



The Diocese of Algoma

Funeral Checklist (Amber Stage) – Diocese of Algoma

The maximum allowed number of people at an indoor funeral liturgy is the smaller number of:

- i) The calculated figure determined for the common worship of the congregation
- ii) 30% of usual seating capacity
- iii) 50 persons.

It is important to inform both the funeral director (if there is one) and the family of the bereaved what this number is, and clarify that the number allowed includes all persons who are providing leadership or assistance in the service, except funeral home staff onsite to ensure physical distancing and other protocols are observed.

If the space allows for appropriate physical distancing and other required protocols to be observed, the number of people in attendance for an outdoor funeral on church grounds must not exceed numbers allowed by the Bereavement Authority of Ontario (BAO), including clergy, musicians, and others assisting in the celebration, with the exception for funeral home staff as noted above.

If the funeral home is unable to staff at a ratio of one staff person for every ten people in attendance, volunteers from the congregation may serve in this capacity, providing they are trained to do so.

Responsibilities before, during, and after the service:

Funeral Home personnel:

- gather information about and maintain a sign-in list of all attendees, a copy of which should be kept in the congregation's records for a period of three years
- be present at a ratio of 1:10, or as required by the BAO
- transport casket to, in, and from the church
- direct family and attendees in entering and exiting church (including the mandatory use of masks)
- direct family and attendees at the cemetery

Church personnel:

- supply hand sanitizer
- make available disposable masks upon entry for those who may not have one
- ensure elevator/lift is appropriately sanitized after each use
- routinely wipe hand rails and door handles
- clean washroom(s) available for use
- mark out safe seating
- provide worship materials for one time use
- remove all other books etc. from the sanctuary
- the Incumbent (and Presider, if someone other than the Incumbent) is responsible for the conduct of the service

Attendees:

- follow the direction of funeral home and Church personnel
- be sure you are registered when you arrive
- wear a mask (either your own or one that is provided)
- remain in your seat for the entire service once you have been seated, unless the Eucharist is celebrated – in the latter case, follow the direction of those overseeing the movement to and from Communion
- take all masks, worship materials, and used tissues home for disposal (please do not leave them in the church)
- maintain appropriate physical distance (minimum of 2 meters)

Other directives pertaining to the congregation's worship, and those issued by the local health unit and the Bereavement Authority of Ontario (BAO) are to be followed.

The BAO Covid-19 page: <https://thebao.ca/covid-19-update-links/>

Handshakes, hugs, receptions, or the serving of food or beverages are not permitted in the buildings or grounds of the church during the Amber Stage.

It is recommended that times of visitation be held in the funeral home rather than the church building.