Return Protocols for LPBC

A number of people in our congregation have asked when we are getting back to in-person services at the church. This is a difficult question and there are many factors that must be taken into consideration by our Executive Council before we make a firm decision to return to in-person services. Currently, our position is that we would ideally move to a hybrid service (in-person but also streamed simultaneously) but this will require a number of volunteers as well as the necessary technology to be able to broadcast from the church building. Following are a number of considerations and protocols that need to be addressed as we consider moving back to in-person worship.

Attendance Management

- Determine maximum number of Sunday Service participants based on regulations (currently 60)
- Use a system such as Event Brite* and include the information required in <u>Contact Tracing</u>
    - Event should include your COVID Safety Protocol statement
    - Event should include a link to self-assessment

Include instructions such as:
- Entrance point
- Expectations on exiting the building
- When to stay home

Entry and Exit

- Designate one entrance point and ensure signage indicates that
- Set up a table a few feet from the entrance point with a print out of the Event Brite list
    - Include a box of masks
    - A sign requiring masks
    - Print out of the COVID symptoms
    - Hand sanitizer
- If entrance to the building will be slow, consider putting lines on the ground with paint that are 6' apart to ensure line ups outside are compliant

Entrance to Sanctuary

- One entrance (closest to office), multiple exits is suggested (signage for each)
- Additional signage on the way in should indicate PPE to be worn
- One or two volunteers to "greet" direct people to pews/spots available by household size

Contact Tracing

- Check In station should include one volunteer who has a print out of EventBrite participants, and a clipboard with the number of open spots for walk-ins

- - Name (first and last)
  - Phone number
  - Any COVID symptoms? (yes/no)
  - Time entered the building
  - Purpose of building entry
- A second volunteer should squirt hand sanitizer on each person entering
- Script for volunteer number one (as they sign in):
  - Name?
  - Have you completed the self assessment online?
  - If no, go through the assessment questions prior to entry into the sanctuary

Equipment/Cleaning

- Microphones- one per person. Should not be shared. Should "rest" between Sundays and not require cleaning
- Depending on local health unit, singers may require plexiglass and should bring their own equipment
- Leaving the space unused between services is the optimal solution to deep cleaning between Sundays

Leaders of the Service:

- When at all possible should not share pulpit or microphone
- Should be 20' from first row
- Should wear their mask when not actively speaking or singing

Additional Considerations:

- For those who do not donate online, have an offering plate available by one of the exits and direct people there. Collected at the end by one person (not passed)
- Communion "cups" can be purchased that are individualized wafer and juice in one container
- Bathrooms should be accessible and include:
  - Signage indicating that "wipe your way out" is required
  - Cleaning wipes should be available inside
  - Paper Towel
  - Garbage directly beside the door
- Ventilation is a key to safety, so if possible, leave sanctuary and church doors open
- Kids program should be done in a large area as opposed to small individualized rooms
  - Suggest a "gradual return" to kids programs and not on the first week of opening
  - Kids "packages" can be made in advance so that paper/supplies are not passed out, but provided by one leader
- Additional cleaning may be needed if multiple groups are using the space at once
- Consider eliminating "bulletins" and any other extra points of contact that may not be required, with a reliance on email distribution

*Event Brite is free and can be used to register for attendance as well as Covid questionnaire