With water fountains disabled, sidespersons may provide water only for reasons of health and safety when necessary. Have water in disposable cups/bottles available, only for this purpose, and distribute with sanitized hands.		
33 Children under the age of ten are to remain with their family. Families may bring their own toys and snacks for children but must not share them with others.		
34 Clean, new items for children – leaflets, crafts, small books or toys – may be provided by the parish but are not to be shared or returned at the conclusion of the service.		
35 Youth programs (for ages ten and up) may resume with strict physical distancing and use of masks. No food or beverages are to be served or shared. No singing is permitted.		
36 No physical contact is to take place: smiles and words only during the exchange of the Peace.		
37 Collection plates and baskets are not to be passed person-to-person during the Offertory. Parishioners may deposit their offering into plates or baskets prominently placed out to receive them.		
38 No choral or congregational singing is permitted. Recorded music is permitted. Instrumentalists are welcome subject to physical distancing. However, unless there is a plexiglass barrier, wind instruments are not allowed. Solo vocalists must maintain a minimum 4-metre distance from the congregation and each other. Masks must be worn by everyone present.		
39 Liturgical dancing must be suspended at this time.		
40 To keep masks effective and protective of others (clean and dry) refrain from long recitations of psalms etc. by the congregation. Have everyone give quiet responses.		
41 “Madonna”, headset, lapel or handheld microphones must be assigned to a single individual and not passed or shared during a service. Lectern and personal microphones must be sanitized between services.		
42 Thuribles are not to be passed between thurifers and/or clergy.		
<b>The Eucharist</b>		
43 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.		

44 A deacon, altar guild member or server – with thoroughly sanitized hands and wearing a mask – may help prepare the credence table ahead of time for Holy Communion. If anyone touches their face, or the front of their mask, they must sanitize their hands again.		
45 The elements for Holy Communion are placed in the sanctuary by the presiding celebrant before the service and are not to be processed during the Offertory. Only the presiding celebrant is to handle the elements.		
46 The presiding celebrant stands alone at the altar, and prepares the altar for the Eucharist. There is to be no passing of vessels. Only the presiding celebrant is to handle the elements.		
47 The presiding celebrant, the deacon, the preacher and other speakers in the liturgy must wear masks throughout and strive to maintain physical distancing in the sanctuary.		
48 Hand sanitizer is to be used by the priest before handling the elements and distributing communion. The priest must wear a mask at the time of distribution.		
49 All persons distributing communion must use hand sanitizer and wear a mask.		
50 Communicants must wear masks and come forward in a physically distanced manner. Floor markings and sidespersons can help ensure distance in lines.		
51 Holy Communion is distributed from standing stations. Depending on the worship space, it will usually be outside of the chancel area. Avoid communion rails and kneelers.		
52 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 clean their hands and then replace their mask, before returning to their seat.		
53 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.)		
54 Should accidental contact take place, the communion minister must stop and sanitize their hands before resuming distribution.		
55 Blessings during communion must be given without touch. The worshipper will stand at the two metre (six foot) distance mark in the line before the priest and cross their hands over their chest. The priest will offer the blessing.		
56 Prayers for healing in worship, without contact, are permitted. These are best done from marked standing stations separate from the communion line. Masks must be worn and physical distancing must be observed. If the parishioner would like to have a pastoral conversation about their needs, have them request a private pastoral visit. (Anointing with oil is reserved for private visits only, when rigorous hand hygiene		

can occur both before and after the single anointing. Do not touch the inside of the oil stock before use or after anointing until hands have been thoroughly sanitized or washed. Wipe the oil stock thoroughly on the outside with disinfectant wipes or with soap and water following a single anointing.)		
<b>Other Notes</b>		
<b>57 Arrange for worship space and washrooms to be cleaned by professionals and/or volunteers after each service.</b> Particular attention is to be given to high-touch areas. Allow sufficient time between services to completely vacate the space and allow for a thorough cleaning.		
58 Those who count money are to wear gloves and wash their hands thoroughly afterwards. For protection, make sure there is no touching of the face with the gloved hand.		
59 Larger in-person gatherings may now resume, to established gathering limits, where physical distancing is possible. It is highly recommended that all gatherings/meetings on church property require physical distancing.		
60 Food and beverages continue NOT to be served or shared at any gathering.		
61 Routine pastoral care visiting may resume, observing heightened hygiene practices, masks must be worn indoors, while maintaining physical distancing as well as possible. If outdoors, continue to maintain physical distancing. If this is not possible, always wear a mask. (Best to wear masks at all times)		
<b>Weddings, funerals and baptisms</b>		
62 Take attendance and ensure that all attendees have provided information for contact tracing if needed. Contact logs must be securely stored for a period of three (3) years, and information kept private. <a href="#">Contact Tracing Logbook for Weddings and Funerals</a>		
63 These services may have up to 30% of space capacity.		
64 Physical distancing must be observed in all seating arrangements in the worship space for attendees. Masks must be worn. No physical contact is allowed, except by wedding couple, children and parent(s) or close family in same social circle. See how household/social circle of 10 is defined by secular provincial government: <a href="https://www.ontario.ca/page/create-social-circle-during-covid-19">https://www.ontario.ca/page/create-social-circle-during-covid-19</a>		
65 Close off rooms and common areas not required. Follow all cleaning protocols.		
66 Create single use bulletins (or project words to screens), rather than using shared prayer books and hymnals.		
67 Communicate to all 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. This includes clergy.		
68 No congregational singing is permitted. Recorded music is permitted, as are some instrumentalists with physical distancing. Unless there is a plexiglass or other impermeable barrier wind instruments are not allowed. Solo vocalists must maintain a minimum 4-metre distance from the congregation and each other. Masks must be worn.		

69 When planning for possible groups and gatherings after worship in the church, please remember no food or beverages may be shared or served in the Amber stage. Larger in-person gatherings may now resume, to established gathering limits, where physical distancing is possible. It is highly recommended that all gatherings/meetings on church property require physical distancing.		
70 Have someone at the designated entrances and exits to make sure there is no lingering or congregating in groups at the door.		
<b><i>Notes For Weddings</i></b>		
71 All, including the officiant, must wear a mask indoors. The congregation must be physically distanced. The officiant is physically distanced from the couple and wedding party. If outdoors, masks are required when a 2 metre distance cannot be maintained. (Best to wear masks at all times.)		
72 The officiant should not wrap a stole around the couple's hands.		
73 The couple may remain close to each other. The rest of the wedding party must be physically distanced.		
<b><i>Notes For Funerals</i></b>		
74 Everyone must wear a mask indoors and outdoors if a 2 metre distance cannot be maintained. Masks are always best.		
75 Respect and follow the restrictions and requirements of infection prevention and control of funeral homes during this time.		
<b><i>Notes For Baptisms</i></b>		
76 Ideally only one candidate, or family grouping, is baptised at a single service. Physical distancing must be maintained in the congregation and around the font.		
77 A hand sanitizer station should be at the font.		
78 Mark the floor in advance to indicate physical distancing for those standing around the font. Masks must be worn.		
79 The font is sanitized and filled with fresh water at the time of the baptism.		
80 Infants and small children to be baptized remains in the arms of a family member.		
81 The priest wears a mask at the font.		
82 Hands are sanitized. Water is poured on the baptized by the priest with a sanitized shell or similar vessel. Alternatively, a family member may pour the water.		
83 The baptized may be anointed with oil (chrism) that is poured into a small bowl or other vessel, using a clean new cotton ball or cotton swab so hands do not touch the forehead.		
84 A member of the baptismal party lights the baptismal candle from the paschal candle as the words of presentation are said. Candles are not to be passed.		
<b><i>One to one pastoral visits</i></b>		
85 Physical distancing must always be exercised. Do not shake hands or hug.		
86 Hand sanitizing must happen before and after the visit.		
87 Masks are required for both people. Have masks available.		

88 Priest or pastoral visitors must be healthy and without an underlying medical condition that makes them vulnerable.		
89 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.		
90 Space chosen for the visit must be well ventilated, with an open window if possible. Do not use fans. Clean the space before and after.		
99 If meeting is not in the church building, the same protocols remain.		
100 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.		

*This checklist must be reviewed, initialed, signed, and submitted to the Regional Dean and Area Bishop on the Wednesday prior to a Sunday re-opening.*

We have read, understood, and made provision for all the above guidelines.

PARISH OF \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Incumbent/Priest-in-Charge

\_\_\_\_\_  
Churchwarden

\_\_\_\_\_  
Churchwarden

Other Designated Volunteer(s) – please specify

Name	Email	Telephone