



the Parish of St. Dunstan

Safety Plan for Re-opening In-Person Gatherings

The following is the re-opening safety plan submitted to and approved by Diocesan authorities including the Archbishop. This safety plan follows questions asked by the Diocesan authorities.

Parish Authorization and Approval

1. The names of the “Responsible Persons” who have reviewed and approved this plan.
the Reverend David Taylor
Theresa Tancock, Warden & Trustee
Katherine Murray, Warden & Trustee
Lin Neifert, Trustee
MP Gallard, Trustee
Bruce Kennedy, Trustee
Charlie Hamilton, Trustee
Susan Howard, Trustee,
Brian Smith, Trustee

Date for Re-opening

2. On which date are you applying to re-open?
Phase II: Wednesday, July 8th
Phase III: When the Archbishop Permits (earliest September 1st)

Preparing the Church Building for Re-entry

3. What (specifics) will you do to prepare the church building for re-entry at Phase II and wider use at Phase III? Who will do this work?

In the Gathering Space

- All surfaces in the Gathering Space will be cleared and removed (if possible)
- Floors will be marked with tape to guide people through the building
- Signs will be posted to alert people to social distancing protocols
- Hand Sanitizer stations will be set up through out
- No Entry signs will be placed across doors and hallways that remain inaccessible
- Door handles will be sanitized before the arrival of congregants.

In the Worship Space

- Chairs placed apart from one another. A two-chair separation equalling two meters is mandated between social “bubbles”
- Floors will be marked with social distancing signs
- All unnecessary surfaces will be removed
- Centre doors will be for entry only. Side doors for exit inly.

Workers

- A 5-person team made up of members of Parish Council and the Worship Team along with the Rector will prepare the building for re-entry.

Washrooms

- Will be sanitized before the beginning of the service. Including
 - door handles (both of entry doors and stall doors),
 - sinks and faucets,
 - toilets,
 - counter-tops,
 - garbage bins
 - floor.

A sanitization kit will be made available for each washroom and a mop made ready for use.

- Will be for emergency use only. If someone requires a washroom, each of our 5 washrooms will only be used once.
- In case of use, washrooms will be sanitized by a volunteer team as described above

Sunday Worship

4. What is your Sunday worship plan for Phases II and III? What form(s) of worship and how many Sunday worship services do you intend to offer (in-person or online) for Phases II and III?

Sunday worship through Phases II and III will remain online using Zoom. These will continue as Services of the Word (Morning Prayer) in conjunction with the Parish of St. Andrew, Langley.

5. How many people can your worship space or the space(s) where you intend to hold worship accommodate while complying with the requirements set out in the Re-Opening Plan, in households sitting two metres apart in all directions? (Must be no more than 50, including clergy or laity serving).

We can hold 50 persons with the appropriate distancing requirements.

6. Will it be necessary to modify where you worship, the position of furniture in the worship space or the way the space is marked to assist those attending in maintaining social distancing? If so, how?

We will set the space up for 50 people using two chairs as spacers between social "bubbles". Each bubble will be two meters apart. Signs on the walls and doors as well as information from the greeters will indicate the seating process.

7. How will you undertake training with your Greeters and what will you train them to do?

The Rector will train the Greeters during Phases II and III. This will be done first through a Zoom call with additional training in the church before the service.

Substance of the training

- There will be two greeters per service who will prop the front door open once the first congregant arrives.
- The greeters will wear a mask and stay in a clearly marked spot (using tape on the floor), welcome the congregant and record their name(s) and contact information.
- The greeters will offer masks to those without.
- The Greeter will direct with words the congregant to a hand sanitizing station and instruct the congregant to find a chair in the worship space and make themselves comfortable.
- All service instructions will be shown on PowerPoint slides as well as through the opening announcements done by the Rector.

8. What is your music plan for worship during Phases II and III?
We will have piano music through the service for quiet meditation.
9. How will you ensure cleanliness and sanitization in regard to the following items and spaces?
- a. Worship leaflets/bulletins
There will be no leaflets or bulletins. Everything will be projected.
 - b. Prayer Books, Hymn Books (if used)
There will be no Prayer Books or Hymn Books. Everything will be projected.
 - c. Physical items such as pews, the altar, pulpit, lectern, kneelers, communion rail.
 - Chairs will be sanitized before and after the service.
 - The altar will not be used in Phase II. In Phase III the Rector will prepare and clean/sanitize the Altar and hardware.
 - The pulpit will be used only by the Rector and sanitized before and after the service.
 - There are no kneelers or altar rails.
 - d. Bathrooms
Bathrooms will be closed except for emergencies. There will be signs and vocal announcements to explain this at each service. We have 5 bathrooms. Each will be a one-use room. A sign will be posted after the (emergency) use (only) of each bathroom saying that it can no longer be used. All bathrooms that have been used will be sanitized by the custodian or designated cleaner following the service.
Bathrooms will be sanitized before the beginning of the service. Including
 - door handles (both of entry doors and stall doors),
 - sinks and faucets,
 - toilets,
 - counter-tops,
 - garbage bins
 - floor.
 - e. Other common spaces or high-touch areas
All spaces will be closed to the congregation except for the Gathering Space and the Worship Space. All surfaces will be cleared and (if possible) removed from both places. All doors will remain open throughout the service. All door handles will be sanitized before and after each service.
10. How and who will you sanitize worship and other spaces between any worship services?
Our paid custodian will be the primary sanitizer between the usage of space. Others may be designated by the custodian to help.

Other Forms of Worship or Prayer

11. What other forms of worship or prayer do you intend to offer in Phase II and III (weekday in-person worship or online worship)? How will you provide for physical distancing in any in-person weekday worship?

Phase II and III at St. Dunstan's will be primarily weekday Daily Office services and (when allowed) weekday Holy Communion services. These meetings will take place in the Worship Space with the socially distant details described above.

Currently we are planning Wednesday evening Compline services at 7pm.

It is possible that a Saturday morning or evening Communion service will be offered once Communion is permitted. Perhaps a 10am or a 7pm service depending upon interest.

Office Building Use

12. What is your plan for those working in the Church Office during Phases II and III?

The office will remain closed through Phase II and open during Phase III. There will only be the Office Administrator and the Rector in the office. Each will remain in their own office and communicate through their office phones. Occasionally, if there is a need to print something, the rector will enter the administrator's office to pick photocopying up. There is plenty of room in the administrator's office to do this while following social distancing protocols.

13. What is your plan for meetings of Parish Council and other parish working groups during Phases II and III?

All Council meetings and working groups will meet online using Zoom throughout Phases II and III.

Fund-raising

14. What are you doing or will you be doing in Phases II and III to support financial giving to your operating fund or towards special needs?

Most of our congregation gives through PAD. Those who don't have been giving through CanadaHelps. A few still drop off non cash donations in the mail. We have a "State of the Congregation" Meeting Scheduled for September though Zoom which will highlight our financial situation and our stewardship plan. We have a special capital project for which we will initiate a fundraising plan but are waiting for word from an outside source for a loan (Anglican Foundation).

Phase III ONLY

Phase III - Introducing in-person Holy Eucharist

15. What is your plan for introducing and managing Holy Eucharist (should you choose to do so in Phase III), paying particular attention to sanitization and physical distancing?

The Rector will be the only one setting up, consecrating, distributing and cleaning/sanitizing the altar for Holy Eucharist.

At the time of distribution, the Rector will don a mask, sanitize his hands and drop wafers into congregants hands. He will go around the church to do so following specially marked paths made of tape on the floor. No wine will be communicated except by the presiding priest.

There is no physical touching during any portion of in-person worship. This includes physically sharing the Peace (although, as above, exchanging the Greeting of Peace, without physical contact, is encouraged).

Any processions in the liturgy must provide for social distancing among clergy and among participants in the procession and congregants.

There is no passing of an offering plate through the pews. To limit contact parishioners may offer financial gifts online or to a stationary plate as they come in or during worship.

Households must sit at least two metres apart from other households or individuals, 360°, if gathered for in-person worship.

Parishioners, celebrants and deacons must refrain from singing when gathered for in-person worship during this phase. Singing is among the riskier behaviors when it comes to spreading the virus. Music using wind or brass instruments is prohibited during this phase. If a congregation wishes to have a cantor or soloist (singer), in addition to instrumental music, that person must be appropriately screened in terms of their health and must be situated further from each other and from other worship participants than even the normal two-metre physical distancing guidelines. To decrease risk, a singer should be turned away from others in the space.

Choir practice is not permitted during Phase III.

To avoid crowding and bottle necks, there is no receiving line following a service. Continue encouraging people to leave the building rather than mingling in-person.

There is no nursery during Phase III.

All common surfaces must be cleaned before and after worship, including doorknobs, counter tops, pews, bathrooms (if used at all) and electronics.

Requirements for the Celebration of the Holy Eucharist

All sanitization of spaces, vessels and peoples' hands must occur before and after the Eucharist.

Immediately prior to the beginning of the Eucharistic Prayer and immediately prior to the distribution of communion the celebrant is required to wash and/or sanitize their hands.

The celebrant should consecrate a priest's host for the celebrant to consume and consecrate individual wafers for those receiving communion. The wafers (regular and gluten-free) for the people are to be covered and placed to the side of the altar during the consecration.

After the breaking of the bread, the celebrant should consume the priest's host and the consecrated wine.

The celebrant then must put on a mask, sanitize their hands again and distribute the bread to those receiving; making sure not to touch the hands of those receiving the bread.

Communion must be in one kind only. The celebrant must be the only communion administrant.

After all have received bread, the celebrant must discard their mask in an appropriate receptacle and sanitize their hands again.

Requirements for Other Services

Baptisms, weddings, and funerals may continue and must be limited to fewer than 50 people in attendance, while following physical distancing and sanitization guidelines.

Phase III - User Groups and Rentals

16. What is your plan in Phase III for re-opening the building to any user groups?

In Phase III user groups will have access to the building for gatherings of 50 or less so long as they agree to the social distancing requirements set by the province. User groups include counselling through TWU and our own, parish-led ESL class.

17. What is your plan in Phase III for re-opening the building to rentals?

Rental groups will have access to the building for gatherings of 50 or less so long as they agree to the social distancing requirements set by the province. Our current rentals include ESL classes, Weight Watchers, AA, and Alanon. Each renter will need to sign a Diocesan waiver.

Phase III - Formation, Fellowship and Pastoral Care

18. What is your plan for any in-person formation activities/offerings for adults?

Currently (Phase I) all our formation activities are online. We will keep them online through Phase II and offer an online option for all in-person activities in Phase III. We will open up the building for in-person study groups, retreat and discussion groups at Phase III with the restrictions of 50 or less people, and social distancing requirements.

19. What is your plan for any in-person formation activities/offerings for children or youth?

We will not hold in-person activities for children or youth until Phase IV. Currently children receive a monthly activity in the mail. This will continue. We will look into offering online Messy Church.

20. What is your plan for hosting in-person fellowship?

At Phase III, in-person fellowship will resume for those in small groups. Men's and women's conversation groups will be explored for those who are interested.

Fellowship (coffee hours, socials, lunches, dinners, interest group gatherings) may be conducted in groups of 50 and under. A gloved person must distribute any food or drink. Buffets and self-serve food or drink are not permitted.

Fund-raising efforts in groups of 50 or under may continue as long as sanitization and social distancing protocols are followed.

21. How will you be handling any in-person pastoral care in Phase III?

Phase III will include the possibility of in-person confession, spiritual direction and counselling. We will maintain the phone trees established at the start of the pandemic. Visits to homes and care homes will be dependant upon the facility and family. In the case of in person home or care home visits the Rector will follow the protocols of the facility he is visiting, will wear a mask, and sanitize his hands. All in-person pastoral care will maintain social distancing and take place in sanitised spaces.

Service and Outreach

22. What is your plan to support existing or re-open outreach programs in Phases II and III? Have you completed and submitted the appropriate material for approval to the Synod Office?

Currently (in Phase I) we have Diocesan permission to serve a takeaway bagged dinner in place of our in-person Thursday Community Meal. This will continue through Phase II. In Phase III we will consider ways to bring people into the hall that allow for social distancing, sanitization, and general safety. Our Thursday Meal Team will seek Diocesan advice should they want to change from take-out meals to sit-in meals.

Other

23. If someone who has attended in-person worship at your Parish contracts COVID-19, how will you communicate with your congregation and members who may have come into contact with that individual, while remembering privacy and pastoral care?

Our greeters, facilitators and outreach servers will be trained in taking the names of those who attend a gathering in the building. We will contact anyone affected by exposure through the phone, email or in-person as we are able or permitted.

All attendance and contact information will be stored for 30 days per Provincial requirement.