

Appendix A: Sunday Morning Protocol in the Amber Stage

All Saints' Anglican and First United Churches

August 2020

Beginning September 6, All Saints' Anglican and First United will return to limited in-person worship services simultaneously with on-line participation. First will begin public participation no earlier than October 1.

Timing:

9:30 -10:45 All Saints' Anglican will conduct their service (leadership and set up will begin at 8:30) Following the service, participants will exit the church/sanctuary in a timely fashion and any greeting between priests and parishioners as well as distanced visiting will take place in the courtyard.

10:45-11:00 In-between service cleaning, including wiping of all surfaces, pew and chair tops, sanctuary washroom high-touch surfaces, and the changing of microphones.

11:15-12:30 First United will conduct their service (leadership and pre-service preparation will begin at 10:00 in room 7/8)

Church/Sanctuary Set Up:

- Table/altar at centre in its traditional location.
- Piano to the right of Presiders (in front of the organ)
- Lectern to the left of Presiders (space cleared from choir chairs since there is no choir)
- Computer/zoom/sound management behind choir chairs
- Microphones for singer(s) on the steps of the platform.
- Chairs for congregation will not have handles. ASW will use chairs.
- Every other pew will be used (First United first, third, etc and ASW using second, fourth etc.)
- All hymnbooks, prayer books and other paper documents for both congregations will be removed.
- Church/Sanctuary will be fully decluttered.
- Hand sanitizer will be available at all entrances and on the table beside the presiders/singer(s).
- All exit doors will remain open to facilitate ventilation.
- All windows will be opened to facilitate ventilation.

On-line Participation

- All Saints' Anglican and First United will provide their own computer hardware as well as iPad for sound management and the technicians to run and manage the zoom service and computer connections.
- There is no limit to the number of people who can participate online, and the link will be made available weekly through an e-mail invitation as well as posted on the website
- The courtesies of on-line participation will be in the weekly invitation posted on each congregation's web-site.
- For First United, there are two persons who are identified as Zoom Hospitality and one Zoom Host who will be present in the sanctuary to monitor the safety and effectiveness of the on-line experience.
- For ASW, online worship will be available via... (TBD)

In-person participation

- The total number of people in the building is 30% of building capacity (one person for 4 square meters of publicly accessible floor space). This includes everyone in the building not just those in the room being used. This is a maximum of 100 persons for First United, and 50 for ASW; however, in the church/sanctuary the limit is 50 including leadership. The maximum number of people allowed is different for each congregation because ASW must follow the rules set out in the Anglican Diocese of Ottawa's *In This Together* plan, while First United is following Ottawa Public Health guidelines.
- Pre-registration is required (including contact tracing information) and each congregation is responsible for its own registration.
- For First United, all participants must complete the self-screening process prior to attending. For ASW, participants are asked to self-assess and not attend if exhibiting any of the symptoms of COVID-19.
- Those attending worship will enter and exit from the front sanctuary doors on Richmond Road. The Madison door will remain locked and used only by leadership as an access entry.
- Details for entering the building and traffic flow will be communicated to participants.
- Attendees are to arrive 10 to 20 minutes before the service and be seated no later than 5 minutes before the start time.
- Greeters, masked and maintaining distance, will welcome all participants and confirm that participants have registered and/or self-screened. There is no physical touching when greeting. There will be limited capacity for non-registrants; however, they must provide contact information and/or complete the self-screening questionnaire before entry.
- All participants, attendees and leaders must wear a mask or face coverings from the point of entry to the building and during the service/meeting/gathering. Those

without a mask of face covering will be offered a face mask or denied entry to the building if they are unable to wear a mask.

- All participants, attendees and leaders must keep at least 2 meters apart in all directions from other households (bubble) or individuals.
- Outdoor clothing must stay with the participant; clothing cannot be hung up.
- Designated seating areas will be identified and participants will be directed where to sit. Once seated, moving around the room will be strongly discouraged.
- A service outline, prepared with sufficient sanitizing precautions, will be made available and will be self-serve. All hymn books and bibles will be removed from the pews; however, participants may supply their own, bringing and taking it from the service.
- During the services
 - A non-touching distanced ritual for passing the peace will occur.
 - For First United, those making a presentation may remove mask or face shield while speaking as long as they maintain a minimum of 4 meters from attendees, and soloists must maintain a distance of 8 meters from attendees. For ASW, all present, including presider, readers and singers must wear a mask at all times, except when receiving Holy Communion.
 - Leaders/soloists must use a microphone to amplify voice rather than natural projection.
 - Other than designated soloist(s), no other attendees will participate in any singing.
 - The offering plate will not be passed. Offering plates will be available on the back table.
 - The celebration of Eucharist/Holy Communion will follow the safety protocols established by each congregation, though the communion liturgy for both congregations will take place where individuals are seated and not through coming forward.
- There will be no food shared.
- Greeters will ensure there is no crowding in the exit by directing attendees when they can exit.
- Each church will only touch their tablecloths and candles.
- The collection will be collected by one person after each service and brought to the office for safekeeping until counting can occur. For ASW, this person is the priest. For First United, this person is ...?
- Weather permitting, there is opportunity for after-service distanced conversation in the courtyard. For First United, the Church Hall, with open windows is an alternative. For ASW, indoor post-worship conversation is not permitted in the Amber stage. Only the sanctuary washroom will be available. Again, the difference in allowed activities between congregations is due to the fact that ASW must abide by the guidelines spelled out in the Anglican Diocese of Ottawa's *In This Together* plan, while First United is following Ottawa Public Health guidelines.