

Pre-Gathering Preparation:

ADMIN

- + Register people for Sundays to ensure not going over attendance regulations
- + Preliminary Email & Sign-up Form– Create a database with protocol and plan.
 - Number of people in family
 - Are you a part of a care group?
 - List each individual person from your group with contact.
 - Do you plan to attend regularly?
 - Ask the important questions in the forms.
 - Encourage those with symptoms (incl. seasonal allergies?) to stay home
 - instructions for Seniors?
- + Publish on website how we will be doing gatherings
- + Keep groups the same as possible

BUILDING PREP

- + Remove hymnals, pens, etc
- + No printed publications made available
- + Prepare one-way movements – entering and exiting, including doors. (Doors propped open at proper times)
- + Seating plan prepared and visible – Pre- arranged seating based on data base responses
 - Place physical markers to signify no sitting.
- + Offering station at entrance and exit
- + Masks required for singing (for borrowed masks have a drop off station for return)
 - Ushers/Greeters wear masks
- + Signage to remind people of protocols
- + Sanitizer available throughout building – at entrance/exit
- + Bring Your Own Bible, Bring Your Own Crayons (children’s colouring pages will not be available)
- + Coffee served, individual creamers and sugars.

Sunday Gathering:

Entering:

- Prop entry doors open
- Open windows for proper ventilation
- Attendance – record kept for 30 days after date of gathering. Max Size of gathering is 50 people by CDC regulations.
- Greeters to wear masks.
- Preliminary questions asked at the door (these questions will be: 1. How are you feeling? Have you have any symptoms in the last 10 days? Have you been diagnosed with C19? Have you been around anyone with C19?)
- Assign seating to maintain 6ft social distancing – people will be helped by ushers to find seats
- Reminders of masks for singing, social distancing, etc.
- Sanitizer stations available, to be used at entrance and exit.

Worshipping/Fellowshipping:

- Sanitize bathrooms midway through service (every 30 mins)
- Make sure people are appropriately following protocol
- Wear masks during singing portion of service

Exiting:

- Prop open doors for exiting, close entry doors
- People will be asked to exit building when service ends and congregate outside if desired.
- Wipe down all high touch surfaces – Pews, Doors handles, bathrooms, giving stations, sanitizing stations.
- Gather any masks that were borrowed and set aside for washing.
- Open doors and windows for ventilation of the building.

FAQ:

(Touchless is key)

Food?: Can be served as long as it is not buffet style, have designated servers with gloves and masks, no food, or condiments may be touched by anyone but designated servers. Only the portion of food being served to the individual receiving will be exposed to the person being served. Food safe protocols are to be observed.

Washrooms?: 1 person at a time in washrooms, to be sanitized every 30 mins as long as gathering is happening

Singing?: Indoors: 12 ft social distancing without any masks, 6ft Social distancing with masks on.
Outdoors: 6ft social distancing with no masks required.

Should I stay or Should I go?: If you are experiencing any kinds of symptoms of illness (i.e. fever, coughing, sneezing, feeling ill) we request that you do not attend gatherings. If you begin to display symptoms while at a gathering you may be asked to leave or be asked to not enter gathering. Every time a person comes to a gathering they will be asked a set list of questions about symptoms that if they answer in the affirmative they will be asked to not enter the gathering as a cautionary measure to prevent transmission.

Offering?: There will be a station available for in-person giving. A box with “untouched pens” available to fill out an offering envelope. We will ask people to take some envelopes home if needed to have them pre-filled out for next time they attend a gathering.

Communion?: Communion will be served in the same manner as food. Juice and bread will all be served in a communion style disposable cup. The cups will be placed in the cup holders in the pew and afterwards one of servers will be responsible to gather all the cups and dispose of them.

Small groups: Will be required to abide by the same protocols in regards to attendance, bathroom sanitizing, singing, preliminary questions, and wiping down any high touched surfaces after meeting. If meeting outside no sanitizing will be required.

Outside groups: Will be required to follow all same protocols as our Sunday meetings.