

Appendix G

Wedding Checklist THE AMBER STAGE

The maximum allowed number of people at an indoor ceremony is the smaller number of:

- i) The calculated number based on physical distancing
- ii) 30% of usual seating capacity
- iii) 50 persons.

It is important to inform the couple what this number is and to clarify that the number allowed includes all persons who are providing leadership in service, including the President.

If the space allows for appropriate physical distancing and other required protocols to be observed, the number of people in attendance for an outdoor marriage liturgy should not exceed 50, including clergy, bridal party, wedding planners, musicians, and others assisting in the celebration.

An individual should be assigned to ensure appropriate upkeep takes place between each use of the washroom. Ideally, there should also be one or two extra individuals on hand to ensure those in attendance comply with all health protocols.

A list of attendees must be filed in the parish office in case contact tracing is required and kept for a period of 30 days.

It is recommended that single-use worship leaflets, if used, be placed on pews or chairs ahead of time. Service books and hymnbooks must not be used. Those in attendance should be asked to take their leaflet with them when they leave.

Upon arrival, guests must be asked if they have been out of the country within the last two weeks, or if they are showing any symptoms that may indicate COVID-19 infection (e.g. fever, cough, difficulty breathing, etc.), or if they have been exposed to anyone showing such symptoms. If a guest answers in the affirmative to any of these questions, they should remain in their vehicle before, during, and after an outdoor ceremony, or asked to remain outside the building for an indoor liturgy.

Physical distancing is to be maintained by all in attendance, and masks must be worn by each guest above two years of age, unless this is contra-indicated for medical reasons. It is recommended that extra masks be available in case some guests arrive without one. Even if the gathering is outside, the wearing of masks is important

because people are remaining in proximity to one another for an extended period of time

Ushers may lead people to chairs while remaining physically distanced. Ushers should also ensure, as much as possible, that people are complying with distancing and other health protocols. In the case of an outdoor ceremony, if people are bringing their own chairs, the ushers should ensure these are placed in such a manner as to ensure physical distancing. People living in the same household need not physically distance from one another.

Communicate to the wedding party that those who have been exposed to COVID-19 or someone exhibiting its symptoms, or are experiencing symptoms of COVID-19, a cold, the flu, or who are ill themselves must stay home. (This also applies to clergy.)

No congregational singing. A soloist may sing, provided they are no closer than four metres (13ft) to the nearest other person.

Ensure everyone needing to be amplified has microphone dedicated to their use alone.

The Presider must wear a mask or face shield unless a four-metre distance from congregants and couple can be maintained at all times.

For the blessing of the rings, a stand with a suitable plate or other receptacle should be placed near the couple. The rings are placed there. After the blessing of the rings, each member of the couple picks up the appropriate ring and places it on the finger of their spouse. Therefore, the Presider need not touch the rings or have them placed on their service book.

The Presider should not wrap their stole around the couple's hands for the blessing of the marriage. Likewise, the blessing should not involve the Presider touching the couple.

The wedding party, with the exception of the couple, must be physically distanced. Otherwise masks must be worn. Masks must be worn in any case if required by provincial or regional health unit regulations.

Receiving lines, handshakes, hugs, receptions, or the serving of food or beverages are not permitted in the buildings or grounds of the church.

Other applicable protocols for indoor or outdoor worship are to be observed.

Likewise, canonical requirements and policies concerning marriage in the Diocese remain in effect.