**COMMUNITY CHRISTIAN REFORMED CHURCH**

**COVID-19 PREVENTION GUIDELINE**

**PURPOSE:**

To ensure that our church has a procedure in place to reduce and manage exposure to COVID-19.

**SCOPE:**

All persons accessing the Church facilities

**DEFINITION:**

CCRCCC - Community Christian Reformed Church Covid Committee

CCRC - Community Christian Reformed Church

**GUIDELINES:**

This guideline is in place to manage the current COVID-19 environment at CCRC.

Below are steps to be taken to prevent exposure:

Masks:

* Masks to be worn prior to entering Church and during any group events
	+ To be worn when inside building at all times
	+ To be removed only by Pastors/Volunteers during participation in the service
	+ To be removed by 2 or 3 singers on stage during praise and worship
* Make sure that hands are washed thoroughly or disinfected with hand sanitizer prior to removing your mask

Hygiene Practices:

* Clean hands with hand sanitizer 20-30 seconds or soap and water for 40-60 seconds
	+ Prior to screening
	+ Periodically throughout worship when possible
	+ At the end of the worship
	+ Do not shake hands; avoid physical contact.
* Outside drink and food is discouraged in church.
	+ Pastors and worship team are permitted use of their own covered water bottles
* Avoid touching face, eyes, nose, mouth
* Follow good respiratory etiquette by covering your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
* Additional hand cleansing stations are set up throughout the church
* Paper towels are to be disposed of in garbage bins
	+ Garbage bins to have lids removed
* Regularly clean and disinfect commonly touched surfaces with disinfectant approved by Health Canada.
* Disinfect facilities prior to usage with disinfectant
	+ Do not use bleach - may cause atmospheric hazards if combined with other cleaning products currently being utilized to disinfect facilities
	+ Focus on disinfection of:
		- Table tops,
		- Light switches
		- Door knobs
		- Church pews

Physical Distancing:

* Ensure face masks are in place at all times while inside Church building
* Maintain physical distance of at least 6’ at all times
* Church pews
	+ persons/households to self-distance using 1’ markers (sticker dots) on pews to remain 6’ apart
	+ every 3rd pew to be roped off to avoid use

Health Verification of all attendees prior to access:

* Screen all attendees on the current status of their health – use COVID-19 Screening Questions
	+ Note:  if you answer yes to any of the questions you are not permitted access and should contact Telehealth or Primary Care Physician and Public Health

Facilities:

* Disinfect facilities with disinfectant prior to usage
* Access to be in compliance with government guidelines
* Maintain the minimum 6’ physical distancing
* Do not touch items – “keep your hands to yourself”.
* Do not share personal bibles, pens, paper, etc.
* Disinfect commonly touched items
	+ Persons to disinfect washroom facilities after their own use
* Maintain signage to remind worshipers to wash or disinfect their hands before and after worship, touching your mask and using washroom facilities
* Maintain required 6’ physical distance by only using every 3rd pew
* Routinely disinfect the tables and other commonly handled items.
* Keep doors propped open to building and sanctuary
* Areas that are to not be accessed to be roped off
* Maintain signage encouraging 6’ physical distancing

Equipment:

* Clean and disinfect equipment prior to use and after use

First Aid Treatment:

* First Aid Attendants are to be provided a mask, set of gloves and face shield for conducting first aid.

**PROTOCOLS:**

The following protocols are to be followed in specific circumstances.  Should an additional scenario arise that has not been addressed in this policy, please contact Sherrie Missel, Chair of CCRCCC directly for safe instructions.

OFFICE STAFF:

* Sanitize your office at the end of the day before you leave
* Consume drink and food socially distanced
* Should someone visit your office
	+ Put your mask on
	+ And clean surfaces with disinfectant immediately after they depart your office
* Do not allow delivery people into the office unless they pass the checklist and are in good health.
	+ Request contactless signing when receiving parcels
	+ Request drop off of items outside church entrance
	+ Maintain sign on door to church with contact phone numbers
* WEAR A MASK - when sharing an office space or outside of your own office
* After you have used the washroom you must disinfect the surfaces you have touched or used

COVID-19 SCREENING:

CCRC requests that prior to entering the church building each person complete the COVID-19 Screening Form.  Should there be a “yes” to any of the screening questions please refrain from entering the church building and seek a public healthcare assessment.

The Screening Form is to provide confirmation that those entering the building are free and clear (to the best of their knowledge) of COVID-19.  The information will be stored in a password protected spreadsheet accessible only by those with authority at CCRC.

The COVID-19 Screening Form can be easily downloaded onto a smartphone or a computer.

<https://forms.gle/2Ltb6wuQZjpH66iX9>

Should you develop COVID-19 after accessing the church building any time in the 14 days prior, please notify the Church Office immediately.  The Church Office will contact the CCRCCC.  The CCRCCC will be able to access the Screening Form and notify those who may have been exposed to COVID-19.

Should you not be able to access or wish to use the Screening Form, please understand that you will be required to be screened by a volunteer prior to entering the church building.

The church building is not to be accessed during any state of emergency.  Only a select few will have access to the church building at that time.

Should you wish to access the church and are unable to complete the COVID-19 Screening Form, please contact a Church Staff member.  They will be able to assist you; conduct your screening; and determine if you are permitted to access the church.

**SAFE WORSHIP PROCEDURES:**

In order to reduce and manage COVID-19 at CCRC, please follow the procedures below:

NOTE:  Before coming to church please ensure you have a mask and have conducted the COVID Screening as directed above..

1. Masks - Please come to church with your own mask.  Everyone entering the church building will be required to wear a mask the entire time they are inside the building.  This is to prevent contamination should you be asymptomatic.
2. Access to the church building will only be available from the entrances specified by the Greeters.
3. Greeters will be at the entrance to meet you.
4. Greeters will ensure you have conducted your COVID-19 screening or they will screen you at this time.
5. After you have been screened you will be provided with hand sanitizer.
6. During the process, you will be reminded to maintain a 6’ physical distance from others.
7. An Usher will greet and seat you in the sanctuary.  Please understand that you will be seated in designated pews beginning at the front of the church.
8. You are encouraged to bring your own Bible.
9. You are welcome to sing - all will be wearing a mask. Do not remove your mask as you participate.
10. Washroom facilities are available for use.
11. We request that you do not venture into any closed-off areas.
12. Upon completion of service please wait for an usher to escort you from your church pew out of the church building.
13. Please ensure you maintain 6' physical distancing in the parking lot.
14. Please refrain from mingling and handshaking after the service.
15. Children aged 2 and over are welcome inside the church; masking is required.

The process may be long and tedious but it is with your best interest in mind.  We wish to keep all as safe as possible.

CLEANING OF SANCTUARY:

Sanctuary is closed after Sunday Service and not to be accessed until it has been sanitized.

* Doors to be closed but not secured or tied shut

COMMUNICATION:

* Weekly email to be sent to congregation with instructions on Worship Procedures and requirement to register and screen before attending at church. Email notices will include link to COVID-19 Screening Form.
* COVID - 19 Awareness Posters are posted on front doors and entrance to the sanctuary
	+ Mask usage
	+ Hand sanitizing
	+ Social distancing
* Weekly Bulletin to also include a link to COVID-19 Screening Form.

TRAINING:

* CCRCCC to conduct training with new Ushers and Greeters and provide information updates for those who have received initial training
* Refer to Policy and Screening Form for training
	+ Ushers
		- Required to seat people every 3rd pew - keeping in mind 6’ physical distancing
		- Required to seat from front to back of sanctuary
		- Households may be seated together and may include one other  single-person household
		- Required to escort people out from back to front of sanctuary following service
	+ Greeters
		- Responsible for ensuring screening process is complete
		- Assist ushers as necessary

Procedures to follow should a staff member or congregant be tested positive with COVID-19:

* The Chair of the COVID-19 Committee is to be advised of any individuals testing positive for COVID-19.
* The Administrative Council is to designate a staff member to conduct the following:
	+ Notify the local health officials if a person is diagnosed with COVID-19 and has been in the facility recently
	+ Review the COVID Screening Forms in addition to the Registration Forms to identify those that were in attendance at the facility on the dates of exposure and contact all staff and congregants about the exposure while maintaining confidentiality as required by law. Advise those who have been exposed to contact public health and follow public health instructions.
	+ Request permission from the individual who has tested positive to release their name to those in attendance on dates of exposure, and if granted, contact those in attendance on these dates to follow specific public health guidelines in accordance with their vaccination status for anyone who has been in direct contact with an individual with COVID-19.  Encourage those who have been in direct contact with the individual to consult [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) for further information and guidance.
* Conduct deep cleaning of facilities.