



Loving Our Neighbours

RED STAGE

The re-opening of our church buildings for worship will need to take place within the guidelines of the provincial government and each local health unit. It is expected that such a re-opening will be gradual in nature. We should also expect that we may move ahead only to have to reduce numbers or close again. Preparation, flexibility and faithfulness are the qualities we will be called upon to demonstrate as we re-open buildings.

This document *Loving our Neighbours* is designed to provide a phased progression to our return to our buildings. The Bishop of Huron will determine when the move to the next phase may begin. Parishes may choose at any time to delay moving to the next phase based on their own level of comfort and preparedness.

Each parish should designate a person to co-ordinate the steps of this plan and ensure any required permissions are received. Parishes will use these guidelines as minimum requirements in developing their own plans. Once a plan has been developed, a completed copy of the attached document (Appendix B) is signed by the incumbent, the wardens and plan co-ordinator, then sent to Huron Church House to be kept on file. Please forward the document to reception@huron.anglican.ca or mail to 190 Queens Ave, London ON N6A 6H7, attention M.Walmsey.

Parishes who have not already done so will need to develop communication strategies to ensure that all parishioners are kept informed of changes. Depending on the parish, these may include:

- Phone trees
- Email
- Snail mail
- Social media

During the red stage, the parish enters more fully in to the planning process for re-opening its buildings, concentrating its efforts on sanitization of spaces, planning limited in-person worship, beginning or continuing food security programs, allowing the reopening of licenced childcare operations, and beginning to open office operations. Parishes begin to prepare themselves for in-person gatherings and the work and care that this will mean. As many of our parishioners and some of our incumbents, deacons and other clergy are vulnerable individuals

with increased risk factors should they contact COVID-19, parishes will also need to determine the risk level for their particular parish.

Worship

- Parishes are prohibited from regular in-person worship within the church building. Each parish leadership team is invited to continue to discern and develop how best to minister to their parish members. Some will use virtual platforms, others may prefer delivery of written materials and some will find a hybrid of methods best. Suggestions and tools may be found [here](#) on the COVID-19 hub on our diocesan website.
- No more than three (3) persons may be present when filming or live-streaming a service. This includes any person running the AV equipment. All persons must remain a minimum of six feet (approx. 2m) apart at all times. If there are singers, a greater physical distance from each singer to other people is necessary (at least 12 feet.) Singers must wear masks. For those who record in segments such that it may appear that more than three persons are present at once, it may be wise to state such in the credits.
- If necessary, a parish may apply in writing to their Territorial Archdeacon for permission to have up to two (2) other persons present for filming or live-streaming. This request is to explain why the extra person or persons are required as well outlining where each of the persons will be during the service.
- If live-streaming the Eucharist, care must be taken not to show the reception of the Eucharist as this is an extremely personal moment for most.
- All persons must wear facemasks except when assisting in leading the service when face masks may be removed if no closer than 12 feet (4m) to others.
- Areas of the building used for the filming of services must be cleaned and disinfected after each service. For more information on cleaning, please see Appendix A, page 18.

Outdoor Services

- Some parishes may have room on their own property to hold services outside. The numbers at such gatherings may not exceed 50 or the number that may be safely physically distanced, whichever is less.
- All physical distancing requirements must still be honoured.
- For parishes that do not have adequate green space and wish to hold an outdoor service or other gathering, it may be possible to use parks. Check with your local authorities for regulations regarding booking, rental fees, etc. Most municipalities will require a certificate of insurance (or charge you for insurance coverage) to cover liability. Our insurer can provide such certification. Another parish may also allow you use their property.
- A checklist for outdoor services may be found on page 12.



Drive-in Worship Services

- All government regulations must be followed.
- Individuals who attend must remain in a motor vehicle designed to be closed to the elements.
- As we are called to care for God's creation, vehicles may not be left running during the service.
- A checklist may be found on page 13.

Weddings and Funerals

- Indoor weddings or funerals may be held with a maximum of 10 persons present.
- Outdoor or graveside funerals or interments may be conducted with no more than 50 people or the number that may be safely physically distanced, whichever is less may be conducted.
- Numbers for funerals include the officiant, musician and other participants but not the funeral home staff, if any.
- Outdoor weddings may be conducted with no more than 10 people present including the officiant, wedding planners, photographers, videographers and other staff.
- Prior approval from the Bishop's Office must be sought for outdoor weddings in accordance with the current diocesan policy on [Marriage Outside of the Church](#).
- Physical distancing must be maintained.

Checklists for weddings and funerals may be found on pages 7 and 8 of this document.

Baptisms

- Baptisms are allowed only in extraordinary circumstances with the prior approval of the Bishop.
- The number of people at the baptism must not exceed 10 people. This number includes the priest plus two (2) persons from the congregation who are not related to the baptismal candidate and represent by their presence the larger Body of Christ.
- A checklist may be found on page 9.

Pastoral Care

- Pastoral care should be carried out by phone calls or video conferencing wherever possible
- Outdoor pastoral visits are permitted. Take your own chair if possible. Do not enter the parishioner's home or accept any refreshments. Sanitize your hands before leaving your vehicle.
- Physical distancing is required at all in-person pastoral visits. Three-layer facemasks must be worn.



- Keep in-home visits to parishioners and others in need to those most in need of care and compassion, where the presence of a minister is essential, for instance to support a highly vulnerable and isolated older adult, anointing a gravely ill person and/or to comfort the dying. For all inside pastoral visits, a face covering must be worn.
- In-person pastoral visits should not be undertaken to people who are self-isolating or to those who have been infected by COVID-19 except to minister to those who are imminently dying.
- If permitted to visit in an institution, follow all institutional guidelines when making visits to long-term care homes and/or hospitals. Visit only one person at any time, even if that means separated visits to the long term care home or hospital. If you are unsure of the protocols, call ahead and speak with the nursing station.
- Following a visit to an institution where COVID-19 may be present, wash your hands thoroughly, go directly home, change clothes, and wash the clothes you have worn in soap and hot water.
- Do not shake hands or hug.
- Clerics or pastoral visitors must be healthy and without an underlying medical condition that makes them vulnerable.
- Clerics and pastoral visitors must self-screen for symptoms of COVID-19 or other illnesses before visiting. Do not visit if there is any sign of illness.
- Share pastoral care contact information widely so that those in need of care know how to connect with clergy or lay pastoral staff without visiting the church.
- Ensure that the church answering machine message contains the contact information for the incumbent in case of a pastoral emergency.

Formation, Fellowship and Stewardship

- Formation activities such as Bible or book studies, prayer groups, confirmation classes, children and youth activities may continue on-line. For children and youth activities, all Safe Church guidelines regarding relating on-line or through social media with children must be followed. Please see Appendix D, page 29.
- Fellowship may continue through virtual coffee hours, through the use of phone trees and other methods to ensure that each member of the parish is regularly contacted by others.
- Continual stewardship activities are recommended to assist parishioners in maintaining their offerings. Particular attention should be paid to encouraging parishioners who are not already on Pre-Authorized Givings plans to sign up.



Meal programs and Food Banks

- Food-assistance programs are encouraged to continue with adequate hygienic and physical distancing controls in place.
- All local public health regulations must be followed.
- A checklist may be found on page 17.

Building Use

- All staff are to work from home except for brief visits to the church for tasks that cannot be completed at home such as photocopying items for mass mailings. This should be a limited as possible. When a staff member must be at the church, only one person may be there at a time.
- Regular hand-washing or sanitizer use is required. (Sanitizer is not as effective as washing hands with soap and water for 20 seconds.)
- Regular disinfection of common surfaces including doorknobs, countertops, and office electronics.
- In-person meetings may not be held.
- Twelve step groups may continue to use the building, at the discretion of the Incumbent and Churchwardens, provided they agree to adhere to physical distancing guidelines and arrange for cleaning of the areas used following their meeting. Each group must be 10 persons or less. No coffee or other refreshments are to be prepared or served at the church. Individuals may bring their own refreshments with them.
 - A checklist may be found on page 17.
- Licenced day care operations may resume in accordance with public health recommendations.
- Any other rental requests must be approved by the bishop's office.
- Washrooms must be cleaned thoroughly between each gathering of people in the building.
 - Extra paper towels should be made available for turning taps on and off, touching toilet handles, opening doors, etc. A covered wastepaper basket should be placed outside each bathroom door to deposit any paper towels used to open the door from the inside.
 - The ability to physically distance within washrooms needs to be considered. This may mean only one person in a washroom if there is no room to move around one another or wait for the sink without becoming too physically close. If there are multiple sinks, every other sink should be marked 'do not use' to prevent close proximity at sinks.
- A checklist regarding building use may be found on page 16.
- Checklists for preparing parish offices and staff for a return to the building may be found on page 14.



Links to Signage

- Links to signage and information from local health units may be found in Appendix C, page 22.



Outdoor Wedding Checklist

	Notes	Date completed
Obtain permission from Bishop Todd.		
Have signage about hand hygiene in all washrooms.		
Physical distancing is to be maintained.		
The number of people must not exceed 10 including the officiant, photographers and any other planners or staff.		
A list of attendees must be filed in the parish office for at least 3 years in case contact tracing is required.		
If using chairs, bulletins may be placed on chairs. Bulletins may not be handed out to people arriving.		
Ushers may lead people to chairs while remaining physically distanced.		
Communicate to the wedding party that those who have been exposed to COVID-19 or are experiencing symptoms of COVID-19, a cold, the flu or who are ill must stay home. <u>This includes clergy.</u>		
No Eucharist.		
No congregational singing. A soloist may sing provided they are no closer than 12 feet (4m) to the nearest other person. Singer must be masked.		
The officiant must wear a facemask or face shield unless twelve (12) feet of distance can always be maintained.		
The officiant is not to wrap their stole around the couple's hands.		
Ensure everyone has their own microphone.		
If wedding party cannot be physically distanced, masks must be worn. The wedding couple does not need to be physically distanced from each other.		
No receiving line, handshakes or hugs.		



Outdoor Funeral Checklist

	Notes	Date completed
Have signage about hand hygiene in all washrooms.		
Physical distancing is to be maintained.		
The number of people must not exceed 50 or the number that can safely physically distance including the officiant and musicians. This number does not include the funeral home staff.		
A list of attendees must be filed in the parish office for at least 3 years in case contact tracing is required.		
If using chairs, bulletins may be placed on chairs. Bulletins may not be handed out to people as they arrive.		
Communicate to the family and to any parish staff or volunteers that those who have been exposed to COVID-19 or are experiencing symptoms of COVID-19, a cold, the flu or who are ill must stay home. <u>This includes clergy.</u>		
No Eucharist.		
No congregational singing. A soloist may sing provided they are no closer than 12 feet (4m) to the nearest other person. Singers must be masked.		
The officiant must wear a face mask or face shield unless twelve (12) feet of distance can always be maintained.		
Ensure everyone has their own microphone.		
No hugs or handshakes.		



Baptism Checklist

	Notes	Date completed
Baptisms are only those that are considered urgent.		
Obtain permission from the Bishop.		
Designate one entrance and one exit. If the building does not allow for this, create clearly marked waiting areas for those entering and exiting for physical distancing.		
Open windows and doors of worship space for ventilation.		
Have signage about hand hygiene in all washrooms.		
Have face coverings available for any who forget to bring one. Three layer cloth masks are preferred.		
Have signage about hand hygiene and physical distancing at the entrance and exit, in the entrance to worship space, in the sacristy and other possible meeting areas of those attending. Hand sanitizing is required at all these locations. Have the sanitizing stations ready.		
A list of attendees must be filed in the parish office for at 3 years days in case contact tracing is required.		
Close rooms and common areas not required for the baptism.		
Mark pews where people may sit six feet apart. Leave one to two empty rows between pews.		
If using bulletins, place in pews where people will sit.		
Create single use bulletins (or on screen) rather than prayer books. Remove any other shared items such as brochures, hymnals or children’s books or toys. Ensure everyone has their own microphones.		
Communicate to the family and anyone who may attend that those who have been exposed to COVID-19 or are experiencing symptoms of COVID-19, a cold, the flu or who are ill must stay home. <u>This includes clergy.</u>		
No Eucharist.		
No singing.		
The Peace and any greeting by those attending is shared without physical contact.		



People must not linger outside in groups or in the parking lot. Designate a person to be at the doors and watch parking lots		
The number of people must not exceed 10. This number must include two (2) representatives from the parish other than the family of the baptized.		
The officiant must wear a face mask or face shield unless six feet distance can always be maintained.		
No hugs or handshakes.		
Mark the floor in advance for physical distancing for those standing around the font. Family groups (from each household) around the font should maintain physical distance from other family groups. If physical distancing cannot always be maintained, face coverings are required.		
The font is sanitized and filled with clean water.		
The person to be baptized, if an infant, remains in the arms of their family of one household. A family member will pour the water upon the infant.		
The baptized is anointed with oil on a clean new cotton ball. The cotton ball is burned after the baptism.		
A member of the baptismal party lights the baptismal candle from the paschal candle as the words of presentation are said.		



Use of Church Buildings by Licenced Daycares or Daycamps Checklist

	Notes	Date completed
General		
Staff and volunteers receive information and training about new processes.		
Staff and volunteers have access to face coverings and hand sanitizer.		
People are designated to clean and sanitize high traffic areas, including washrooms, at least twice daily.		
Leaders follow all Public Health guidelines.		
Renters/Outside Groups		
Congregations may permit licenced daycares or day camps to use the facility provided they follow all health guidelines regarding physical distancing, etc., and the congregation/rental groups have resources to handle the cleaning requirements between each use. Facility rentals must be suspended if groups cannot or will not adhere to gathering restrictions.		
Request written details as to how the rental group will meet health guidelines, prior to their use of the facility.		
Require a signed waiver regarding the risk of the transmission. (Templates for waivers are available from the bishop's office.)		
Preparing the facility		
Clean and disinfect high-touch areas shared surfaces such as doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings.		
Designate separate entrance and exit with signage.		
Place hand sanitizer containing at least 60% alcohol content at the entrance and exit and throughout the facility.		
Put up posters educating visitors about COVID-19 and distancing protocols.		
Close rooms that will not be in use.		
Remove all shared items such as brochures and other reading material.		
Designate how many people will be allowed in a washroom at one time. Post a sign with floor indicators in the hallway to show physical distance for those who are waiting.		



Outdoor Services Checklist

	Notes	Date completed
All physical distancing requirements must be honoured.		
The numbers at such gatherings may not exceed 50 or the number that may be safely physically distanced, whichever is less..		
A list of attendees must be filed in the parish office for at least 3 years in case contact tracing is required.		
All participants should bring their own chairs.		
If the building is open to allow access to washrooms, they must be thoroughly cleaned after. Please see Appendix A.		
No food or drink is to be served or shared.		
Locations for chairs should be marked using small flags or lawn paint.		
Materials such as bulletins may not be distributed.		
No Eucharistic services		
No congregational singing. A soloist may sing provided they are no closer than 12 feet (4m) to the nearest other person. Singers must wear face masks.		
As officiants and others participating in the service will be projecting, unless miked, they should speak at least 12 feet from the participants.		
If miked, each leader must have their own microphone.		



Drive-In Services

	Notes	Date completed
Individuals who attend must remain in a motor vehicle designed to be closed to the elements.		
A list of attendees must be filed in the parish office for at least 3 years in case contact tracing is required.		
Individuals may only be in a vehicle with others if they are part of the same social bubble.		
The parking lot will need to be marked to ensure that vehicles are at least two metres apart.		
Services are to be led by a maximum of five people and physical distancing of two metres must be followed.		
Persons conducting the gatherings must ensure that any buildings at the location are closed during the service, except where the persons conducting the gatherings themselves reasonably require access.		
No materials can be passed between participants or the individuals performing the service.		



Preparing Parish Offices

	Notes	Date completed
Arrange for high touch points of office to be cleaned and sanitized twice daily, mid-day and end of day.		
Washrooms that are used should be cleaned daily.		
Place hand sanitizer containing at least 60% alcohol content at the entrances and exits and throughout the office.		
Order all required cleaning supplies for office and staff.		
Put up posters at entrances educating staff about symptoms (COVID-19/cold/flu), sanitizing and washing hands.		
Put up posters educating staff on COVID-19: physical distancing, hand hygiene, cough hygiene, use of face coverings, response if showing symptoms (COVID-19/cold/flu), or that anyone having travelled internationally in the last 14 days must stay home.		
Close common areas like kitchen, lunchroom, coffee and tea stations.		
Reduce meeting room capacity to ensure physical distancing or close completely if unable to ensure physical distancing; post signs on meeting rooms advising limits or not to use.		
Close rooms that will not be in use.		
Post signs on photocopier and/or other shared equipment to "Please wash hands after use."		
Remove all shared items such as reading materials from lunchroom and waiting areas. Each staff member must wash own dishes and utensils or place them in a dishwasher.		
Rearrange workstations if needed to ensure physical distancing. This may include installing plexiglass if needed.		
Do not share microphones for meetings.		
Designate how many people will be allowed in a washroom at one time. Post a sign along with floor indicators in the hallway to show physical distance for those who are waiting for the washroom.		
Designate how many people will be allowed in elevator/lift (if applicable) at one time. Post sign on elevator to advise staff.		
Introduce more fresh air by increasing the ventilation system's air intake or opening windows. Avoid central recirculation where possible.		
Parish offices will remain closed to the public. Post signs at entrances indicating that offices are closed to the public; visitors by appointment only.		



Decide on how many staff will return, which roles and in what phase.		
Develop your Return to the Parish Plan for Staff. Include your Parish Health and Safety person in this discussion.		
Preparing Parish Staff		
Communicate the Return to Parish Plan to staff before returning.		
Communicate that staff who are ill or who have been exposed to COVID-19 must stay home.		
Communicate to staff that they must be symptom-free before returning to the office.		
Communicate to staff that if they have travelled internationally in the last 14 days prior to return to office, they must stay home.		
Communicate to staff that if they experience symptoms (COVID-19/cold/flu) while at work, they must go home or work from home.		
Communicate to staff to keep physical distance at all times, practice good hand hygiene and cough hygiene, and that they must wear a face covering when away from their workstations.		
Communicate to staff to take proper breaks during the day for stretching.		
Communicate to staff to take care of their mental health.		
Return to Parish Office		
Train staff on hand hygiene, cough hygiene and use of face coverings.		
Remind staff that they must clean hands when they arrive at the office.		
Remind staff that if experiencing symptoms of COVID-19/cold/flu, they should advise their supervisor immediately and return home or work from home.		
Remind staff to maintain physical distance while at the office and to wear facemasks outside of their work area.		
Daily check ins with staff on whether they are experiencing symptoms (COVID-19/cold/flu) after return.		
Conduct weekly meeting to advise staff on updates, how things are progressing, any concerns or questions, etc.		
Ensure that you have a list of staff who are working each day, for contact tracing if needed.		
Ensure that any visitors are signing in and obtain full contact information, for contact tracing if needed.		



Use of Church Building by Food Sustainability Ministries and 12-Step Groups

	Notes	Date completed
General		
Staff and volunteers receive information and training about new processes.		
Staff and volunteers have access to triple-layer face masks and hand sanitizer.		
People are designated to clean and sanitize high traffic areas, including washrooms, at least twice daily.		
Leaders remain aware of new Public Health guidelines.		
Outside Groups (12 Step or Food Sustainability Outreach)		
Congregations may permit outside groups to use the facility providing they follow all health guidelines regarding physical distancing, etc., and the congregation/rental groups have resources to handle the cleaning requirements between each use. Facility rentals must be suspended if groups cannot or will not adhere to gathering restrictions.		
12-step groups are limited to 10 persons.		
Request written details as to how the rental group will meet health guidelines, prior to their use of the facility.		
Groups must sign a statement agreeing that they will follow these guidelines. A template may be requested from the bishop’s office.		
Preparing the facility		
Clean and disinfect high-touch shared surfaces such as doorknobs, light switches, toilet handles, faucets and taps, elevator/lift buttons, and railings.		
Designate separate entrance and exit with signage.		
Place hand sanitizer containing at least 60% alcohol content at the entrance and exit and throughout the facility.		
Put up posters educating visitors about COVID-19 and distancing protocols.		
Close rooms that will not be in use.		
Remove all shared items such as brochures and other reading material.		
To indicate proper physical distancing, rearrange chairs.		
Designate how many people will be allowed in a washroom at one time. Post a sign with floor indicators in the hallway to show physical distance for those who are waiting.		



<p>Food security ministries to vulnerable populations continue to be permitted</p>		
<p>For physical distancing, engineer your space to ensure 6 feet apart for everybody all the time.</p>		
<p>Post hand washing and hand sanitizer instructions where they are easily visible. Make hand sanitizer and appropriate signage available at all entry points.</p>		
<p>Clean the general environment and surfaces that are touched often. First, clean visible dirt then apply disinfectant with suitable contact time at a frequency appropriate for the use of the surface. Set up a system, a schedule, and get everybody on board. For cleaning instructions, see the Public Health Ontario Fact Sheet at www.publichealthontario.ca.</p>		
<p>Face coverings should be worn by all staff, volunteers and clients where physical distance cannot be maintained. Invite parishioners to supply cloth face coverings that can be given to clients to keep.</p>		



Appendix A: Cleaning and Disinfecting

Routine cleaning followed by disinfection is a best practice to prevent the spread of COVID-19. This is a two-step process: first clean, then disinfect.

1. Cleaning

- Cleaning breaks down grease and removes organic material (e.g., dirt, dust, microorganisms such as bacteria and viruses) from surfaces or objects.
- The cleaning process physically removes microorganisms from surfaces helping to lower the risk of spreading infection.
- Cleaning products can be purchased on their own or combined with a disinfectant in one solution.

2. Disinfection

- Disinfection uses chemicals to kill microorganisms on surfaces or objects. For it to be effective, cleaning should be done first.
- Disinfectants include diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and commercial products with an eight-digit Drug Identification Number (DIN). A list of disinfectants where evidence exists for their use against COVID-19 may be found at <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
- Check the expiry date before using cleaners and disinfectants.
- Always follow the manufacturer's directions for use to ensure their effectiveness including how long they must remain in contact with the surface.
- To make a 1:10 bleach solution using household bleach:
 - 62 ml (1/4 cup) household bleach + 562 ml (2 1/4 cups) water or
 - 250 ml (1 cup) household bleach + 2250 ml (9 cups) water
 - Do not mix bleach solutions with ammonia based cleaners
 - Bleach solution must be made daily as it breaks down in effectiveness
 - Bleach solution must be left on for a minimum of one (1) minute
- Disinfecting wipes should be discarded if they become dry, and are not recommended for heavily soiled areas. Given their impact on the environment, they should not be used for regular cleaning but only for the occasional quick disinfection of a surface.

General Principals

- Churches should follow their regular protocols for routine cleaning and disinfection with the following additions:
 - High-touch surfaces should be cleaned and disinfected twice per day and when visibly dirty. This includes but is not limited to: doorknobs, hand rails, light switches, toilet handles, and faucet handles. To assist in making a list in your location: have



two or three people walk through the route most people will take through the church and observe what they touch.

- High-touch electronic devices (e.g., tablets, computer keyboards, telephones, microphones) can be disinfected with 70% alcohol products.
- Washrooms are to be cleaned daily when the building is in use.
- Gloves should be worn when handling cleaning and disinfectant products.
- Avoid use of items that are not easily cleaned, sanitized, or disinfected (eg prayer books, extra cushions in pews)
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, if possible.
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
 - Ensure any water heaters are set to at least 120° F.
 - Flush the building's water system.
 - Flush hot and cold water through all points of use
 - Flushing may need to occur in segments (e.g., floors, individual rooms) due to facility size and water pressure. The purpose of building flushing is to replace all water inside building piping with fresh water.
 - Flush until the hot water reaches its maximum temperature.
 - Care should be taken to minimize splashing and aerosol generation during flushing.
 - Clean all decorative water features, such as fountains.
 - Ensure safety equipment including fire sprinkler systems, eye wash stations, and safety showers are clean and well-maintained.
 - Maintain the water system (including "regularly checking water quality parameters such as temperature, pH, and disinfectant levels")



Appendix B

Questionnaire for RED STAGE Of *Loving our Neighbours*

This questionnaire is intended to assist your parish in confirming that you have considered all of the steps and decisions you will need to make to move ahead safely with the RED stage of the return to our buildings. Please return this to the Bishop's Office either by scanning the signed copy and emailing to reception@huron.anglican.ca or mailing to Huron Church House, 190 Queens Ave, London, ON N6A 6H7 attention Reception

1. Have you reviewed *Loving our Neighbours RED Stage* and considered how this guidance may impact your plan to re-open to in-person worship and other gatherings?
Yes___ No___

2. Which of the following have you developed a plan for and intend to proceed or continue with?
 - a. Video-taping or live-streaming worship inside the church
Yes___ No___
 - b. Outdoor weddings on church property
Yes___ No___
 - c. Outdoor funerals on church property
Yes___ No___
 - d. Outdoor worship
Yes___ No___
 - e. Drive-in worship
Yes___ No___
 - f. Outdoor fellowship or formation activities
Yes___ No___
 - g. Food sustainability programs (food banks, meal programs)
Yes___ No___
 - h. Building use by 12-steps groups
Yes___ No___
 - i. Building use by licenced day care
Yes___ No___
 - j. Return of clergy and staff to church offices
Yes___ No___



Appendix C: Links to Public Health Information Resources

Brant County Health Unit

<https://www.bchu.org/>

- About Covid-19:
<https://www.bchu.org/ServicesWeProvide/InfectiousDiseases/Pages/coronavirus.aspx>
- Covid FAQ: <https://www.bchu.org/ServicesWeProvide/InfectiousDiseases/Pages/COVID-19-FAQ.aspx> (contains all information on masks, cleaning, and physical distancing)

Chatham-Kent Health Unit

<https://ckphu.com/>

- About Covid-19 <https://ckphu.com/covid-19/>
- Covid Symptoms: <https://ckphu.com/symptoms-seeking-healthcare/>
- Self-Assessment: <https://covid-19.ontario.ca/self-assessment/#q0>
- FAQ: <https://ckphu.com/frequently-asked-questions/>
- Physical Distancing/Stop the Spread: <https://ckphu.com/prevent-the-spread/>
- Workplace Information <https://ckphu.com/information-for-workplaces/>
- Covid Updates: <https://ckphu.com/newsroom/>
- Covid and Mental Health: <https://ckphu.com/mental-health-covid19/>

Grey Bruce Health Unit

<https://www.publichealthgreybruce.on.ca/>

- About Covid-19: <https://www.publichealthgreybruce.on.ca/COVID-19>
- Covid Symptoms: <https://www.publichealthgreybruce.on.ca/COVID-19/What-is-COVID-19>
- How to Prevent the Spread: <https://www.publichealthgreybruce.on.ca/COVID-19/What-can-I-do-to-prevent-the-spread>
- Resources: <https://www.publichealthgreybruce.on.ca/COVID-19/Additional-Resources>
- Face Mask Considerations:
<https://www.publichealthgreybruce.on.ca/Portals/0/Topics/InfectiousDiseases/COVID19/Considerations%20for%20Wearing%20Face%20Coverings.pdf?ver=2020-05-12-103810-070>
- Receiving Mail or Packages:
<https://www.publichealthgreybruce.on.ca/Portals/0/Topics/InfectiousDiseases/COVID19/ReceivingMailorPackages.pdf?ver=2020-05-12-103810-070>



- [D19/Considerations%20for%20the%20Public%20when%20Receiving%20Mail%20or%20Packages.pdf](#)
- Work Clothes:
<https://www.publichealthgreybruce.on.ca/Portals/0/Topics/InfectiousDiseases/COVID19/Considerations%20for%20Work%20Clothes%20and%20Uniforms.pdf?ver=2020-04-20-114304-450>
 - Wearing Gloves in Public:
<https://www.publichealthgreybruce.on.ca/Portals/0/Topics/InfectiousDiseases/COVID19/Caution%20for%20Wearing%20Gloves.pdf>
 - Screening:
<https://www.publichealthgreybruce.on.ca/Portals/0/Topics/InfectiousDiseases/COVID19/Screening%20in%20public%20Settings.pdf>
 - Celebration Considerations:
<https://www.publichealthgreybruce.on.ca/Portals/0/Topics/InfectiousDiseases/COVID19/Considerations%20for%20Celebrations.pdf?ver=2020-06-16-162306-127>
 - How to Wash Hands: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>
 - Video on Washing Hands: <https://www.canada.ca/en/public-health/services/video/covid-19-hand-washing.html>
 - Physical Distancing: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en>
 - Physical Distancing Video: <https://www.canada.ca/en/public-health/services/video/covid-19-hand-washing.html>
 - Be Prepared FAQ: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-be-prepared.html>
 - Cleaning and Disinfecting: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>
 - <https://www.publichealthgreybruce.on.ca/Portals/0/Topics/InfectiousDiseases/COVID19/COVID-19%20Spread%20on%20Items%20and%20Surfaces.pdf>

Haldimand-Norfolk Health Unit

<https://hnhu.org/>

- About Covid-19: <https://hnhu.org/health-topic/coronavirus-covid-19/>
- Covid Symptoms/Self-Monitor: <https://hnhu.org/covid-19-self-monitor/>
- FAQ: <https://hnhu.org/health-topic/frequently-asked-questions-related-to-covid-19/>
- How to Protect Yourself: <https://hnhu.org/how-to-protect-yourself-and-your-family/>



- Cleaning and Disinfecting: <https://hnhu.org/cleaning-and-disinfection-for-covid-19-in-public-settings/>
- Covid and Returning to Work: <https://hnhu.org/health-topic/information-for-employers-and-employees/>

Huron-Perth Health Unit

<https://www.hpph.ca/en/index.aspx>

- About Covid-19: <https://www.hpph.ca/en/news/coronavirus-covid19-update.aspx>
- FAQ: <https://www.hpph.ca/en/about-us/covid-19-response-resources.aspx>
- Face Masks: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2020/05/factsheet-covid-19-non-medical-masks.pdf?la=en>
- Self-Monitor: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>
- Screening Checklist(for people entering buildings) - <https://www.hpph.ca/en/health-matters/resources/Documents/Coronavirus/Screening-Checklist-2020-03-15---MCCSS-edit.pdf>
- Cleaning and Disinfecting: <https://www.hpph.ca/en/resources/Fact-SheetCleaning-and-Sanitizing-in-a-Workplace.pdf>
- <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>
- Wearing a Mask Poster: <https://www.hpph.ca/en/health-matters/resources/Documents/Coronavirus/HowToWearASurgicalMask-v3.pdf>
- Social Distancing Poster: <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/social-distancing-infograph/social-distancing-infograph-eng.pdf>
- Hand Washing Poster: <https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases-maladies/reduce-spread-covid-19-wash-your-hands/eng-handwashing.pdf>
- Stay Safe Poster: https://www.hpph.ca/en/resources/MOH_CoronavirusPEC_Poster_8-5x11_EN-optimized.pdf
- Visitor Poster: https://www.hpph.ca/en/health-matters/resources/Documents/Coronavirus/2019_signs_EN_visitors.pdf
- How it Spreads Poster: https://www.hpph.ca/en/health-matters/resources/Documents/Coronavirus/How-does-COVID-19-Spread-Poster_Apr20.pdf



- Stop the Spread Poster: https://www.hpph.ca/en/resources/StopSpreadVisualSmall_Jan20-3.pdf
- Mail Room Distance Poster: https://www.hpph.ca/en/health-matters/resources/Documents/Coronavirus/Physical-Distancing---Mail-Room-Poster_Apr20.pdf

Lambton Health Unit

<https://lambtonpublichealth.ca/>

- About Covid-19: <https://lambtonpublichealth.ca/2019-novel-coronavirus/>
- Covid Symptoms: <https://lambtonpublichealth.ca/2019-novel-coronavirus/symptoms/>
- Covid Testing: <https://lambtonpublichealth.ca/2019-novel-coronavirus/testing-criteria/>
- Service Changes: <https://lambtonpublichealth.ca/2019-novel-coronavirus/service-changes/>
- Public Health and Enforcement Calls <https://lambtonpublichealth.ca/2019-novel-coronavirus/calls/>
- Media Updates: <https://lambtonpublichealth.ca/2019-novel-coronavirus/media-updates/>
- Resources: <https://lambtonpublichealth.ca/2019-novel-coronavirus/resources/>
- Physical Distancing: <https://lambtonpublichealth.ca/2019-novel-coronavirus/physical-distancing/>
- Cleaning and Disinfecting: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>
- Face Masks: <https://lambtonpublichealth.ca/2019-novel-coronavirus/protect-yourself/#face-coverings>
- Stay Healthy Poster: <https://files.ontario.ca/moh-coronavirus-pec-poster-en-2020-03-09.pdf>

Middlesex-London Health Unit

<https://www.healthunit.com/>

- Covid-19: <https://www.healthunit.com/novel-coronavirus>
- Covid Summary: <https://www.healthunit.com/covid-19-cases-middlesex-london>
- Prevent the Spread: <https://www.healthunit.com/covid-19-prevent-the-spread>
- Physical Distancing: <https://www.healthunit.com/covid-19-prevent-the-spread#physical-distancing>



- Face Masks: <https://www.healthunit.com/covid-19-prevent-the-spread#mask>
- Hand Hygiene: <https://www.healthunit.com/covid-19-prevent-the-spread#hand-hygiene>
- Cover your Mouth: <https://www.healthunit.com/covid-19-prevent-the-spread#cover-coughs-and-sneezes>
- Cleaning and Disinfecting: <https://www.healthunit.com/covid-19-prevent-the-spread#clean-and-disinfect>
- FAQ: <https://www.healthunit.com/covid-19-faqs>
- Guidance Docs/Resources/Signage: <https://www.healthunit.com/covid-19-documents-and-resources>

Oxford-Elgin-St. Thomas Health Unit

<https://www.swpublichealth.ca/>

- Covid-19 and the Workplace: <https://www.swpublichealth.ca/WorkplacesCOVID19>
- Getting the Workplace Ready: https://www.swpublichealth.ca/sites/default/files/file-attachments/article/getting_your_workplaces_ready_for_covid-19_final.pdf
- Workplace Checklist: https://www.swpublichealth.ca/sites/default/files/covid-19_checklist_for_workplace.pdf
- PPE Suppliers: https://www.swpublichealth.ca/sites/default/files/alternate_ppe_suppliers_-_southwestern_public_health.pdf
- Cleaning and Disinfecting: <http://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>
- Face Masks: https://www.ontario.ca/page/face-coverings-and-face-masks?_ga=2.260587853.1141097679.1589893001-741189303.1576162354
- Face Mask Video: <https://www.youtube.com/watch?v=s45jUvY8lQI&feature=youtu.be>
- Mixing Bleach Solution for Disinfecting: https://www.swpublichealth.ca/sites/default/files/mising_of_chlorine_bleach_solution_2020.pdf
- Information for Workplaces and Covid-19: https://www.swpublichealth.ca/sites/default/files/information_for_workplaces_and_covid-19_0.pdf
- Develop Workplace Safety Plan: https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan?_ga=2.131632711.990001987.1592223984-741189303.1576162354



- Guidance for Workplaces:
http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_essential_workplaces_guidance.pdf
- Resources to Prevent Covid-19 in the Workplace:
<https://www.ontario.ca/page/resources-prevent-covid-19-workplace>
- <http://www.ccohs.ca/products/publications/covid19/>
- Guidance for Public Washrooms:
https://www.swpublichealth.ca/sites/default/files/covid19_guidance_for_public_washrooms.pdf
- Prevent the Spread Video: https://www.swpublichealth.ca/sites/default/files/covid-19_infection_control_for_workplaces_-_english_lr.mp4

POSTERS:

- [Physical Distancing Poster](https://www.swpublichealth.ca/sites/default/files/file-attachments/article/swph_physical_distancing_poster.pdf) https://www.swpublichealth.ca/sites/default/files/file-attachments/article/swph_physical_distancing_poster.pdf
- [Infographic: Examples of Physical \(Social\) Distancing](https://www.swpublichealth.ca/sites/default/files/userfiles/files/Social%20Distancing%20Graphic_FINAL.png)
https://www.swpublichealth.ca/sites/default/files/userfiles/files/Social%20Distancing%20Graphic_FINAL.png
- [Wash Your Hands Poster](https://www.swpublichealth.ca/sites/default/files/userfiles/files/Hand-washing-Wash_20181003.pdf)
https://www.swpublichealth.ca/sites/default/files/userfiles/files/Hand-washing-Wash_20181003.pdf
- [Staying Healthy Brochure](https://www.swpublichealth.ca/sites/default/files/userfiles/files/StayingHealthy_Brochure_20181019.pdf)
https://www.swpublichealth.ca/sites/default/files/userfiles/files/StayingHealthy_Brochure_20181019.pdf
- [If You're Sick, Don't Visit](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_signs_EN_visitors.pdf)
http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_signs_EN_visitors.pdf
- [Customer Responsibilities/Business Responsibilities](https://www.swpublichealth.ca/sites/default/files/userfiles/files/Getting%20back%20to%20business%20during%20a%20pandemic_Poster_FINAL.pdf)
https://www.swpublichealth.ca/sites/default/files/userfiles/files/Getting%20back%20to%20business%20during%20a%20pandemic_Poster_FINAL.pdf
- [How to Wash Your Hands Poster](https://www.swpublichealth.ca/sites/default/files/userfiles/files/Hand-washing_Correct-Wash_20181122.pdf)
https://www.swpublichealth.ca/sites/default/files/userfiles/files/Hand-washing_Correct-Wash_20181122.pdf

COVID-19 Mental Health Poster

<https://www.wspc.ca/WSPS/media/Site/Resources/Downloads/covid19-mental-health-poster.pdf?ext=.pdf>



Waterloo Health Unit

<https://www.regionofwaterloo.ca/en/public-health-and-emergency-services.aspx>

- About Covid-19: <https://www.regionofwaterloo.ca/en/health-and-wellness/2019-novel-coronavirus.aspx>
- FAQ Sheet: <https://www.regionofwaterloo.ca/en/health-and-wellness/2019-novel-coronavirus.aspx#FAQ>
- Covid Symptoms: <https://www.regionofwaterloo.ca/en/health-and-wellness/2019-novel-coronavirus.aspx#Symptoms>
- How to protect yourself: <https://www.regionofwaterloo.ca/en/health-and-wellness/2019-novel-coronavirus.aspx#Protect>
- Wearing Masks: <https://www.regionofwaterloo.ca/en/health-and-wellness/2019-novel-coronavirus.aspx#NonMedicalMasks>
- Social Distancing: <https://www.regionofwaterloo.ca/en/health-and-wellness/2019-novel-coronavirus.aspx#Social>
- Resources/Signs: <https://www.regionofwaterloo.ca/en/health-and-wellness/2019-novel-coronavirus.aspx#Resources>

Windsor Essex Health Unit

<https://www.wechu.org/>

- About Covid-19: <https://www.wechu.org/cv/about>
- FAQ Sheet: <https://www.wechu.org/cv-faq>
- Covid Symptoms: <https://www.wechu.org/sites/default/files/edit-resource/em-guidance-documents/covid-19-symptoms-v20-2020-05-02.pdf>
- How to protect yourself: <https://www.wechu.org/cv/protect-yourself>
- Resources/Signs: <https://www.wechu.org/cv/resources-downloadable-signs>



Appendix D: Guidelines for Professional Boundaries for Churches Offering Virtual Programming to Children and Youth

Suggested Best Practices

1. Apply professional standards to all online interactions with children, youth and parents.
2. Maintain professional boundaries by communicating with children, youth and parents during appropriate hours of the day and through established and authorized church platforms, (as opposed to personal accounts)
3. Keep communication goal-oriented and tied to outcomes for a specific program such as Church School, Youth Program, VBS or any live virtual gathering.
4. Keep all forms of communication transparent by including parents/guardians on all correspondence.
5. Do not share personal videos or request a participant to share personal videos.
6. If a video is created tied to a program/activity, it should be posted to a church approved platform for children, youth and families to access as opposed to sending directly to a personal account
7. Know how the platform upon which you are hosting works and utilize all of its security features especially around how participants enter the 'room'.
8. Send invites to your meetings to individuals/families, discouraging them from sharing with others. Do not post links for your meetings publically.
9. As with all in-person programs for children and youth there must be two leaders present. In virtual programming it is very helpful to have one leading and the other monitoring the participants, watching for hand raising and following the chat for example.
10. Follow the Diocese of Huron's privacy policies for posting any digital pictures or other identifying information on social media or websites. Posting screenshots of minors attending a program are not permitted without written permission of their parent/guardian. For programs where a participant is joining without a parent/caregiver present parents/guardians must sign a waiver.
11. Set appropriate restrictions to maximize your privacy on your personal social media accounts, ensuring children and youth cannot view or post content.
12. Refrain from sending or accepting friend requests from children and youth or liking content in their personal social media accounts.
13. Ensure transparency during video chat discussions with participants. While chatting, all parties should be located in common/high traffic household areas (bedrooms/bathrooms off-limits). Proper clothing should be worn.



14. Develop a procedure for what would happen in an emergency and have contact information for all participants. Follow all Diocese of Huron Safe Church policies for reporting suspected abuse.

Examples of Inappropriate Electronic Communication

1. Intimate or personal texting with participants.
2. Sexualized exchanges (communication, pictures, etc)
3. Using informal and unprofessional language, such as profanity with participants.
4. Criticising participants, parents or colleagues.
5. Posting or forwarding content, links or comments that might be considered inappropriate, offensive, discriminatory or inconsistent with professional and ethical standards.
6. Communicating with participants through personal social media accounts and apps.

Adapted from a document prepared by The Canadian Centre for Child Protection and the Ontario Camps Association

