

How to “be church” safely

Sydenham-Heritage United Church, Brantford

version 6

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1. Purpose

During the pandemic, SHUC is still an active church. This document outlines our rules for using the church building at this time.

These guidelines come from our reopening committee, and were approved by the Board. The guidelines are based on the latest health information from multiple sources. Since many church members are older, we are interpreting advice on the side of caution.

2. General Guidelines for anyone inside the SHUC building

- **Face masks (or shields) are required when in the building. If you cannot wear a mask please enjoy our online activities.**
- If you do not feel well, do not come inside the building.
- Wash your hands frequently. Hand sanitizer is located at building entrances, and other locations.
- Physical distancing of 2 m is required in all situations.

- Mask exceptions:
 - Church secretary when she is in her office.
 - Anyone while they are physically working (maintaining distancing of 2 m).
 - Anyone sitting and eating/drinking.
 - Worship leaders while speaking from a distance from others.
- Reopening is a work in progress. Suggestions are welcome for any way to minimize contact or make physical distancing easier. e.g. doors can be propped open to minimize touching doors.

3. Church gatherings and meetings

- All gatherings need to be booked through the office ahead of time. Meeting start and end times must be honoured to allow adequate time for cleaning between meetings.
- Indoor gatherings are limited to 10 people at this time.
- The group leader must make a list of people present with phone numbers, date it, and give it to the church office.
- The chair of each group will reach out to see if any members require online access to in-house meetings. We will do our best to accommodate online access for people who prefer not to come into the building at this time.

4. Sunday Worship

4.1. Congregation

- Enter the building by the Sydenham St. entrance unless you require the accessible entrance which is on Dundas St. All other entrances will be locked.
- Sanctuary capacity is limited to 30% of full capacity. Physical distancing requirements may reduce that limit further.
- You must register for the service ahead of time because there is limited seating available. Please email or call the church office before 11 a.m. on Fridays. By preregistering to attend the worship service in person you understand and agree to the following:
 - You do not have symptoms of COVID-19.
 - You have not been in close contact with a person infected with COVID-19.
 - You have not returned from travel outside the country in the last 14 days.
- The balcony is closed.
- Seating will be marked off to ensure distancing. Members of the same household may sit together.
- When you enter from the back of the sanctuary, move as far forward as you can as directed by ushers, leaving the front row for people entering from Dundas St.
- Once seated, do not move around.
- No singing, but you may hum.

- Collection plates will be left at the sanctuary entrances. Please make your donations as you enter or exit the sanctuary.
- At the close of service, leave from the back row first, as directed by the ushers ensuring proper distancing. Do not stay and visit. There is no coffee time.

4.2. Greeters

- Greeters will verbally screen visitors at the door, as well as welcome people.
- Greeters will be at both the Sydenham St. and Dundas St. doors.
- If there are seats available, greeters will register people on the spot.

4.3. Ushers

- Ushers will escort or direct worshipers to their seats, keeping the front seats for worshipers who enter from Dundas St.
- Ushers will monitor the collection plates until the donations have been collected.
- Ushers will notify the greeters when the sanctuary is nearing capacity.

4.4. Choir

- The choir will not assemble. Choir is active via recordings done through the week.

4.5. Lift operators

- The seat, armrests, and other contact points will be sanitized after each use.

4.6. General notes for worship

- There is no Sunday School at this time.
- Only the sanctuary will be used for worshipers at this time.
- There will be no printed materials handed out during worship.
- There is no communion at this time.
- Hymn books and papers have been removed from the pews.

5. Rentals

- We are not renting space at this time.
- Greg Bassett will manage and clean his own space, and use the upper door for access. The church will not use the upper room for meetings.

6. Staff Impacts

- Tracing contact lists will be maintained in the office for 30 days - managed by church secretary.
- Use of space must be booked beforehand by the office. Meeting times will be communicated to the custodian to allow proper cleaning.
- The custodian will clean any rooms used, and the washrooms, between meetings. This includes frequently touched surfaces (e.g. doorknobs, light switches, etc).
- The custodian will clean the sanctuary and the washrooms between each service. This including frequently touched surfaces.
- If any staff member has difficulty completing their duties, they will contact their M+P rep immediately.

7. Kitchen Use

- Brant County Health Unit rules and regulations must be followed.
- A "Special Events Application" must be submitted 30 days in advance.