

Protocol for Reopening of the Church

Ste-Geneviève United Church



4697 Boulevard St-Jean

D.D.O., QC H9H 2A7

Telephone: 514-626-4795

Fax: 514-624-7883

Website: www.stegennys.org

Church Email: sguc@stegennys.org

Minister

Rev. Joëlle Leduc

JoelleLeduc@stegennys.org

Church Board Chair

Robert Hargrave

board@stegennys.org

Church Secretary

Donna Olinik

sguc@stegennys.org

donna.stegennys@gmail.com

ORA – Loss & Living

Judy Coffin

info@ora.mtl.org

BUILDING ACCESS POINTS

STAFF / VOLUNTEER ACCESS

1. Choir Room Entrance / Exit
2. Fill out Health Questionnaire
3. Wear Mask when moving around, or someone else comes in,
4. Sanitize Hands upon Entry and Exit
5. Sanitize handles
6. Desk
7. Phone
8. Light switches on exit

CHURCH GROUP ACCESS: WAYFARERS, ORA, UCW, BOARD (ETC)

1. Choir Room Entrance / Exit
2. Fill out Health Questionnaire
3. Wear Mask
4. Sanitize Hands upon Entry and Exit
5. Sanitize handles
6. Table
7. Light switches on exit

CONGREGATION ACCESS

1. Center Front and Back Entries
2. Wear Mask
3. Sanitize Hands upon Entry and Exit
4. Fill out Health Questionnaire
5. Physical Distance in Sanctuary as indicated on pews

CONTRACTED PERSON ACCESS

1. Choir Room Entrance / Exit
2. Fill out Health Questionnaire
3. Wear Mask when moving around
4. Sanitize Hands upon Entry and Exit
5. Sanitize handles
6. Light switches on exit
7. Regular Cleaning duties

Pandemic Hygiene Protocol

We want to ensure that we maintain a safe working environment for our employees, members, and guests.

If you present any symptoms or have been in contact with people infected with COVID-19, **you are requested not to present yourself** at work, activities, and worship by fear of contamination, until further proof: negative test or other.

As of July 18th, it is mandatory to wear a mask while in movement in any closed public space. During gathering staff & visitors must wear a mask while in movement or when 2m social distancing is not possible. The mask can be removed when sitting down or no longer in movement, as long as the 2m social distancing is respected.

ENTRANCE AND EXIT

1. Wash or disinfect your hands

HAND WASHING

1. At arrival in the building
2. Before and after a meal
3. Before and after using the washrooms
4. As you leave the building
5. Coughed, sneezed, or having touched facial mucous membranes
6. Before and after meeting with participants
7. After cleaning the washrooms or any other contaminated space

BUILDING ACCESS

STAFF / VOLUNTEER ACCESS

1. Choir Room Entrance / Exit
2. Fill out Health Questionnaire
3. Wear Mask when moving around, or someone else comes in,
4. Sanitize Hands upon Entry and Exit
5. Sanitize handles
6. Desk
7. Phone
8. Light switches on exit

CHURCH GROUP ACCESS : WAYFARERS, ORA, UCW, BOARD (ETC)

1. Choir Room Entrance / Exit
2. Fill out Health Questionnaire
3. Wear Mask
4. Sanitize Hands upon Entry and Exit
5. Sanitize handles
6. Table
7. Light switches on exit

CONGREGATION ACCESS

1. Center Front and Back Entries
2. Wear Mask
3. Sanitize Hands upon Entry and Exit
4. Fill out Health Questionnaire
5. Physical Distance in Sanctuary as indicated on pews

CONTRACTED PERSON ACCESS

1. Choir Room Entrance / Exit
2. Fill out Health Questionnaire
3. Wear Mask when moving around
4. Sanitize Hands upon Entry and Exit
5. Sanitize handles
6. Light switches on exit
7. Regular Cleaning duties

SANCTUARY

1. Sanitize Hands upon Entry and Exit
2. Sit with members from your immediate household
3. Remove your communion cups, tissues when you exit
4. Maintain a physical distance of 1.5m to 2m
5. No physical contact (hugging etc.)
6. Sanitize the microphone and podium after use

MNISTER'S OFFICE:

1. Keep a physical distance of 1.5m to 2m Have disinfecting wipes and Purell available.
2. At the end of the day, disinfect all work equipment (stapler, pens, keyboards, phones, photocopier, printers, etc.).
3. Before any exchange, wash or disinfect hands.
4. Disinfect the door handles light switch regularly
5. Empty out the trash.

MAIN OFFICE:

1. All employees / volunteers are responsible for cleaning their workspace
2. Keep a personal distance of 1.5m to 2m
3. As much as possible, avoid sharing phones; if you must share them, disinfect before exchange.
4. Have disinfecting wipes and Purell available.
5. At the end of the day, disinfect all work equipment (stapler, pens, keyboards, phones, photocopier, printers, etc.).
6. Before any exchange, wash or disinfect hands.
7. Disinfect the door handles regularly
8. Empty out the trash.

CHOIR ROOM

1. Keep a personal distance of 1.5m to 2m between each other.
2. Have disinfecting wipes and Purell available.
3. The room must be arranged so that the chairs are all at 1 to 2 meters apart.
4. Wearing the mask is not mandatory while sitting down, nor for the volunteer or guest, but strongly suggested for more at-risk people or when the 2m social distancing cannot be respected.
5. Before any exchange, wash or disinfect hands.
6. Disinfect the door handles light switch regularly
7. Empty out the trash.

KITCHEN AND PATIO TABLE

1. Wash hands before eating and before emptying the dishwasher.
2. Clean all used surfaces before and after eating or drinking.
3. Rinse dishes before placing them in the dishwasher.
4. Clean kitchen appliances once used (fridge handle, microwave...).
5. Empty the trash can, compost and recycling bin when full.
6. Once used, kitchen towels and cloths go in the washing machine.

WASHROOMS: indicate on the checklist the date and initials of performed actions

1. Wearing protection, (gloves) inspect and wash the washrooms every hour.
2. Disinfect doors and light switches regularly.
3. Empty out the trash cans at least twice a day (make sure that there are bags in the trash cans);
4. Clean the toilets, the sink, and mirrors.
5. Refill supplies as needed (toilet paper, facial tissues, etc.)
 - **Ste-Genny's must follow these guidelines following Worship Services, All gatherings of UCW, M&P, Board, ORA etc. (A suggestion, except for Sunday Worship, that one washroom, one stall and one sink be assigned for use to limit the cleaning necessary following the gathering)**

CLOAKROOM

1. Wash/disinfect hands at arrival.
2. **Encourage people not to use the cloakroom, but to keep their personal effects with them.**
3. If required, hangers must be at a certain distance and separated by family.
4. Personal effects can also be placed in plastic bags during the gathering; then disposed after use

MENTAL HEALTH AND PREVENTION

- Do not hesitate to talk to the manager about any apprehension.
- Do not hesitate to reach out to professional help to maintain your sanity (physical and emotional).

- Report any poor health (cough, lethargy, sore throat or other Covid-19 symptoms).
- Any protection supply (gloves, masks, visors, Purell...) is available to you.
- For older employees, (60 years and older) exercise extreme vigilance.

The INSPQ, the CNESST and the MSSS update regulations and recommendations frequently. When requested, it is your responsibility to read and implement the proper practices.

Thank you for your care and cooperation to maintain a safe workplace environment to stay healthy.

Sources: CNESST, INSPQ, MSSS and the Chambre de commerce training offered on May 21, 2020 by Shelley Brown, practice leader with Axxel Bromelin.

For Sunday Worship

1. Worship

- a. Pews are marked for permitted seating for Families, Couples and Single Persons
- b. Masks must be worn

2. Choir

- a. On Altar in Choir Pews
 1. 2 Sides of Altar
 2. 1 Pew behind Communion Table

3. Musicians

- a. Organist – Bev Vanstone
- b. Flutist – Robert Hargrave

4. Singing

- a. Through Sound system More Voices / Voices United CD
- b. Once permitted to organ / piano music
 1. We will sing again!

5. Greeters

- a. Position at Center Front and Back Doors
 1. Make sure Everyone is wearing a mask
 2. Make sure Everyone sanitizes their hands
 3. Fill out entry questionnaire for everyone entering
- b. Position at Sanctuary Entrance
 1. Explain No Contact Rules
 2. Explain Seating permissions
- c. When entering, seating begins from the front to the back
- d. When exiting, exit begins with the back pew to the front pew

6. Readers

- a. Scriptures will be printed on paper as normal
- b. Readers will go to Lectern to read
- c. Then Sanitize the Microphone and Lectern before leaving the altar

7. Offering Plates

- a. Will be placed in the Narthex so that offerings can be put in before or after the service
- b. Counters to wear latex gloves and mask while counting in the office

- c. Counters will sanitize workspace when finished

8. Communion

- a. Pre-Prepared Communion cups as authorized by Jim Vanstone chair of Worship and Sacraments
- b. Everyone will be asked to bring the containers out and put them in the garbage while leaving the sanctuary

9. Hymn Books

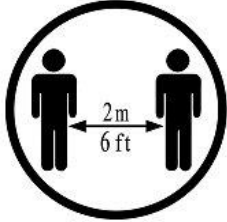
- a. All are removed from the pews
- b. When used, members will be asked to stand them on the pews spread open to air out prior to next week's service

10. Bulletins

- a. If printed bulletins, everyone will pick them up in the Narthex themselves to limit number of people touching them
- b. Everyone will be asked to take them out and bring them home or put into the blue box in the Narthex for recycling
- c. Bulletin will be emailed to you hopefully by Friday
 - 1. Option 1: Download it to your tablet and bring your tablet to church on Sunday
 - 2. Option 2: Print a copy and bring it to church on Sunday
 - 3. If you do not have email, tablet or printer, a few copies will be available for you to pick up upon entering the sanctuary



Wear a face mask or shield ; Portez toujours un masque facial



**Keep a 2 meter (6 Foot) distance between yourself and others ;
Maintenir une distance sécuritaire entre chaque personne (2
mètres)**



**Wash / Sanitize Hands Often ; Lavage des mains obligatoire à
entrée et à la sortie**



Do Not Hug ; Ne pas faire d'accolades



Do Not Shake Hands ; Ne Pas donner de poignées de main

