

## Appendix B

# ANGLICAN CHURCH WOMEN AT ACW PLACE

## Questionnaire and Application for Re-opening a Parish Church to In-Person Gatherings

*This questionnaire/application is intended to guide your Parish through all of the steps and decisions you will need to make to move ahead safely with your proposed return to in-person gathering. It will also be used as a guide to allow the Archbishop's Office to consider your request for authorization, including any suggestions that staff may have to assist you in moving ahead. **The application includes questions related to both Phases II and III and need only be submitted once.** The Archbishop's Office will notify all Parishes when it is permissible to move to the next phase. **Please submit your application 10 days in advance of the date you would like to re-open.***

### Background

1. Have you reviewed the following documents, and considered how this guidance may impact your plan to re-open to in-person worship and other gatherings?
  - a. "The Re-Opening of Churches in the Diocese of New Westminster" (the full document to which this questionnaire is attached) (the "**Re-Opening Plan**")  
Yes\_\_X\_\_ No\_\_\_\_\_
  - b. BC Centre for Disease Control's COVID-19 guidance for Faith Organizations (link [here](#))  
Yes\_\_X\_\_ No\_\_\_\_\_

### Parish Authorization and Approval

2. Have the "Responsible Persons" of your Parish (as defined in the Canons of the Diocese) reviewed and approved your proposal to initiate this plan. (For incorporated parishes: Priest-in-Charge, Church Wardens, and Trustees; for non-incorporated Parishes, Priest-in-Charge and Church Wardens. In addition, it may be appropriate to consult with your parish's Parish Council.)  
  
Yes\_\_X\_\_ No\_\_\_\_\_

Please list the names of the "Responsible Persons" who have reviewed and approved your plan.

*Beth Fortin, Social Action Chair and Gail Revitt, Diocesan ACW President*

*Date for Re-opening*

3. On which date are you applying to re-open?  
*July 6, 2020*

**Preparing the Church Building for Re-entry**

4. 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?
- a) Appropriate cleaning supplies purchased, general sanitizer, masks, gloves and hand sanitizer*
  - b) Markings around tables to insure 2m physical distancing*
  - c) Sign in book available*
  - d) Relevant BCCDC posters displayed on exterior doors, copies available at the entrances*

*Work to be carried out by Beth Fortin and Gail Revitt*

**Sunday Worship**

5. 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?       *N/A*
6. 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).  
*ACW Place could accommodate a maximum of 6 persons*
7. 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?  
*Work places used are already 2 m apart.*
8. How will you undertake training with your Greeters and what will you train them to do?  
*We will ensure use of hand sanitizer and encourage all those attending to wear a mask (Disposable masks will be available)*  
*A log will be taken of everyone who attends to aid contact tracing and will be kept for 30 days. Each person to sign in with their own instrument.*
9. What is your music plan for worship during Phases II and III?  
*N/A*

10. How will you ensure cleanliness and sanitization in regard to the following items and spaces?
- a. Worship leaflets/bulletins      *N/A*
  - b. Prayer Books, Hymn Books (if used)      *N/A*
  - c. Physical items such as pews, the altar, pulpit, lectern, kneelers, communion rail.  
*N/A*
  - d. Bathrooms  
*Cleaned in preparation for opening. Posters around handwashing and sanitizing will be displayed. Soap, paper towels and sanitizer will be provided. It will be cleaned after each use and again at the end of the day. Instructions for how to sanitize will be displayed on the bathroom wall.*
  - e. Other common spaces or high-touch areas  
*High touch areas such as door handles, light switches, etc will be sanitized before and after each Monday opening using appropriate cleaning supplies.*
11. How and who will you sanitize worship and other spaces between any worship services?  
*See 10 (e. To be done by Beth Fortin and Gail Revitt*

### **Other Forms of Worship or Prayer**

12. 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?      *N/A*

### **Office Building Use**

13. What is your plan for those working in the Church Office during Phases II and III?  
*N/A*
14. What is your plan for meetings of Parish Council and other parish working groups during Phases II and III?  
*ACW Board will hold Zoom meetings*

### **Fund-raising**

15. 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?      *N/A*

## Phase III ONLY

### Phase III - Introducing in-person Holy Eucharist

16. 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?

N/A

### Phase III - User Groups and Rentals

17. What is your plan in Phase III for re-opening the building to any user groups? N/A
18. What is your plan in Phase III for re-opening the building to rentals? N/A

### Phase III - Formation, Fellowship and Pastoral Care

19. What is your plan for any in-person formation activities/offerings for adults? N/A
20. What is your plan for any in-person formation activities/offerings for children or youth? N/A
21. What is your plan for hosting in-person fellowship? N/A
22. How will you be handling any in-person pastoral care in Phase III? N/A

### Service and Outreach

20. 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?  
*Completion of this form in order to continue our outreach to the Diocese of the Yukon, following all provincial and diocesan guidelines.*
21. For food ministry programs, have you completed and submitted the appropriate forms for approval to the Synod Office? (Please see here) N/A

### Other

22. 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?

*Having kept a log of those attending the building, the Social Action Chair will contact the necessary individuals by phone or email if necessary. Details of who is infected would be kept confidential. Advice given to those at risk would follow the most up-to-date guidelines from the province on what to do following exposure to Covid-19.*

23. What practical support do you need from your Regional Archdeacon or from the Synod Office to help with the implementation of these plans? *None thank you*

Signature of "Responsible Persons

|                    |                    |                     |
|--------------------|--------------------|---------------------|
| <u>Gail Revitt</u> | <u>Gail Revitt</u> | <u>June 29-2020</u> |
| Print              | Signature          | Date                |

|                         |                         |                      |
|-------------------------|-------------------------|----------------------|
| <u>Elizabeth Fortin</u> | <u>Elizabeth Fortin</u> | <u>June 29, 2020</u> |
| Print                   | Signature               | Date                 |

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