

**Messiah Lutheran Church
Camrose, Alberta**

**Plans for Resuming Sunday School
and
In-Person Worship
Fall, 2020**

**Submitted by the Worship
Committee**

August 27, 2020

Planning for In-Person Worship

| Version | Prepared by | Date Released | Resource Document(s) |
|---------|---------------|-----------------|--|
| I. | Darlene Dahle | August 27, 2020 | <ul style="list-style-type: none"> • <i>A Sample Checklist to Assist in Planning In-Person Worship in The Synod of Alberta and The Territories</i>, June 12, 2020 • <i>Government of Alberta: Guidance For Places of Worship</i>, June 22, 2020 • <i>Ecclesiastical Insurance: A Guide to Safely Reopening Your Organization During the Pandemic</i>, June 4, 2020 • <i>In-Person Worship Relaunch Plan</i> Our Savior Lutheran Church, Edmonton, July 7, 2020 |
| II. | | | |
| III. | | | |

COVID-19: coronavirus disease of 2019

Introduction

- Thoughts of resuming in-person worship began on May 21, 2020 when Pastor Calvin Skriver and Pastor Bev Swanson participated, with more than 1000 leaders of other faith communities, in a town-hall meeting with Dr. Hinshaw, the Chief Officer of Health for Alberta.
- On May 26th our pastors and Dr. David Dahle, Chair of the Worship Committee, attended a Zoom meeting with Bishop Larry Kochendorfer, Bishop of the Synod of Alberta and The Territories.
- On June 9th the Alberta government issued their first draft of a *Guidance for Places of Worship*. This was replaced on June 22 with an updated document.
- On June 12 Bishop Larry sent out an update of the May 22nd *Synod Guidelines and Sample Checklist for Returning to In-Person Worship*. Both the Alberta and Synod Guidelines are posted on the Synod website, albertasynod.ca
- Ron Foshaug, chair of the Support Committee, has confirmed that our insurance company has been consulted, as Bishop Larry has recommended. Ecclesiastical Insurance has published a guide entitled *A Guide to Safely Reopening Your Organization During the Pandemic* which has been consulted.
- On June 12 David and Darlene Dahle placed an online order for masks. This followed their viewing of an Alberta Government Webex regarding masks that would be supplied, free of charge, to faith communities. On June 29th Messiah received 2000 disposable masks.
- Through an article published in the July/August *Messiah Messenger* our members were notified that planning had begun to resume in-person worship on September 13, 2020.

Although the Synod's June 12th document is a guide to planning in-person worship it includes the following statement regarding Bishop Larry's thoughts: *It continues to be Bishop Larry's strong recommendation that our synod's congregations not gather for in-person worship at this time.* However, congregations were encouraged to form a team to intentionally prepare and plan for in-person worship and at Messiah it made sense for the Worship Committee to assume that responsibility. After the annual meeting on June 14th the following people were elected to either begin or continue to serve on the Worship Committee: Darlene Dahle, Dena Grue, Rosanna Hohm, Lue Lindseth, Cheryl Nester, and Lori Skriver. Later Lael Olson was elected as the Council Member at Large to represent the Worship Committee at Council Meetings.

On June 23rd the Worship Committee met in person and prepared a recommendation to Church Council (*Appendix A*):

The Worship Committee recommends that

- a) in-person worship resume on September 13, 2020,*

- b) *the guidelines outlined by the Alberta Government on June 9 and those of the Synod of Alberta and The Territories on June 12 be implemented, and*
- c) *any updates posted by the government and/or the Synod be followed.*

The motion passed with the following amendment: *the daily reporting of new cases needs to be static or decreasing.*

The next Worship Committee meeting was held on July 23. The main purpose of that meeting was for members to assume responsibility for completing specific tasks as outlined in the Alberta Government and Synod Guidelines. These tasks centered around preparing our facility, communicating with worshippers, and preparing for worship. At that meeting Pastor Calvin proposed that we send out a letter in early August. This would be in addition to the detailed letter we were preparing to send out at the beginning of September. The purpose of this August letter was to inform our members that plans were underway for the resumption of in-person worship on September 13th and ask them to respond regarding their intention to continue worshipping by electronic means or in-person as this feedback would assist us in our planning. This letter was written and sent out on August 6th (*Appendix B*).

One task that needed more thought was registration. Therefore, on August 5, we met through Zoom. A chart of three possible registration processes was presented, including the pros and cons for each. They included worshippers phoning or emailing the office with their intent to attend, asking the administrative assistant to prepare a list of potential attendees and, on the spot registration with worshippers filling out a registration card, either at home or when they arrived at church. None of those registration processes passed the scrutiny of our Worship Committee members but since the responses to the letter we were sending out could give us the names of those who planned to attend an in-person worship, the following motion was made: *Make a master list from responses to congregational letter being sent out by post and email from the Worship Committee. Provisions will be made to add names not on the list as people arrive.*

On August 19th two members of the Worship Committee, five Sunday School teachers, the curriculum and registration coordinator, and Pastor Bev met to discuss this Fall's plan for resuming Sunday School classes. The proposal was that classes resume on September 27th. Details are outlined on page 10 of this document.

The Worship Committee met on August 27th to discuss the responses to the letter sent out on August 6th. The data will confirm whether there is a need for two services or, for the time being, only one. This data will be important information to convey to Church Council. As of August 27th, 33 of the 231 household contacts have responded to the August 6th letter. Therefore, the response rate has been 14.3%. At this time, forty-two individuals do not plan to attend; sixteen individuals do. Not included on the list of possible attendees are the Sunday School families, members of the Worship Committee and three other members who will assist with greeting

and ushering. Others who will be in the building will include the worship team members and the audio and video technicians. The content of the September letter and of this document will be finalized in preparation for presentation to Church Council members.

On September 9th the committee is prepared to meet with individuals who have previously served as ushers and greeters and have shown an interest, as well as other members who have been contacted. Every Sunday six people will be needed to assist, three for each entrance. One volunteer will welcome and offer a mask, one will check people in and another will usher them to their seat where they will be physically distant from individuals or cohorts. These volunteers will be required to wear a mask.

This document entitled *Plans for Resuming Sunday School and In-Person Worship* summarizes the Worship Committee's work thus far in planning for the relaunch of Sunday School and in-person worship at Messiah but it will be updated as new directives are issued by the Alberta Government, the Synod of Alberta and The Territories and/or our insurance company.

We are prepared to discontinue in-person worship if levels of infection rise in our community.

The document will be distributed to Church Council members prior to their September 2nd meeting. After Council's meeting we will know whether or not to proceed with our planning for in-person worship on September 13th. In any event, the Worship Committee will meet on September 3rd to discuss their next steps.

Preparing the Facility

The following decisions have been made to reduce the risk of COVID-19.

- We can safely accommodate the seating of 70 people in the sanctuary providing a long pew replaces the short one in front of the Cry Room and that two of the pews in front of the mail boxes are separated by 2-metres. When the attendance consistently approaches 50 people the Worship Committee, in consultation with the pastors, will need to determine if a second worship service is warranted.
- The doors of the washrooms near the Fellowship Centre will be blocked open and, on Sundays, the fan and lights will be left on. To ensure privacy, signage will indicate that only one person should enter the washroom at a time. Other signage will emphasize the need for physical distancing.
- If extra seating is required during a service, the row of pews on the left side in the balcony that are farthest from the equipment, could be used. The rest of the balcony is reserved for the audio and video technicians. During the week Tova Olson, our Music Ministry Coordinator, and our pastors need access to the balcony. A bottle of hand sanitizer is available for their use.

- A diagram showing the route worshippers are to take will be distributed with the September letter and published in the September edition of *Messiah Messenger* (Appendix C). Signage and volunteers will be present to guide them.
- On Sundays, only the link and west doors will be open for entering and exiting the building.
- In the event of an emergency, the front exit doors can be used.
- Every other pew in the sanctuary will be designated as a non-seating area and will be blocked off.
- A symbol will be hung on the end of alternate pews to signal physical distancing. The symbol will change with the seasons; for Fall it will be a sunflower.
- The ushers will determine how to safely seat people in the pews, keeping 2-metre physical distancing in mind.
- In addition to masks, a portable hand sanitizer dispenser will be located at each entrance.
- The administrative assistant will prepare a list of people who have indicated, in their response to the August 6th letter, that they wish to return to worshipping in-person. The names of our Sunday School families will also be included. The names and contact information of other attendees who arrive will be added to this list. The attendance list will be kept for two weeks for the purpose of contact tracing. This is in the event that a member, who has been in attendance, tests positive for COVID-19. After two weeks the list will be shredded.
- As people wait in areas such as the Narthex, to check in, they must adhere to physical distancing signage.
- Those entering the west entrance will wait there, physically distancing themselves from one another, until the stairs are clear for them to proceed. Once at the top of the stairs they must observe the signs to stay 2-metres apart from individuals or cohorts waiting to check-in.
- An offering plate will be placed near each check-in area.
- Papers and hymnals will be removed from the pews.
- At the end of the service the ushers and greeters will assist worshippers in exiting the building through the doors they entered. People will be dismissed in order, starting with those seated the furthest back.
- Hand sanitizer dispensers located on the walls at the back of the sanctuary are available for worshippers to use as they exit the sanctuary.
- Except during baptisms, the baptismal font will only be used symbolically.

Closed Areas

- Areas at the back of the sanctuary that will be off limits include the mail boxes and the Welcome Centre. The Library will be closed on Sundays.

- With the exception of the hallway leading to the Fellowship Centre and the washrooms located in that hallway, the Fellowship Centre will be blocked. The kitchen adjacent to the Fellowship Centre and the Choir Room off of it will not be used.

Cleaning

During the time of COVID-19 developing enhanced cleaning procedures of areas used as well as determining the best and readily available disinfecting products will be discussed, with our custodians, Carolyn and Lloyd Olson.

- In addition to the regular washing/vacuuming of the floors in the areas that are currently being used, surfaces that are frequently touched on a daily basis such as light fixtures, interior and exterior door handles, and those in the washrooms will be cleaned and disinfected daily.
- Surfaces that are touched by participants at funerals, weddings, baptisms, and worship services such as handrails and the pews will be cleaned and disinfected as needed.
- Following a meeting in the Fellowship Centre the tables and chairs that are used will be cleaned and disinfected by the custodial staff.
- Extra hand sanitizer for the dispensers will be readily available to volunteers who notice when one is empty.
- Alberta Health Services has published a guide to cleaning and disinfecting public facilities (*Appendix E*).

Preparing for Worship

Communication

- In the article on page 6 of the July/August edition of the *Messiah Messenger* the Worship Committee's recommendation and Council's amended approval of it were shared (*Appendix A*).
- On August 6th a letter was sent either as an attachment to an email or delivered by mail, stating that plans were underway to resume in-person worship on September 13th. A response was requested regarding the worshippers' intention of returning to in-person worship or continuing to receive the worship service electronically, namely by You Tube or through television channels 10, 310, or 610 as this information would assist the Worship Committee in their planning (*Appendix B*).
- A second letter, will be published in September's *Messiah Messenger* and sent out on September 4th. This will give Council's decision regarding the launching of in-person worship on September 13th. If approval is given to proceed with planning for September 13th, a letter similar to the draft in *Appendix B* will be sent. It includes information that is listed below under *Prior to Arrival, Upon Arrival, During the Worship Service*, and

Following the Worship Service. A diagram showing worshippers where to walk will be also be included (*Appendix C*).

- Although there are members who want to return to worshipping in-person, hosting our worship services on You Tube and through East Link television channels 10, 310, and 610 will continue to be a priority.

Prior to Arrival

- If you are not feeling well or have a cough, fever, shortness of breath, runny nose or sore throat that are not related to a pre-existing illness or health issue you must not attend (*Appendix D*).
- If you have travelled internationally in the last 14 days or have been in contact with a confirmed COVID-19 case in the last 14 days you must not attend. (*Appendix D*).
- Be reminded that if you have underlying medical conditions or are over the age of 65 you are at a higher risk of experiencing worse symptoms than others if you contract the coronavirus.
- If you are unsure of your symptoms, Alberta Health Services has prepared a COVID-19 self-assessment tool. It can be found at myhealth.alberta.ca, click on “COVID-19 MyHealth.Alberta.ca patient instruction and other important links”, click on “COVID-19 Self-Assessment”
- Until further notice, the mailboxes will be covered and the Welcome Centre will be closed.

Upon Arrival

- Enter either through the link door or the one on the west, whichever is most convenient for you. Those who enter by way of the west entrance will be led to worship on the west side (piano side) of the sanctuary; those who enter by way of the link will be led to worship on the east side of the sanctuary (*Appendix C*). The T Coil for the hearing impaired is now available on both sides of the sanctuary.
- You will be welcomed by a masked volunteer who, standing near a portable hand sanitizer, will invite you to use it (*Appendix D*). He or she will then offer you a disposable mask. We have 2000 of them! Wearing a mask is highly recommended particularly as you enter and exit the church when physical distancing is more difficult to achieve. Wearing your own mask is certainly an option.
- Next you will move to the check-in area where a volunteer will either check you off on a prepared list that includes the names of those who have indicated they wish to return to in-person worship, or add your name and phone number to that list. This list will be kept in confidence at the church for 14 days after which it will be shredded. Knowing who is in attendance on a particular Sunday is important because, in the event that a member who has been in attendance tests positive for COVID-19, Alberta Health Services will want to follow through with contact tracing.

- If you wish to use it, an offering plate will be in the check-in area.
- Finally, a volunteer will lead you to a safe area to sit. You will notice a decoration hanging on the end of every other pew. For Fall it will be a sunflower. This is to indicate physical distancing. You will also notice that every second pew is blocked off. Until further notice, Messiah can only safely seat 70 people.

During the Worship Service

- The Worship Team will enter from the front of the sanctuary, by the organ, and although they will not be wearing masks, they will stay two meters apart from one another and will be several metres away from you.
- The hymnals and paper in the pews will have been removed. The congregation will not join in on the singing of the hymns but you may wish to hum along. The words will be on the screen so you are able to follow along and reflect on their meaning.
- To begin with, communion will not be offered but later, when it is, our pastors will give specific instructions. At this time, we know the following:
 - Those sitting on the east side of the sanctuary will commune first.
 - An usher will invite people to the center aisle as has been the previous practice.
 - The symbol on the end of the pews will signify the 2-meter physical distances so note where they are.
 - After communing, people will return to their pews by way of the side aisle, as they have done before.
- Except during baptisms, the baptismal font will only be used symbolically.
- The “Peace of the Lord” will be shared by waving, nodding or bowing rather than with physical contact such as the shaking of hands or hugging.
- Please practice good respiratory etiquette by coughing or sneezing into your elbow or tissue.
- The washrooms in the hallway to the Fellowship Centre are open for your use as is the one at the back of the sanctuary. Please observe the signage (*Appendix D*).

Following the Worship Service

- Until further notice, there will not be a coffee fellowship time in the Fellowship Centre.
- The Welcome Centre is closed and the mailboxes are covered. On Sundays the library is also closed.
- Ushers will dismiss people by starting with those seated in the pews farthest back and then moving forward.
- You will exit through the same door you entered (*Appendix C*).
- If there are family members or friends that you normally visit please meet outside.
- After you have left the church and you want to greet a friend you haven’t seen in a while please stay two arm lengths apart (2- metres). This is for your safety and theirs.

Preparing for Sunday School

On August 19th two Worship Committee members, five parents of Sunday School children, our curriculum and registration coordinator, and Pastor Bev met to discuss the plans for this Fall's Sunday School. Michelle Kennedy Hawkins had met with the Learning Committee on August 6th and as a result the Learning Committee will recommend to Church Council that Sunday School open at the beginning of October. Since Sunday School would not be scheduled on October 11 due to the Thanksgiving weekend, it was the consensus of the Sunday School teachers that Sunday School classes should resume on September 27th with the following precautions:

- Students and parents will enter from the west entrance and after checking in will be seated in the open pews on the west side of the sanctuary.
- The children will remain with their parents until after the Children's Time. Rather than come to the front to hear the story, they will watch it on either the front or back screen.
- After they have heard the children's story, the children will follow their teachers down the west stair case to the Sunday School area.
- While in the large Sunday School assembly area the children will participate in a large group activity. This might include viewing the video of the day's lesson, watching a puppet play and having a prepackaged snack. They will be seated physically distant from one another on either a square of carpet or linoleum.
- After that the children will go to one of the three classroom areas. There will be a class for the preschool children, those in grades 1 and 2 and another for those in grades 3-6.
- Teachers as well as the children in grades 4-6 will wear a mask, which is their situation at school.
- After the service, the children will be met, by a parent or guardian, in the Sunday School area.
- An adult will distribute hand sanitizer both at the beginning and ending of Sunday School.
- The teachers will have access to a disinfectant spray such as a solution of 4 teaspoons of unscented household bleach to 4 cups of water that can be used on areas that are touched by the children.

The parents of children aged three and under want access to both the cry room and the nursery. Therefore, they plan to clear out these rooms of all the toys and furnishings that cannot be safely used during COVID-19 time. These toys and furnishings will be stored until it is safe for them to be used again. The nursery is only for children three and under and they must be accompanied by a parent or guardian.

Appendix A

Recommendation to Council from the Worship Committee

June 23, 2020

Recommendation:

The Worship Committee recommends that

- a) in-person worship resume on September 13, 2020,
- b) the guidelines outlined by the Alberta Government on June 9 and those of the Synod of Alberta and The Territories on June 12 be implemented, and
- c) any updates posted by the government and/or the Synod be followed.

Rationale:

1. Specific guidelines have been published by both the Alberta Government and the Synod of Alberta and The Territories.
2. As of June 23rd there are no COVID-19 cases in the City of Camrose.
3. People who wish to return to in-person worship will have a safe opportunity to do so. Messiah's ministry of live-streaming worship services on You Tube and broadcasting them on Channel 10, 310, and 610 television will continue to be a priority.
4. Communion is an important part of our worship so people who wish to commune will have an opportunity to do so.
5. Physical distancing in our sanctuary is easily achieved.
6. Masks for those who do not have their own cloth masks have been ordered.

Proposed Plans for the Interim Period:

1. Coffee fellowships on the lawn by the church will begin July 8
2. Hikers meeting at the Jubilee Park Playground on Wednesdays, will begin July 1
3. Sunday evening campfires on the church lawn - devotions and fellowship – will begin July 5
4. DVDs will be provided for people who do not have access to internet or cable
5. A Geek Squad will assist people to
 - a. set up a DVD player
 - b. access our worship on You Tube using a tablet and a \$10/month internet service
6. Volunteers will be encouraged to offer small group book or Bible studies

Appendix B: Communication with Messiah Lutheran Church Worshippers

✚ July/August *Messiah Messenger*

Plans for Resuming In-Person Worship

Bishop Larry Kochendorfer has recommended that we not gather for in-person worship at the present time but he has encouraged congregations to intentionally prepare and plan for in-person worship so that is what your Worship Committee has been doing!

The Worship Committee's recommendation was approved by Church Council on June 23rd with the added condition that the daily reporting of new cases be static or decreasing. The recommendation was as follows:

- (a) in-person worship resume on September 13, 2020
- (b) the guidelines outlined by the Alberta Government on June 9th and those of the Synod of Alberta and The Territories on June 12th be implemented,
- (c) any updates posted by the government and/or the Synod be followed

Details will be published in the September Messenger.

✚ Letter sent out August 6th



Messiah Lutheran Church

4810 – 50 Street, Camrose, AB T4V 1P5

Phone 780-672-3444 Fax 780-612-3716

August 6, 2020

Re: Resuming in-person worship

Grace and peace to you from God: Father, Son and Holy Spirit.

These last few months have been a different time for us all! We hope and trust that this letter finds you well. We have been fortunate at Messiah to already have been broadcasting over Eastlink and streaming through YouTube. This has allowed us to continue to worship together and explore new creativity, but we look forward to the day we can worship again in person.

Alberta Health Services has begun to allow churches to re-open for worship but with new guidelines. We are continuing to worship through electronic means and that will remain even as we plan to gather for worship within our sanctuary. Church Council has set the date of September 13th to potentially open for

in-person worship, if the Alberta government is still allowing and if the number of COVID-19 cases remain stable.

Things will be a little different when we return to our building for worship:

1. Entrance will be only from two doors – either the “link” door on the east side or the “alley” door on the west side. Seating within the sanctuary will flow from which entrance you arrive at, with the “link” door leading you to sit on the east side and the alley door leading you to sit on the west side.
2. We encourage you to use the hand sanitizer which will be at each entrance.
3. We will need to practice the principle of physical distancing, staying 2 meters (6 feet) apart and using only every second pew. We will need to physically distance as we move into and out of our worship space as well. Ushers will be there to guide you. (Families and cohorts can sit closely together.)
4. To help with the safety of others, please wear a mask, if that is possible for you. Masks will be available at the church.
5. Offerings can be placed in the offering plate upon entry or you might prefer other options such as: mailing a cheque, e-transfer, interac (debit/credit machine available at the Welcome Centre), or drop off at the office.
6. Our worship team will provide music, but the congregation will not join in singing out loud. Instead, we invite you to sing in your head, hum along, or meditate with the music.
7. We will not be celebrating Holy Communion, initially.
8. With your permission, we will keep a list of names of people attending. This list will be kept confidentially by the church office for only two weeks and used only in the event of a COVID-19 case in our midst.

Alberta Health Services still recommends worshipping from home, and if you prefer, continue to join us through our broadcast or online. We gather in community to worship our Lord, while caring for one another to the best of our ability.

To more accurately prepare as we plan in-person worship for the fall, we need your help. Please contact the church office (780-672-3444 or office@messiahcamrose.ca) to let us know if you intend to worship in-person. This is not a commitment, but does give us an idea of how many to expect; at the same time you are welcome even if you have not notified us that you are coming.

We will continue to be in contact with more details as we approach the fall.

In Christ,

On behalf of the Worship Committee,



Pastor Bev Swanson



Pastor Calvin Skriver

Sharing Jesus Christ with All People

- ✚ Draft of letter to be distributed to members on September 4th and published in September's *Messiah Messenger*, revised September 3.



Messiah Lutheran Church

4810 – 50 Street, Camrose, AB T4V 1P5

Phone 780-672-3444 Fax 780-612-3716

Email: office@messiahcamrose.ca Website: www.messiahcamrose.ca

In-Person Worship at Messiah Resumes on September 13, 2020



Messiah's Church Council met on September 2nd and approved the Worship Committee's recommendation that in-person worship at Messiah Lutheran Church will resume on **September 13th**, and **Sunday School on September 27th 2020**.

We have been so fortunate to gather as a faith community through TV broadcast or online streaming through YouTube but many have been looking forward to worshipping together again in person.

The following guidelines have been established for the safe return to our building for worship:

- Entrance will be only from two doors – either the “link” door on the east side or the “alley” door on the west side. Seating within the sanctuary will flow from whichever entrance you arrive at, with the “link” door leading you to sit on the east side and the alley door leading you to sit on the west side. (refer to map)
- Please arrive in plenty of time to be seated. Call the office if you are able to help usher.
- We encourage you to use the hand sanitizer which will be at each entrance.
- We will need to practice the principle of physical distancing, staying 2 metres (6 feet) apart and using only every second pew. We will need to physically distance as we move into and out of our worship space as well. Ushers will be there to guide you. (Families and cohorts are welcome to sit closely together.) Ushers will lead you to your seat and at the end of the service will guide dismissal beginning with the back pews.
- The washrooms in the hallway to the Fellowship Centre will be open as will the one at the back of the sanctuary.
- To help with the safety of others, please wear a mask, if that is possible for you. Masks will be available at the church but you are welcome to wear your own.
- Offerings can be placed in the offering plate upon entry or you might prefer other options such as mailing a cheque, e-transfer, or drop off at the office.

- Our worship team will provide music, but the congregation will not join in singing out loud. Instead, we invite you to sing in your head, hum along, or meditate with the music. If Worship folders are used they will be placed in the pews ahead of time. Hymnals will not be used.
- The “Peace of the Lord” will be shared by waving, nodding or bowing rather than with physical contact such as the shaking of hands or hugging.
- Initially, we will not be celebrating Holy Communion.
- With your permission, we will keep a list of names of people attending. This list will be kept confidentially by the church office for only two weeks and used by Alberta Health Services for contact tracing only in the event of a COVID-19 case in our midst.
- Sunday School is tentatively scheduled to begin on September 27th. Unless they are in Sunday School, children are to remain with a parent or guardian at all times.

Our Synod office has also communicated to congregations returning to in-person worship the following health precautions:

- Staff, volunteers and worshippers who are ill or have any common COVID-19 symptoms (cough, fever, shortness of breath, runny nose, sore throat) that are not related to a pre-existing illness or health issue must not attend. Before each gathering the use of the online self-screening tool found at “myhealth.alberta.ca” by clicking on “COVID-19 MyHealth.Alberta.ca patient instruction and other important links”, then clicking on “COVID-19 Self-Assessment” is recommended.
- Individuals who have travelled internationally in the last 14 days must not attend.
- Those with underlying medical conditions and those over 65 years old should be aware that they are at higher risk of experiencing worse symptoms if they contract the virus.
- Worshippers are asked to practice good hand hygiene and respiratory etiquette by coughing or sneezing into their elbow or sleeve.

Alberta Health Services still recommends worshipping from home, so if you prefer, continue to join us through our broadcast or online. Whether in-person or virtually from home we gather as one in the Spirit to worship and praise our Lord.

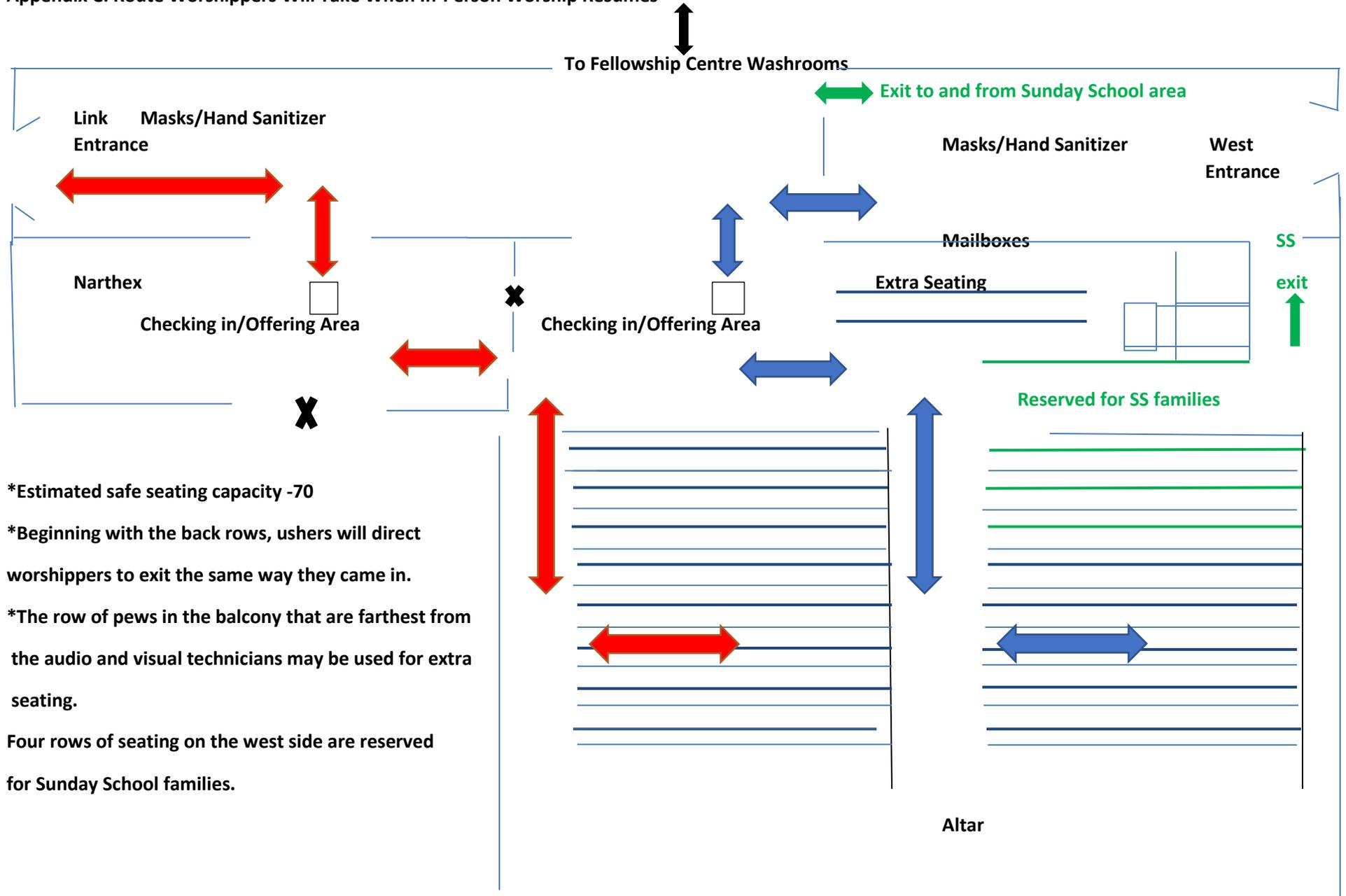
If you have not already done so, and plan to attend an in-person worship, please email or phone the office of your intent. Thank you.

Thanks be to God!



Sharing Jesus Christ with All People

Appendix C: Route Worshippers Will Take When In-Person Worship Resumes



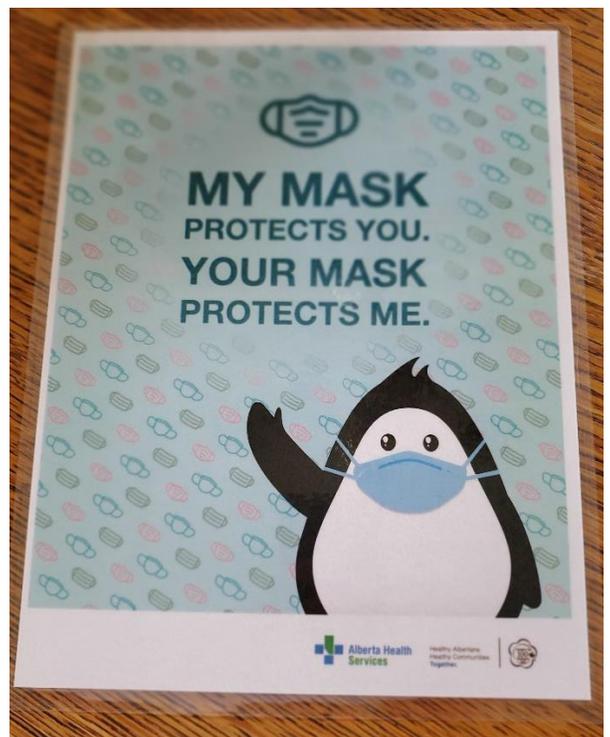
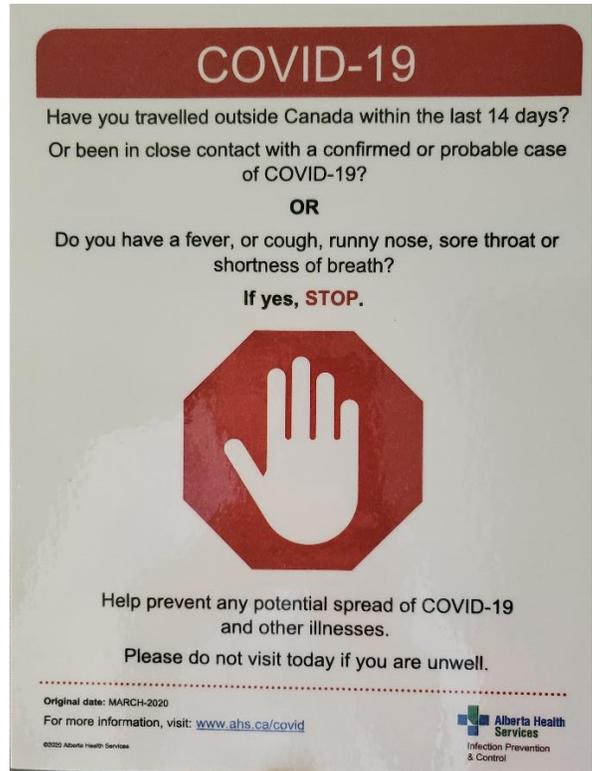
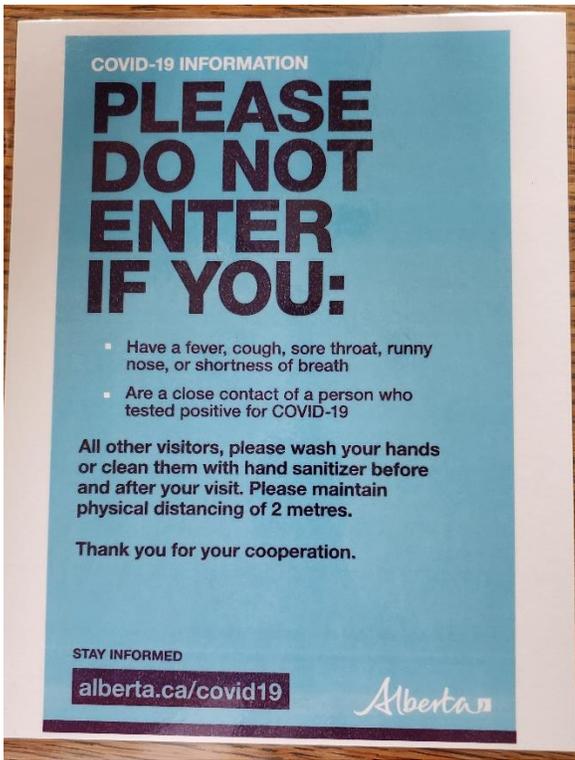
*Estimated safe seating capacity -70

*Beginning with the back rows, ushers will direct worshippers to exit the same way they came in.

*The row of pews in the balcony that are farthest from the audio and visual technicians may be used for extra seating.

Four rows of seating on the west side are reserved for Sunday School families.

Appendix D: Sample Photos of Signage and Posters Used Throughout the Church





Appendix E: COVID-19 Public Health Recommendations for Environmental Cleaning of Public Facilities

(August 12, 2020)

This document is to support owners and operators of public facilities with general cleaning and disinfection considerations as it relates to COVID-19 and respiratory illnesses in the community. For general information on COVID-19 or to find site specific resources, please visit: ahs.ca/covid.

General Cleaning

- Increase frequency of daily cleaning and disinfection of common areas and surfaces. Pay particular attention to door knobs, light switches, staff rooms, desktops, washrooms and other high touch surfaces.
- Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface.
- Disinfecting refers to using chemical to kill germs on surfaces. This is most effective after surfaces are cleaned. Both steps are important to reduce the spread of infection.
- Use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim. Be sure to follow the instructions on the label to disinfect effectively.
- o Visit Health Canada's List of Hard-surface Disinfectants and Hand Sanitizers (COVID-19)
- Alternatively, you can make a 1000ppm bleach water solution by mixing 20 ml (4 teaspoons) of unscented, household bleach with 1000 ml (4 cups) of water. Ensure the surface remains wet with the bleach water solution for 1 minute.
- Quaternary Ammonium Compounds (QUATs) can be used if it has a virucidal claim and Manufacturer's instructions are followed.
- Be sure to take the appropriate precautions when using chemicals for cleaning and disinfecting. Consult the product's Safety Data Sheets.

Addendum A

To: Church Council Members

From: Darlene Dahle, Worship Committee Chair

Date: August 28, 2020

You have an important decision to make on September 2nd regarding whether the active cases of COVID-19 in our area are such that Church Council's recommendation to resume in-person worship on September 13th can still proceed. The Worship Committee members are prepared for whatever you decide.

However, in anticipation of some of your concerns, we have prepared the attached document which is a summary of the meetings that have taken place as well as the specific plans that are in place to help ensure the safety of our members who wish to return to in-person worship.

Attached to the document are five appendices:

- A. June 27th recommendation to Church Council,
- B. communication with members,
- C. map showing the route people will take when entering and exiting the building,
- D. photos of posters that will be displayed, and
- E. guidelines for cleaning and disinfecting.

As of August 27th, 33 of the 231 household contacts have responded to the August 6th letter giving a response rate of 14.3%. At this time, forty-two individuals do not plan to attend but sixteen individuals do. Others not on the list but who will be attending include worship committee members and three others who have consented to assist with greeting and ushering. Attendance will increase when Sunday School resumes on September 27th.

The main reasons given for not attending in-person worship at this time were related to health concerns. Others however were just not comfortable in attending and as one couple stated we *want to wait and see how it goes*.

Next time you are in the church check out the bulletin boards that Rosanna and Signi have prepared for education purposes.

If we are given the go ahead, the map and the letter, that is included as a draft in the document, will be sent out on September 4th. They will also be published in the *Messenger*. Members of the Worship Committee will then meet at 10:00 on September 9th to do the final preparations for in-person worship and at 11:00 will have a training session with individuals who have consented to assist with greeting and ushering.

Lael Olson, our Council Liaison member will be at the September 2nd meeting to answer your questions.

Addendum B

Cleaning and Disinfecting Procedures as well as Hand Sanitizing at Messiah Lutheran Church During the Time of COVID-19

Reviewed by Pastor Calvin Skriver, Darlene Dahle, Worship Committee Chair, Ron Foshaug, Support Committee Chair, and Carolyn Olson, a member of the custodial staff.

September 4th, 2020; revised, September 12, 2020

During the time of COVID-19 Carolyn and Lloyd Olson have consented to cleaning and disinfecting frequently touched surfaces throughout the facility such as door knobs, light switches, interior and exterior door handles, hand rails, and those in the bathrooms. Since they are not present on a daily basis, it is noted that every morning Lori Mokry, Messiah's Administrative Assistant, disinfects the frequently touched surfaces in the office and workroom areas. One Council member suggested that disinfecting wipes be available for anyone to use on the surfaces in the washrooms.

In preparation for Sunday morning worship services, Carolyn and Lloyd Olson will clean and disinfect the areas that are accessible to worshippers such as the entrances, hallways, washrooms, and the sanctuary. This work will be completed towards the end of the week, after which access to these areas will be limited. The entrance doors to the facility will remain locked and the doors to the sanctuary will be closed. "Do Not Enter" signage, prepared by the Worship Committee, has been posted on the sanctuary doors.

The hard-surface disinfectants and hand sanitizers used will be those approved by Health Canada (refer to www.canada.ca, COVID-19 hard-surface disinfectants and hand sanitizers).

One hard-surface disinfectant on the government list of 51 that is available at the Soap Stop in Camrose is Oxivir, so it has been purchased. The active ingredient is hydrogen peroxide. Oxivir is basically non-toxic, not an irritant and requires no safety warnings or PPE.

A 3% over the counter hydrogen peroxide is also an effective disinfectant so a few bottles have been purchased. It can be sprayed full strength onto a cloth and left to dry on frequently touched surfaces such as door knobs, light fixtures, hand rails, and those found in the bathroom.

For larger surfaces, a one to one solution of hydrogen peroxide and distilled water is an effective disinfectant. After being sprayed on a surface, it will be lightly wiped to spread the spray and left for 15-20 minutes before being dried. This could be used to disinfect the tables and chairs in the Sunday School area.

The portions for a general cleaning product of hydrogen peroxide and distilled water would be 1:2 to which 2 teaspoons of lemon juice could be added.

An important note about hydrogen peroxide is that it loses its effectiveness and becomes unstable in light so when making a solution, only the amount needed will be prepared. That is why the custodians, rather than the teachers, will clean and disinfect the surfaces in the Sunday School area.

An alternative disinfectant solution that could be used on surfaces such as the tables and chairs in the Fellowship Centre is 4 teaspoons of unscented bleach to 4 cups of water (refer to page 19 in the Document). Note that perhaps a 2:2 solution would be better since this combination loses its effectiveness after approximately 24 hours.

There are many approved hand sanitizers. The requirements are that they either have a Natural Product Number (NPN) or Drug Identification Number (DIN) and are labelled with the following 5 warnings: is for external use only, contact with eyes is avoided, usage is stopped if skin irritation develops, is kept out of the reach of children and is flammable. Alberta Health recommends the content of hand-sanitizers be at least 60% alcohol (refer to page 5 of the June 22nd "Guidance For Places of Worship" publication by Alberta Health). The product we are using meets all these requirements.

A bottle of hand sanitizer will be available at each entrance and a wall mounted one is located at each sanctuary exit. Bottled hand sanitizers will also be available to the Sunday School teachers, audio and visual technicians, and the worship team.

Before Sunday School begins on September 27th, Carolyn Olson will procure additional door stops so that the Sunday School classroom doors, that tend to swing closed, will stay open while the students are present. During the week the classroom doors should be locked but the bathroom doors in that area can remain open. More door stops are needed in other areas of the church as well. Ron Foshaug will check into permanently attaching a door stop to the door at the link entrance. Weather permitting, entrance doors will be left open while worshippers arrive.

Addendum C

Guideline discussed and passed by the Worship Committee, September 15, 2020

One of the new Alberta Health Services guidelines on page 3 of *Guidance For Singing & Vocal Performance* (September 2020) states the following:

Ensure 4 meters distance between the start of a performance area (e.g., stage) and the audience. Stay as far back from the front of the stage or performance area as possible.

Since our Worship Team sings from the front west side of our sanctuary, attendees at a service will not be seated in the first 3 pews. This will ensure that there is ample distance between the singers and the congregation.