

**Mount Zion Lutheran Church, New Westminster
Safety Plan for Indoor & In-person Worship Service
for June 13, 2021 at 10:00am**

Task	Notes
<p><u>Preparations</u> Congregations must ensure they are compliant with the most recent provincial and federal health regulations as posted on government websites and Work Safe BC.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review your insurance policy and consult with your insurer for coverage. <input checked="" type="checkbox"/> The church (as the Employer) must develop a COVID19 Safety Plan and be posted at the worksite and on the website. See notes for Safety Plan. <input checked="" type="checkbox"/> Close spaces/rooms in the building where people do not need to be. Nursery areas and Sunday School areas should remain closed unless constantly supervised with excellent disinfection and physical distancing protocols in place. <p><u>Seating</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Arrange or mark (in the case of pews) to ensure proper physical distancing. Block rows of pews/chairs as needed to maintain 2 metre distancing in all directions. Consider using tape to indicate available properly distanced seating options. (Households may be seated together.) <input checked="" type="checkbox"/> Leave a few available seats for visitors. <input checked="" type="checkbox"/> No further entry should be permitted once capacity has been reached. 	<p>Mount Zion Lutheran Church has a COVID-19 Task Force (TF) that reviews all Public Health Orders on a regular basis to ensure that the church remains compliant with most recent provincial and federal health guidelines.</p> <p>Members of the TF met two days prior to the worship service to organize the Sunday event.</p> <p>The narthex and nave will be the only space used by the congregation for indoor worship. Windows will be left open to increase ventilation. There is one washroom in the narthex. All other rooms including the nursery will remain closed.</p> <p>The Cumberland Street entrance will be the only entrance and exit used. Ushers will control the flow of traffic in to the church and to their assigned seat. Everyone will be asked to remain in their assigned seat until the end of the service.</p> <p>Seating was marked and prearranged based upon preregistration. 4 to 6 seats were left available for visitors.</p>

Communicate before opening	Notes
<p><input checked="" type="checkbox"/> Clearly communicate what they can expect and go over the changes made to the worship space, common areas and children’s ministry to decrease risk of virus transmission. Communicate by email, mailed letter, website, poster, during virtual services and/or YouTube video. (see notes for examples of how to communicate to your congregation)</p>	<p>The Mount Zion June newsletter indicated that up to 50 participants could attend an indoor worship service. Everyone would need to preregister and sign a waiver before attending. Participants were advised that they must wear masks and maintain a physical distance of 2 meters unless they live in the same household. The newsletter outlined the need to carry out a health check beforehand, stating what symptoms to look for. They were also advised to stay home if sick. Singing and socializing before and after the service were not permitted.</p> <p>At the beginning of the worship service the pastor will again review the safety requirements.</p>

Preparing for Worship	Notes
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Consider how you will continue to include those who will not/may not be able to attend in-person worship. <input checked="" type="checkbox"/> Train greeters and ushers so they are familiar with traffic flows and revised practices. <input checked="" type="checkbox"/> Worship leaders should plan and practice their movement in the worship space to ensure physical distancing throughout the service. <input checked="" type="checkbox"/> Place a logbook or checklist at the entrance to keep a record of all people entering the building in order to facilitate contact tracing (including date, time, name and contact number or email address). <input checked="" type="checkbox"/> Have congregants and visitors sign waivers upon entering. <input checked="" type="checkbox"/> If you are using bulletins, have them pre-placed by someone wearing gloves. (As opposed to handing them out as people enter.) Place them at 2 metres intervals to help ensure adequate distancing. Use projection screen, if possible. <input checked="" type="checkbox"/> Make announcements about the need for non-contact greetings and remind people to refrain from shaking hands and hugging. At the beginning of the service Pastor will remind attendees about the need for non-contact greeting, no handshaking or hugging. <input checked="" type="checkbox"/> Worship leaders should not share microphones. Only one worship leader. <input checked="" type="checkbox"/> Limit people’s movement in worship to minimize the opportunities for contact. <input checked="" type="checkbox"/> When sharing of the peace, people should remain where they were sitting and may bow or open their hands in a gesture of peace to those in other pews/seats around them. <input checked="" type="checkbox"/> Communal responses (speaking in unison) including the creed, the Lord’s Prayer, liturgical responses, etc. should be discouraged. Invite worshippers to participate silently or to use movement and gestures. (e.g. The Lord’s Prayer in Movement) <input checked="" type="checkbox"/> Pastors and worship leaders should avoid greeting people as they exit the worship space. <input checked="" type="checkbox"/> Provide a place where worshippers can deposit physical offerings. Encourage worshippers to make contributions through electronic means. <input checked="" type="checkbox"/> Offering counters have access to gloves and enough space to maintain physical distancing. 	<p>The service will be recorded and posted to Mount Zion’s YouTube channel.</p> <p>Greeters/ushers (2 members of the TF) reviewed the ushers roles ahead of time. A third member of the TF will check off attendance sheet as everyone is entering the church and review if a waiver has been completed.</p> <p>All participants are required to complete a waiver in order to attend a worship service (indoor or outdoor) at Mount Zion. A copy of the waiver was included in the June Mount Zion newsletter and additional blank waivers will be made available at the entrance to the church. A member of the TF will assist those who have yet to complete a waiver.</p> <p>A checklist of those who preregistered will be used to document those who enter the church. The contact information on this list will be kept for 30 days.</p> <p>The congregation will be instructed to remain in their seat and nod, bow or wave to share the peace.</p> <p>There will be no speaking in unison. Participants will be instructed to listen and remain silent.</p> <p>No bulletins or hymn books will be used.</p>

Worship	Notes
<p>Singing</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Refer to the Indoor and Outdoor Variances. 	<p>There will be one soloist and the congregation will be instructed not to sing.</p>
<p>Holy Communion</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> All elements must be in single use containers. See variances. <input checked="" type="checkbox"/> Worshippers should go up for communion in an organized fashion, leaving physical distance between family groups. <input checked="" type="checkbox"/> Whether standing or kneeling during communion worshippers must maintain physical distancing. <input checked="" type="checkbox"/> Mark to indicate the appropriate distance. <input checked="" type="checkbox"/> Ensure worshippers are directed back to their seats in an organized fashion, leaving physical distance between family groups. 	<p>Continuous communion will take place in the narthex at the end of the service as participants exit the church following communion. Ushers will be used to ensure physical distance in maintained during this process.</p> <p>Communion will consist of grape juice and wafers which will be distributed in single use containers.</p>

Renters / User Groups

- Outside groups may use the building provided as long as they follow local health regulations regarding physical distancing, etc.
- Rentals should be suspended if groups cannot or will not adhere to gathering restrictions including maintaining a record of participants by gathering date.
- Confidential user groups (e.g. AA, OA, NA) are asked to keep their own records and work with provincial health officials if requested for contact tracing.
- The facility will need to be cleaned and sanitized (e.g., 15 minutes) in between services or groups as long as one group of people does not come into contact with another group (this means each gathering needs its own entrances, exits, and washroom facilities)
- Unless the rental agreement specifies that the renter must clean and disinfect, then it is the congregation's responsibility to ensure the facility is safe. They must have their own safety plan in place.
- Rental groups shall provide written details to the Owner of how they will observe health guidelines.
- Have renters sign waivers and keep their own contact list for 30 days.

YoungNak (renters) will be holding a service on Sunday afternoon occupying the same space as the Mount Zion Service. The church will be cleaned again after the Mount Zion Service and before YoungNak arrives at 1:00 to prepare for their service. YoungNak will also sanitize when they arrive.

<p>Holy Baptism</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discourage the practice of worshippers touching the water in the font as they remember their baptism. Instead, invite people to pause a moment in silent prayer. <input type="checkbox"/> Sanitize and provide fresh water in the font for each baptism. <input type="checkbox"/> Have parents/family hold the child for the baptism. <input type="checkbox"/> Water is poured on the baptized with a shell. The baptized is anointed with oil using a cotton ball. <input type="checkbox"/> A member of the baptismal party lights the baptismal candle from the paschal candle as the words of presentation are spoken. <p>Meal preparation as part of a religious service (like at a Gurdwara) with a COVID-19 safety plan in place.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Religious services that include meal preparation like that of a gurdwara or a temple may still continue, but people cannot gather to consume those meals. <input type="checkbox"/> There must be a COVID-19 safety plan in place, which includes packaging those meals individually. <p>Group support meetings (like AA)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Group support meetings like that of Alcoholics Anonymous are not considered “events” and are considered “essential” so they may continue in faith buildings with the appropriate safety measures in place. 	<p>No Baptism</p> <p>No food will be served.</p>
<p>Returning to Other In-person Ministries of the Congregation</p>	<p>Notes</p>
<p>Visitation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Religious leaders may attend the home of a member of their religious community to provide religious services to the occupant. <input type="checkbox"/> Care home and hospital visits will follow the protocol of the health authority in your region. Familiarize yourself with the requirements before you visit. <input type="checkbox"/> Take only essential items into the facility and disinfect carefully before using in another setting. <input type="checkbox"/> It is advisable to limit visits to one per day to minimize risk and potential spread <input type="checkbox"/> Visits with church members should take place outdoors or at the church building with proper cleaning and sanitation between visits. <input type="checkbox"/> Avoid physical contact and wash hands regularly. Keep hand sanitizer on hand for times when you cannot access soap and water. 	

Note: This safety Plan is intended to be used in conjunction with the Safety Plan for Employees that includes information on signage and cleaning protocol.