

ST. PETER'S ANGLICAN CHURCH

ANGLICAN DIOCESE OF TORONTO

PLAN FOR RE-OPENING

SEPTEMBER 2020



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"To Know Christ and Make Him Known"

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INTRODUCTION

On Sunday, March 15, we made the difficult decision to cancel our worship services due to the COVID-19 pandemic. This was a decision that was made based on the on-going situation at that time – in accordance with instructions from the Bishop of Toronto. Of course, when that decision was made, we had no idea that it would be six months before we could meet in-person again. Since that time, the pandemic has grown in ways few imagined, with new restrictions regarding in-person gatherings changing as we speak. We have responded to these restrictions by conducting a pre-recorded YouTube service, as well as hosting Zoom conference calls with many of our beloved parishioners. In addition, we began an Emergency Food Pantry that runs on Fridays from 10 am – 2 pm. We continue to reach out to our shut-ins and parishioners who need us the most at this difficult time. We would like to thank all of those who stepped forward at this very challenging time to allow us to continue our ministries, even though our doors remain closed.

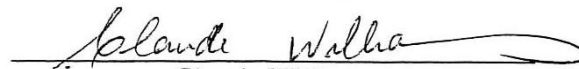
On Sunday, September 13, the College of Bishops has tentatively determined that we enter the Amber Stage (outlined in their template on pages 4-5), and our church buildings may re-open for corporate worship – so as we meet the requirements and restrictions as outlined in their guidelines. Thus, we have created this re-opening plan to ease the transition and ensure that we can provide the best care to our parishioners and all who use our building. This plan is a gradual, responsible, and safety conscious structure for re-opening that follows all government and other health professionals' guidelines. Our goal and objective is to prioritize love for all our neighbours. Therefore, we ask that you carefully consider all regulations put forth in this re-opening plan. **Please be aware that because of the on-going changes that occur so frequently, many statements made in the document might have to be altered in the near future.**

We promise to work diligently with all parties including the Diocese of Toronto, Toronto Public Health, the Occupational Health and Safety Act (OHSA), the Ecclesiastical Province of Ontario, and other directions coming from Chief Medical Officers of Health to ensure the safety of all those who worship at St. Peter's Anglican Church, Scarborough.

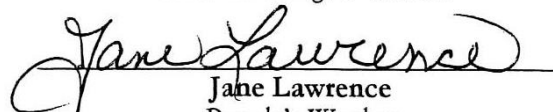
We look forward to seeing you again. Thanks be to God!



The Rev. Helena-Rose Houldcroft
Priest-in-Charge



Claude Williams
Priest-in-Charge's Warden



Jane Lawrence
People's Warden



The Ecclesiastical Province of Ontario

The Anglican Church of Canada

A Template for the Safe Reopening of Our Churches

June 17, 2020

The provincial House of Bishops has decided that our churches will not be reopening for in-person worship until at least September. This decision was made in consultation with public health experts as well as our diocesan executive officers and chancellors, with the well-being and safety of all our parishioners and the communities we serve uppermost in our hearts and minds.

As we contemplate reopening safely, we offer a common template for Anglican dioceses in the Ecclesiastical Province of Ontario, to be adapted locally as pandemic conditions in our communities warrant the safe reopening of our church buildings.

We recognize that a decision to move forward from one stage to another, or back to an earlier stage, will be affected by the course of the pandemic, which is dynamic; and that subsequent waves are possible, along with regional variations.

As things unfold, the Bishops will meet and consult regularly and will seek counsel from our advising epidemiologists: The Reverend Michael Garner (Public Health); Dr. Rob James (Consultant); and Dr. Bill Gardner (Research).

The enclosed template is unanimously endorsed by the provincial House of Bishops:

The Most Reverend Anne Germond
The Right Reverend Michael Oulton
The Right Reverend Susan Bell
The Right Reverend Andrew Asbil
The Right Reverend Dr. Todd Townshend
The Right Reverend Shane Parker
The Most Reverend Fred Hiltz
The Right Reverend Peter Fenty
The Right Reverend Riscylla Shaw
The Right Reverend Kevin Robertson
The Right Reverend Jenny Andison

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Loving Our Neighbours: A Template for the Safe Reopening of Our Church Buildings

The Ecclesiastical Province of Ontario

All directives of the Government of Ontario (and Quebec, where applicable) and local public health authorities must be followed at all times, including the following foundational pandemic hygiene guidance: washing hands often; staying home if feeling ill; practising physical distancing and where not possible, wearing a face covering.

During all stages, **public health directives and diocesan guidelines must be followed** and rigorous deep cleaning and disinfecting must happen on a regular basis. Where discrepancies exist between local, provincial, diocesan guidelines and the template below, the more restrictive guideline should be followed.



RED STAGE

- Corporate worship continues to be livestreamed or pre-recorded and made available online.
- Small weddings, funerals and emergency baptisms are permitted.
- One on one, in-person essential pastoral care by clergy and pastoral visitors is permitted.
- Offices may reopen for staff and lay leaders where physical distancing is possible.
- Small meetings may occur where physical distancing is possible; online options are preferred whenever possible.
- Vital food security and community ministries to vulnerable populations are permitted to operate, with appropriate diocesan/local public health approval.
- Church buildings are closed to the public, except in circumstances where tenants or licensees are permitted to operate according to provincial, local, and diocesan guidelines.
- Food and beverages are not to be served or shared.



AMBER STAGE

- Corporate worship may be conducted in-person; the wearing of face coverings is strongly encouraged, unless contraindicated:
 - The Eucharist may be celebrated, with distribution of the bread only.
 - Singing by soloists or small ensemble/ small choir may be permitted with appropriate physical distancing. No congregational singing.
 - The Peace will be shared using non-contact gestures from pews.
- Online services continue to be offered in addition to in-person worship.
- Larger in-person meetings may resume where physical distancing is possible.
- Food and beverages are not to be served or shared at coffee hours, meetings, pot-lucks.
- Routine pastoral care visits may resume, observing heightened hygiene practices.



GREEN STAGE

- Corporate worship continues to be conducted in-person:
 - The Eucharist may be celebrated, with communion in both kinds (no intinction).
 - Choir and congregational singing fully resumes.
 - The sharing of the Peace and other liturgical practices resume with modifications.
- Online services may continue as an extension of our worship life.
- Meetings, coffee hours, hall rentals, and social and fundraising events may resume.

IMMEDIATE PRACTICAL CONSIDERATIONS

COVID-19

COVID-19 stands for **Corona Virus Disease - 2019**. Coronavirus causes infections of the nose, throat, and lungs. It is most commonly spread from an infected person through the following:

- Respiratory droplets generated when you cough or sneeze
- Close, prolonged personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose, or eyes before washing your hands

Overall, evidence suggests that the virus can be spread when there is close person-to-person contact. This include people who have not yet developed symptoms (pre-symptomatic) or never develop symptoms (asymptomatic).

SYMPTOMS

Many people who have Coronavirus may experience mild or no physical symptoms. Symptoms can take up to 14 days after exposure to appear. These symptoms include, but are not limited to:

- Fever
- Cough
- Sore Throat
- Temperature equal to or over 38 degrees Celsius
- Chills
- Headache
- Muscle of body aches
- Loss of taste or smell
- Nausea, vomiting, diarrhea
- Difficulty swallowing

If you are having difficulty breathing, call 911 immediately.

PREVENTION AND SELF-ISOLATION

If you are showing symptoms of COVID-19, or if you have travelled outside of Canada in the past 14 days, we ask that you:

- Isolate yourself at home for 14 days to avoid spreading it to others. **This is mandatory and lawful under the *Quarantine Act* from the Government of Canada.**
- Maintain physical distancing and other appropriate health guidelines
- Visit a health care professional to get tested for COVID-19

MENTAL HEALTH

The Coronavirus pandemic is a new and unexpected disease. This situation may be unsettling and can cause a sense of loss of control for many people. It is normal to feel sad, stressed, confused, anxious, scared, or worried in a crisis. Make sure to care for your mental and physical well-being and to ask for help if you or someone you know feels overwhelmed.

POLICY ON SOCIAL ETIQUETTE

Below is a policy of social etiquette that must be followed **at all times** during **Phase One: Limited Operations** when inside or outside of St. Peter's Anglican Church. **There are no exceptions that are to be made.**

PHYSICAL DISTANCING

We can slow the spread of COVID-19 by making a continuous effort to keep a physical distance between each other. Physical distancing is proven to be one of the most effective ways to reduce the spread of an illness during an outbreak.

The practice of physical distancing is **mandatory** inside and outside of St. Peter's Anglican Church. In order to practice safe physical distancing, we require that you always:

- **Maintain a minimum of 6 feet (2 metres) away from others, as much as possible.**
- **Greet with a wave or smile, instead of a hug or handshake.**

Whereas physical distancing is difficult to maintain, a mask or face covering **must** be worn as instructed below.

FACE MASKS AND COVERINGS

As of July 7, the City of Toronto passed a by-law that masks or face coverings must be worn – as it is a necessary, recognized, practicable, and effective method to limit the spread of COVID-19 and thereby help protect the health, safety, and well-being of the residents of the City of Toronto.

The use of a mask or face covering is **mandatory** inside of St. Peter's Anglican Church. **All persons entering or remaining on the premises shall wear a mask or face covering which covers the nose, mouth, and chin as required under the city of Toronto. By-Law: 541-2020.**

The exceptions to this by-law are as follows:

- Children under two years of age;
- Persons with an underlying medical condition which inhibits their ability to wear a Mask or Face Covering;
- Persons who are unable to place or remove a Mask or Face Covering without assistance;
- Employees and agents of the person responsible for the Establishment within an area designated for them and not for public access, or within or behind a physical barrier; and
- Persons who are reasonably accommodated by not wearing a Mask or Face Covering in accordance with the Ontario Human Rights Code.

In the case where a face mask or covering cannot be used, we ask that you use your highest discretion to protect yourself and those around you.

HAND HYGIENE

Hand hygiene refers to removing or killing microorganisms on the hands. When performed correctly, hand hygiene is an effective way to prevent the spread of any germs.

Hand sanitizers are placed around St. Peter’s Anglican Church and is **required** to be used before entering, before receiving communion, after leaving the washroom, and **recommended** to be used after exiting. All of our hand sanitizers contain at least 70% alcohol.

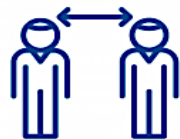








Hand washing with soap and running water must be performed whenever hands are visibly soiled. This can be completed in the washrooms at any time.

RESPIRATORY HYGIENE

Good respiratory hygiene includes the following at all times:

- Covering your mouth and nose with your bent elbow or tissue when you cough or sneeze.
- Dispose the used tissue immediately and wash your hands thoroughly. Droplets spread virus.

We require that you follow these regulations when inside or outside of St. Peter’s Anglican Church to ensure your safety and the safety of your neighbours.

<div data-bbox="181 795 402 892"> <p>COVID-19 Novel Coronavirus</p> </div> <div data-bbox="406 795 958 892"> <p>Help stop the spread of COVID-19.</p> </div> <div data-bbox="181 934 402 997"> <p>Please keep your physical distance</p> </div> <div data-bbox="181 997 682 1176">  <p>• Physical distancing means keeping 2 metres apart from others</p> </div> <div data-bbox="181 1197 682 1270"> <p>Residents are reminded to use credible, evidence-based sources of information about this new coronavirus. Toronto Public Health’s website is updated regularly as new information becomes available to help keep residents informed about COVID-19.</p> </div> <div data-bbox="181 1281 682 1344"> <p>Visit toronto.ca/COVID19</p>  </div>	<div data-bbox="958 795 1437 903"> <p>MASK OR FACE COVERING REQUIRED</p> </div> <div data-bbox="958 903 1437 1092"> <p>All persons entering or remaining in these premises shall wear a mask or face covering which covers the nose, mouth and chin as required under City of Toronto by-law no. 541-2020.</p> </div> <div data-bbox="958 1092 1437 1239">  </div> <div data-bbox="958 1239 1437 1302"> <p>Exceptions include people who cannot wear a mask for medical reasons, or children under two years old, or those who require accommodation in accordance with the Ontario Human Rights Code. Proof of a medical condition is not required.</p> </div> <div data-bbox="958 1302 1437 1344"> <p>Visit toronto.ca/COVID19</p>  </div>
<div data-bbox="181 1344 958 1927"> <p>Hand Sanitizing</p> <div data-bbox="211 1428 665 1711">  <p>1. Apply sanitizer (minimum 60% alcohol-based).</p>  <p>2. Rub hands together.</p>  <p>3. Work sanitizer between fingers, back of hands, fingertips, under nails.</p>  <p>4. Rub hands until dry.</p> </div> <div data-bbox="211 1722 665 1927"> <p>Stop the Spread of Germs</p> <p>Always Sanitize Your Hands</p> <p>After you:</p> <ul style="list-style-type: none"> • Sneeze, cough or blow your nose • Use the washroom or change diapers • Handle garbage <p>Before and after you:</p> <ul style="list-style-type: none"> • Prepare or eat food • Touch a cut or open sore <p><small>If hands are visibly dirty use soap and water</small></p> <p>Toronto Public Health 416-338-7600 www.toronto.ca/health</p>  </div> </div>	<div data-bbox="958 1344 1437 1927"> <p>Cover Your Cough</p> <div data-bbox="990 1428 1412 1743">  <p>1. Cover your mouth and nose when you cough, sneeze or blow your nose.</p>  <p>2. Put used tissue in the garbage.</p>  <p>3. If you don't have a tissue, cough or sneeze into your sleeve, not in your hands.</p>  <p>4. Wash hands with soap and water or hand sanitizer (minimum 60% alcohol-based).</p> </div> <div data-bbox="990 1753 1412 1927"> <p>Stop the Spread of Germs</p> <p>Always Cover Your Cough</p> <ul style="list-style-type: none"> • Covering your cough or sneeze can stop the spread of germs • If you don't have a tissue, cough or sneeze into your sleeve • Keep your distance (more than 1 metre/3 feet) from people who are coughing or sneezing <p>Toronto Public Health 416-338-7600 www.toronto.ca/health</p>  </div> </div>

RE-OPENING PLAN

Phase One: Limited Operations Sunday, September 13, 2020

As government and health officials lighten restrictions toward public gatherings, we propose that the following limited ministry operations take place during this stage:

CORPORATE WORSHIP

1. Given the physical distancing requirements that must be followed, we will only be able to accommodate **50 people** in our building at any given time.
2. We will be having **one said Sunday service until further notice**. This service will alternate between the Book of Alternative Services and the Book of Common Prayer to accommodate both previous services. The time of the service will be **9:30 a.m.**
3. The online YouTube recorded service will continue, as well as regular Zoom Conference Calls.

PREPARATION FOR SERVICES

4. **All parishioners** will be required to take part in an informal screening process, that will be completed outside of the church (weather permitting). Attendance will be taken at that time. **Anyone who is feeling sick may be kindly asked to return home and take part in our online worship service.** A follow-up call will be issued. **If you have an underlying health issue, please use your best judgement before deciding to return to church.**
5. Parishioners will be directed to appropriate seating arrangements using floor markings to ensure physical distancing.

BUILDING CLEANING

6. To make sure that everyone stays safe at all times, a thorough cleaning of all surfaces and used areas will occur directly following the Sunday service.
7. Washrooms will be cleaned periodically throughout the service.

BULLETINS AND WORSHIP BOOKS

8. The usage of all worship books, hymnals, and bibles will be suspended. Bulletins will include all information needed for the service. These bulletins are asked to be kept or discarded at a later time. Please do not leave bulletins in the pews.

HOLY COMMUNION

9. The Eucharist may be celebrated, with distribution of the bread only. **Communicants must wear face covering at all times, until the time to consume the host.** Following consumption, the face covering must be re-applied before returning to your seat.
The Priest-in-Charge will consecrate both bread and wine, consume in both kinds, but will distribute only the consecrated bread. Gloves will be worn at all times.
10. Parishioners will be asked to follow specific guidelines in regard to coming up for communion – ensuring physical distancing .
11. Parishioners will be asked to stand in the designated area away from the communion rails without kneeling or touching the rail.
12. Blessings will be completed without touch.

13. There will be only one Altar Guild member allowed in the sacristy at a time. With sanitized hands, the member will set-up/strip the altar. The Priest-in-Charge will be the only person allow to handle the elements for communion at the altar.
14. No flowers are to be placed at the altar. Only artificial flowers are permitted.
15. All communion hardware will be thoroughly washed after each service.

MUSIC AND SINGING

16. **There will be no choral or congregational singing.** Aerosol and respiratory droplets can travel more than 6 feet (2 metres).
17. Solo organ music, instrumental music, and soloists will be permitted.
18. **Microphones must not be shared.** Therefore, one reader will be asked to read both lessons.
19. One intercessor will be used during the service.
20. All equipment will be thoroughly cleaned after each usage.
21. Individuals may remove their face covering only for purposes of clear articulation.

FOOD SERVICES AND COFFEE HOUR

22. **All food services and coffee hour is suspended until further notice.** The kitchen will remained locked, and there will be no access to the lower and upper halls.
23. This does not include the Emergency Food Pantry, which will continue to operate on Fridays from 10 am to 2 pm.
24. **Our monthly community lunch remains suspended until further notice.**

EXCHANGE OF THE PEACE

25. **The exchange of the peace is suspended until further notice.** Instead, non-gestures are preferred (smiling, waving).

OFFERING AND DONATIONS

26. A offering plate will be set-up prior to entering the sanctuary for offerings and donation. Cash will be allowed at this time.
27. All offerings and donations, cash or cheque, must be placed in the envelope provided in your service bulletin.
28. **The traditional passing of the offertory plate during the service is suspended until further notice.**

CHILDCARE AND SUNDAY SCHOOL

29. Children under the age of ten are to remain with their family.
30. Families will be allowed to bring snacks or toys for children, however they must not be shared.
31. Activities will be given out to the youth weekly. **We ask that these activities do not be opened until returning home.** The Owen Room will be used for preparation of these activities. The Owen Room will remain closed at this time.

PASTORAL VISITS

32. Pastoral visits may continue with strict physical distancing and the usage of masks.
33. No hand shakes or hugs. Hand sanitizing must be used before and after visits.
34. Space used for the visits must be well ventilated, preferably outdoors.

BAPTISMS, WEDDINGS, AND FUNERALS

35. Baptisms will only be allowed if it is considered urgent. Only one candidate is to be baptised.

36. The font must be filled with clean water at the time of baptism.
37. The person baptised must remain in the hands of a family member. Wearing a mask is required.
38. Physical distancing must be in place for family members standing around the font.
39. The anointing of oil must be used on a clean new cotton ball.
40. Candles are not permitted to be passed at this time. A family member will light the baptismal candle as words of the presentation are said.
41. All previous rules and regulations apply for all weddings and funerals. Full instructions from the funeral home must be respected at all times.

TENANTS AND RENTALS

42. **All tenants and renters** must follow all guidelines and restrictions as indicated in this re-opening plan. **There are no exceptions to be made.**

Phase Two: Expanded Operations
will become available at a later date.

REFERENCES

A majority of information used in this re-opening plan have been used from the following references:

City of Toronto. "COVID-19." *City of Toronto*, 18 Aug. 2020, www.toronto.ca/home/covid-19/

"19 (Coronavirus) in Ontario." *COVID*, covid-19.ontario.ca/.
http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/advance_religious_services.pdf

"COVID-19 Updates |." *The Diocese of Toronto*, 27 July 2020,
www.toronto.anglican.ca/2020/03/13/covid-19-updates/.

<https://www.toronto.ca/wp-content/uploads/2020/06/978e-COVID-19-Guidance-for-Places-of-Worship.pdf?fbclid=IwAR0Os6aHYNnlwfi-ijsQTHN4edWgkFQpKov0w6tTegNGzVJtDZI1Ng7Ctdo>

World Health Organization (2020). Practical Considerations and Recommendations for Religious Leaders and Faith-based Communities in the Context of COVID-19. Retrieved from:
<https://www.who.int/publications/i/item/practical-considerations-and-recommendations-forreligiousleaders-and-faith-based-communities-in-the-context-of-covid-19>

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