

# COVID-19 PROTOCOL

UPDATED JUNE 9, 2020

To minimize the risk of the spread of the COVID-19 virus, for the safety of our members and surrounding community, Council has adopted the following protocols. These protocols are effective immediately and will remain in place until further notice.

## CORPORATE WORSHIP

- In-person corporate worship services will be limited to a maximum of 110 people per service. Members and guests who are more vulnerable to the COVID-19 virus or who have been feeling unwell during the week prior are advised to not attend in-person worship. An invitation will be sent via Church Social to two Wards per service. Members and guests are requested to respond to the invitation so we can track our number of attendees.
- In-person worship attendees must follow these protocols:
  - *Members are asked to enter through the parking lot entrance doors (or the elevator entrance, if required). The front doors (closest to Stone Church Road) will be closed.*
  - *Door greeters will be the only ones to touch the door handles*
  - *Members will be encouraged to maintain social distancing and sanitize their hands as they enter the foyer*
  - *Ushers and Greeters will be required to wear face masks*
    - *The office bearers of the attending Wards will serve as the Ushers and Greeters and may ask others for assistance if needed. The same people will serve as Greeters, at the same door, both before and after the service.*
  - *Ushers will show members where they may sit to enable safe distancing*
  - *Only every third row of pews will be open. Pews will be labeled as AM, PM, or not-in-use (separate use of pews in the AM and PM will allow us to keep Bibles and Books of Praise in the pews)*
  - *Members and guests are asked to observe the signage and use only designated seats*
  - *Attendees who live in the same household may sit side-by-side, but all others are to maintain 2m distance from others*
  - *There will be no child care until further notice*
  - *Members are asked to use washrooms sparingly to reduce traffic downstairs and to have no more than one person in the washroom at a time*
  - *There will be no coffee socials until further notice*
  - *The kitchen, library, and nurseries will be off limits until further notice*
  - *The elevator will be used by only one person at a time.*
  - *Members and guests will leave the auditorium by the three doors in single file and by adhering to social distancing regulations (front doors will be open for exiting the building)*
  - *The use of PPE (e.g. face masks) will be voluntary*
  - *Members mailboxes will be off limits until further notice*

- Between each service, special attention will be given by the caretakers to the cleaning and sanitation of the pews (backs and ends), door handles, the pulpit, sound booth, projection equipment, hand railings, washrooms. The music committee will be responsible for the cleaning of the musical instruments.
- To maintain social distancing, deaconry collections will be conducted through e-transfer for both in-person and virtual attendees during the regular offering time. Boxes will also be located at the auditorium entrances for in-person attendees who wish to donate by cash or cheque as they enter or exit the auditorium. Members are reminded to make it clear as to what their donation is for (if their donation is not for the deaconry).
  - E-transfers can be sent to [cornerstonecanrctreasurer@gmail.com](mailto:cornerstonecanrctreasurer@gmail.com) and must be specified for the deaconry (no password required). Please note that donation receipts cannot be issued for deaconry funds.
- Donation boxes (for church, school, CRWRF etc.) will be in use as usual
- Members and guests are encouraged to use their washroom at home before leaving for church. Washrooms at the church will be sanitized before each service but will be considered compromised after one person uses them. If you must use the washroom, please sanitize before entry and wash your hands thoroughly afterwards. The doors to the washrooms will be propped open.
- For members of Wards not scheduled for in-person worship, livestream services will be available as usual on Sundays at 9:30 am and 3:00 pm
  - *For those who have had trouble with the livestream, we encourage you to view the archived version which will be available on livestream shortly after the service*
- Office Bearer Nomination/Election and Profession of Faith have been postponed until the Fall
- Outgoing and incoming attestations will be processed and announced as usual
- Baptisms will be performed as usual. Members are requested to limit their outside family and guests attending to four people. Special requests for more guests can be made with their Ward Elders.
- Weekly church bulletins will be distributed via Church Social

## **OPERATION OF COUNCIL AND CONSISTORY**

- All meetings involving more than 10 people will be held virtually (online video conference)
- An Emergency Response Team has been formed consisting of Council executive, the chair of the deaconry, and br. Steve Mans, who works in the healthcare field
- The Emergency Response team will review this protocol document on a weekly basis and make and communicate adjustments as the situation evolves

## **CATECHISM, BIBLE STUDIES, CLUBS, AND COMMITTEES**

- All in-person catechism classes, Bible studies, and club events are cancelled until further notice. Committees are advised to keep in-person meetings to a maximum of 10 people.

## **FELLOWSHIP GROUPS**

- Fellowship groups are to limit in-person meetings to no greater than 10 people and are encouraged to maintain phone and virtual communication to encourage each other, especially seniors and other members who may be more isolated and vulnerable at this time

## **PASTORAL CARE**

- Elders and deacons must ensure all senior members, and others who may be vulnerable, have access to the support they need, including food & supplies
- Elders and deacons must ensure all communications are delivered to members who do not receive Church Social messages
- All in-person visits from elders and deacons are to be limited to no more than 10 people, and only in the case where all parties are comfortable with meeting in-person

## **BUILDING USAGE**

- Access to the church building will be limited to groups of no more than 10 people, except for worship services
- All groups meeting at the church are asked to inform the custodians first to avoid double booking and ensure sanitization

## **COMMUNICATION**

- On-going communication about our COVID-19 protocols will be communicated via:
  - Church Social
  - Website
  - Phone Calls (for members without access to the above methods)

If you have any questions or concerns about these protocols, please address an email to the Emergency Response Team at [clerk@cornerstonehamilton.ca](mailto:clerk@cornerstonehamilton.ca).