



In This Together

THE ANGLICAN DIOCESE OF OTTAWA'S COVID-19 PLAN Version 3.1—July 1, 2021

This Plan is Subject to Change

The Diocese of Ottawa spans multiple health units in two provinces, all with rapidly evolving advice and guidelines on COVID-19. As a result, there may be conflicts between guidance from local or provincial authorities and the diocesan plan. If so, the more cautious guideline is to be followed.

Like all viruses, SARS-CoV-2 continues to change as part of the natural course of its evolution. Because several of the variants that have evolved thus far are more infectious and more virulent, this plan may change rapidly if another, more severe or infectious variant emerges.

If you have questions, please send them to C19helpdesk@ottawa.anglican.ca

INTRODUCTION

As a diocese, our response to the COVID-19 pandemic is and will always be driven by the need to preserve life and health. Jesus taught us that our love for God must be expressed by loving one another—to the very best of our ability.

Therefore, the Diocese of Ottawa has prepared this plan based on the best scientific evidence and public health advice, consistent with a template followed by all dioceses in the Ecclesiastical Province of Ontario, and designed for our communities and the particular risks we face.

Our goal is to ensure that whenever someone enters an Anglican church, they can trust that the clergy and staff have made the decisions and taken the actions necessary to maximize safety. In this plan, the practices outlined are either requirements or recommendations. Requirements are mandatory, and words like “must” or “prohibited” are used to make that clear. Recommendations are best practices, which incumbents and churchwardens can use and adapt as necessary.

CHURCHES AND COVID-19

There have been COVID-19 outbreaks in churches throughout the world. The “3C model” developed in Japan may help explain this:

Important notice for preventing COVID-19 outbreaks.

Avoid the “Three Cs”!

- 1. Closed spaces** with poor ventilation.
- 2. Crowded places** with many people nearby.
- 3. Close-contact settings** such as close-range conversations.



One of the key measures against COVID-19 is to prevent occurrence of clusters.
Keep these “Three Cs” from overlapping in daily life.



The risk of occurrence of clusters is particularly high when the “Three Cs” overlap!

In addition to the “Three Cs,” items used by multiple people should be cleaned with disinfectant.



Risk of transmission is elevated in *Closed spaces, Crowded places, and Close contact.*
With each added factor, the risk increases: church gatherings often have all three Cs.
We need to bear that in mind as we plan.

SUMMARY OF THE DIOCESE OF OTTAWA'S COVID-19 PLAN

ACTIVITY	Transmission Risk	RED	AMBER	YELLOW	GREEN
Contact Information	N/A	Collect contact information from everyone who enters the church	Same as Red	Same as Red	N/A
In-Person Worship					
Size — Indoors	Depends	Not permitted	<100 people or 30 per cent of capacity, whichever is less, with masks and distancing	30 per cent of capacity, masks and distancing required	No limits on size; face mask optional
Size — Outdoors	Low	<50 people, provided they can maintain distancing and wear masks	<100 people, provided they can maintain distancing, and wear masks	To be announced when we know more	Permitted
Greeters	Low	Not permitted	Masked and distanced	Same as Amber	Non-contact greetings
Eucharist	Low	Bread only, with restrictions	Bread only, with restrictions	Same as Amber	Both elements with enhanced hygiene†
Offering	Low	Online	Online, no passing of plate	Same as Amber	Passing of plate discouraged
Singing	High	Soloist and small ensembles permitted with restrictions	Soloist and small instrumental ensembles permitted with restrictions; congregational singing not permitted	Soloist and small ensembles permitted with restrictions; congregation may sing with masks	Congregational singing permitted
Choir	High	Not permitted	Not permitted	Permitted if 75 per cent of choir members who are eligible for vaccination have both shots, wear masks and distance	Permitted with distancing

Social hour	Medium	Permitted outside; beverages only; with restrictions	Outside permitted with restrictions	Permitted with restrictions	Permitted with enhanced hygiene
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In-Person Gatherings

Adults and Young Adults	High	Online only	Online only	<10 people, distancing and masks	Enhanced hygiene and distancing where possible
Adolescents	High	Online only	Online or outside preferred. If in-person, inside or out, <10, distancing and masks required	Same as Amber	Enhanced hygiene and distancing where possible
Sunday School (Elementary)	High	Online only	Online or outside preferred. If in-person, inside or out, <10, distancing and masks required	Same as Amber	Enhanced hygiene and distancing where possible
Nursery	High	N/A	No staff. Open for families with restrictions and permission from the diocese	Same as Amber	Open with staff and enhanced hygiene

Other Building Use

Office Use	Medium	Essential staff only with distancing and masks	Essential and some non-essential staff with distancing and masks	Essential and non-essential staff with distancing	Permitted with enhanced hygiene
Outreach and Service	Varies	Allowed with permission	Allowed with permission	Permitted with restrictions	Permitted with enhanced hygiene
Small self-help groups (should be the same members over time)	Medium	Follow provincial guidelines, masks, distancing	Follow provincial guidelines, masks, distancing	Follow provincial guidelines	Follow provincial guidelines

Other Elements					
Facility Cleaning	N/A	Regular cleaning	Regular cleaning, focus on high-touch areas	Regular cleaning, focus on high-touch areas	Regular cleaning
Pastoral Care	High	Online/Virtual	Permitted with restrictions	Permitted with restrictions	Permitted with enhanced hygiene
Prayers for Healing	High	Online/Virtual	In person with restrictions	In person with restrictions	Permitted with enhanced hygiene

THE DIOCESE OF OTTAWA'S COVID-19 PLAN

PRINCIPLES

1. This plan is for parishes in both the Ontario and Quebec regions of the Anglican Diocese of Ottawa. It is to be implemented collaboratively by clergy and lay leaders in every parish, assisted by the parish checklist found at <http://www.ottawa.anglican.ca/index.php/covid-19>. Paragraphs are numbered for easy reference.
2. Updates to the plan will be announced in the weekly *COVID Communiqué*.
3. We are using a risk-management approach to guide what we do—that means we identify and assess the risks involved, do our best to contain them, and mitigate the degree of risk that remains.
4. Our plan is written in stages and it is possible a resurgence of the virus will mean we have to move back to earlier, more restricted stages. However, because our diocese is so large, it is possible different areas will operate in different stages: some moving back to a more restrictive stage, others continuing as they are or even opening up more. The bishop and senior staff, in consultation with public health experts, will make those decisions.

MAKING DECISIONS

5. All of us, at every level of our diocese, will face many decisions over the months of the pandemic. Our plan shares responsibility for those decisions—many are left to parish clergy and leaders who have the best knowledge of their congregations and communities. We are not, however, expecting you to tackle all the challenges of COVID-19 on your own. The place to start, always, is with this plan and the information provided on our diocesan website's COVID-19 page, which is always kept current: <http://www.ottawa.anglican.ca/index.php/covid-19>.
6. We also urge you to ask questions and discuss what is happening, and to share your ideas with one another. To provide clarification and guidance, we have created a special diocesan email address to take your questions: C19helpdesk@ottawa.anglican.ca. Your questions will be passed on to the appropriate person for an answer. Some may be published anonymously in the *COVID Communiqué* and on the COVID-19 page on our diocesan website. At the same time, our bishop, senior staff, and COVID-19 advisors will work together and with the broader church to interpret new developments, clarify local and provincial guidelines, and make the decisions about when to move ahead, or back, through the steps of the plan.
7. Our bishop and the senior staff of our diocese are committed to keeping in close communication with you through the weekly *COVID Communiqué* and other means as necessary. We urge you, in turn, to communicate regularly with your parish as you work through the “new normal” of this plan. This has been a very hard time for people and will continue to be; you will need acceptance, support and commitment from everyone to make the new way of operating work.

RISK AND REOPENING

8. Keep in mind people and organizations vary in how much risk they can tolerate. We need to respect those differences without letting subjective judgment drive our decisions. People frequently underestimate risks during disasters and are overconfident about the control they have. Some people may criticize the plan for being too cautious while others find it too bold, and we must listen carefully to all concerns. If a group feels unsafe despite what we think are our best efforts, we should be open to discussing additional risk mitigation.
9. Not everything will go as planned. It isn't possible to control the behaviour of everyone who walks in the door. People know they should stay two metres apart, but we all tend to revert to old habits. Be realistic, firm but gentle. There will also be situations that neither you nor this plan have anticipated—we need to be adaptable.

STAGES OF THE PLAN

10. There are four stages in this plan:
 - a. **Red**: buildings are closed and in-person worship and activities shut down.
 - b. **Amber**: worship and some other activities cautiously resume with restrictions.
 - c. **Yellow**: follows most of the same rules as Amber; the big differences are the congregation is allowed to sing (with masks on) and groups can meet in church again.
 - d. **Green**: fully open, but with important new practices.
11. The decision of whether to stay at one stage or move backward or forward will be made by our bishop and senior staff in consultation with our COVID-19 advisors and public health. We will share the evidence those decisions are based on, so everyone knows what's shaping our progress.
12. Our diocese is big enough that some areas may see flare ups of cases while others are unaffected. It may be that parts of our diocese will be in different stages of the plan, operating with more or fewer restrictions. The bishop and senior staff will make those decisions.
13. We know you would like clear statements of what circumstances will determine when we move forward or backwards between stages, but with the way the pandemic keeps changing, that is just not possible.

Remember to do a self-scan for COVID-19 symptoms EVERY DAY!

DO NOT participate in or lead a service or gathering if you answer yes to any of the questions.

This applies equally to clergy and laity.

RED: SHUT DOWN

14. During the Red stage of a pandemic, all church buildings are closed, all worship must be online, and all meetings held online or on the phone.
15. There are some very limited exceptions to building closures. For detailed information on these exceptions, please contact the diocese at C19helpdesk@ottawa.anglican.ca.
16. Otherwise, the details of how to operate in Red follow.

RED – WORSHIP

17. Because indoor in-person worship is prohibited, churches are encouraged to take advantage of the various options for online and outdoor services (the latter if permitted by government). Services can be either the Eucharist or Services of the Word. Observe usual protocols of contact tracing, distancing and masking.
18. Following an outdoor worship service, an outside social time can include beverages if served by people wearing masks and gloves. No self-service.
19. Online services may include a celebration of the Eucharist.

20. FILMING AND LIVE-STREAMING WORSHIP

- a) If allowed by provincial and local health regulations, up to 10 people can participate, but everyone present must be directly assisting the production of the service — no observers are permitted. Protocols for self-screening, masking, hand-sanitizing, distancing and contact tracing must be observed.
- b) Individuals who offer spoken words during the service (e.g., officiant, reader, preacher, intercessor) may remove their masks while speaking on camera—provided there is appropriate distancing from others. The bread should be kept covered or in a ciborium with the lid on.
- c) Two musicians are permitted, provided they wear masks, but singers must stand approximately four metres from others and must wear masks *at all times*. Three-layer masks are recommended. Involving more musicians in a service requires permission — contact the COVID-19 help desk: C19helpdesk@ottawa.anglican.ca for that.

RED – OTHER GATHERINGS AND PASTORAL CARE

21. During Red, it's preferred gatherings and pastoral care be online or by telephone, but outdoor visits are permitted with masks and distancing.
22. Indoor visits to long-term care facilities and hospitals are not permitted except in special circumstances; see paragraph 23. Contact the executive archdeacon for permission at Linda-hill@ottawa.anglican.ca

23. Hospital visits to the dying are permitted if hospital authorities allow, and the clergy person feels safe.

RED – PERMITTED OFF-SITE SERVICES

24. FUNERALS off-site are permitted as specified/restricted by Ontario/Quebec authorities:
- a. <https://thebao.ca/covid-19-faq-for-bereavement-licensees-and-grieving-families/>
 - b. <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/gatherings-events-covid19/>
25. WEDDINGS off-site are permitted as specified/restricted by Ontario/Quebec governments, and according to the normal diocesan rules for weddings outside of churches:
- a. <https://www.ontario.ca/page/getting-married>
 - b. <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/gatherings-events-covid19/>
 - c. <http://www.ottawa.anglican.ca/images/COVID-19/categories/Weddings-during-Covid.pdf?type=file>
26. BAPTISMS should be conducted off-site only in an emergency. Please notify your archdeacon.

RED – BUILDING USE

27. OFFICE USE
- a. In Red, clergy and all employees ought to work from home as much as possible. Only essential work that cannot be done remotely should be done in church buildings.
 - b. All committee and team meetings must be held online.
28. SERVICE AND OUTREACH
- a. In-person service or outreach ministries, such as meal programs or food banks, must have diocesan permission to operate during the Red stage.
 - b. Outside groups that use parish buildings for food ministries must agree to follow safety guidelines and have diocesan permission to operate.

29. GROUP USE AND RENTALS

- a. Church use by groups is not permitted in Red stage.
- b. Rentals are not permitted.
- c. Long-term tenants must close with the exception of some essential services, including daycares; diocesan permission is required. If you have questions about what can remain open, please send them to C19helpdesk@ottawa.anglican.ca.

Five basic safeguards: self-screening, masks, hand hygiene, distancing and collecting contact information

Anyone who walks into a church could be infected but not know it, so having everyone wear a mask is an important safeguard to reduce the spread of the virus. Everyone who enters a church building must self-screen for symptoms of COVID-19. Three-layer masks are recommended. Frequent hand sanitizing, conscientious physical distancing, and keeping track of who comes to services and gatherings are equally important. *During the pandemic, all five safeguards are mandatory for clergy, staff, volunteers, the congregation and any visitors.*

AMBER: FIRST STEPS

30. Before the church can reopen, the entire building must be thoroughly cleaned. That includes sanitizing bathrooms, door handles, light switches, stair rails, microphones, and all other high-touch surfaces. It's not necessary to sanitize pews.
31. Consider formally closing off areas of the building not being used; if you keep them open make sure high-touch spots in them are regularly sanitized.
32. Communicating regularly with parishioners is essential: being clear about the details and requirements of reopening is an important part of being a safe place for all. Some of the things you should mention:
 - a. People should self-screen for symptoms, and anyone who feels unwell or is in a high-risk group should stay home (for accessible resources to help people to understand this see: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/about-coronavirus-disease-covid-19.html>).
 - b. The limits on the size of congregations and your plan for handling them.
 - c. Everyone who attends a service or gathering must provide their names and contact information in case there is an outbreak connected to the church and people who might have been exposed need to be informed. The information collected will be kept strictly private and destroyed 30 days after the date it was collected. (If parishioners express concerns of the type outlined in paragraph 34, have them speak with your priest or a warden).
 - d. Details on how social distancing will work in church.
 - e. Details on changes in the service (such as no choirs or singing allowed, no touching allowed before, during or after the service and no sharing the common cup—see details below).
 - f. Everyone must wear a mask.
33. In addition to circulating information beforehand, we recommend posting signs and making announcements during services to remind people not to shake hands or hug and to maintain distance. There are examples of posters at: <https://www.ottawapublichealth.ca/en/public-health-topics/multilingual-resources.aspx>.

AMBER – PREPARING FOR VISITORS

34. Anyone who comes into any church building for worship or any other purpose must provide contact information so they can be reached if you later learn there's a risk they might have been exposed to COVID-19 while in the building. Each day's log must be destroyed 30 days after the date it was

created. Ottawa Public Health has created an attendance log for services, which can be used for daily visitors. It's available here:

https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/COVID-19_Places-of-Worship-Attendance-Log_EN.pdf. There may be people who come to your church who do not have either a cell phone, landline or access to email. In those cases, ask for an address. If they don't have an address, don't turn them away—let them attend. Some people may be afraid to share their phone number or address. If they are known around the parish, you could note their attendance unofficially. Some people are afraid to share such information because of privacy concerns or safety issues. Consider letting them use just a first name or an alias to be contacted in case of COVID. However, neither is required—people who are afraid to give contact information should not be turned away.

35. All employees [staff and contractors] and visitors must self-screen for COVID-19 before entering the workplace each day, using this screening tool created by the province:
http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace_screening_tool_guidance.pdf.
36. Cleaning and disinfecting:
 - a. Develop a cleaning schedule including disinfecting of high-touch surfaces, high-traffic areas, common areas and washrooms.
 - b. All high-touch surfaces should be cleaned before and after worship, including in the sanctuary.
37. Hand sanitizer made with at least 60% alcohol must be available at all entrances and exits and all visitors must sanitize their hands upon entry and exit. Make sure you have stocks of hand sanitizer, disposable masks, tissues, soap, and paper towels available.
38. Mark or block off seats to ensure physical distancing between individuals who are not members of the same household.
39. Put marks on the floor, if necessary, to show where parishioners, staff and volunteers can stand.
40. Put up posters listing COVID-19's symptoms and urging people to stay home or seek medical attention if they have symptoms or feel unsafe. You must also display the disclaimer in paragraph 119 where people attending church can see it.
41. If you are scheduling services close together, have people use one door to enter and a different one to exit so people coming and going are not crowded together. If this isn't possible, find a solution that works in your church. This does not apply to people who need the accessible entrance.

42. People will need to use washrooms. Consider providing sanitizing wipes and asking them to wipe down the flush handle and sink. Ensure there is enough room for people lining up to maintain social distancing.

AMBER – THINGS TO CONSIDER BEFORE RESTARTING WORSHIP

43. Keep offering online worship for those who cannot get a spot in church, do not feel it is safe to attend yet, or are in a high-risk group for COVID-19.
44. Develop a plan for giving everyone access to an in-person service. Consider giving priority to those who cannot worship online.
45. Well-ventilated spaces are safer—open all the doors and windows you can.
46. Outdoor services are permitted, with a maximum of 100 people or the number that can physically distance, whichever is less, noting all Amber rules and restrictions apply.

AMBER – WORSHIP

47. Parishes can hold in-person liturgies with thirty percent capacity, provided there are two metres in all directions between people not in the same household bubbles.
48. Anyone who comes to a church service must provide contact information as described in paragraph 34, above (which also discusses how to welcome people who don't have phones or addresses, and those with privacy concerns).
49. All clergy, volunteers and members of the congregation must wear masks. If possible, have disposable masks available.
50. Train as many people as possible, especially group leaders, in these guidelines and ask them to take an active role in helping people to follow them. Greeters should be trained to help people understand and comply with masking, screening, registering, distancing and sanitizing protocols.
51. Households and individuals must keep at least two metres apart in all directions from other attendees.
52. Bibles, prayer and hymn books are all allowed in church.
53. No liturgical processions are allowed unless processors can keep two metres between themselves, others in the procession, and the congregation.
54. There must be no physical touching during any part of the service or before or afterwards. This includes sharing the Peace (although exchanging the Peace without touching is encouraged).

55. Offering plates must not be passed. To limit contact, parishioners should donate online or to a collection plate set out on a table as they come in or during worship. Counters should work in a sanitized space, wear masks, wash their hands, wear gloves and maintain physical distance from each other as they work.
56. Do not share lavalier or clip-on microphones unless they are sanitized between uses.
57. The congregation, officiant, organist (accompanist) and others helping with the service are not allowed to sing and wind and brass instruments are prohibited. A cantor or soloist is permitted, provided they wear a mask even while singing (three-layer masks are recommended) and maintain a physical distance of approximately four metres from all others. Involving more musicians in a service requires permission. For more information contact C19helpdesk@ottawa.anglican.ca
58. Nurseries are available but not staffed if parents need a place to take children. Sunday school can resume, but holding classes online or outside is preferred. If Sunday school is held in person, inside or out, there must be fewer than 10 students and distancing and masks are required.
59. Social hours are permitted outside only, with distancing. Both food and drink are permitted, but must be served by people wearing masks and gloves. No self-service is allowed.
60. To avoid crowding and bottlenecks, there is no receiving line following a service. The congregation should maintain physical distance from others, and use any designated exits. Sidespeople should manage people exiting from the church, ensuring people maintain distancing on walkways and during outdoor social time, if any.

AMBER – CELEBRATING THE EUCHARIST

61. All spaces, vessels and hands must be sanitized before and after the Eucharist.
62. The celebrant must wear a mask at all times.
63. Just before the Eucharistic Prayer and again before the distribution of communion, celebrants must sanitize their hands.
64. Communion must be in one kind only: wafers (not baked bread). The celebrant should consecrate a priest's host and individual wafers for those receiving communion.
65. The wafers should be covered before and during the Eucharistic Prayer.
66. After the breaking of the bread, the celebrant receives communion in both kinds (from the priest's host and the consecrated wine) and puts on his or her mask again afterwards.
67. Celebrants must then sanitize their hands again and distribute the consecrated wafers to those receiving, making sure not to touch hands.

68. No more than two people should administer the bread.
69. People must leave their masks on when receiving the wafer, then ensure they are at least two metres distant from the celebrant before they remove their masks to consume it. They then should immediately put their masks back on.
70. After all have received communion, celebrants must sanitize their hands again.
71. Each church must have clear physical distancing guidelines for communion. If that is not possible at the rail, have people stand for communion—what you decide will depend on your church structure. Please choose an approach that maximizes distance and mitigates risk.

AMBER – OTHER LITURGIES

72. Weddings, funerals and baptisms can resume in church buildings under all the same restrictions as worship services.
73. A separate bowl of water should be used for each candidate during baptisms.

AMBER – PASTORAL CARE

74. Where possible, pastoral care should be done over the phone, online, or outdoors with masks and distancing. However, indoor visits are permitted with masks and distancing.

AMBER – SERVICE, OUTREACH AND OTHER CHURCH ACTIVITIES

75. Food programs must have diocesan permission to operate and follow processes and guidelines already developed.
76. Outside organizations using church kitchens for food programs must read and sign the rental undertaking. You can find the undertaking on the Plan and Guidelines page of our diocesan website at <https://ottawa.anglican.ca/index.php/covid-19>.
77. Other in-person service and outreach programs may not operate unless they have diocesan approval.
78. Education, fellowship and fund-raising should remain online as much as possible. When such activities are done in person, meetings and events must follow size limits, and participants should maintain social distancing and wear masks. Be careful not to pressure those who do not feel comfortable attending in-person gatherings. Ensure people have the opportunity to express their reservations privately, rather than in group emails or discussions.

AMBER – OFFICE OPERATIONS

79. As in Red, it is best if staff members work from home when possible. Online or telephone meetings should be encouraged but in-person meetings are permitted provided you follow public health guidelines for sizes of gatherings, noting that those may be different than the numbers allowed at services.
80. Consider installing Plexiglass in high-traffic areas such as reception desks.
81. Any staff members or volunteers working from church-owned buildings must sign in, wear masks, observe physical distancing, and sanitize hands frequently.

AMBER – GROUPS AND RENTALS

82. Groups and rentals, including 12-step programs, can resume with up to 30 per cent of the room's capacity, provided two metres physical distancing can be maintained between all participants. We recommend you only open to groups that agree to sign the COVID-19 rental undertaking. Note that rentals to community choirs or any groups that might sing are not permitted.
83. Licensed child-care centres are considered essential services by provincial health authorities. If a child-care centre using church property wishes to open, our diocese recommends they sign a form confirming that their activities are not prohibited; that they are making their own informed decision to operate and that they will not hold the diocese or the parish liable for any loss or damage arising as a result of COVID-19. If you have questions, write a note to C19helpdesk@ottawa.anglican.ca.

COVID-19 CONTACT REPORTING: HOW IT WILL WORK IN A PARISH

What should a parish do if a person who has attended church says that they might have COVID or have indeed tested positive for COVID?

A parish should not respond if someone is merely suspected of being infected. However, if a person who has attended church informs the parish that they have tested positive for COVID, the parish must inform both the local public health authority as well as the Executive Archdeacon of the Diocese of Ottawa. When doing so the parish must **not** provide any personal information (e.g., the name and/or contact information) of the parishioner. This includes keeping the information strictly confidential within the parish and elsewhere.

If the public health authority requests personal contact information from the parish, the parish should provide it. A member of the Corporation should phone the public health authority (to confirm that they are a legitimate health unit) and provide the information contained on the contact list.

If the parish has any concern about the scope of any direction or request for information from public health, it should consult with the Executive Archdeacon. Again, the parish should not provide any personal information to the Executive Archdeacon during this consultation.

Should we ask parishioners to inform us if they test positive for COVID within 14 days after attending church?

No. Public health authorities will inform us if it is deemed necessary.

Are we to inform other parishioners of a potential exposure and the need for testing/self-isolation?

No. It is the mandate of public health authorities to inform people of potential exposure. The parish should not inform people of potential exposure **except** at the specific direction of public health.

If public health gets backlogged and the process is delayed, should the parish take steps to inform parishioners about a potential risk?

It would not be appropriate for the parish to attempt to fill any perceived gaps in public health's capacities. If a parish is concerned about public health's management of a matter affecting the parish, the incumbent or churchwardens should consult with the Executive Archdeacon.

What to do if you're contacted about possible COVID-19 exposure

We need to be prudent about handing over contact information. If you are contacted by someone who says public health has identified possible exposure to COVID-19 at the church, the first thing to do is establish whether the information is genuine.

If you receive a request about contact tracing, thank the person who calls or emails, reply that you will follow protocols. After that, call your local public health unit — the numbers are listed below — to confirm that the request is legitimate.

Don't use a number or email address provided by the person who contacts you without checking it first. Parishes in the Diocese of Ottawa are covered by several different health units; these are the numbers and links for each of them:

Ottawa Public Health

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

1-613-580-6744

Eastern Ontario Health Unit

<https://eohu.ca/en/covid-19-novel-coronavirus>

1-800-267-7120

Leeds-Grenville-Lanark Health Unit

<https://healthunit.org/coronavirus/>

1-800-660-5853 – extension 2222

Renfrew County and District Health Unit

<https://www.rcdhu.com/novel-coronavirus-covid-19-2/>

Renfrew 613-432-5853 or 1-800-465-5000

Pembroke Office 613-732-3629 or 1-800-267-1097

Gatineau

<https://ciss-ouataouais.gouv.qc.ca/covid-19/>

819-644-4545

YELLOW – EXPANDING

84. Before opening up more areas of the church, add areas that you are going to start using again to the regular cleaning and sanitization schedule.

YELLOW – WORSHIP

85. Most rules and recommendations around worship are the same as Amber — including that the permitted size of church services is 30 per cent of capacity — **provided there is room to ensure at least two metres in all directions separating people who are not in the same household bubble.**
86. All Amber’s requirements for liturgies still apply.
87. Choir practice and choir-led singing are permitted where over 75 per cent of choir members who are eligible for vaccinations have both shots. Masks and distancing are required.
88. People in the congregation may sing if they are wearing masks and are at least two metres from anyone else (other than their own household). We recommend quiet music because the higher the volume the higher the volume of droplets expelled.
89. If permitted by provincial guidelines, indoor social hours can be re-introduced. Self-serve food and drink are not permitted; refreshments can only be served by people wearing gloves and masks.

YELLOW – OTHER LITURGIES

90. Baptisms, weddings and funerals are permitted, subject to the restrictions of the Ontario and Quebec governments. Check your provincial public health websites for current restrictions.

YELLOW – PASTORAL CARE

91. Indoor visits are permitted with masks and distancing.

YELLOW – SERVICE, OUTREACH AND OTHER CHURCH ACTIVITIES

92. Unchanged from Amber.

YELLOW – OFFICE OPERATIONS

93. Regular office operations are permitted, provided the staff follow safety protocols for washing their hands regularly and maintaining physical distance.
94. It may be wise to be flexible if staff who are immunocompromised, over 60 or have children want to keep working from home.

95. Frequent cleaning and sanitizing continue with careful attention to every area.

YELLOW – GROUPS AND RENTALS

96. Follow provincial guidelines for all groups and rentals.

RED, AMBER, YELLOW, GREEN

Proceeding with caution: safety first and always

Whenever people are in church buildings, the guidelines for the number of people allowed to gather, collecting contact information, hand-sanitizing, distancing and use of masks must always be followed. As well, sanitization must be thorough, such as regular disinfection of common surfaces including doorknobs, countertops, bathrooms, light switches and office electronics.

GREEN: A NEW APPROACH TO THE OLD WAYS

97. All in-person activities of any size are allowed, but we encourage you to put into practice lessons from the earlier phases. Those lessons could include:
 - a. Carefully washing and sanitizing spaces, with extra attention to busy areas and high-touch surfaces.
 - b. Supporting key health habits for everyone involved in worship, such as no dipping wafers in wine, and frequent hand sanitizing by those administering and those receiving communion.
 - c. Live-streaming Sunday worship to reach people who cannot be there in person.
 - d. Holding some meetings and formation events online.
 - e. Enable some members to join meetings digitally.
 - f. Increasing pastoral care through phone calls.
 - g. Encouraging and offering materials for home worship and other self-directed devotion.

GREEN – WORSHIP

98. Eucharist with the common cup is permissible but intinction (dipping bread in wine) is not.
99. People concerned about health can be encouraged to receive bread only. This should be stated during the liturgy or in the bulletin.
100. There is no numerical limit on the size of gatherings but avoid over-crowding where possible.
101. Hymn and prayer books can be used.
102. The congregation, choirs, clergy and other leaders are all permitted to sing again.
103. Depending on the local situation people at higher risk may choose to continue wearing masks.
104. Choirs can practice and sing—hand sanitizing and distancing are recommended.
105. People who are ill should be encouraged to stay home.
106. Physical contact during worship is optional.

GREEN – PASTORAL CARE

107. All forms of pastoral care can resume. If you are visiting someone at home or in a care home or hospital, wash and sanitize any vessels and your hands both before and after.

GREEN – SERVICE, OUTREACH AND OTHER CHURCH ACTIVITIES

108. All service and outreach programs can open again, subject to public health guidelines.
109. In-person formation, fellowship and fund-raising events of any size are permitted.
110. All children's programs can operate with no size restrictions.

GREEN – OFFICE OPERATIONS

111. Regular office operations can resume. Consider whether you can continue to offer flexibility for staff working at home.

GREEN – GROUPS AND RENTALS

112. All the pandemic restrictions on hosting groups or renting facilities are lifted.

LEGAL AND INSURANCE CONSIDERATIONS

CONTACT INFORMATION AND PRIVACY

113. It is important to protect personal information when taking attendance in Amber and Yellow. Parishes should put appropriate physical, administrative and technical safeguards in place to protect personal information from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks. We must also ensure that personal information that is included in any attendance forms will not be used for any other purpose (such as fundraising).
114. Each day's list of attendees at services and people who have visited the church for any other reason must be destroyed 30 days after the date on which they were collected.
115. Parishes must display this disclaimer when collecting contact information:
 - a. During Amber and Yellow stages of reopening, everyone who attends a service at [name of church] must provide their names and contact information (phone number or email) before participating. Families attending together need only provide contact information of one person [18 years of age or older].*

- b. *Please note this personal information is being collected **only for the purpose of assisting government agencies in tracking the potential spread of COVID-19**. This information will be securely stored by [name of responsible parish representative], will be provided to government agencies only when necessary and will be destroyed 30 days after it was collected.*
- c. *If you have privacy concerns, please speak to a sidesperson.*

INSURANCE COVERAGE

- 116. In order to ensure coverage through our insurers, the guidelines in this plan must be followed at all times for services and all other congregational uses of churches. They must also be followed for any other uses of church buildings and property, including ongoing rentals, new rentals and special events.
- 117. If you are planning an event which is permitted under these guidelines, you will need to answer these questions to obtain insurance coverage:
 - a. Does public health allow this activity?
 - b. What are the specific timelines for this event?
 - c. Does the sponsor of the event have insurance coverage for it?
 - d. Have you planned and documented how you will meet public health standards for physical distancing, screening, and cleaning and disinfecting?
 - e. Who will be responsible for cleaning and disinfecting the premises?
 - f. Who will verify appropriate cleaning and disinfecting has been done?
- 118. Please contact C19helpdesk@ottawa.anglican.ca if you have questions that need to be addressed with our insurers.