**Building re-opening plan**
*(Blank template prepared by Northern Spirit Regional Council, The United Church of Canada. This plan must be prepared in full compliance with provincial, territorial, or federal health regulations that are or were in effect over the dates covered by this plan; and in compliance with your insurance plan. It must be approved by your ministry’s governing body and be made publicly available to your members, adherents, user groups, tenants, and upon request)
(To add fields to the table template below, right click inside the table and select Insert/ Rows or Insert/Columns)*

Name of ministry:
Community:
Province or territory:
Date:
Phase or step of provincial or territorial “re-opening” that this plan corresponds to:

Approved by (names and roles):
For further information, contact (name, phone, email):

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| Category: **Communicating** (to congregants; to tenants; to all who enter the building- through email; website; social media; community media; signage; public availability of this plan.)*Eg: stay home if sick/vulnerable; no food or beverage services; all social events cancelled* |
| Task | How/ what | Who is responsible |
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| Category: **Cleaning** *Eg, clean in between services; empty garbage regularly* |
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| Category: **Ensuring distancing is followed and communicated** *Eg:**directional flow in building; seats marked off (family unit can stay together); control washroom access; directional flow in parking lot; people designated to monitor; greeters follow no-contact* |
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| Category: **Ensuring maximum numbers are respected, factoring in physical distancing and maximum allowable numbers under current health regulations.** *Eg,**people designated to monitor.* |
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| Category: **Ensuring that personal protection and hand washing is followed** *Eg,**hand sanitizer near doors/ high traffic areas; mask-wearing where required* *or requested* |
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| Category: **Attendance list (contact tracing): collection and storage** *Eg, ensure pen hygiene* |
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| Category: **Ensuring public liturgy respects health protocols.** *Eg,**greeters minimize contact; no shared microphones; no singing/ woodwinds/ brass; extra distancing protocols for communion and baptism; no offering plate passed; hymn books taken out or ensure single use (sanitize for 72 hours after each use).* |
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| Category: **Tracking changes to provincial plan and rules; updating this plan in this and other respects, as needed** |
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| Task | How/ what | Who is responsible |
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**(Add and delete tables as needed. Please remember to sign this document at the top. Rename it when saving, with your ministry’s name and the date of completion in the file name. Save it as a PDF before emailing it widely or before posting. When updating the plan, re-date, rename, and re-save.)**