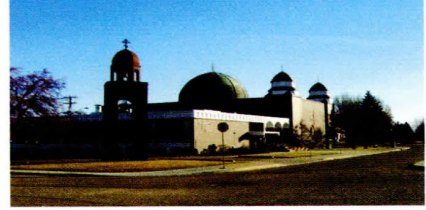


ST. ANDREW'S UKRAINIAN ORTHODOX SOBOR PARISH

9831 - 75 STREET
EDMONTON, ALBERTA
CANADA T6A 2Y8



Слава Ісусу Христу! Слава навіки! Glory Be To Jesus Christ! Glory Forever!

Dear Parish Members and Friends;

Once again, and on behalf of the Board of Management, it is a privilege for me to greet you. We pray that all of you and your families are safe and healthy and that Covid-19 has by-passed you by a country mile.

The purpose of this communication is to provide more detail on the Board's Reopening Plan for Worship Services at St. Andrew's Ukrainian Orthodox Sobor Parish.

The Reopening Plan developed by the Board of Management is based on the *Guidance for Places of Worship* (Government of Alberta) and the *Checklist for Reopening of Churches* (UOCC). Both documents are included.

With the Blessing of His Grace, Bishop Ilarion, Sunday Divine Liturgy services at the Parish were re-launched beginning July 19, 2020. To date, attendance has ranged from 12 to 26 worshippers, which includes the Parish Priest, a palamar, a cantor, 2 greeters, and 1 or 2 ushers. The average attendance is around 20 worshippers.

As of now, Divine Liturgy services are held only on Sunday; services on Holy Days falling during weekdays (Monday to Saturday) are not being held until further notice.

All of us have a responsibility in preventing and reducing the spread of Covid-19. The Parish Board of Management has the following responsibilities:

- ❖ Insuring and monitoring that the reopening plan is adhered to and followed,
- ❖ Assuring worshippers that the environment for worship services is clean and sanitized, and
- ❖ Assuring worshippers that the procedures and practices that have been implemented for worship services are in the best interests of their health such that their health is not comprised.

The re-launching of worship services does not mean a return to how we previously entered the Church and how we celebrated the Divine Liturgy. Things are different. Procedures and practices vary from parish to parish depending upon each parish's plan for reopening.

The Parish's Reopening Plan is presented below

St. Andrew's Ukrainian Orthodox Sobor Parish Reopening Plan for Worship Services

Sections A to I provide information and list directives for worshippers who want to attend a Sunday Divine Liturgy.

A. Limitations

1. We encourage you to stay at home if you:
 - a. Have been diagnosed with Covid-19, live with someone with Covid-19, or been exposed to someone with Covid-19 in the past 14 days.
 - b. Are experiencing a cough, fever, shortness of breath, sore throat, runny nose, flu-like symptoms, or have underlying or compromised medical conditions.
 - c. Have travelled outside Canada in the past 14 days.
2. Number of worshippers is fixed to 40 to not exceed maximum according to guidelines for physical distancing. Only every second pew will be used for seating.
3. To manage fairness, equal access, and ensuring adherence to provincial guidelines, attendees will be determined in advance and you will be informed when you can attend a service.
4. You will take turns in attending a service. If you come on a Sunday that is not designated for your attendance, you may not be allowed to enter due to attendance limitations.
5. The only areas of the Parish Building Complex that are open to worshippers are the west entrance to the Atrium, the Atrium, the Vestibule, the Church Nave, the upstairs washroom, the west entrance to the Cultural Hall for those requiring use of the elevator, stairs from the Cultural Hall doors leading up to the Atrium.
6. The cry room, upstairs kitchen, Tillie Kurysh Hall, Cultural Hall basement, kitchen downstairs, choir loft, coat room in the vestibule, and the washrooms downstairs are closed to worshippers.

B. Attending a Worship Service

7. If you are prepared to attend a worship service, then you:
 - a. Need to contact Ernest Skakun by email at president@uocc-standrew.ca or by telephone at 780-434-0543 no later than THURSDAY prior to the Sunday that you want to attend, indicating how many from your household that will be attending the service and their names. Your cooperation in meeting this request is greatly appreciated since it allows time for developing an Attendance Sheet and a tentative seating plan.
 - b. Will be notified no later than FRIDAY if you can attend the service.
 - c. Will be attending at your own risk.
 - d. Need to bring the following:
 - i. Filled water bottle since the water fountain is shut off and getting water from other water taps is discouraged
 - ii. Gloves for additional protection
 - iii. Mask
 - iv. Personal disinfectant
 - v. Your own Prayer book since all prayer books and other materials have been removed from the pews

Masks and gloves will be provided if you do not have any and hand sanitizers will be available for hand sanitization.

C. Procedures Upon Arrival

8. Upon arriving at the Parish, please wear a mask and maintain a distance of 2 meters between members from different house holds.
 - a. You will be greeted by greeter(s).
 - b. You will be asked to wear a mask and maintain physical distancing throughout the entire Divine Liturgy.
 - c. You will be asked to sanitize your hands.
 - d. You will be asked to wear gloves (optional).
 - e. You will be asked questions about whether you are experiencing any of the symptoms for Covid-19, general health, exposure to Covid-19, and travel outside Edmonton/Canada.
 - f. You will be asked whether you consent to have your name and telephone number be provided to Alberta Health Services should a worshipper test positive for Covid-19. This is to aid contact tracing. Sharing this information with Alberta Health Services is voluntary. Consent will be provided orally.
 - g. Your responses to 8e and 8f above will be recorded on an Attendance Sheet.
 - h. Attendance Sheets will be kept for 14 days and only used for the purposes of public health tracing and for scheduling worshippers for future worship services.
 - i. You may have to wait in the vestibule before being ushered to a pew.
 - j. You will be asked to have your children be seated with you
 - k. You will be asked to take your personal belongings such as coats, umbrellas to the pews with you since the coat racks will be closed

D. The Divine Liturgy

9. The following changes have been made to the serving of the Divine Liturgy:
 - a. Memorial candles will not be available.
 - b. Communal candles will not be available.
 - c. There will be no confession and communion.
 - d. There will be no altar servers.
 - e. Congregational singing and replies are NOT allowed. Worshippers may hum the words if they so wish.
 - f. Prosfora will not be served.
 - g. Sunday bulletins and other printed materials will not be distributed.
 - h. There will be no physical touching (kissing, hand, or forehead) of icons, crosses, or relics.
 - i. Veneration of icons, crosses, and relics will be a deep and reverent bow and at a distance of at least 2 metres.
 - j. There will be no collection for donations. Instead donations will be by drop box, placed near the front door entrance to the Church nave.
 - k. There will be no Church School.
 - l. There will be no fellowship following the Divine Liturgy.

E. Facilities

10. The entire Parish Building Complex will NOT be open, specifically:
 - a. Only the nave, sanctuary, vestibule, altar, altar preparation rooms, atrium, west Cultural Hall stairs, Elevator, Church stairs leading to the Atrium, and handicap washroom upstairs will be open.

- b. Cry room, upstairs kitchen, Tillie Kurysh Hall, Cultural Hall basement, choir loft, and coat room will be taped off and closed.
- c. Water fountains will be shut off.
- d. The number of worshippers at any one service will be a maximum of 40.
- e. Only every second or third pew will be used with alternating pews across the centre aisle; maximum of one family per pew.

F. Routing and Movement

11. Walking into the Parish will be controlled, one way into the facility and into the Church nave, one way out to help maintain physical distancing and keep you safer. There will be signage and ushers to help you.
 - a. Facility entrance is Atrium west door
 - b. Church nave entrance is west main doors
 - c. Aisle movement in the Church nave is from the outside either the north wall bordering the Atrium or from the south wall (Stain Glass windows side) to the inside (centre aisle). Ushers will guide you to the pews
 - d. Church nave exit to the centre aisle and then through the north-east door into the Atrium
 - e. Facility exit is Cultural Building west doors.
 - f. Duct-tape markers on the carpeting will show the direction of movement in the church aisles
 - g. At this time, use of the washrooms downstairs is not permitted; only the washroom upstairs is in use now.
 - h. Should the use of the washrooms downstairs be permitted, access to downstairs washroom is through cultural stairs and returning to the Church is through the Church stairs leading to the Atrium, then into the vestibule, and to your place of seating
 - i. For those requiring an elevator, help and coordination will be provided by the ushers

G. Physical Distancing

12. A 2 - metre physical distance should be maintained:
 - a. Between members from different households at all times while on Church Property.
 - b. Upon your arrival at the Parish and during the time you are being greeted.
 - c. During the time that you are being ushered to your pew.
 - d. While seated in the pews and during the Divine Liturgy.
 - e. When venerating icons and the veneration of the cross at the conclusion of a service.
 - f. Upon exiting from the Parish.

H. Use of Upstairs Washroom

13. At this time, only the washroom upstairs is available for use. The washroom is cleaned and sanitized prior, usually Saturday morning, prior to the Sunday Divine Liturgy worship service. If you are using the washroom, you need to:
 - a. Sanitize your hands before and after using the washroom
 - b. Disinfect all touched surface areas (e.g., toilet seat and flushing handle, faucets, water taps, sink, paper dispenser handle, door knobs, sides of door) prior and after their use.

Instructions for cleaning and sanitizing are posted on the washroom door and on the mirror. Disinfectant, hand sanitizer, and wiping cloth are provided.

I. Behaviour

14. It is advised that:

- a. There be no loitering in the hallways, stairs, vestibule, atrium, and parking lots.
- b. Handshaking, hugging, and other forms of physical contact is completely discouraged.

Sections J provide information on Procedures, Responsibilities, and Monitoring that pertain to the Board of Management, the Parish Priest, and the volunteers.

J. Procedures, Responsibilities, and Monitoring

15. Prior to each worship service, Board of Management members or designates will:

- a. Recruit 4-6 volunteers to clean and sanitize accessible areas. The cleaning and sanitizing is done Saturday morning.
- b. Recruit 4 volunteers to serve as greeters (2) and ushers (2).
- c. Insure an adequate inventory of supplies necessary for cleaning, sanitizing, and personal protection (masks, gloves, wipes).
- d. Clean and sanitize all high-touch/ shared surfaces such as pews, chairs, doors, door knobs and handles, hand rails, and light switches.
- e. Clean and sanitize washrooms especially toilet seat and flushing handle, tank top, assistive railings, faucets, water taps, sink, paper dispenser handle, door knobs, sides of door.
- f. Clean and sanitize elevator including elevator buttons.
- g. Place signs, posters, and directives in appropriate places.
- h. Develop Attendance Sheet, confirm attendance of worshippers (No later than Friday) and record their names on the Attendance Sheet; develop tentative seating plan.
- i. Confirm that the Parish Priest is healthy and able to celebrate the Divine Liturgy
- j. Confirm that the Palamar is healthy and willing to serve.
- k. Confirm that the Cantor is healthy and willing to serve.
- l. Confirm that the greeters are healthy and willing to serve.
- m. Confirm that the ushers are healthy and willing to serve.
- n. Maintain regular communication with members.
- o. Maintain and update the Parish Website with respect to changes to the Reopening Plan.
- p. Monitor procedures and practices; determine what is working well and what requires adjustments.

16. Prior to and during each worship service, greeters will:

- a. Have the necessary supplies (masks, gloves, wipes, hand sanitizer) available for use.
- b. Greet worshippers in the Atrium, conduct the screening and request for consent, and record responses on the Attendance Sheet.
- c. Remind worshippers to maintain physical distance and to wear masks. If worshippers have no masks, greeters will provide masks.
- d. Request worshippers to sanitize their hands

- e. Offer gloves and wipes if worshippers want them.
 - f. Ask worshippers to wait for an usher to take them to their pew.
 - g. Keep count of the attendees. Will allow worshippers on the list to go in first; those who show up without prearrangement will be seated only if space is available.
 - h. Store the supplies for use at the next service.
17. Prior to and during each worship service, ushers will:
- a. Give instructions to worshippers on direction of movement and seating.
 - b. Keep count of the number of worshippers.
 - c. At the conclusion of the service, direct worshippers toward the veneration of the cross and icons.
18. Prior to the start of the Divine Liturgy service, the Parish Priest will inform the worshippers to:
- a. Wear a mask during the Divine Liturgy. The mask should fit properly to cover nose and mouth.
 - b. Keep a distance of 2 meters from members of different households.
 - c. Not to congregate and visit after the service. Worshippers must leave the Church Property immediately after the service.
 - d. Contact him by telephone or email should they wish to meet with him. Meetings should take place outside the serving of the Divine Liturgy.
19. Prior to the start of the Divine Liturgy service, the Parish Priest will inform the worshippers that the Divine Liturgy is different in the following ways:
- a. memorial and communal candles are not available.
 - b. there is no confession and communion.
 - c. congregational singing and replies are **NOT** practiced. Worshippers can hum the words if they desire to do so.
 - d. there is no kissing or touching of crosses, relics, or icons.
 - e. veneration of crosses, icons, and relics will be with a bow and at a distance of 2 meters.
 - f. Proskoma will not be served.
 - g. there is no fellowship or Church School.
 - h. There is no collection for donations. Donations may be placed in the drop-box provided at the entrance to the Church.

Sections K and L provide information on Other Services.

K. Church Services on Holy Days

20. Church Services on Holy Days, which fall on weekdays (Monday to Saturday), will NOT be held until further notice.

L. Baptisms, Weddings, and Funerals

21. According to the Guidance for Places of Worship, stage 2 of the reopening requires 2 meter distancing between members of different household and the following capacity restrictions.
- a. "wedding and funeral ceremonies (seated events) are limited to a maximum of 100 invitees, and

- b. indoor social gatherings are limited to a maximum of 50 people (e.g., wedding or funeral receptions)."
 - c. "outdoor social gatherings are limited to a maximum of 100 people."
 - d. "religious rituals that involve physical contact between individuals, such as anointing with oils or baptisms increase the likelihood of disease transmission and should be performed in an alternate fashion that minimizes physical contact."
22. The UOCC Checklist states the following.
- a. "...Holy Water fonts will not be in use during the reopening phase"
23. In terms of Baptisms, the following apply.
- a. if it is NOT an emergency, then it is recommended that the Baptism be postponed to a later date when the threat of spreading Covid-19 has subsided and a directive has been issued by the Church Hierarchy that the traditional Baptism Ceremony and Service can be served.
 - b. if it is an emergency, please contact the Parish Priest, who will explain the Baptism practice for an emergency situation. The directive from the Bishop is that this should be a very short service (about 5 minutes) and that other prayers can be said at a later date.
24. In terms of Weddings and Funerals, the following apply.
- a. Please contact the Parish Priest, who will explain, in the context of the Covid-19 pandemic, any changes to the practices of either a marriage ceremony or a funeral service.
 - b. If use of the Parish Building Complex is required, please contact Ernest Skakun.

We hope that the above information regarding the Parish's Reopening Plan is informative and helpful. Should you have any questions or need clarifications, please contact Ernest Skakun by telephone at 780-434-0543 or by email at president@uocc-standrew.ca.

As a Board, we have faith that members and those visiting the Parish will heed the directives provided by the Provincial Health officials, the Church Hierarchy, and the Parish Reopening Plan.

Stay safe; stay healthy.

On behalf of the Board of Management

Ernest N. Skakun, President

September 7, 2020