



DIOCESAN DIRECTIONS ON RE-OPENING

Introduction

These additional instructions are specifically for the Diocese of Toronto as we engage the Ecclesiastical Province of Ontario's **Red Stage** of the guidelines "Loving Our Neighbour", concurrent with the Ontario provincial government's Phase 2 of re-opening.

We anticipate that this is likely to be a long and graduated process. We offer these guidelines as our best effort to care for God's world and all people, as society battles a global pandemic. We rest secure in the knowledge of God's love for us and God's desire for the health and wellness of every person – physically, spiritually and emotionally – as demonstrated through the life and ministry, death and resurrection of our Lord Jesus Christ. As we continue to learn together about Covid-19, we are trying to act in ways that are honourable and creative. We will be adapting our directives responsively and responsibly, at each new phase, and with any change that may arise as the situation unfolds.

There is much to be done to provide a gradual, careful, and inviting reopening. To support this work, we require each parish to recruit an individual or team of volunteers who can implement the protocols and monitor the checklists provided, and to plan for how the congregation can begin to gather again, within the guidelines of size and social distancing, in ways that are welcoming, pastoral, missional and cautious.

Guidance on Reopening for Employees during COVID-19

Parishes are obliged to provide a safe work environment for staff, as set out in the Occupational Health and Safety Act (OHSA) and its regulations and the directives coming from the Chief Medical Officer of Health.

Employees can and should raise any concerns to their:

- Incumbent/Churchwardens
- Joint Health and Safety Committee
- health and safety representative

Under Ontario law, employers have the duty to keep employees and work sites safe and free of hazards. Employees have the right to refuse unsafe work. If health and safety concerns are not resolved internally, an employee can seek enforcement by filing a complaint with the ministry's Health and Safety Contact Centre.

Keeping safe at work involves understanding how people could come into contact with COVID-19 as they perform their jobs, and then taking steps to minimize contact. People such as office administrators, parish secretaries and maintenance staff are just some of those who need to consider how they can work safely and prevent the spread.

The symptoms of COVID-19 are like many other illnesses, including the cold and flu. At this time, it is required that clerics, employees, volunteers and essential visitors pass the [Screening Questionnaire](#) before or at the start of their day or shift and follow the screening instructions and that any employee who has any symptoms related to cold, flu or COVID-19 should be sent home, even if they have only mild symptoms. In addition, Parishes should advise these employees to complete the [online self-assessment](#) or call either:

- Telehealth: 1-866-797-0000
- their primary care provider (for example, family physician)

COVID-19 has presented challenges workplaces have never encountered before. Keep in mind that any adjustments made today may need readjusting tomorrow. Look at preventative measures on an ongoing basis and adjust them if they are not working well enough or causing other issues. For example, are people doing what they've been asked to do? If not, what is preventing them from doing so? Can you make adjustments and improve?

For assistance or further help, please contact any member of the Human Resources department: Aneita Chang, Human Resources Coordinator; Amy Talbert, Manager of Human Resources; or Deborah Journeaux, Director of Human Resources.

For additional information, refer to Health Canada's website on COVID-19:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html?topic=tilelink>

RESOURCES

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

Guidance on Reopening for Licensees / Tenants during COVID-19

Many churches in the Diocese of Toronto provide space to a variety of user groups that range from AA to licensed daycares to ecumenical churches. Despite our determination to remain closed for corporate worship until at least September, we have no basis to exclude the tenants/licensees from using their space pursuant to the terms of the lease/license, which would include compliance with any applicable laws or regulations.

Most licensees have use of a defined space for a limited period of time. As the provider of that space, the church must now consider how it is going to clean that space to make it safe for the user. It is no longer acceptable to allow groups to clean up after themselves and leave the space “neat and tidy”. Churches must also ensure that their users are aware of their responsibilities. In the case of a lease, like a daycare, the user often has exclusive use of a defined space. The lease sets out who is responsible for cleaning (e.g. parish or the leasee).

A Checklist for Reopening Parish Spaces

Red Stage

	Person responsible	Date completed
Preparing Parish Offices and Meeting Spaces		
Order all required cleaning supplies and PPE (masks/gloves) for office and staff; wipes or disinfectant, paper towels, tissues.		
Identify high-touch areas: doorknobs, light switches, toilets and taps, elevator buttons, countertops, bannisters and railings, appliances, photocopier, and shared office equipment.		
Drinking fountains must be turned off and marked as such.		
Arrange for offices and used meeting rooms to be cleaned by professionals and/or volunteers at least daily. Frequently touched surfaces must be cleaned twice daily.		
Cleaners must be aware of Public Health guidelines: https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en		
Workstations that are shared must be cleaned between each user.		
Rearrange workstations if needed to ensure physical distancing.		
Install plexiglass if needed to ensure physical distancing, e.g. at reception. Supplier links: https://www.artsoft.ca/catalog/product-category/social-distancing-sign/?gclid=EAlaIQobChMIzoKChLP_6AIVnvrjBx0zIAIaEAAAYASAAEgJZEfD_BWE http://www.lumichrom.com/covid-19-plexiglass-safety-barriers?gclid=EAlaIQobChMIy-edh7T_6AIVxf3jBx2KyQJiEAAAYASAAEgJZQ_D_BWE https://officecentralinteriors.com/?utm_campaign=emailmarketing_79871049886&utm_medium=email&utm_source=shopify_email		
Designate separate entrance(s) and exit(s) if possible with signage.		
Put up posters at entrances educating staff about symptoms (COVID-19/cold/flu), and sanitizing and washing hands immediately upon entry. 9851 Mask Bylaw Letter Poster 2 COVID-19 Entrances		
Place hand sanitizer containing at least 60% alcohol content at the entrance(s) and throughout the building.		
Provide masks (disposable or washable cloth) and require their use. Provide a laundry basket to collect used cloth masks at exits. Arrange for laundering of reusable cloth masks.		

<p>Put up posters educating on COVID-19, physical distancing, hand hygiene, cough hygiene, use of PPE/masks, if showing symptoms (COVID-19/cold/flu), or have travelled internationally in the last 14 days must stay home.</p> <p>Fact Sheet Novel Coronavirus</p> <p>COVID-19 Social Distancing</p> <p>COVID-19: Protect Yourself - Wash Your Hands</p> <p>Handwashing Poster</p> <p>Hand Sanitizing Poster</p> <p>Cover Your Cough</p> <p>COVID-19: Protect Yourself – Cover Your Cough</p> <p>Health & Safety During COVID-19 - Protect Yourself and Others</p>		
<p>Put up posters on maintaining mental health.</p> <p>Feelings of Stress and Anxiety During COVID-19</p> <p>Taking Care of Your Mental Health and Well-Being</p>		
<p>Reduce meeting room seating capacities to ensure small numbers and physical distancing; post signs on meeting rooms advising limits. Do not share microphones for meetings.</p>		
<p>Close rooms that will not be in use and post signs not to use.</p>		
<p>Close common areas like kitchen, lunchroom, coffee and tea stations. No food or beverages are to be served or shared.</p>		
<p>Post signs on photocopier, shared telephones, and other common equipment to “Please wash hands after use.”</p>		
<p>Remove all shared items such as reading materials from common areas, utensils and dishes from kitchens and lunchrooms.</p>		
<p>Designate how many people will be allowed in a washroom at one time. Use signage as well as floor indicators to show physical distance for those waiting for the washroom.</p> <p>Supplier link: https://safetymedia.com/category/healthCOVID19/covid-19-signage-and-displays</p>		
<p>Designate how many people will be allowed in elevator (if applicable) at one time. Post sign on elevator to advise.</p>		
<p>Reschedule unnecessary visits by supply chain partners, vendors or others who do not need to be on site right now.</p>		
<p>Introduce more fresh air by increasing the ventilation system air intake or opening windows. Avoid central air recirculation where possible. Do not use fans.</p>		
<p>Our buildings remain closed to the public. Post signs at entrances indicating that offices are open to visitors by appointment only.</p>		

Decide on a schedule for staff to return. Consider staggered worktimes.	Incumbent/ Churchwardens	
Require written confirmation from licensees/rental groups as to how they will meet their gathering and health guidelines, prior to their use of the facility.		
Review and modify if needed, the emergency safety protocols (fire evacuation, medical emergency, etc.)		
Develop your Return to Work Plan for Staff – a sample is below; obtain Health & Safety Rep/JHSC input. Return to the Parish Plan Sample Presentation		
Preparing - Parish Staff, Volunteers and Licensees		
Communicate the Return Plan to staff, volunteers and licensees before returning.		
Communicate that anyone who is ill, experiencing symptoms or who has been exposed to COVID-19 must stay home. Everyone must be symptom-free before entering the building. Use the Screening Questionnaire below.		
Communicate that anyone who has travelled internationally must stay home and self isolate for 14 days before entering the building.		
Communicate to staff that if they experience symptoms (COVID-19/cold/flu) while at work, they must go home or work from home.		
Communicate to staff, volunteers and licensees to keep physical distance at all times, practice good hand hygiene and cough hygiene, and that they must wear a mask when unable to physically distance (if space is open to the public/parishioners, they must wear a mask at all times).		
Communicate to staff to take proper breaks during the day, and to care for their mental health.		
Remind staff, volunteers and licensees that they must clean and sanitize hands upon arrival and frequently throughout their time in the building.		
Take attendance daily and ensure that all persons on site have provided information for contact tracing if needed. Everyone (clerics, staff and volunteers) must read the Screening Questionnaire before or at the start of their day or shift and follow the instructions. All visitors must have appointments, check in at reception and read the screening questionnaire and follow the instructions. For reasons of privacy, contact logs must be securely stored for a period of three (3) years. New Contact Tracing Logbook Screening Questionnaire		
Communicate to staff, volunteers and licensees any temporary changes to the emergency safety protocols (fire evacuation, medical emergency, etc.)		
Returning to the Parish Office		
Train staff on hand hygiene, cough hygiene and use of masks and gloves. Handwashing Poster Hand Sanitizing Poster		

Cover Your Cough Good Cloth Masks When and How to Wear a Mask		
Remind staff that they must clean hands when they arrive at the office.		
Remind staff that if experiencing symptoms of COVID-19/cold/flu, they should advise their Supervisor immediately and return home or work from home.		
Remind staff to maintain physical distance while at the office and to wear mask outside of their work area and where physical distancing is not possible (if space is open to the public/parishioners, they must wear a mask at all times).		
Daily check ins with staff on whether they are experiencing symptoms (COVID-19/cold/flu) after return.		
Conduct weekly meeting – online or with physical distancing - to advise staff on updates, how things are progressing, address any concerns or questions, etc.		

A Checklist for Outreach Ministries

Red Stage

<p>Food security ministries to vulnerable populations continue to be permitted</p>		
<p>Physical distancing: engineer your space to ensure everyone can stay 2 metres (6 feet) apart at all times.</p> <p>In general, we encourage you to offer food on a takeaway basis, unless you have an established drop-in programme and feel confident in maintaining physical distancing and hygiene to a high standard.</p> <p>If guests are entering and staying in the space, ensure that the maximum number of people in the space at one time does not exceed public health guidelines for gatherings (currently a maximum of 10 people at one time), masks are worn, and that physical distancing can be maintained.</p>		
<p>Screening: All staff, volunteers, and essential visitors entering and/or working in homelessness services settings should be actively screened before every shift, prior to entering the site. Non-essential visitors should not be visiting the site at this point in time. Staff and volunteers are asked to assess themselves before they travel to work, in order to minimize the risk of exposure to COVID-19 and to support everyone's health and safety.</p> <p>Screening tool for staff and volunteers</p> <p>Screening Questionnaire</p>		
<p>Take attendance daily and ensure that all staff and volunteers or essential visitors have provided information for contact tracing if needed. For reasons of privacy, contact logs must be securely stored for a period of three (3) years.</p> <p>It may be helpful to collect contact information of guests, but service should not be restricted or denied if people are unable or unwilling to provide this information.</p> <p>New Contact Tracing Logbook</p>		
<p>All guests should be screened on arrival, whether formally or informally. The screening tool used for staff may be adapted for informal screening of guests, or you may use the following screening tool:</p> <p>City of Toronto screening tool for homelessness service settings</p> <p>Screening Questionnaire</p> <p>While conducting the screening, maintain a distance of 2 metres between yourself and the client. You may remain behind a plexiglass barrier where possible, or else conduct the screening outside the entrance to the space,</p>		

wearing eye protection and a gown. The screener may also be the appropriate person to offer hand sanitizer to anyone entering the space.		
<p>If a guest is symptomatic or answers “yes” to a screening question:</p> <ul style="list-style-type: none"> • Ask them to sanitize their hands and to wear a mask. • Encourage the guest to isolate themselves from others (at least 2 m apart). • Sanitize all surfaces the guest may have touched and ask other participants who have touched these surfaces to sanitize their hands. • If a guest is symptomatic but not experiencing severe symptoms, arrange for transportation to a COVID-19 assessment centre. The protocol will vary depending on your municipality. Within the City of Toronto, use the following form (which must be accompanied by a copy of the screening tool above). City of Toronto: Arranging Non-Emergency Transport <p>Outside Toronto, please contact your local health authority for the protocol on referrals to assessment centres in your community.</p>		
<p>Hand Hygiene: Teach everyone effective hand washing and use of hand sanitizer. Post handwashing and hand sanitizer instructions where they are easily visible. Make hand sanitizer and appropriate signage available at all entry points.</p> <p>Handwashing poster</p> <p>Hand sanitizing poster</p>		
<p>Cough Hygiene: Teach everyone proper cough hygiene. Post cough hygiene instructions where they are easily visible. Make appropriate signage available at all entry points.</p> <p>Cover Your Cough</p> <p>COVID-19: Protect Yourself – Cover Your Cough</p>		
<p>Personal Protective Equipment (PPE): Determine which PPE is needed, depending upon the risk of exposure to respiratory droplets. For more information on PPE, see Recommendations for PPE for Diocese of Toronto Outreach Programs During a Pandemic. You can also watch the video tutorial on Safe Use of PPE during the COVID-19 Pandemic.</p>		
<p>Food preparation: Your site may have had to be creative in preparing food. Be mindful of safe food handling practices when accepting food donations and preparing food for distribution.</p> <p>Danger Zone food safety poster</p>		

Food Safety for Food Donations		
<p>Food consumption: If food is to be eaten on site, ensure that all packaging and utensils are single-use disposables, and that guests have the opportunity to wash or sanitize their hands immediately before eating. Consider whether to eliminate tables, or clean them frequently if they are used.</p>		
<p>Cleaning: Clean the general environment and “high-touch” surfaces often. Where possible, eliminate the need to have many hands on a single surface, e.g. leave doors open so that multiple people are not touching the door handle; have a single volunteer handle the hand sanitizer. Do not share pens, cellphones, or other personal items.</p> <p>When cleaning, clean visible dirt first, then apply disinfectant with suitable contact time at a frequency appropriate for the use of the surface. Pay particular attention to frequent cleaning of washrooms. Set up a system, a schedule, and get everybody on board. Additional guidelines can be found here.</p>		
<p>Donations: Consider the types of donations and deliveries you receive on an ongoing basis, and what protocols you will have for receiving them. Limit the times, number of people and physical contact with donors and donations. Non-perishable items such as clothing and book donations should be ‘quarantined’ for 72 hours before further handling/distribution.</p>		

A Checklist for Reopening: Parish Life

Red Stage

	Person responsible	Date completed
Corporate Worship		
Regular corporate worship continues to be offered online only – via livestream, pre-recorded broadcast, or conference platforms such as ZOOM or WebEx.		
Parishes not offering online worship may direct parishioners to other parishes, including St James Cathedral, that do.		
Our buildings remain closed to the public. The minimal number of persons required for providing online worship, and no more than 10 persons in total, are permitted into the nave, practicing physical distancing of 2 metres and wearing masks.		
Solo vocalists and wind instrumentalists are to maintain a distance of 4 metres from others.		
Small Gatherings		
Meetings for business, study, fellowship and devotions are encouraged to continue online.		
Small gatherings of up to 10 persons may occur, within the building or outdoors, with strict physical distancing and wearing masks. In-person meetings may be preferable for sensitive conversations, employment matters or other reasons of confidentiality. No person should feel obligated to attend a meeting in person.		
Gatherings should be by appointment or invitation only. Our buildings remain closed to the public.		
If gathering, take attendance and ensure that all attendees have provided information for contact tracing if needed. Contact logs must be securely stored for a period of three (3) years, and information kept private. Contact Tracing Logbook		
Set up the space in order to indicate capacity and demonstrate physical distancing for those gathering.		
Hand sanitizer should be provided and hand hygiene rigorously observed.		
Masks must be provided and required when indoors. (People may bring and use their own masks.)		
The meeting area must be thoroughly cleaned between user groups.		
Kitchens are closed for food preparation. No refreshments are to be served or shared.		
Drinking fountains must be turned off and marked as such.		
Weddings, funerals and emergency baptisms		
Gathering limits of 10 must be observed, inside or outside. Our buildings remain closed to the public.		
You must consult your Area Bishop (or Regional Dean, if away) before having a wedding, funeral or emergency baptism to discuss safety precautions.		

Take attendance and ensure that all attendees have provided information for contact tracing if needed. Contact logs must be securely stored for a period of three (3) years, and information kept private. Contact Tracing Logbook for Weddings and Funerals		
Physical distancing must be observed. No physical contact is allowed.		
Close off rooms and common areas not required.		
Create single use bulletins (or project words to screens) rather than using shared prayer books and hymnals.		
Communicate to all who may attend that those who have been exposed to COVID-19 or are experiencing symptoms of COVID-19, a cold, the flu or who are ill must stay home. This includes clergy.		
No congregational singing is permitted. Recorded music is permitted, as are instrumentalists and/or solo vocalists maintaining a minimum 4-metre distance.		
<i>For Weddings</i>		
The officiant must wear a mask indoors and outdoors if a 2 metre distance cannot be maintained.		
The officiant should not wrap a stole around the couple's hands.		
The wedding party – apart from the couple – must be physically distanced, and masks must be worn.		
<i>For Funerals</i>		
The officiant must wear a mask indoors and outdoors and maintain 2 metre distance.		
Respect the restrictions at funeral homes during this time.		
Visitation takes place in the funeral home and is controlled by them.		
<i>For Baptisms</i>		
Baptisms are only those that are considered urgent. Only one candidate is to be baptised.		
A hand sanitizer station should be at the font.		
Mark the floor in advance to indicate physical distancing for those standing around the font. Masks must be worn.		
The font is sanitized and filled with fresh water at the time of the baptism.		
The person to be baptized, if an infant, remains in the arms of a family member.		
The priest wears a mask at the font and at any time when physical distancing cannot be maintained.		
Water is poured on the baptized by the priest with a sanitized shell or similar vessel. Alternatively, a family member may pour the water.		
The baptized is anointed with oil on a clean new cotton ball.		
A member of the baptismal party lights the baptismal candle from the paschal candle as the words of presentation are said. Candles are not to be passed.		
<i>One to one pastoral visits</i>		
Physical distancing must always be exercised and masks must be worn. Do not shake hands or hug.		

Hand sanitizing must happen before and after the visit.		
Masks are required for both people. Have masks available.		
Priest or pastoral visitors must be healthy and without an underlying medical condition that makes them vulnerable.		
If the person requesting the pastoral visit is experiencing symptoms of COVID-19/cold/flu or are ill or vulnerable to illness, a phone or online visit is required.		
Space chosen for the visit must be well ventilated, with an open window if possible. Do not use fans. Clean the space before and after.		
If meeting is not in the church building, the same protocols remain.		
If the pastoral visit takes place in an institution, clergy must comply with their protocols in addition to all diocesan guidelines.		

Planning for Parish Life

Amber Stage

The following are working guidelines in anticipation of the Ecclesiastical Province of Ontario entering into the **Amber Stage** of the guidelines “Loving Our Neighbour”, starting on an undetermined date in September. At time of writing, the Ontario provincial government’s Phase Two calls for a 30% capacity limit on worship spaces. This number may change, but for planning purposes, that number is used throughout these proposed guidelines.

	Person responsible	Date completed
Corporate Worship		
Corporate worship may resume with in-person gatherings up to 30% of space capacity.		
Parishes continue to offer online worship - or direct parishioners to online services - in addition to providing in-person worship. No person should feel obliged to attend in-person worship.		
Worship Space Preparation		
Order all required cleaning supplies.		
Identify high-touch areas: doorknobs, light switches, elevator buttons, bannisters, railings, kneelers, the backs, tops and arms of pews.		
Arrange for worship space to be cleaned by professionals and/or trained volunteers after each service . Particular attention is to be given to high-touch areas. Allow sufficient time between services to completely vacate the space and allow for a thorough cleaning.		
Designate how many people will be allowed in a washroom at one time. Use signage as well as floor indicators to show physical distance for those waiting for the washroom. <i>Supplier link:</i> https://safetymedia.com/category/healthCOVID19/covid-19-signage-and-displays		
Drinking fountains must be turned off and marked as such.		
Designate how many people will be allowed in elevator (if applicable) at one time. Post sign on elevator to advise.		
Rope off pews (or remove seats) to indicate appropriate physical distancing of 2 m between individuals/family groupings, to the maximum capacity of 30% of available space.		
Seating in the sanctuary also needs to maintain physical distancing. Furniture may need to be rearranged.		
Use signage and floor markings to indicate directions of movement through the space.		
The capacity of the vestry, sacristy and other small rooms will need to be considered to prevent overcrowding. Limit access to these rooms prior to services and stagger preparation times for participants.		
Close off areas and rooms that will not be in use and put up signs indicating such.		
Place hand sanitizer containing at least 60% alcohol content at the entrance(s) and throughout the church.		

Provide masks (disposable or washable cloth) and require their use. Provide a laundry basket to collect used cloth masks at exits. Arrange for safe laundering of reusable cloth masks.		
Fonts and stoops are to remain dry.		
Introduce more fresh air by increasing the ventilation system air intake or opening windows. Avoid central air recirculation where possible. Do not use fans.		
Put up posters with information on COVID-19, physical distancing, hand hygiene, cough hygiene, use masks, and when to stay home. Fact Sheet Novel Coronavirus COVID-19 Social Distancing COVID-19: Protect Yourself - Wash Your Hands Handwashing Poster Hand Sanitizing Poster Cover Your Cough COVID-19: Protect Yourself – Cover Your Cough Health & Safety During COVID-19 - Protect Yourself and Others		
Plan for how parish list will be divided and parishioners invited to attend services so that congregation sizes can be controlled. In planning, allow space for unexpected guests or visitors in order not to refuse entrance to seekers; we recommend 5 – 10 % of the available seats.		
Train sidespersons and greeters on the protocols for contact tracing, social distancing, hand hygiene, masks, and how to seat and usher worshippers.		
Communicate to persons responsible for emergencies during worship any temporary changes to the emergency safety protocols (fire evacuation, medical emergency, etc.)		
Consider those parishioners with special needs who may need individualized consideration. Consult with them and their caregivers about needed supports to safely return.		
Communicate changes to parishioners and the public on social media and parish website in order to prepare worshippers and describe new protocols. Encourage them to bring their own masks, water bottles, etc.		
During Worship		
Worshippers must practice physical distancing at all times. Use signs and floor markers to demonstrate the 2 m distance. Pay particular attention to areas where crowding normally occurs: entrances, vestibules and aisles.		
Place hand sanitizer prominently at entrances and throughout the nave. Insist upon usage.		
Have masks available and insist upon usage. (People may bring and use their own masks.)		
Take attendance upon arrival and ensure that all attendees have provided information for contact tracing if needed. Contact logs must be securely stored for a period of three (3) years, and information kept private. Contact Tracing Logbook for Services		
Individual service leaflets are to be distributed or the liturgy projected onto overhead screens. No prayer books/hymnals are to be handled and shared.		

With water fountains disabled, sidespersons may provide water only for reasons of health and safety when necessary. Have water in disposable cups/bottles available, only for this purpose, and distribute with sanitized hands.		
Children under the age of ten are to remain with their family. Families may bring their own toys and snacks for children but must not share them with others.		
Clean, new items for children – leaflets, crafts, small books or toys – may be provided by the parish but are not to be shared or returned at the conclusion of the service.		
Youth programs (for ages ten and up) may resume with strict social distancing and use of masks. No food or beverages are to be served or shared. No singing is permitted.		
No physical contact is to take place: smiles and words only during the exchange of the Peace.		
Collection plates and baskets are not to be passed person-to-person during the Offertory. Parishioners may deposit their offering into plates or baskets prominently placed out to receive them.		
No choral or congregational singing is permitted. Recorded music, instrumental music and soloists are allowed. Vocalists and wind instruments must keep a distance of 4 metres from others.		
Liturgical dancing must be suspended at this time.		
Microphones must be assigned to a single individual and not be passed or shared during a service. Microphones must be sanitized between services.		
Thuribles are not to be passed between thurifers and/or clergy.		
The Eucharist		
The celebration of the Eucharist may resume, in one kind. The presiding celebrant will consecrate both the bread and the wine, and consume in both kinds, but will distribute only the consecrated bread to all others.		
A deacon, altar guild member or server – with thoroughly sanitized hands – may help prepare the credence table ahead of time for Holy Communion.		
The elements for Holy Communion are placed in the sanctuary by the presiding celebrant before the service and are not to be processed during the Offertory. Only the presiding celebrant is to handle the elements.		
The presiding celebrant stands alone at the altar, and prepares the altar for the Eucharist. There is to be no passing of vessels. Only the presiding celebrant is to handle the elements.		
The presiding celebrant and other speakers in the liturgy may remove their mask if socially distanced, for purposes of clear articulation, but while presiding at the altar the presiding celebrant must either use a mask or cover the elements with palls, veils or purificators when speaking.		
Hand sanitizer is to be used by the priest before handling the elements and distributing communion. The priest must wear a mask at the time of distribution.		
All persons distributing communion must use hand sanitizer and wear a mask.		
Communicants must wear masks, and come forward in a socially distanced manner. Floor markings and sidespersons can help ensure distance in lines.		
Holy Communion is distributed from standing stations. Avoid communion rails and kneelers.		

Communicants receive the host while still wearing a mask. They then move away from the communion minister to remove their mask, consume the host, and replace their mask, before returning to their seat.		
Consecrated bread is to be placed carefully in the communicant's hand with the minimum of touching. Larger wafers are recommended for this purpose. (Receiving the sacrament on the tongue is reserved for private communions only, when rigorous hand hygiene can occur both before and after communion.)		
Should accidental contact take place, the communion minister must stop and sanitize their hands before resuming distribution.		
Blessings must be given without touch.		
Prayers for healing without contact are permitted. (Anointing with oil is reserved for private visits only, when rigorous hand hygiene can occur both before and after the anointing.)		
Other Notes		
Arrange for worship space and washrooms to be cleaned by professionals and/or volunteers after each service. Particular attention is to be given to high-touch areas. Allow sufficient time between services to completely vacate the space and allow for a thorough cleaning.		
Those who count money are to wear gloves and wash their hands thoroughly afterwards.		
Larger in-person gatherings may now resume, to established gathering limits, where physical distancing is possible.		
Food and beverages continue NOT to be served or shared at any gathering.		
Routine pastoral care visiting may resume, observing heightened hygiene practices.		