

Reopening Guidelines for Congregants (St. Timothy's Presbyterian Church, Ottawa)

The Session is glad to have you worshipping with us again in the new norm. The goal of this guideline is to ensure our house of worship is as safe as possible. This is not elaborate and exhaustive. We encourage you to consult the local, regional and federal public health guidelines.

Components	Information
	<p>Before leaving home:</p> <ul style="list-style-type: none"> • Plan to arrive about 15 min earlier to accommodate the Covid-19 protocols. • Be sure you and your household show no COVID-19 related symptoms (fever, dry cough, difficulty breathing or shortness of breath, chest pain or pressure, etc.). • Wash hands. • Take a face mask for all over the age of two (2*). Face mask will not be provided by St. Timothy's. • Have in your car a hand sanitizer (optional, but strongly recommended)
	<p>At the parking lot:</p> <ul style="list-style-type: none"> – Put on a face mask. – Maintain physical distancing as you proceed to church's main entrance, one household at a time. – There will be supervised entry at the side entrance for those with wheelchairs or walkers. – Avoid gathering/socializing.
	<p>At the main entrance:</p> <ul style="list-style-type: none"> ▪ St. Timothy's will sanitize all hard surfaces before Service. ▪ Greeter will ensure the front doors are open for entering; they will remain open, if weather permits. ▪ Greeter will open the door, if necessary, as per weather conditions. ▪ Greeter will inquire on 'well being' of those entering (temperature checks, any COVID-19 related symptoms, exposure to someone with virus/symptom, recent travel outside the country, etc.). ▪ Greeter or Usher will sanitize each person's hands. ▪ For contact tracing, the date, name and telephone number will be recorded. The record will be kept for 3 weeks before being destroyed. ▪ There will be no bulletins or Quiet Boxes provided. ▪ Wheelchair and Walker accessibility will be by side door with above rules applying.



Seating in pews:

- Usher will ensure physical distancing into and within the Sanctuary.
- One household, i.e. adults and children, per pew. Avoid touching other pews and hard surfaces.
- Children to remain with parents, caregivers throughout the Service.
- Couples or individuals may sit with proper physical distancing in the same pew, preferably sitting at both ends.
- Every other pew is taped off.



During Service:

- Please stay in your pew during the entire Service, same with the kids.
- Face masks will be kept on throughout the Service.
- Service will be followed on the screen; Bibles, hymn books and Psalters are withdrawn.
- There will be no choir and no singing by the congregation.
- There will be no Sunday School or Toddler Care; children to remain with parents.
- Offering will be received upon exiting.
- There will be no use of fans, other than ceiling fans.



After Service:

- Please remain seated and wait to be ushered out.
- Doors will be open for exiting, or, when necessary, opened only by Greeter.
- Usher will ensure an orderly exit, one pew at a time, beginning with those closest to the exit.
- Minister with a face mask on, will exit first and will be seated at a table under the tree or in her office (if weather does not permit) for those wishing to talk to her for pastoral reasons. Please have your face mask on and stay 2 metres apart.
- Discard garbage in bin at the exit door.
- There will be no Coffee Hour.
- Do not gather/socialize but proceed at physical distance to your car.
- Offering will be secured for up to 3 days before counting and depositing.
- Sanitizing of 'frequently touched' areas will take place (door handles, light switches, railings, washroom taps etc.).
- Thorough cleaning will be done by incoming church group.

**Washrooms:**

- Washroom on main floor will be accessible.
- 2 washrooms only, under the Narthex, will be accessible; all others are No Entry.
- If you need to use a washroom, please do so mindful of physical distances and sanitize 'high touch' areas after use (refer to signage in bathroom).
- A spray bottle with disinfectant and paper towels will be placed in the washroom.
- Parents are advised to accompany their younger kids to the washrooms to ensure these surfaces are cleaned after use.

**Downstairs, Balcony, Goforth Room:**

- There will be No Entry to these areas, other than to the 2 washrooms under Narthex.

Notes

*The mandatory face mask expectation will not apply to children under two years of age or children under the age of five either chronologically or developmentally who refuse to wear a face mask and cannot be persuaded to do so by their caregiver; individuals with medical conditions rendering them unable to safely wear a face mask, including breathing difficulties or cognitive difficulties; individuals who are unable to apply or remove a face mask without assistance under the *Accessibility for Ontarians with Disabilities Act* or have protections under the *Ontario Human Rights Code*. Proof of exception is not required.

Your Safe-return to worship Service committee

(Phoebe G., Joel K., Doug S. and John W.)