

Olivet Church Reopening Plan

Opening thoughts:

The responses to the Olivet Church Reopening Survey overwhelmingly state that the Olivet congregation would like to see the church open to in-person services. To that end, we've outlined what a church service under COVID conditions will look like. Also, in keeping with the survey results, we have chosen to alternate Sundays between "Open to All" and "Vaccinated Only" services. We hope this will meet the short term needs of the Society. (See Appendix A and B) This proposal is seen as a short-term solution to an unfortunate problem. Before we open, a clear communication will be sent to the congregation. This will outline the temporary changes we have to establish in order to worship in-person. In mid-January, we will re-evaluate the plan.

The reopening committee is committed to keeping Olivet Church open unless the government (Toronto Public Health or Government of Ontario) requires us to shut down again.

Preparation

Greeters/Ushers

- Head Greeter and Head Usher will be given training. They will train other greeters and ushers.
- Head Usher and Head Greeter will get a printout of who is attending that week.
- At least two volunteers (possibly three or four) will be on duty to greet, screen, seat congregants, and manage traffic flow in the line-up to enter the building, in the lobby, in the sanctuary, and exiting the building.
- If a congregant needs an elevator key, an usher or greeter will sign a key out to that person for the duration of the service
- There will be no chancel person at this time.

Vaccination-Check Procedure (only applies for applicable Sundays)

- Congregants must show proof of vaccination at entry every Sunday.
- Minister on duty must show proof of vaccination.
- Proof of vaccination consists of valid photo ID and valid vaccination paperwork as required by the government of Ontario.
- Valid medical exemptions must be allowed, as required by the government of Ontario. https://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/vaccine/medical_exemptions_to_vaccination.pdf

Registration

- To attend church in person, Congregants will register each week between 10:00AM Monday and 12:00 NOON Friday via the online portal:
<https://saveaseat.pastorstoolbox.com> accessed via the church website.
- Congregants will have the option to call the church office to register between 10:00AM Monday and 12:00 NOON Friday.
- Registration will be on a first-come-first-served basis and cannot reserve a specific pew.
- Registration reserves a pew for the household of the person who registers.

Olivet Church Reopening Plan

- The registration process will include guidelines for self-screening, and registrants will be informed that they will also be screened by a Greeter before entering the building.
- Emails and One Call Now will remind all about 'sign up' (registration) for church and which type of service will be happening that week.
- Walk ins will be accommodated ONLY if there is space in the chapel and if the walk in arrives before 10:30.

Organ

- A partition will block access to the corridor outside the organist's room.

Signage

- Clear directional signs will be visible near the entrance, in the lobby, in the chapel, and on doors to indicate flow of traffic.
- Signs will indicate which pews will be in use.
- At the Vaccinated Only service, signs will be posted at the door saying "Proof of Vaccination Required to Enter Building."

Pews

- Out of 32 pews (2 of these have been removed), 11 pews will be opened.
- This guarantees at least 2m between worshippers.
- Both services will use every third pew.
- Allows 22 people for Open to All and 38 people for Vaccinated Only, sitting with households together.

Air Quality

- The seven HEPA filters/air scrubbers will be placed in strategic locations in chapel and along 'traffic routes' and one in the balcony.
- The pastoral team will assume the responsibility of moving & replacing the filters.
- To avoid spread of air-borne particles, overhead fans in chapel will be turned off.

Arrival at church and start of service

Arrival at Church

- Volunteers and staff will sign the Covid screening form for that day, Covid screening forms will be kept for 30 days on file in the office
- Worshippers will stop at a small table near the entryway, to check in and use the hand sanitizer. Extra masks will be available.
- Worshippers will not need to use the daily sign in log.

Olivet Church Reopening Plan

- Greeters/Ushers will check worshippers against the list of registrants and review vax status or COVID screening questions. If for any reason there is not a record of an attendee, their name, email, and phone number will be recorded for contact tracing purposes.
- Screening questions will consist of verbally confirming with the congregant that they can answer no to any of the question.
- Masks will be worn inside the building (including the entryway).
- Worshippers will not hang up coats. They will take/wear coats and boots into the chapel to avoid bunching/visiting in the lobby.
- Traffic flow in the sanctuary will be one-way: worshippers will enter the chapel by the back doors and leave by the front doors (close to the organ room).
- At the chapel doors, attendees will be directed by the usher(s) to fill up the pews from the front.
- The washrooms on the north hallway (outside the chapel) will be the only ones open to the congregation. To use them, worshippers will observe the one-way traffic flow, exiting the sanctuary by the front doors and re-entering by the back doors.

Singing

- The congregation will not sing during the worship service. To reinforce this, they will be instructed to remain sitting during the hymns.
- Or, the organist may play a number of short interludes, instead of hymns.

Additional Health and Safety Expectations of all Attendees

- Masks are to be worn properly at all times, covering nose, mouth and chin. NO shields allowed unless worn in addition to a mask.
- If we have a person unwilling to use a mask, the Usher or Greeter will follow the scripts given to them. *No exemptions allowed*
- Ministers will not wear a mask while preaching, but will stand in the middle of the chancel to maintain safe distancing. (See "performers" section of the Reopening Act)
- Social distancing will continue to be required both in the building and outside, no matter vaccination status.
- The sign on the door saying "We cannot guarantee the vaccination status of anyone in the building" makes people aware that they could be at risk entering the building.

After Service and Final Thoughts

Service is completed

- The ushers will direct worshippers to leave one household at a time, starting from the front, exiting out the front door and down the passageway to the lobby and out the door to the parking lot.
- The usher(s) will ensure that a suitable gap is left between each party exiting the chapel.

Olivet Church Reopening Plan

- Congregants will be expected to wear their masks until they have completely exited the building.
- There will be no gathering indoors after the service.
- Greeters will help with the exiting process if needed.

Feedback Process

- If anyone has questions or concerns, Barb Horigan is willing to be the point person for people to email or call. She will then forward all feedback to this committee for full awareness and/or consideration.
- Indication should be made on all communication emails as to who people can contact and how.

Sunday School

- There will be no in-person Sunday School until future notice.
- On-line Sunday School will continue.

Respectfully submitted, Your Reopening Team

Appendix 'A' Results from Survey

Question 1 – Online Services Only

Yes – 3

No – 46

Question 2 – Open to all – Everyone attends

Yes – 25

No – 26

Question 3 – Vaccine Proof Required

Yes – 27

No – 24

Question 4 – Alternating Services

Yes – 17

No – 34

Appendix 'B' Letter from MPP Rasheed in regard to Capacity Limits

In regard to indoor wedding, funeral or religious services, rites or ceremonies:

Olivet Church Reopening Plan

If the place of worship is not checking proof of vaccinations, they can operate at full capacity, but social distancing must be present between all congregants. If the place of worship is checking for proof of vaccines, social distancing is not required and there is no capacity restriction.

Please know organizations are free to have smaller congregations if they feel that is safest & best.

Regards,

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