



Immanuel CRC Reopening Plans

Immanuel CRC Simcoe REOPENING PLANS COVID-19 POLICY & PROCEDURES MANUAL

UPDATED: JUNE 23, 2020

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1.0 General Guidelines

The COVID-19 Policy & Procedures Manual is in keeping with the Ontario government's reopening of the province.

The purpose of COVID-19 Policy & Procedures Manual is to clarify protocols for the opening of Immanuel Christian Reformed Church of Simcoe using 30% of our capacity.

This document will serve as a working document for staff at Immanuel and can be shared with anyone interested in receiving assurances that Immanuel is working diligently to prevent the spread of COVID-19.

1.1 GENERAL INFORMATION

- This document covers our general use of the building on Sunday mornings.
- The plan will be effective Sept 13, 2020 for a trial run and starting Sept 20,2020 for weekly worship services.

1.2 CAPACITY

- The church building will be open effective September 20 for worship with 30% of our capacity.
- With a sanctuary fire rating capacity of 240, our 30% capacity would be at 80.
- Our desire is to have live streaming in place and therefore we will initially limit our capacity to 50 as per government regulation.

1.3 SAFETY

- Hand Sanitizer shall be located at key locations throughout the church.
- Garbage cans for safe disposal of PPE shall be located at various key locations throughout the church.
- Signs encouraging social distancing, mandatory face mask wearing, and hand sanitizing requirements will be posted on each entrance door.

1.4 ROOMS

1.4.1 Nursery

- The Nursery will be closed until further notice.

1.4.2 Classrooms

- Classrooms will be closed until further notice.

1.4.3 Library

- The church library will be closed until further notice.

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1.4.4 Kitchen

- The kitchen will be closed until further notice.
- Attendees are encouraged to bring their own water if needed.

1.4.5 Sanctuary

- Seating will be arranged to maximize physical distancing.
- Traffic flow will be prescribed to limit congestion.

1.4.6 Washrooms

- Washroom (upstairs only) will be open.

2.0 Entrance Screening Protocol

2.1 ENTRANCE QUESTIONNAIRE

- Each Sunday each member shall be asked if they are feeling well
 - Do you have any symptoms consistent with COVID-19 (fever, cough, sore throat or difficulty breathing)?
 - Are you taking any medications that would be controlling a fever, cough or difficulty breathing?
 - Have you travelled (outside of the country and/or to another province) in the last 14 days?
 - Have you been in contact with anyone in the last 14 days who is awaiting testing or has tested positive for COVID-19?
- Anyone answering yes to any of these questions will be asked to go home and encouraged to get tested for COVID-19.

2.2 SAFETY

- All attendees will be required to wear a mask.
- All attendees will be encouraged to bring their own reusable mask.
- If they did not bring their own mask, they will be given a mask to wear.
- The use of hand sanitizer upon entering will be encouraged.

2.3 ATTENDANCE LOG

- An attendant will record names for tracking purposes on an attendance log.

3.0 Sunday Service

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3.1 GENERAL OPERATIONS

- The doors into the lower level on the north side of the building will remain locked.
- Entrance from the parking area will be up the front steps or via the front ramp only.
- Entrance for all volunteers and staff will be at the doors by the offices and council room.
- Screening attendants will be located at the front entrance for entrance questions see 2.1
- Traffic flow inside the building will be in a counter- clockwise direction
 - Accessing the sanctuary will be through the west doors from Oak Street.
 - Exiting the sanctuary will be from the rear doors towards council room.
 - If you need to use the ramp when exiting, please remain seated until sanctuary is empty after which you may proceed to the front door ramp.
- Direction of travel, entrances, and exits will be clearly marked to avoid congestion or confusion.

3.2 PARKING

- The parking lot will be open for use
- Doors will be propped open to reduce points of contact.

3.3 SEATING

- Seating has been arranged to ensure at least 2 metre between rows and 3 empty seats between people who are not part of your bubble.
- Chairs in the sanctuary should not be moved.
- Ushers will lead each member in the sanctuary and indicate where they can be seated.
- Seating might not be on your “usual spot “to accommodate as many people as possible.
- We will start seating you from the front rows going backwards as people arrive: leaving 3 seats between “family bubbles” and one row of seats will be removed between each occupied row.

3.4 THE SERVICE and WEEKDAY MEETINGS

3..1 Bulletins

- Paper bulletins will not be distributed until further notice.

3..2 Greeting

- The service will begin with a verbal greeting, and a reminder that hugs, handshakes, fist bumps, and any other forms of physical contact are not to be engaged in.

3..3 Singing

- The worship team will lead in singing via pre-recorded video, masks must be kept on during the service. Pastor will be allowed to wear no mask on stage when at least 20 ft removed from attendees during the service. No singing allowed by attendees.

3..4 Church School

- Church School will not be running until further notice.

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3.5 The message

- During the message, please refrain from passing candy to people outside of your bubble.

3.6 The offering

- The offering will be mentioned; however, the physical collection of the offering will be done through a basket at the exit door with a Deacon present standing beside the basket. Deacons will use gloves to put money in safe and will count once a month using gloves.

3.7 Communion

- Communion will be served in individualized servings pre distributed upon entrance.

3.8 Leaving the building

- At the end of the service, the Pastor or Elder of Service will indicate which rows can leave, in order to avoid congestion at the exit doors.
- The doors on the east side of the building (left side, if facing the front) will be used as exit doors.
- People are encouraged to immediately leave the building once the service is over. Downstairs washrooms will be closed, please enter at front of church to use washroom upstairs if needed.
- Visiting with people outside the building is allowed as long as distancing and face mask protocols are followed.

3.9 Weekday meetings

- When meetings are held during the week the following protocols shall be followed:
 - (1) Wearing of mask required if meeting with 2 or more people.
 - (2) Leader of group will make a list of attendees and deposit this in the mail slot from the administrative assistant.
 - (3) Leader of the group will notify custodian that a meeting has occurred.
 - (4) Only upstairs bathroom will be available for use.
 - (5) Each bathroom user will disinfect the bathroom after each use.
 - (6) If staff or volunteers are working at their desk with no other people in the room, no face mask is required. No attendance sheet is required if working alone.
 - (7) Administrative Assistant will collect all attendance sheets and will make them available for tracking and tracing purposes when a somebody in attendance develops COVID 19 after attending a meeting.

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