**COVID-19 Safety Plan**

**Church Services in the CRUC Fellowship Hall**

This is the COVID-19 Safety Plan for Church Services to be held in the CRUC Fellowship Hall.

Provincial signage such as social distancing, washing and sanitizing of hands will be posted in the hallway and washrooms.

All participants will familiarize themselves with the posters and COVID-19 Safety Plan while in the Fellowship Hall.

Attendance at the church services will be by pre-registration only with a maximum of 30 participants.

Handouts for the service and the COVID-19 Safety Plan will be emailed or picked up prior to the service - not handed person-to-person at the service.

Masks must be worn at all times unless the participant has medical reasons for not wearing one. There will be disposable masks available on the ENTRANCE table, if needed.

There will be no singing, wind instruments or projected talking at the service.

A microphone will be used by the person conducting the service.

Music will be played either on non-wind instruments or through recordings.

There will be no food or drink at the service unless for medical reasons.

There will be no physical Passing of the Peace nor Communion served.

 **Parking**

* There are two parking lots which can be used – upper and lower.
* Masks should be worn in the parking lot.
* Participants should practice social distancing while in the parking lot.
* People must disperse immediately after using the Fellowship Hall and must not congregate.

**Participant Safety**

* If the participant or someone in their home has COVID-19 symptoms such a cough or fever, the person will not be allowed to come into the Fellowship Hall for at least 14 days or until persons have tested negative for COVID-19.
* If the participant or someone in their home has been around an individual who has been tested for or is positive for COVID-19, travelled outside of Canada in the past 14 days or has been ordered to self-isolate, the participant will not be allowed in the Fellowship Hall for at least 14 days.
* Any participant who is sick for other reasons will not participate in any service in the Fellowship Hall until the illness is resolved.
* Participants will answer the health check questions prior to entering the Fellowship Hall.
* Prior to the service, lines will be taped on the ground/floor in front of the ENTRANCE and EXIT Hand Sanitizer Stations to ensure social distancing.
* At the ENTRANCE, the first table will have a box on it for donations.
* The Ushers will ask health questions of the participants prior to the participant proceeding to the first table.
* Participants must sanitize their hands when entering the Fellowship Hall. The second table at the ENTRANCE will have a bottle of 70% alcohol-based hand sanitizer for all participants to use. Participants are also encouraged to use the hand sanitizer when exiting as well. There will be a table with hand sanitizer at the EXIT as well.
* The participants will social-distance from each other whenever they are in the Fellowship Hall, hallway or washrooms.
* Masks must be worn unless the participant has a medical issue which does not allow them to wear one.
* The back door of the Fellowship Hall will be the ENTER ONLY door and the northwest door (by the kitchen) will be the EXIT only door.
* All surfaces, including high touched areas, will be disinfected with a product which has a Drug Identification Number (DIN) prior to leaving including, but not limited to, light switches, door knobs and handles, chairs and tables.

**Seating in the Fellowship Hall**

* Only those participants who have registered may attend the service.
* A grid map will be developed for all participants who have registered to ensure social distancing while seated for the service.
* All church chairs will be disinfected and placed in the designated area.
* Signage with names of the participants will be placed within the designated area for each individual or family group.
* Ushers will show the participants to their seats after the participants have completed the health check and have sanitized their hands.
* The participants will be advised not to leave their seats. If they wish to visit, they may turn their chairs, but remain in their designated area. They must also keep their masks on, if they turn around.
* All equipment, such as the podium and chairs, used for the service will be disinfected.
* Upon the completion of the service, the participants will leave, wearing their masks, through the designated EXIT door (northwest by kitchen) practicing social distancing.
* Participants will leave starting from the last row, then the next until everyone has left. Social distancing will be practiced. The ushers will monitor this.
* There will be no visiting after the service. Exit immediately after the service.
* If a participant needs assistance leaving due to the stairs at the northwest door, they should remain seated until an usher is available to assist them down the stairs.
* If a participant cannot do stairs, they will wait in their chair until the hallway is clear. An usher will then escort them through the ENTRANCE door which leads directly to the parking lot.

**Washrooms**

* The use of the washrooms is restricted and should be discouraged except in the most urgent cases.
* Only one participant is allowed in the washroom at one time unless that participant needs assistance.
* The participant will have their mask on.
* The aisle must be free of people so social distancing is practiced while walking to the washroom.
* Paper towels, soap, hand sanitizer and toilet paper will be supplied in the washrooms.
* There will be disinfectant wipes in the washroom. The participant will be asked to wipe everything they have touched in the washroom as they leave (toilet seat and lever, taps, paper towel dispenser, door knobs) with the disinfectant wipes.
* There will be instructions posted for disinfecting the washroom after every use.
* The participant will then go directly back to their seat.
* The washroom will be disinfected with a product which has a Drug Identification Number (DIN) after the service –

door handles,

sink taps, sink bowl, sink counter,

soap and paper towel dispensers,

toilet seat and flush handle,

light switch.

**Tables, Chairs and Equipment Used for the Church Services**

* There will be people assigned to do the cleaning prior to and after the service.
* All tables, chairs and any equipment used will be disinfected with a product which has a Drug Identification Number (DIN) prior to and after the service.
* Any garbage will be collected and put into the garbage bin provided out the back door of the Fellowship Hall.
* The person in charge will be responsible for disinfecting, with a product which has a Drug Identification Number (DIN), the alarm system after setting the alarm, any door handles and light switches they touch on the way out of the Fellowship Hall.
* A deep cleaning will be scheduled by the Council.

 **People Needed to ‘Work’ the Service**

* The Office Administrator, throughout the week, will take names of those attending the service.
* One person will prepare the Grid Map and names for the participants.
* All workers will wear masks and gloves (when needed) while ‘working’ at the service.
* Two people will disinfect all chairs, tables and equipment prior to and after the service.
* One person will set up the chairs and put the names on them as per the Grid Map.
* Those two people will also prepare the ENTRANCE and EXIT Hand Sanitizing Stations.
* The donation box will be placed on the ENTRANCE station.
* Two Ushers will have the Sign In sheets and Grid Map at the ENTRANCE Station.
* One Usher will be responsible for any washroom duty needed.
* One person will ensure the microphone and computer is working for the service.