



# Trinity United Church

## North Bay, Ontario

“Keep me safe, O God, I take refuge in you.” ~ Psalm 16:1

## IN-PERSON WORSHIP DURING COVID TIMES

Welcome back to in-person worship service. We have missed each and every one of you.

We ask that you please be respectful of everyone around you. Some people may be feeling cautious and some less cautious. Wherever you are, please remember, we want to keep Trinity a

safe place to worship. We will continue to offer online worship on **YouTube**  for members of our church family who are not ready to return to in-person services.

*Please note that every reasonable precaution has been, and will continue to be taken, by Trinity United Church to protect the health and safety of our church family. However, there can be no guarantees of complete protection against Covid 19 through large gatherings such as these.*

### TRINITY TOP TEN TIPS

#### 1. MASKS

Masks\* will be mandatory – Please bring your own. A limited number will be available if you forget yours at home.

#### 2. ENTRANCE

Enter the church through the Front Door only – Ferguson Street.

#### 3. TIME

Doors open at 10:00 a.m. – No early entrance permitted.

#### 4. CLEAN HANDS

Wash hands before leaving home and hand sanitize upon entering the church.

#### 5. RECORD KEEPING

Attendance records will be kept for contact tracing purposes only.

#### 6. CHILDREN'S PROGRAM

Sunday School and Nursery Care will not be available. We would love you to bring your kids, but please be prepared to keep them with you and seated for the entire service.

#### 7. WASHROOMS

Washrooms will have limited access.

#### 8. GUIDANCE

Greeters and Ushers will provide guidance and direction. Please follow their instructions.

#### 9. VISITING

No social gatherings, visiting or coffee time will be permitted before or after church.

#### 10. SICK

If you are sick or feeling unwell, please stay home.

The Worship service will still be available on YouTube .

# HOW WE CAN KEEP EACH OTHER SAFE

## CAPACITY

It has been determined that the capacity of Trinity United Church will be **80 people**, including staff and volunteers. This has been determined by considering the limit of 30% capacity and the ability to seat congregants while ensuring social distancing. We ask when you arrive at church that you stay within your social circle and maintain social distancing whenever possible.

## SELF-SCREENING

Perform a self-screening prior to coming to church. Do you have any of the following symptoms?

- Fever
- Cough
- Difficulty Breathing
- Sore Throat
- Trouble Swallowing
- Runny Nose
- Loss of Taste or Smell
- Not feeling well
- Nausea
- Vomiting
- Diarrhea

Have you been in close contact with someone who is sick or has confirmed Covid 19 in the past 14 days?

Have you returned from travel outside Canada in the past 14 days?

If you answered YES to any of these questions, do not come to church and self-isolate right away.

Call Telehealth 1-866-797-0000 or your health care provider, to find out if you need a test.

### ***Self-screening online resources***

Government of Ontario

## WASHROOMS

- Only one person will be allowed in a washroom at a time. (1 adult or 1 adult and 1 child)
- Please wash hands with warm, soapy water for a minimum of 20 seconds.
- Use paper towel to dry your hands and then use the paper towel to shut off the water tap.
- Use the paper towel to open the door.
- Dispose of the paper towel in the garbage outside the door.

## CLEANING PROTOCOLS

- Enhanced cleaning procedures will be practiced.
- Limited access to the church will help reduce the amount of enhanced cleaning that will be required to keep our building clean and virus free.
- High touch surfaces, railings, door handles, light switches, etc. will be cleaned frequently.
- Trinity will ensure adequate cleaning supplies and PPE for staff are maintained.
- Masks\*, hand sanitizer and handwashing will help reduce the spread of the virus.

## VOLUNTEERS

- All volunteers including; Greeters, Ushers, Lift Operators, Lay Readers and others will be provided with direction and guidance regarding the new procedures in place to protect the safety of the volunteers, staff and members of the congregation.
- Volunteers must perform a self-assessment prior to entering the building and must not enter the building if they are experiencing symptoms or are at risk of having Covid 19.
- Volunteers must wear a mask\* at all times, use hand sanitizer and practice social distancing whenever possible.

## COMMUNICATION

- Signage will be posted to remind members to wear a mask\*, maintain social distance and provide appropriate direction.
- Pews will be marked or roped off to ensure proper social distancing.
- Regular communication will be provided through Facebook, website, newsletters and email.

## CONTACT INFORMATION

We want to ensure our contact information is up to date. If any of your information has changed (address, phone numbers, emails) please email [trinitynorthbay@gmail.com](mailto:trinitynorthbay@gmail.com).

## APPOINTMENTS

We request that if you need to come to the church other than on a Sunday that you make an appointment with the office. We will need you to sign in at the office with your name and phone number as we have to keep a record of people in the church on a day to day basis for contact tracing\*\*.

# AS YOU PLAN TO COME TO CHURCH

## PRIOR TO COMING

- Perform a Self-Screening.
- Masks are mandatory. Please bring your own mask\* and wear it at all times.
- Wash your hands prior to coming to church.
- Although the church will have hand sanitizer, we request that you also bring your own to keep in your purse or pocket.
- The washrooms will be open with a very limited number of people allowed in at the same time.
- Do not attend a service if you are not feeling well. Please join our online service on **YouTube** .

## WHEN ARRIVING

- Please note; doors will be open at 10:00 a.m. No early arrivals will be permitted to enter.
- If weather permits the doors will be propped open so the door handles will not need to be touched to enter.
- While lining up to enter the church we ask that you respect the six feet social distancing guidelines.
- Entrance will be through the Front Door only – Ferguson Street. This will ensure the number of worshipers entering can be controlled. When the church capacity has been reached no one else will be permitted to enter. This will also allow the Greeters and Ushers the opportunity to provide guidance to ensure everyone's safety.
- You must wear a face mask\* upon entry.
- Upon entry, we ask you to immediately sanitize your hands with the sanitizer that is provided.
- You will be greeted at the door and your name will be recorded for contact tracing\*\* purposes only. Please remember that our greeters and ushers are now front-line volunteers, please help keep them safe by allowing them to direct you as required by our social distancing protocols.
- Entry will be up one set of stairs. At the top you will be greeted by an usher who will manage seating and monitor occupancy.
- Families who are already sharing the same household or "social bubble" are permitted to sit together.
- The lift will be available. There is a limit of one operator and one person at a time.
- A six-foot distance between people must be maintained when entering the church.

- If you have brought your Sunday Offering envelope or donation, you are asked hold on to it until the end of the service and deposit it in the offering plates as you exit.
- There will be not be a bulletin distributed, parts of the service will be projected at the front of the church.
- When arriving at the building, we know that you will be excited to see your friends you haven't seen in a while. Please remember to keep your distance (six feet), and refrain from shaking hands, embracing or hugging. Once you have been seated, we ask that you remain seated until the usher directs you to exit after the service. All social gatherings are prohibited.

## DURING

- If at any time during church, you begin to feel ill, we ask you to leave immediately.\*\*\*
- Please keep your mask\* on for the duration of service.
- There will be no singing from the congregation (you may hum if you would like).
- A six-foot distance between people must be maintained during the service. Families and households living at the same residence may sit together.
- Sunday School and Nursery will not be available. Infants and children must remain seated with their parents or guardians at all times.
- There will be no hymn books available, hymn lyrics will be projected at the front of the church.

## AFTER

- The Ushers will direct you on how to leave the Sanctuary. Please follow their directions to avoid any congestion when leaving.
- Please maintain a six-foot distance from others as you are leaving.
- Deposit your Church Offering envelope or donation in the offering plates when you are exiting.
- Sanitize your hands prior to leaving.
- Please do not congregate at church doors.
- Wash your hands thoroughly when you return home.

## WEDDINGS & FUNERALS

Weddings and Funerals are now permitted with the same **capacity of 80** in the church. The same procedure will have to be followed as the above guidelines. All contact tracing\*\* protocols will need to be followed.

## COMMUNION

At thi time we will not be serving communion.

## BAPTISMS

Please contact the church office for more information.

### \* MASK:

How to properly use face coverings from the **Government of Ontario**. Please see this [link](#) for more details. When wearing a face covering, you should:

- wash your hands immediately before putting it on and immediately after taking it off (practice good hand hygiene while you are wearing the face covering).
- make sure the face covering fits well around your **nose** and **mouth**. Must be large enough to completely and comfortably cover the nose and mouth without gaping.
- avoid moving the mask around or adjusting it often.
- avoid touching the covering while using it.
- do not share it with others.

Face coverings should be changed when they get slightly wet or dirty.

### \*\* CONTACT TRACING.

Contact tracing is a process that is used to identify individuals who have had close contact with someone who is infected with

We are doing our best with all the many restrictions placed upon us. We ask that you continue to be patient as we adjust to the new normal. Please follow the guidelines presented and respect our volunteers. Let us come together to worship and praise God.

the virus. Our Greeters will complete a sign-in sheet for every person who comes into our building, include the name, date, and phone number. Any personal information that is collected for Covid 19 contract tracing can only be used for this purpose. Records will only be kept for 30 days, and then shredded.

### \*\*\* FEELING ILL

IMPORTANT: If you suddenly feel ill, start coughing or sneezing, please leave the church for the health and safety of others. If within 14 days of attending church, you learn that you or someone in your family who attended with you has tested positive for Covid 19, you are asked to:

- a) Contact Telehealth Ontario at 1.866.797.0000, your health care provider, or a Covid 19 Assessment Centre at the North Bay Regional Health Centre at 705.474.8600 ext. 4110.
- b) Contact the church office at 705.474.3310 or by email at [trinitynorthbay@gmail.com](mailto:trinitynorthbay@gmail.com)

Your identity will not be revealed to anyone other than the Public Health Authority, and only to ensure that the spread is contained.

## Additional Resources

- **The United Church of Canada**
- **The United Church of Canada Canadian Shield Regional Council**
- **Ontario Ministry of Health**
- **Toronto Public Health – COVID-19 Guidance for Places of Worship**
- **Government of Canada – Public Health**
- **Government of Canada – Cleaning and disinfecting public spaces during COVID-19**
- **Telehealth Ontario**
- **The Roman Catholic - Diocese of Sault Ste. Marie**

### Trinity United Church Contact Information

Office: 705.474.3310 \* Email: [trinitynorthbay@gmail.com](mailto:trinitynorthbay@gmail.com)