

A photograph of a white wooden church with a tall steeple, serving as the background for the text. The church has a prominent steeple with a balcony and a cross on top. The building is white with blue trim around the windows and doors. There are banners hanging from a pole in front of the church. The sky is overcast.

ZION UNITED CHURCH

REOPENING PLAN

&

CHECKLIST

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Zion United Church Reopening Plan & Checklist

Preamble

At our last council meeting held on September 1, 2020, Zion United Church Council passed a motion to reopen the Church for congregational gathering. As a result, we have drafted this COVID-19 Reopening Plan & Checklist. The information presented is subject to change as new guidance becomes available. In keeping with local, provincial Health Authority and the Pacific Mountain Regional Council of the United Church of Canada (PMRC) guideline. Zion United Church will only open **if it is safe to do so and have all precautionary measures in place**. This plan along with all future changes and new operations will be communicated through usual methods including website, newsletters, social media and phone calls to reinforce expectations during the worship services.

Our communication and education (C&E) around the Coronavirus will take a two-fold approach: Pastoral and Strategic. C&E will be pastoral because, in a time of fear and crisis, people will need to be reminded that God is their refuge, strength, an ever-present help in times of trouble. C&E will also be strategic. People will want to know there is a plan and to be reassured that we are taking their health needs seriously.

While the Province of British Columbia is at a Phase 3 reopening stage, the PMRC Recommendation is that congregations remain closed at this time due to the demographic of our members. ***This Reopening plan is assuming we will reopen our building/premises after September 20, 2020, if it is safe to fully reopen the building.*** Our building capacity is as followed

1. Sanctuary 100 persons maximum = 30 persons will be allowed. Overflow in the hall for additional 24.
2. Hall - Upstairs 80 persons maximum = (24) persons will be allowed
3. Church Lounge 6 persons are allowed
4. Hall Downstairs
 - a. Main Lounge = 8 person maximum when used as a common area for book room. This number will decrease or increase when used for Good Food Box and cluttered space must be accounted for.
 - b. Infant Room = Not in use
 - c. Youth Group Room 1 = Main Book Room 5 persons maximum
 - d. Youth Group Room 2 = 3 persons maximum. This room is used by Good Food Box

These numbers are calculated using the suggestion of 30% of building capacity or 50 persons and the ability to maintain physical distancing. While we cannot control the virus, the spread, or the impact it has on our church, we're doing everything we can to make our building/premises as safe and clean as possible. As people of faith, our goodwill and the best effort is being called upon to enforce this plan. If by any reason we cannot fulfil these requirements, we will be forced to close our building again. We appreciate your cooperation and commitment to help us in doing this.

Service Experience	March-September 19, 2020	September 20, 2020 & Beyond	Readiness	
			No	Yes
In-person services	No in-person services	This will commence on or after September 20, 2020		
Online Services	Online Service Available	Online Services will be available		
Offering	Online, mail or offering box	Online, PAR, Email Offering plates. No passing offering plate		
Communion	At Home	No. This may resume based on new development in public health regulations and with appropriate public health measures in place.		
Bulletin	Not applicable	Electronic bulletins will be posted online and emailed. Limited bulletins will be available for pick up or on pews where members can sit.		
People flow and ushers	Not applicable	Prop open doors where possible. Ushers to assist with seating and maintaining physical distancing. Cloth masks are strongly recommended.		
Greeting Team	Not applicable	See Greeter's Handbook for full instruction.		
Corporate Singing	Not applicable	No corporate singing. Cloth masks recommended if consideration are given to resume singing.		

Worship	Pre-recorded worship service Live recording permitted. Limit to instrumental music (no wind instruments) Solo singer at least 5 metres from the nearest person.	Singer at least 5 metres from the nearest person. Live recording permitted. Consideration for an increased number of participants.		
Speaking / Preaching	Live recording permitted at least 5 metres from the nearest person.	Speaker to be a minimum of 5 metres from the nearest person. Use a microphone to avoid speaking loudly. No shared microphones or podium without proper cleaning and disinfection.	Readiness	
			No	Yes
Coffee Ministry / Social Time Following Service	Not Applicable	Food and beverages are not permitted at this time. If an allowance is made in the future we will modify this plan based on new development in public health regulations and with appropriate public health measures in place. <i>(For tea/refreshment after wedding or memorials services see page 9)</i>		
Cloth Mask & Face Covering	Those members who are recording to wear a mask, social distance 5 meters	Mask is recommended for indoor gathering. Congregants are recommended to bring their own face covering. Supplies available for those who would like one.		

Facility Management	March- September 19, 2020	September 20, 2020 & Beyond	Readiness	
			No	Yes
Parking	Not Applicable (N/A)	Used of marked parking spaces.	N/A	N/A
Physical Distancing markers at entry	Markers outside of door every two metres in case of a line up to enter.	Markers outside of door every two metres in case of a line up to enter.	N/A	N/A
Designated and clearly marked entrances and exits	Not Applicable	On Sundays, main doors will be locked enter Sanctuary using the ramp door by parking lot. Lounge area is restricted to choir, musician and administrative users.		
Hand Sanitizer or Handwashing Stations at Entry	Not Applicable	Will be placed at entrance and exits.		

			Readiness	
			No	Yes
Physical Distancing Signage and Floor Markings	Not Applicable	There will be signs posted and directional and spacing signs on the floor.		
Seating	Not Applicable	Arranged, remove or mark off to allow for physical distancing. Allow additional time for seating.		
Cleaning	Enhanced cleaning following each gathering. Including high touch surfaces and washrooms.	Enhanced cleaning following each gathering. Including high touch surfaces (pulpit, light switches, doorknobs) keyboards security keypad and washrooms.		
Managing Attendance	Yes. For music persons or anyone who visit premises during this time	Yes. Checklist by greeters. Maintain up to date contact information for congregants.		
Screening	Alert attendee to screening questions posted at all entrances	Alert attendee to screening questions posted at all entrances.		

Ministry Programs	March- September 19, 2020	September 20, 2020 & Beyond	Readiness	
			No	Yes
Children's Ministry/Camp	Online. Limited car park sessions public health measures in place	Online. Limited car park session with public health measures in place		
Nursery	Not Applicable	Not Applicable		
Youth groups	Not Applicable	Not Applicable		
Small Groups	Not Applicable	Not Applicable		

Administration	March - September 19, 2020	September 20, 2020 & Beyond	Readiness	
			No	Yes
Office & Lounge Area	Limited to 2 persons in the minister's office and administrative office observing physical distancing protocols.	Increase occupants in these areas will be modified based on new development in public health regulations and with appropriate public health measures in place.		
External Use of Facility	Case by case depending on the ability to meet requirements.	Dependent on the ability to meet the requirements of provincial regulations. Must provide a COVID-19 Policy and follow		
Weddings & Funerals	Not Applicable	30% of building capacity (30) for indoor ceremonies and a maximum of 50 people for outdoor weddings and funerals ceremonies. Receptions in the hall are limited to 24 people. Must follow provincial regulations.		
Rentals	Essential Service providers. Must follow provincial regulations and provide a COVID-19 policy Case by case depending on the ability to meet requirements.	Essential Service providers. Must follow provincial regulations and provide a COVID-19 policy Case by case depending on the ability to meet requirements.		

COVID – 19 Screening Questionnaire

Hi Family & Friends.

If you answer YES to any of the questions below, please do not enter these premises.

Members/visitors are encouraged to contact a primary care provider, local public health unit or Telehealth to discuss their symptoms and/or exposure and seek advice on testing.

1. Do you have any of the following possible symptoms related to COVID – 19?		Yes	No
	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"/>
	Diarrhoea	<input type="radio"/>	<input type="radio"/>
	Hoarse voice	<input type="radio"/>	<input type="radio"/>
	Difficulty swallowing	<input type="radio"/>	<input type="radio"/>
	Unexplained fatigue/malaise	<input type="radio"/>	<input type="radio"/>
2. Have you traveled to a high-risk area or outside of Canada in the last 14 days?		<input type="radio"/>	<input type="radio"/>
3. 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"/>
4. Have you been advised by your physician or Public Health Official to be in self-isolation currently or within the last 14 days?		<input type="radio"/>	<input type="radio"/>

Zion United Church, Enderby, BC
Zion United Church, Armstrong BC

Cleaning Protocol

To limit the transmission of viral diseases, such as COVID-19, cleaning protocols should be used to clean and disinfect common contact surfaces within our work and worship spaces.

Cleaning is defined as the physical removal of visible soiling, such as dust, soil, blood, mucus. Cleaning removes viruses and bacteria but does not kill them. Disinfecting kills viruses and bacteria. Chemicals which are listed under Health Canada's List of Hard Surface Disinfectants should be used for disinfecting processes. **(Refer to the BCCDC Handout in a binder with Zion COVID Reopening Plan & Check List)**

Always ensure the following:

- Use of approved hard-surface disinfectants, which have the Drug Identification Number (DIN)
- Refer to the Safety Data Sheet (below) and follow directions
- Staff/Volunteers have the required PPE to do the task safely
- For cleaning and disinfecting protocols, ensure Staff/Volunteers who are responsible know the hazards related to the chemicals.

For the cleaning, our custodian is trained in COVID-19 cleaning protocol. She is not of the high risk group and will be orienting our volunteers on cleaning after each use of the building.

ITEM/AREA	WHO IS RESPONSIBLE?	FREQUENCY	COMPLETION	
			✓	X
Washrooms (toilets, faucets, door handles)				
Dining Hall and Christian Education rooms (meeting, training) + Tables & Chairs				
Desktop, keyboards, mouse, phones, touch screens, photocopier & printer				
Kitchen (fridge, stove, microwave handles, countertops)				
Stair railings (inside and outdoor)				
Doorknobs and handles & Light switches				
Sanctuary (pews, mic, pulpits, tables, candles, candleholders & lighters)				

Funeral/Memorial and Weddings Protocol

Reception

Strategies to prevent or reduce the possibility of transmitting COVID 19 at receptions help on the premises of Zion United Church are adapted from the recommendations for restaurants, cafes and pubs and can be found on the BCCDC and WorkSafeBC web-sites.

The following numbers of persons attending a reception on our premises must adhere to:

1. Sanctuary 100 persons maximum = (30) persons will be allowed
2. Dining Hall - Upstairs 80 persons maximum = (24) persons will be allowed

These numbers are calculated using the suggestion of 30% of building capacity or 50 persons with the ability to maintain physical distancing. Members/Adherents and guest should practice physical distancing and good hygiene habits when serving and being served. Below is what guest and users of our spaces should expect and adhere to:

- Do not attend church gatherings, funerals/memorials, weddings, receptions or other places where people gather if you are ill.
- RSVP is preferable and providing contact information for one member of the family or group that attend a function on our premises.
- No communal or buffet-style meals in church services.
- For receptions after memorial/Funeral, pre-packaged meals are the best option for clients to limit gatherings inside the dining/serving areas.
- Designate a person (s) to serve food and drinks to others, and ensure that person washes their hands before being served.
- Servers are required to wear masks, gloves to provide added assurance to those being served.
- Servers should practice frequent hand-washing and practice physical distancing when possible.
- Ensure handwashing stations or hand sanitizer is placed close to where food and drinks are served.
- Follow all instructions provided and maintain a 2-metre distance from others:
 - ✓ When waiting in line outside,
 - ✓ When inside the building and when visiting washroom facilities.

- When providing foods and beverage service to guests there are several options for servers to physically distance from those being served.
 - ✓ Placing meals, drinks, utensils, jugs of water, napkins and other items at the edge of the table and asking persons to serve themselves, then step away before the client picks it up.
 - ✓ Avoid touching coffee cups while refilling, or providing insulated carafes for customers to refill themselves.
 - ✓ Staff and volunteers may dispense water/coffee/cream/milk from food containers for clients. Single-use condiment packages should be provided to clients rather than allowing them to touch any bulk food containers, e.g., salt/pepper/sugar/ketchup/mustard.
 - ✓ Alternatively, staff and volunteers may dispense condiments from bulk food containers for clients.
 - ✓ Clean condiments containers between uses if these items are shared.
 - ✓ If guests are seated, they can assist physical distancing by moving used dishes to the ends of tables when the meal is over.

For additional guidance on food safety, please refer to the BCCDC website.

Communications & Education Strategy

The mode of communication & Education will be done via

- Text Messaging & Email
- Social Media: Facebook, Twitter, Instagram
- Phone Tree
- Newsletter
- Postal Services
- During church services

Informational & Educational Letter

Dear Zion United Church Family,

Zion United Church Reopening Plan information

Dear Family and Friends of Zion United Church,

Our thoughts and prayers are always with you as we journey through these times. It is our hope that we will be able to see each other soon. Thus, the reason from this letter.

We want to update you on what's happening at Zion United Church in light of the coronavirus (COVID-19). Like you, we have been following this evolving story with great concern. We are in communication with the Pacific Mountain Regional Council of the United Church of Canada and keeping up to date with the information given by Dr Bonnie Henry and the Regional Health Authority to ascertain how to best move forward.

Zion United Church is scheduled to reopen on September 20, 2020 for in person worship. Also, the office remains open on Tuesdays, and we will continue to have services Online. Before we reopen, we will inform everyone to the best of our abilities through our website, emails, social media and postal services. **Please read through this entire message as it contains detailed plans for keeping our building/premises safe and how you can help.**

During this reopening, we want to care for our congregation in all respects, including the physical well-being of our community. To that end, we are asking you, our members, adherents and visitors, to take precautions to keep yourself and others safe, especially in light of recent developments with the Coronavirus (COVID-19)

During this time, here's how we are committed to keeping our building/premises clean:

1. We will sanitize frequently touched surfaces before and after every use of buildings such as doors, handles, tables, check-in stations, and sinks.
2. Our staff and volunteer teams will wash their hands frequently and stay home if they are sick.
3. We will provide additional hand sanitizer stations at each entry and exit for everyone to use.
4. In the event we are allowed to serve coffee our servers will wear gloves and a mask when they serve coffee.
5. We are recommending you bring a mask. (Masks will be present for those who don't have one.)

6. Offering plates will be located at the back and front of the sanctuary, so you don't need to pass them down the row. Remember, you can also give online using etransfer at email zionunitedarmstrongbc@gmail.com
7. Pews are marked to show where you can sit.
8. If used, bulletins will be placed at seating spots or handed out by greeters.
9. On Sundays, please enter the Sanctuary using the ramp door by the parking lot. The front doors will be locked.
10. Lounge area is restricted to clergy, musicians and administrative users.
11. You must read the COVID-19 Questionnaire posted as directed by greeters.
12. Practice safe distancing at least 6 feet or 2 meters (Use caution when entering and exiting your vehicle in car park as you are expected to maintain social distancing at all times).
13. The capacity for the sanctuary during this COVID period is 30 with overflow of a maximum of 24 in the hall.

For Families with Children

Despite the recommendation that there be no Sunday school/child care, we will be taking extra care of our kids' spaces. Kids' toys and rooms will be sanitized nevertheless. When we are able to meet these areas will be sanitized before and after there is a service. For online youth resources, *please contact Maureen Macdonald and Rod Gilmer.*

Zion United Church Online

If you or a family member are sick or need to stay home during this time, you are welcome to watch Sunday services online. You can find our service that is shared with St. Andrew's United Church on our Facebook Page 11:00 AM @ <https://www.facebook.com/zionunitedarmstrong> or St. Andrew's United Facebook Page at 9:30 AM @ <https://www.facebook.com/standrewsenderby>
 You may also join us on YouTube Sundays at 9:30 AM @ https://www.youtube.com/playlist?list=PLeP-qXbHZjxV4qouRZre_np9oFLrV3nph

Questions, Queries or Concerns

If you'd like to share your thoughts, concerns, questions, or ideas with us as we navigate our response to this situation, we'd love to hear from you. Your input and feedback are truly important to us. Please email ministerfranklyn@gmail.com with any questions or comments.

While we cannot control the virus, the spread, or the impact it has on our church, we're doing everything we can to make our building/premises as safe and clean as possible. As people of faith, our goodwill and the best effort is being called upon to enforce this plan. If by any reason we cannot fulfil these requirements, we will be forced to close our building again. We appreciate your cooperation and commitment to help us in doing this.

The uncertainty of this outbreak is creating anxiety in our places of worship, work, study, and day-to-day activities. Yet we remain confident of God's constant presence and careful attention to all that is happening. Please join us in praying for those who are affected by this illness, as well as for their caregivers and those who are working around the clock to minimize the impact of this virus.

Rod Gilmer
Chair, Zion United Church Council

Spiritual Questions

1. What are we doing to encourage our congregation not to live in fear?
 2. What opportunities do we have to help our local communities?
 3. What are we doing to encourage our volunteers to show up and serve?
 4. What are we doing to help people who are staying home to stay engaged with our church (i.e., Online Services, Emails, phone calls and so on)
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Resource & Information Links

- <https://pacificmountain.ca/expectations-discernment-and-guidelines-from-the-pmrc-executive-minister-in-reopening-united-church-communities-of-faith-buildings-and-ministries/>
- <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>
- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/faith-based-organizations>
- <http://covid-19.bccdc.ca/>
- <https://www.healthlinkbc.ca/>
- <https://news.gov.bc.ca/ministries/health>