

Reopening St. John the Divine, Courtenay (for distribution to all parishioners with a questionnaire)

As restrictions upon public gatherings, including worship, are loosened in our province, it is now possible for us to gather again for worship and other ministry activities - in carefully managed circumstances.

Our diocese has produced guidelines and our parish is required to demonstrate our readiness to comply with these provisions, through the submission of a Safety Plan. We have developed a comprehensive set of safety protocols for cleaning and protection of everyone while they are in our building. A copy of this plan will be posted at the church and will be made available on our website.

Our Safety Plan covers Sunday and Wednesday worship, visiting the parish office, meetings for parish ministries, and the use of our space by third parties.

Our approach

St. John the Divine will commence a gradual reopening in August or September, beginning with 10:00 a.m. services on Wednesdays for a few weeks. We plan to proceed slowly. We want to see how we do, making changes as necessary or required, and will move to Sunday services only as we become practiced at these new ways of being together. We would rather not settle on specific dates yet, pending further advice from the authorities based on the progression/ regression of the pandemic.

What if you don't feel ready to come back?

We understand that not everyone will want to rejoin worship or parish life in person just yet. We will continue to include those who have been participating in various groups and meetings through Zoom or other electronic meeting platforms. We will also continue to provide online worship as before. Once in-person services begin in the church we will make video recordings of those available and will also investigate the possibility of live-streaming services.

General Protocols

- Before visiting the church or offices for any reason, everyone must perform a self-assessment for safe entry.

ECCLESIASTICAL INSURANCE OFFICE PLC _____

COVID-19 Screening Questionnaire

		Yes	No
Do you have any of the following possible symptoms related to COVID-19?	Fever or chills	<input type="radio"/>	<input type="radio"/>
	Cough or worsening chronic cough	<input type="radio"/>	<input type="radio"/>
	Difficulty breathing	<input type="radio"/>	<input type="radio"/>
	Flu like symptoms (headache, sore throat, runny nose)	<input type="radio"/>	<input type="radio"/>
	Unusual muscle or body aches	<input type="radio"/>	<input type="radio"/>
	Atypical headache	<input type="radio"/>	<input type="radio"/>
	New loss of taste or smell	<input type="radio"/>	<input type="radio"/>
	Nausea or vomiting	<input type="radio"/>	<input type="radio"/>
	Diarrhea	<input type="radio"/>	<input type="radio"/>
Have you travelled outside of Canada in the last 14 days?		<input type="radio"/>	<input type="radio"/>
Have you been in contact with someone who is a confirmed case of COVID-19 in the last 14 days?		<input type="radio"/>	<input type="radio"/>
Have you been advised by your physician or Public Health professional to be in self-isolation (currently or within the last 14 days)?		<input type="radio"/>	<input type="radio"/>

- If the answer to any of these questions is “Yes” please let a contact at the church know, stay at home and seek medical advice
- Upon arrival at the church, all are required to clean their hands at sanitizing stations which are placed at the entrances.
- Since it will not always be possible to maintain 2m distancing as we move around the church, it is required that non medical masks be worn.

- All who visit the church must record their name and contact information in order to enable contact-tracing by public health authorities should this be necessary. The information will be destroyed after 30 days.
- The washrooms will be open for use. One person at a time (or a child accompanied by one adult) may use the washroom, and each user is expected to sanitize the space after use, according to posted instructions.

Worship

- The maximum number of people we can accommodate at this time is approximately 40, depending on how many households (couples or family units) are present to sit together.
- We do not expect our Wednesday numbers to exceed the maximum but once Sunday services begin we may need to go to a reservation system to limit numbers to the maximum. More information will be given at that time.
- Worshippers are to enter only by the Harmston Ave. doors, and leave only by the 5th St. doors.
- Physical distancing protocols and signage will be in place. Please maintain a minimum of 2 metres distance in all directions, at all times, between individuals or households.
- On arrival at the church if there is a lineup outside the door please keep 2m distancing from other attenders. Greeters will be there to assist.
- A Greeter at the door will inform you when you are able to enter the church safely, record your attendance for contact tracing and direct you to a table where you may sanitize your hands and place your offering in a basket.
- The offering baskets will not be passed hand to hand during the service.
- Please note that children are to remain with their parents or guardians throughout the service.
- Congregational singing is not permitted at this time but a small choir with proper distancing from the congregation will provide music in our worship.
- The Peace will be exchanged, but without touching.
- For the time being paper bulletins will not be provided and there will be no prayer book or hymn books in the pews. The service will be projected onto a screen at the front of the church.
- The presider will observe strict cleansing protocols and will wear a mask while administering Communion in the form of bread only, standing in the centre aisle. Instructions on how to move around the church during communion will be given at the time.
- On entering and leaving there will be no queuing to greet the clergy.
- We ask that you re-sanitize your hands on the way out of the building.
- There will be no coffee hour after services for the time being

- Parishioners are invited to socialize outside on the lawn as long as 2m distancing can be maintained.

Visiting the Parish Office During the Week

- We hope to have office staff transition to working back on site beginning September 1st.
- We ask that you make an appointment or call ahead before visiting the office.
- During the week, outside of church services, visitors are asked to enter by the 5th St. door only.
- In order to manage physical distancing in the entrance, the doors will be locked, and callers asked to knock on the door for entry.
- All will be asked to sanitize their hands and register at the table upon entry.

Parish Meetings

- Meetings may continue to take place electronically.
- Once the building is reopened, in-person meetings will be permitted at the discretion of each group, in the large hall only, with a maximum of 20 attendees to enable 2m spacing.
- The leader of every group, will be responsible for ensuring all attendees are aware of and observe the protocols, including recording attendance, monitoring numbers, ensuring that all sanitize their hands, washroom cleansing after use and sanitizing touched surfaces following the meeting.
- Use of both the main kitchen and kitchenette in the small hall, for any reason, remains prohibited at this time.
- The stage in the large hall is inaccessible.
- Participants may bring their own beverages or snacks. These are not to be shared with other participants.
- The church and hall will remain locked while meetings are in progress.

Rental Groups

- Once the building is reopened we will consider use of the hall by rental groups.
- The leader of each rental group will be asked for a Safety Plan prior to rentals being approved.
- The Leader of each rental group will be responsible for ensuring all attendees are aware of and observe the protocols, including recording attendance, monitoring numbers, ensuring that all sanitize their hands, washroom cleansing after use and sanitizing touched surfaces following the meeting.

Rearrangement of the Church

The church has been rearranged for distanced seating and safe movement:

- pews have been moved 2 metres apart with 2 persons per pew (or more if they are of same household)
- a second aisle has been created down the Harmston Ave. side of the church for communicants returning to their seats
- the large lectern has been replaced by the smaller reading stand to allow for easier movement of people towards the 5th Street exit
- the area behind the altar has been reorganized to allow for a maximum of 4 singers who will be well distanced from the congregation and from each other
- a screen is hung from the ceiling so that essential elements of the service and other information can be projected



A survey can be completed online at <https://www.surveymonkey.com/r/PL8JXH6>. Or you may print it off and send it to the church.

Reopening St. John the Divine, Courtenay - Questionnaire

1. In recent months St. John the Divine has provided online worship and devotions. Please indicate your participation in these:

- All
- Most
- Some
- None

2. If you did not access the online services please provide your reason

- No access to internet
- Not interested
- Not applicable

Other (please specify)

3. Provided St. John the Divine ensures compliance with all health and safety regulations and advice, indicate the likelihood of your attending Church for a Wednesday service

- Yes
- Maybe
- No

Other (please specify)

4. Provided St. John the Divine ensures compliance with all health and safety regulations and advice, indicate the likelihood of your attending Church for a Sunday service

Yes

Maybe

No

Other (please specify)

5. If you will not be attending church when it reopens please share your reasons.

6. If you do not attend services would you be interested in watching via livestream?

Yes

No

7. Please share any concerns or further feedback or suggestions you have on this reopening plan. Please share your thoughts.

8. We would like to respond to any feedback or concerns you have. If you choose, write your name, phone or email and we will get back to you. All comments will be kept strictly confidential with the Rector and Wardens. If you prefer to be anonymous please leave this section blank. Thank you!

Name:

Email:

Phone: