

# Operational Plan for Faith Bible Church During “Renew PEI Together”

## *Pertaining to Restrictions Due to the World-Wide 2020 COVID-19 Outbreak*

Name of Organization: *Faith Bible Church*

Address: *392 St. Peter's Rd., Charlottetown, PE, C1C 1M6*

Name of Pastor: *Rev. Jonathan Dart*      Signature: \_\_\_\_\_

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### *General*

#### **A. This plan will be valid for all individuals and groups using the Faith Bible Church facility during emergency health measures due to the COVID-19 outbreak**

Faith Bible Church will adhere to the guidance from the PEI Public Health Office regarding the current limit on numbers of people who may gather for indoor worship

All individuals and groups using the Faith Bible Church facility must adhere to all Provincial health guidelines, including the following practices

#### **B. Church Trustees and leaders of meetings will be responsible to make sure the following precautions are in place—**

Signage will be installed in both the gym and sanctuary areas of the building with the above health guidelines clearly indicated;

Signage will be installed at the entrance of the building warning people not to enter who are experiencing symptoms or are in self-isolation or have traveled to a restricted area within 14 days;

Hand sanitizer dispensers are to be installed at all three main entrances;

Disinfecting supply storage areas are to be set up in or near the fellowship room, the staff offices, the sound booth, the gym and the sanctuary areas of the building and clearly marked, along with instructions on sanitizing procedures; these disinfecting supply storage areas will contain disinfecting product, spray bottles, wipes and gloves;

Meetings are not to be conducted in any of the rooms off the sanctuary or off the gym, or in the Board room, but only in the large fellowship room, the sanctuary or the gym; rows of chairs will be spaced apart by 2 meters (every second row), and family “bubbles” will be separated by 2 meters within rows (4 chair widths); ushers will be recruited to help with the seating of people attending services;

A plexiglass barrier must be installed between the sound station and the Powerpoint station in the sound booth, and between the Powerpoint half of the sound booth and the congregation;

For live worship services, volunteers must be recruited to act as door monitors and ushers, and to work on disinfecting teams

## ***Measures Related to Staff Employees***

### **A. Policy for Exclusion of Employees Requiring Self-Isolation**

Prior to beginning work each day, every employee must sign and date the designated form with the following statement:

*“I declare by signing this sheet/form that I have not traveled to a restricted area within the last 14 days and am not required to self-isolate”*

### **B. Illness/Exclusion Policy**

Pastor Jon will clearly communicate to all staff the exclusion policy in place for any employee displaying symptoms of COVID-19

- 1. All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms;*
- 2. Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to a manager, avoid contact with staff and leave as soon as it is safe to do so. Please call 811 to arrange testing;*
- 3. Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed;*
- 4. If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave*

Symptoms of COVID-19 include:

- cough (new or exacerbated chronic)
- headache
- fever/chills
- sore throat
- marked fatigue
- sneezing
- congestion
- body aches

- runny nose

## ***Social Distancing and Hygiene***

### **A. All persons, employees, groups or congregation using the building for the purposes of small gatherings or congregational worship—**

1. *Must remain home if experiencing symptoms such as fever, dry cough, sore throat, trouble breathing, headache or body ache, or if self-isolating;*
2. *Are encouraged to wear a mask while inside the church facility;*
3. *Must wash or sanitize their hands upon entering the building;*
4. *Must sign in with name and phone number;*
5. *Must distance themselves from others by 2 metres (6 feet) at all times while in the building;*
6. *Must try to touch as few surfaces as possible;*
7. *Must try to avoid touching their face;*
8. *Must cough or sneeze into their sleeve;*
9. *Must disinfect the space they have used, including washrooms upon leaving the building (see instructions for disinfecting below);*
10. *Should wash or sanitize their hands upon leaving the building*

### **B. In addition to the above, the following practices will be adhered to for worship gatherings—**

1. *Pastor Jon will email the members of the congregation prior to each worship event to remind them of safe health practices (stay home if they have symptoms or are self-isolating), and to approach the church entrance in a staggered fashion, maintaining 2 metres between households;*
2. *Two back to back 1-hour services will be arranged in order to accommodate as many congregants as possible each Sunday while maintaining safety measures;*
3. *Members of the congregation will register to attend either the 10:45 am service, until it is at capacity, at which point a 9:30 am service will be planned to accommodate the overflow;*
4. *The congregation will enter the building using the front entrance only;*
5. *Door monitors will open and close doors for people entering and exiting the building;*
6. *Signage at the entrance will remind people not to enter if they have symptoms, have visited a restricted area or are self-isolating;*
7. *Signage in the front foyer will remind everyone entering the building to sanitize their hands upon entering;*

8. Signage at the sanctuary entrance will direct people to follow safety protocols;
9. Ushers will aid people in maintaining 4 chairs' distance between households in rows;
10. Worship leaders will direct the congregation not to move around the sanctuary, except in the case of using the washrooms;
11. Singers without masks must be separated from others by a minimum of 4 metres;
12. Congregants must have masks in place in order to participate in singing;
13. Microphones and other equipment will not be shared;
14. A designated person will record, at a minimum, the name and phone number of one person per household and the number of individuals from the household present; these records will be kept for one (1) month for contact tracing purposes;
15. Offering plates will be provided in several locations, and will not be passed around;
16. Members of the congregation will be directed to move in one direction only; following the service, the congregation will be directed to leave using only the gym door or the office door;
17. Surfaces will be disinfected by a designated team of individuals (see disinfecting protocols below)

## ***Sanitizing Procedures***

### **A. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces**

Cleaning products remove visible soil and/or dirt from surfaces—the church custodian will clean surfaces on a weekly basis; disinfecting products are used to destroy bacteria and viruses. All hard surfaces, including doors leading to and from the area in use, light switches and surfaces within washrooms being used, must be disinfected by users; fabric surfaces are not to be disinfected

<b>Cleaning product</b>	Avmor EP64 (All-Purpose); Avmore EP88 Caprice (floors, carpets)
<b>Mixing instructions</b>	As per instructions on bottle label
<b>Disinfecting product</b>	Avmor Basix Neutral Disinfectant Cleaner
<b>Mixing instructions</b>	4 ml of solution to 1 litre of water

<b>Cleaning – Location</b>	<b>Frequency</b>	<b>Disinfecting - Location</b>	<b>Frequency</b>
Entire facility	Weekly	Sanctuary	After each use
		Sound booth	After each use

		Staff offices	After each use
		Fellowship room	After each use
		Gym	After each use

Individuals and groups using the church facility must follow these instructions for disinfecting spaces after use; the church custodian will empty used spray bottles and place fresh concentrated disinfecting solution in spray bottles on a weekly basis—

1. *Locate the disinfecting supply station closest to you (Board room, tellers' room, sound booth, staff office, gym kitchen);*
2. *Remove disposable gloves from the box provided, and put on (don't skip this step);*
3. *Spray bottles at your supply station may have already been mixed for use by others; only use these if bottles with fresh solution are not available;*
4. *Unused spray bottles will have 1 tsp. of disinfecting solution already in the bottom of the bottle; fill the bottle with water;*
5. *Spray all hard surfaces you and others with you have been in contact with (do not spray fabrics)—be sure to include interior and exterior door handles and light switches, as well as washroom surfaces; **do not wipe**;*
6. *For electronic equipment (sound board, photo copier, etc.), do not spray surfaces (keyboards, key pads), but instead spray a small amount of solution onto one of the wipes provided, and wipe down surfaces instead;*
7. *Return the spray bottle to the disinfecting supply station (do not empty what is left in the bottle); dispose of gloves*

## **B. Hand Washing /Sanitizer Stations**

The following information will be made available to the congregation via email and bulletin inserts—

*We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:*

1. *Wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),*
2. *Cough/sneeze into your elbow or tissue and throw away,*
3. *Avoid touching your eyes, nose and mouth with your hands,*

4. Use alcohol-based hand sanitizer if soap and water are not readily available

Hand Washing Stations	Location
<b>Staff and Congregation</b>	Foyer washrooms Board room kitchen Upper and lower nursery washrooms Gym kitchen Gym washrooms Gym accessible washroom
Hand Sanitizer Stations	Location
<b>Staff and Congregation</b>	Front entrance (2 stations) Gym entrance Office entrance