

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;

All children’s ministries and programs are suspended for the present, and if resumed will require an operational plan separate from this one;

The duration of worship services will be reduced from 90 minutes to under an hour, in order to limit the amount of time people spend together.

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

Signage will be installed in the office, gym and sanctuary areas of the building with Provincial 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 with signage indicating the need to sanitize upon entering;

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 spray bottles of disinfecting solution, wipes, gloves and instructions;

Prior to live-in person congregational worship services, organizers will ensure that the sanctuary is divided into two cohort zones by roping off the overflow area with its aisle in such a way that the overflow zone is separated from the sanctuary zone by 2 meters, and in such a way that the overflow zone can only be entered via the gym entrance and only those in the overflow zone have access to the gym washrooms; those in the sanctuary zone will use the front entrance and the foyer washrooms;

Rows of chairs in both zones of the sanctuary will be spaced apart by 2 meters (every second row), and family households 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 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, located in the church office, 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 groups using the building for the purposes of small gatherings (20 or less) or congregational worship (two or three cohorts of 50 or less each)—

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 at all times while inside the church facility for small group meetings and congregational worship, and must wear a mask for singing during congregational worship, and must wear a mask if physical distancing cannot be maintained;*
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; if physical distancing cannot be maintained, a mask must be worn*
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*

Note: Individuals working alone in the building do not need to sign in, but before leaving they do need to disinfect surfaces they come in contact with (one suggestion is that individuals visiting several areas of the building may want to carry a spray bottle of disinfectant or a

container of wipes with them to disinfect as they go, rather than trying to remember later where they've been)

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. *Members of the congregation will register to attend the 10:45 am service; the congregation will be divided into two cohorts of no more than 50 persons each (excluding staff);*
3. *The sanctuary cohort will enter and exit their cohort zone by the front entrance, the overflow cohort will enter and exit their cohort zone in the overflow area of the sanctuary by the gym entrance;*
4. *Signage at all entrances will remind people not to enter if they have symptoms, have visited a restricted area or are self-isolating;*
5. *Signage at all entrances will remind everyone entering the building to sanitize their hands upon entering;*
6. *Signage at all entrances will direct people to follow safety protocols;*
7. *Members of the congregation will be required to wear masks for congregational singing;*
8. *Congregants will be advised that only 1 household will be allowed to use a washroom at any one time;*
9. *Ushers will aid people in maintaining a 2-metre distance between households in rows;*
10. *The two cohorts in the sanctuary must remain within their cohorts, and not cross the 2 meter, roped-off barrier between the two cohort zones; the sanctuary cohort will use only the foyer washrooms, and the overflow cohort will use only the gym washrooms;*
11. *Platform singers without masks must be separated from others by a minimum of 4 metres;*
12. *Microphones and other equipment will not be shared;*
13. *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;*
14. *Offering plates will be provided in several locations, and will not be passed around;*
15. *Nursery rooms will not be staffed, but will be open for parents to use, while maintaining social distancing between households and not sharing toys or other objects;*

16. Staff or volunteers will cross the zone barrier only when absolutely necessary and only while wearing a mask, while being sure to maintain social distancing;
17. Surfaces will be disinfected by a designated team of individuals (see disinfecting protocols below)

Note: In the event that we reach the capacity of the sanctuary and overflow zones, additional registrants for worship services can be assigned to the upstairs fellowship room for a live video feed. This group would enter and exit via the office entrance, and use the upstairs washroom. All other protocols for worship services listed above will apply to this fellowship room cohort.

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

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

Cleaning – Location	Frequency	Disinfecting - Location	Frequency
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— please do not skip any of these steps—

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;
3. Unused spray bottles will have a small amount of disinfecting solution already in the bottom of the bottle (do not use bottles in the "Used Bottles" bin—if no unused bottles are available, find one at the next closest disinfecting supply station); fill the bottle **up to the marked fill line** with water (suitable sinks are located in the furnace room, the library and the gym kitchen—bottles do not fit under washroom taps);
4. 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, railings and light switches, as well as washroom surfaces; **do not wipe;**
5. For electronic equipment (sound board, photo copier, etc.), do not spray surfaces (keyboards, key pads), but use one of the wipes provided, and wipe down surfaces instead;
6. Return to the disinfecting supply station, empty what is left in the bottle, and place the empty bottle in the "Used Bottles" bin; dispose of gloves
7. In the case of worship services, a washroom monitor must be assigned to disinfect washrooms after each individual use

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
Staff and Congregation	Foyer washrooms Board room kitchen Upper and lower nursery washrooms Gym kitchen Gym washrooms Gym accessible washroom
Hand Sanitizer Stations	Location

Staff and Congregation	Front entrance (2 stations) Gym entrance Office entrance
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