

NIAGARA UNITED MENNONITE CHURCH

GUIDELINES FOR REOPENING

PHASE 1

Overview

It is our hope that we can begin worshipping and having funeral services in the sanctuary and having meetings in the church building again in September 2020. We have taken steps to minimize the risk of spread of the COVID-19 virus by putting in place measures to keep everyone, especially the most vulnerable, safe.

We will be conducting a training session for all the staff, welcome hosts, elevator attendants, ushers, worship leaders, scripture readers, AV technicians and other volunteers before the first in church gathering. At this training everyone will learn how to assist with entering and exiting the building, seating and use of disinfectants. Again, we are striving to provide a safe place for all staff, attendees and volunteers.

This guide is based on meetings with the NUMC Church Board on July 21, 2020 and the Worship Committee on August 11, 2020. The NUMC Staff have then been asked to draft a set of guidelines based on the minutes of these two meetings.

In addition, many factors including guidelines and By-Laws from the [Town of Niagara-on-the-Lake](#), [Niagara Public Health](#) and [Mennonite Church Canada](#) have been taken into consideration. As there are changes to the guidelines we will re-evaluate and move to Phase 2 and Phase 3.

In Phase 2 & Phase 3 we hope to loosen some of the restrictions on singing in the sanctuary, providing printed bulletins, use of the others areas of the building and allowing cash donations.

Thank you to everyone for your cooperation and support as we look at reopening of the church for worship services, funeral services and meetings.

Updated August 24, 2020

Version 4- Final

Worship Service Outside

Staff, Volunteers & Attendee Safety

- All staff, volunteers and service attendees should use the self-screening tool before attending
- Non-Surgical face mask or cloth face covering that covers the mouth and nose are mandatory until attendees are seated, then they can be removed.
- See Niagara Region bylaw on face coverings.
- 2 m or 6 ft social distancing will be adhered to at all times.
- Everyone will seat themselves so they maintain social distancing from others.
- Those involved in the service will maintain social distance from attendees and others involved in the service.

Personal Protective Equipment (PPE)

- Everyone is bringing their own mask, hand sanitizer or cleaning wipes.

Hand Washing

- There is no access to washrooms or sinks at this stage.

Pre- Register to Attend / Contact Tracing

- Pre-Registration to attend a Worship Service
- Limited to 50 registered attendees and 10 walk up attendees & approximately 5 Volunteers
- To Register, use the 'Event' notification email through REALM or you can call the church office.
- Registration by phone, closes on Fridays at Noon.
- Welcome Host will take attendance as people arrive for the service. They will be provided with a pre-printed list of those registered.
- Welcome Hosts will write in the 10 walk ups and names of all volunteers and staff present. Note that Staff do not count towards the overall numbers.
- Welcome Hosts will give the list to the Lead Pastor who will ensure it is handed into the office on Monday morning and enter the attendance for service each week to keep contact tracing information.

Elevator

- N/A as we are not using the church building

Service Times

- Welcome and seating begins 30 minutes prior to the service start time.
- See Welcome Attendant who is wearing an orange vest.
- Service will run from 9:00 am – 10:00 am (welcome host begins at 8:30 am)
- Screening Sign will be posted.

Entering and Exiting

- Social Distancing will be practiced as attendees return to their vehicles.

Seating

- Everyone will seat themselves maintaining social distancing from others

Bulletins & Other Printed Materials

- There are no printed bulletins or other documents available at this stage.
- Bulletin is available on the church website.

Singing

- Song sheet will be posted and people can take a picture.
- Song sheet will be sent out to attendees as a URL link in the pre-registration event on REALM.
- Music can be live or pre-recorded music.
- Musicians would keep social distance from each other and service attendees.

Offering

- No collection of offerings.
- Preference is Online Giving, E- Transfer or Text Giving.
- Donations can be dropped off to the black mailbox near the double glass doors. The mailbox is emptied daily.
- No Cash Donations accepted at this stage.
- Pre-packaged bags of 10 donation envelopes are available in the box under the mailbox.

Audio Visual – Mics

- AV Team will set up and take down any equipment
- Disinfectant, soft clothes and gloves provided for cleaning of any technical equipment.
- NOTE disinfectant cannot be sprayed directly onto equipment. Use the soft cloth, wipe surfaces then let it dry for 5 minutes.

Facilities

- Washrooms are not available.
- Nurseries and change stations not available at this stage.
- Library available by appointment only. Contact Marliese Boldt to make an appointment.
- Other areas of the church are closed on Sunday mornings. If you require something, please speak with the church office.

Cleaning and Disinfecting

- As we are outside there is no cleaning or disinfecting being done other than possibly AV equipment that the AV team will take care of.

Coffee Time – Potlucks – Gatherings

- Those wishing to may gather after the service on the lawn.
- Practice social distancing
- No sharing of food (i.e coffee time or potluck)

Ushers Room

- N/A

Welcome Center / Donation Drop Off

- N/A

Worship Service in the Sanctuary

Staff, Volunteers & Attendee Safety

- All staff, volunteers and service attendees should use the [self-screening tool](#) before attending
- Non-Surgical face mask or cloth face covering that covers the mouth and nose are mandatory for anyone entering the church building and must always be worn while in the building. ***1**
- See [Niagara Region](#) bylaw on face coverings.
- 2 m or 6 ft social distancing will be adhered to at all times.
- Ushers will seat families and individuals, so they maintain social distancing from others.
- Families may opt to sit together spaced apart from others.

Personal Protective Equipment (PPE)

- Hand sanitizer will be provided to everyone entering the building.
- Ushers will squirt a small amount into the hands of attendees.
- Masks will be provided to anyone not having a mask. Please note this is an expense for the church to provide these, please bring your own mask to reduce this expense.
- A free will donation basket is available to help offset the cost of the disposable masks.
- Disposable Gloves are available for the AV team who have to touch the microphones and Ushers & Welcome Hosts touching disinfectant.
- An eye wash station has been installed on the wall beside the elevator should anyone get disinfectant in their eye.

Hand Washing

- The washrooms in the front foyer are stocked with paper towel and hand soap
- The sink in the foyer coffee bar is stocked with paper towel and hand soap

1* Exception to wearing of face mask : The Bylaw regarding wearing of masks and using screens states that a screen is not necessary when a mask is removed due to Religious rites. We are putting a screen on the pulpit only as it is an extended time of projected speaking and want those in attendance to feel more comfortable. This is why there are not screens around other mics as they are being used for shorter speaking times and the speaker is approximately 12 feet from front row of the sanctuary. When returning to their seat in the sanctuary, volunteers will replace their face masks. Only one person at a time will be on the stage area to maintain social distancing.

Pre- Register to Attend / Contact Tracing

- Pre-Registration to attend a Worship Service
- Limited to 50 registered attendees and 10 walk in attendees & approximately 12 volunteers & one staff per service
- To Register, use the 'Event' notification email through REALM or you can call the church office.
- Registration by phone, closes on Fridays at Noon.
- Welcome Hosts will take attendance as people arrive for the service. They will be provided with a pre-printed list of those registered.
- Welcome Hosts will write in the 10 walk ins and names of all volunteers and staff present. Note that Staff do not count towards the overall numbers.
- Welcome Hosts will put the list on the PPE station when they leave and the office will collect this on Monday morning and enter the attendance for the service(s) each week to keep contact tracing information.

Elevator

- Those needing the elevator will be assisted by the Elevator attendants who will wipe down the buttons and door handles between uses.
- Note it takes 5 minutes for the disinfectant to finish drying so there is a 5-minute delay between uses.
- Disinfectant, soft clothes and gloves provided for cleaning of the elevator.
- NOTE disinfectant **cannot** be sprayed directly onto buttons/electronics. Use the soft cloth, wipe surfaces then let it dry for 5 minutes.

Service Times

- Doors open 30 minutes prior to the service start time.
- Service will run from 10:00 am – 10:45 am (doors open at 9:30 am)
- Welcome Hosts will assist in screening, mask protocols and hand sanitizing.
- Once service begins, the doors are locked and there is no further admittance.

Note: There is some misunderstanding on the Church Boards direction regarding having two services on a Sunday morning. It has been confirmed that the wording should have read that in Phase 1 there will be only one service per Sunday and further discussion with Worship Committee and German Worship team on the division of dates. At this time, we are considering in church service to be Sept 13 English, Sept 20 German, Sept. 27 English. We will then re-evaluate and look towards the Phase 2 Guidelines and hope to have two services when German and English are scheduled. We will continue to offer Online and Pleasant Manor closed circuit with both the English and German services available. Cogeco services will continue as they have been with alternating between the English and German videos.

Entering and Exiting

- Only the front side door (NOTL side) will be open to enter the church building
- Line up to enter will go down the sidewalk of the NOTL side of the building
- Exit through the Virgil side door, double front doors or the NOTL side door.
- Acrylic plastic sign holders will be affixed to the outside wall on both the Virgil and NOTL side doors to hold signage

Seating

- Ushers will seat people from front to back in the Sanctuary. Please follow their directions.
- Use rows that have a blue cushion only, no cushion = row closed.
- Every other row in the sanctuary is blocked off to keep social distance.
- Ushers will dismiss attendees from back to front.
- Please exit the building immediately, do not linger in the foyer or at the entrances.
- Back rows are reserved for the Volunteers so they can slip into the service and quickly return to their stations at the end of the service.
- Those in the service (worship leader, preaching, music) will sit in the seats in the front rows
- Only lower sanctuary to be used for seating, balcony is for AV only.

Bulletins & Other Printed Materials

- There are no printed bulletins available.
- Bulletin is available on the church website.
- Other printed items will not be available at this stage.

Singing

- There is no singing in the building at this stage. (see minutes from Church Board Meeting and advisement from MCC)
- Alternatively, pre-recorded, live piano or guitar music may be played. ***1**
- Those wishing to practice/rehearse/record in the church building must wear a mask at all times and practice social distancing.

Children's moment

- Children will remain with parents prerecorded children's moment will be played on the TV's.

Offering

- Donation envelopes containing cheques only will be collected at the beginning of the service.
- An usher will stand at a table in the foyer, donations can be dropped into the collection bag.
- As soon as the service begins, one usher drives the bag to the bank and puts into the night deposit, then returns the keys to the church.
- Erika Dyck will collect the bag from the bank and do the deposit.
- She will return the red bag & the donation envelopes to the church office so they can be entered into REALM Givings
- At this time, Meridian Credit Union is not allowing the counters to go into the bank as a group. All donations are online, or by cheque, no cash, so we do not need the counter team at this time.
- Preference is Online Giving, E- Transfer or Text Giving.
- Donations can also be dropped off during the week to the black mailbox near the double glass doors. The mailbox is emptied daily.
- No Cash Donations accepted at this stage.
- Pre-packaged bags of 10 donation envelopes are available from the Welcome Centre.

Audio Visual – Mics

- One AV person per service running the camera at a separate work station.
- One AV person running the sound board and power points.
- Pulpit mic will have a plexiglass screen in front of the mic for the preacher to use
- 1 mic for the worship leader off to the left side of the stage.
- Children's Moment and Scripture Verse will be a video at this stage.
- Disinfectant, soft clothes and gloves provided for cleaning of any technical equipment.
- NOTE disinfectant **can not** be sprayed directly onto equipment. Use the soft cloth, wipe surfaces then let it dry for 5 minutes.

Facilities

- Sanctuary Fans will be on.
- Sanctuary windows will be open.
- Washrooms in the front foyer will be available. Please note they are not cleaned between uses.
- Nurseries and change stations not available at this stage.
- Library available by appointment only. Contact Marlies Boldt to make an appointment.
- Other areas of the church are closed on Sunday mornings. If you require something, please speak with the church office.

Cleaning and Disinfecting

- Custodians will disinfect the sanctuary and foyer on Mondays and again on Fridays.
- Ushers will be provided with proper training on the use of the disinfectant incase there is a need for cleaning or disinfecting to be done during a worship service.

Coffee Time – Potlucks – Gatherings

- At this stage, there will be no social gatherings of any kind inside the church building.
- All coffee stations are closed including the foyer coffee bar, 2nd floor lounge, kitchen and youth room kitchenette

Ushers Room

- One person in the ushers' room at a time to maintain social distancing
- Keys for the night deposit are hung on the bulletin board in the usher room
- Keys for the elevator if needed are hung on the bulletin board in the ushers room.

Welcome Center / Donation Drop Off

- All printed materials are removed from the Welcome Centre
- Only pre-packaged donation envelope bags available. These have been disinfected.
- Usher will assist anyone new or having questions about re-opening procedures.

Meetings in the church building

Staff, Volunteers & Attendee Safety

- All staff, volunteers and meeting attendees should use the self-screening tool before attending
- Non-Surgical face mask or cloth face covering that covers the mouth and nose are mandatory for anyone entering the church building and must always be worn while in the building. ***1**
- See Niagara Region By Law on face coverings for exemptions and guidelines.
- 2 m or 6 ft. social distancing will be adhered to at all times.

Personal Protective Equipment (PPE)

- Hand sanitizer will be provided to everyone entering the building.

Hand Washing

- The washrooms on the second floor and lower level are stocked with paper towel and hand soap

Contact Tracing

- When entering and exiting at the double glass doors Virgil side, write in your attendance on the sheet at the entrance.
- Everyone should bring their own pen.
- Attendance sheet will ask during your time in the church “Who else did you come in contact with?”
- Please fill in this area.
- The Church Office will keep track of the attendance information.

Entering and Exiting

- Only the double glass doors on the Virgil side of the building are used to enter/exit
- A key holder will open the door and hinge it open.
- Once all attendees arrive, the door will be closed and locked.
- Enter from the Virgil side only.
- The process will be repeated to exit the building.
- Key holder will turn off all lights, ensure all fire doors are closed, windows are closed and lights turned off before they leave.

Singing / Music

- There is no singing in the building at this stage. (see minutes from Church Board Meeting and advisement from MCC)
- Alternatively, pre- recorded, live piano or guitar music may be played. ***1**
- Those wishing to practice/rehearse/ record in the church building must wear a mask at all times and practice social distancing.

Facilities

- Meetings if possible, should be done on the lawn of the church with attendees providing their own seating and maintaining social distancing.
- All indoor meetings will be held in the gym using the black chairs setup 6 ft. apart.
- TV trays are available if a table is required.
- Please leave tables and chairs as they are, they will be disinfected before being used again.
- Washrooms on the second floor and accessibility washroom on the lower level will be available.
- Please note they are not cleaned between uses.
- Nurseries and change stations not available at this stage.
- Library available by appointment only. Contact Marlies Boltd to make an appointment.
- Other areas of the church are closed If you require something please speak with the church office.

Cleaning and Disinfecting

- The custodians will clean and disinfect following a meeting in the building.
- All meetings must be arranged at least 48 hours ahead of time so proper scheduling of cleaning can be done.

Coffee Time – Potlucks – Gatherings

- At this stage, there will be no social gatherings of any kind inside the church building.
- All coffee stations are closed including the foyer coffee bar, 2nd floor lounge, kitchen and youth room kitchenette

Funerals in the church Sanctuary

Staff, Volunteers & Attendee Safety

- All staff, volunteers and service attendees should use the self-screening tool before attending
- Non-Surgical face mask or cloth face covering that covers the mouth and nose are mandatory for anyone entering the church building and must always be worn while in the building. ***1**
- See Niagara Region By Law for exemptions and guidelines.
- 2 m or 6 ft. social distancing will be adhered to at all times.
- Ushers will seat families and individuals so social distancing is maintained.
- Families may opt to sit together maintaining social distance from other attendees.

Personal Protective Equipment (PPE)

- Hand sanitizer will be provided to everyone entering the building.
- Ushers will squirt a small amount into the hands of attendees.
- Masks will be provided to anyone not having a mask. Please note this is an expense for the church to provide these, please bring your own mask to reduce this expense.
- A free will donation basket is available to help offset the cost of the disposable masks.
- Disposable Gloves are available for the AV team and Ushers using disinfectant.
- An eye wash station has been installed on the wall beside the elevator should anyone get disinfectant in their eye.

Hand Washing

- The washrooms in the front foyer are stocked with paper towel and hand soap
- The sink in the foyer coffee bar is stocked with paper towel and hand soap

Pre- Register to Attend / Contact Tracing

- Pre-Registration to attend a Funeral Service
- Limited to 50 registered attendees, 10 walk in guests and approximately 15 Volunteers
- To Register, use the 'Event' notification email through REALM or you can call the church office.
- Registration by phone, closes the day before the funeral.
- Funeral will be listed in the bulletin if time permits. It will be posted on Facebook and the NUMC Website at the family's request.
- Welcome Hosts will take attendance as people arrive for the service. They will be provided with a pre-printed list of those registered.
- Welcome Hosts will write in the 10 walk ins and names of all volunteers and staff present. Note that Staff do not count towards the overall numbers.
- Welcome Hosts will put the list on the PPE station when they leave, and the office will collect this following the funeral to keep contact tracing information.

Elevator

- Those needing the elevator will be assisted by the Elevator attendants who will wipe down the buttons and door handles between uses.
- Note it takes 5 minutes for the disinfectant to finish drying so there is a 5-minute delay between uses.
- Disinfectant, soft clothes and gloves provided to the Elevator attendants for cleaning of the elevator.
- NOTE disinfectant **cannot** be sprayed directly onto buttons/electronics. Use the soft cloth, wipe surfaces then let it dry for 5 minutes.

Service Times

- Doors open 30 minutes prior to the service start time.
- Welcome Hosts will assist in screening, mask protocols and hand sanitizing.
- Once service begins, the doors are locked and there is no further admittance.

Entering and Exiting

- Only the front side door will be open to enter the church building
- Enter from the NOTL side only.
- Exit through the Virgil side door, front double doors or the NOTL side door.
- Please exit the building immediately, do not linger in the foyer or at the entrances.

Seating

- Ushers will seat people from front to back in the Sanctuary. Please follow their directions.
- Use rows that have a blue cushion only, no cushion = row closed.
- Every other row in the sanctuary is blocked off to keep social distance.
- Ushers will dismiss attendees from back to front.
- Back rows are reserved for the Volunteers so they can slip into the service and quickly return to their stations at the end of the service.
- Only lower sanctuary to be used for seating, balcony is for AV only.

Memorial Display – Guest Book

- There will be no displays or guest book during this stage.
- Family may provide a photo slide presentation that the NUMC AV tech will play on the sanctuary TV's before the service begins.

Flowers

- Floral arrangements can be delivered to the church as per our normal protocols with the local florists.
- The church office makes arrangements for these deliveries.
- The family will remove the flowers following the service.

Bulletins

- There are no printed bulletins available.
- A bulletin will be provided to the immediate family and made available digitally at the family's request.
- Power Point Slides with Announcements may be played before and after the service.

Singing / Music

- There is no singing in the building at this stage. (see minutes from Church Board Meeting and advisement from MCC)
- Alternatively, pre- recorded, live piano or guitar music may be played.

Audio Visual – Mics

- One AV person per service running the camera at a separate work station.
- One AV person running the sound board and power points.
- Pulpit mic will have plexiglass screen around it
- 1 mic for Life Story Reader, 1 mic for the Scripture Reader and pulpit mic for the Preacher ***1**
- Disinfectant, soft clothes and gloves provided for cleaning of any technical equipment.
- NOTE disinfectant **cannot** be sprayed directly onto equipment. Use the soft cloth, wipe surfaces then let it dry for 5 minutes.

Service Video – Closed Circuit to Pleasant Manor

- A copy of the service DVD is provided to the immediate family once they provide the appropriate Acknowledgment and Indemnity Form to the church office.
- At the family's request and if our AV technicians are available, we will try to provide the service to Pleasant Manor via Closed Circuit TV.

Facilities

- Washrooms in the front foyer will be available.
- Please note they are not cleaned between uses.
- Nurseries and change stations not available at this stage.
- Other areas of the church are closed.

Fellowship Meal

- At this time there will be no fellowship meal following the service.

Cleaning and Disinfecting

- Custodians will clean and disinfect the sanctuary, foyer and washrooms before the next worship service.

Coffee Time – Potlucks – Gatherings

- At this stage, there will be no social gatherings of any kind.
- All coffee stations are closed including the foyer coffee bar, 2nd floor lounge, kitchen and youth room kitchenette