

LANGLEY IMMANUEL CHRISTIAN REFORMED CHURCH

COVID- 19 GUIDELINES FOR USE OF THE CHURCH BUILDING FOR MEETINGS, MINISTRIES, INDIVIDUALS, and PROGRAMS

- Any group using the church building must consist of 50 or less individuals, including leaders, adults, youth, children, babies, and staff in the building at the time of the gathering. There are 5 regular staff members, including two pastors, two office personnel, and a custodian. For one year we also have one extra intern staff member. Therefore if your meeting is during the day time hours, you need to restrict your numbers to 44-45 maximum depending on the day of the week and how many staff members are in the building. All individuals entering the church facility **MUST** sign in and out of the building. Ministry, meeting, and committee leaders must ensure this is done. It is also mandatory to sanitize hands after signing in and before entering the building further.
- Entry to the building for all meetings except those in the Sanctuary will be through the main **FOYER** doors. Maintain distancing while waiting to enter the building. Everyone must sign out and exit through these doors as well.
- There will be non-contact thermometers at the entry into the building. Each Ministry can decide whether to do mandatory temperature checks but it is recommended to do these if someone, especially a child/ youth, is flushed or has any signs of possibly being unwell.
- Only the multipurpose room should be used for committee, group, and Ministry meetings to minimize contact with other areas. Only use the west side washrooms near the multipurpose room. Should there be more than one meeting at the church, then classrooms can be used for small groups provided physical distancing can be maintained. It is advised to sanitize tables prior to use. Open doors and windows to allow for better ventilation. All surfaces must be sanitized **after** using a room. This includes wiping down tables, chairs, door knobs, washroom door handles, flushers, taps, etc. Supplies will be provided and available. Remember others may need to use these areas as well after you do.
- The kitchen remains closed to general use. Try to minimize movement within the building to decrease risk of contamination of areas.
- Should a Ministry/ Committee/ Program/ Individual wish to use another space or spaces in the church building, such as the Sanctuary or Foyer area, please request this prior to a meeting. The Sanctuary and Foyer are to be used primarily for worship services therefore not available to general use.

- All ministries/ Committees must have a COVID- Safe Plan prior to using the church building/ meeting in the church. These plans should be submitted to the COVID- Response Team prior to using the building.

INCLUDE THE FOLLOWING GUIDELINES/ PROTOCOLS FOR YOURSELF AND THOSE PARTICIPATING IN YOUR MEETING/ MINISTRY/ PROGRAM:

- **Do not attend** if you are feeling unwell, coughing, sneezing, have a fever, etc.
- **Do not attend** if you have had contact with someone in the past two weeks who may have COVID-19 or had contact with someone who has been in contact with others who have or are suspected of having the virus. Do not attend if you have been tested for the virus and are waiting for your results, even if you feel well. Do not attend for two weeks if you have travelled outside the province to places where the virus is more prevalent and there is greater risk.
- If you do have to cough or sneeze for any other reason, cough or sneeze into your elbow sleeve or a tissue. Sanitize your hands afterward.
- Avoid touching your face, including your eyes, nose, or mouth. Avoid touching surfaces.
- Maintain physical distancing guidelines at **6 feet/ 2 meters apart.**
- Avoid close greetings. No handshakes, hugs, etc.
- Masks are mandatory if singing or if physical distancing cannot be maintained.
- Sanitizing or washing hands should be done before eating or drinking, throughout the meeting as needed, and after the meeting time.
- There should be no sharing of food or drinks. Individuals must bring their own refreshments and take their containers or cups with them when they leave.
- Art or other supplies, toys, books, etc. should not be shared between individuals.
- Limit sizes of groups and organize consistent cohorts to reduce the potential spread of the virus.
- Any sharing of toys should be discouraged but if this happens, toys should be washed with soap and water prior to being used again. Please ensure any and all toys that are used are washable. It is the individual Ministries that are responsible for this.
- Remember that areas that have been used in the building may need to be closed if someone tests positive for the coronavirus. They may also require professional sanitization which can be quite costly. Church services may be affected. Please do your part as an individual, Ministry, Group, or Committee leader to reduce that possibility.
- **FIRST AID:** There is a first aid kit in the kitchen on top of the freezer that can be used as needed. There are also kits in the pastors' offices and main office. There is also a first aid/ disaster response room in the church that can be used if needed. It is located in the east hall past the washrooms. If using this room, ensure there are always two people present. Supplies are in the cupboards. This room needs to be kept locked when not in use. The key is in the kitchen on the wooden holder with other keys. Please send a message to the Safe Church Committee/ COVID- 19 Response Team (for cleaning and restocking of any supplies needed).