

COVID 19 Re-opening

Preamble

As the province slowly allows religious institutions to resume in – person gathering, there is a need to develop a re – opening plan for the NBBC. This plan consists of three parts:

1. The re – opening of the church building for day-to-day activities conducted by office staff.
2. The re – opening of the church building for Sunday morning worship.
3. The re – opening of the church building for activities and groups that meet throughout the week. This would include:
 - a. Those groups that rent NBBC premises including:
 - i. Suzuki
 - ii. Family Matters, including Susan Rumford
 - iii. South-Asian Congregation - Gospel Outreach Church
 - iv. The South-Asian Seniors Association
 - v. Sit to be Fit
 - vi. MECO
 - b. Those groups and ministries that operate under the banner of NBBC. For example:
 - i. GAB
 - ii. Bible studies
 - iii. Coffee drop-in Centre etc....

1. Part One

The re – opening of the church building for day-to-day activities conducted by office staff.

The office area is to be restricted for office staff and MECO staff only (pastors, admin, and summer students, MECO director and finance personnel). Facemasks are not required while in their offices, but when gathering and not able to maintain the minimum 6-foot physical distance facemasks should be worn.

High contact areas of the office should be wiped down with disinfectant each morning and evening as the last person leaves. This would include:

- Doorknobs
- Admin desk
- Photocopier
- Drawer handles

They should also follow the suggested government COVID-19 protocols of:

- Regular hand washing
- Avoid touching eyes, nose and mouth with unwashed hands

- When coughing or sneezing:
 - Cough or sneeze into a tissue or the bend of your arm, not your hand.
 - Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards.
- Avoid common physical greetings, such as handshakes.

Employee Guidelines:

- If you are ill, stay home and self-assess.
- If a member of your family is ill, work from home.
- If you or someone in your household shows symptoms of Covid, get tested. If you or someone in your households shows symptoms of Covid but refuses to get tested, quarantine for 14 days.
- If someone tests positive in your household, you will be contacted by Public Health. Follow Public Health's advice regarding next steps.
- If you have been exposed to someone who has tested positive, get tested: If you test negative, you can return to work assuming the Health Unit hasn't determined you 'high risk' High risk is determined by multiple factors: proximity to individual, duration of exposure, whether you wore a mask, whether you are showing symptoms of sickness, etc.
- Work from home whenever you are awaiting test results
 - The Health Unit allows you to get tested as frequently as you would like
 - Exposure is when you have had close contact with an individual (2 meters or less) for 15 minutes or longer
 - Follow social distancing guidelines at work reduces the likelihood of you having to quarantine

2. Part Two

The re – opening of the church building for Sunday morning worship.

NBBC will continue to provide live streaming of their worship gathering on YouTube and Facebook live. However, regular worship gatherings on Sunday morning will be reintroduced in September 2020. Unless and until the government recommendations change the following guidelines will be enforced:

Those Attending Need to know that:

- Everyone must use a facemask while in the church building. People will be encouraged to bring their own, however a limited supply will be available at the building.
- Any staff or volunteers are asked not to participate if they are feeling physically unwell.
- We are limited to allowing 60 attenders in the building.

- People must enter from the downstairs entry. (Those who have difficulty with stairs may enter from the top entrance.)
- People must register in advance of coming on Sunday Morning (either online or by phone) a very limited number of spaces will be saved for guests. Registration will take place on a first come, first served basis. However, as the weeks progress special consideration will be given to those who are first time returnees. After a few weeks we may adjust the registration process to ensure greater equity for people to attend.
- Upon entering a greeter will sign each attendee in. Each person must answer screen questions indicating that they are not at risk of having COVID-19. In anticipation of time delays, attendees are encouraged to arrive early and to go directly to the sanctuary, following their screening, to be seated.
- Public singing is not allowed therefore we will continue to provide pre-recorded worship on the large screen. Preaching, prayers and Bible reading will be conducted live.
- Printed bulletins will not be provided.
- Each person will be encouraged to use hand sanitizer as they enter the building.
- Physical distancing of 6 feet must be maintained when entering and exiting. (lines will be measured and marked)
- Families or social bubble groups may sit together but there must be three seats between each individual or group as well as an empty pew behind and in front.
 - Ushers will direct attendees to the appropriate seats.
- We discourage those who may be immunocompromised from attending.
- There will be no nursery or childcare provided. Children will be required to stay with their parents (or guardian) throughout the service.
- There will be no post-service snacks or coffee provided.
- Attendees should immediately vacate the building at the conclusion of the service and are discouraged from dwelling around both inside and in the parking lot.
- There will be no passing of the offering plates but a tithe and offering box will be available at the exits and entrances of the sanctuary. We also encourage giving Online, E-transfers or Pre-Approved Offering (PAO)
- Communion will not be passed around, but individually sealed cups and wafers will be available for pick up upon entry on Communion Sundays.
- A “sanitization team” will wipe down areas that have been touched prior to the gathering and before the building is deserted. A cleaning check list will be provided.
- Upstairs bathrooms are for emergency use only. Downstairs bathrooms are closed.
- All attendance records will be kept on Planning Center with easy access if required.
- Tech team, staff and Hosts will be required to wear a mask and maintain social distancing measures. Sanitizer will be readily available, and plexiglass will be installed at upper and lower welcome centers.

General guidelines and processes for communicating this re-opening plan to the congregation:

- The church will be notified through as many means as possible. Including but not limited to:
 - Video online
 - Policy for download
 - Other – follow up email
- Sanctuary set-up:
 - Block off every other row.
 - Reserve seating for people on stage, ushers, servers etc.
 - All windows should be opened for airflow or adjust HVAC as weather permits.

Opening Timeline:

- Sept 6th Tech Team and staff only.
- Soft launch Sept 13th Tech Team, Hosts and Staff.
- Grand re-opening on Sept. 20th

3. Part Three

The re – opening of the church building for activities and groups that meet throughout the week.

- All people will be required to wear a mask and encouraged to sanitize their hands upon entry.
- All people entering the building must check in and out with the office.
- Upstairs bathrooms are for emergency use only. Downstairs bathrooms are closed.
- All kitchen areas are closed, and no dishes or utensils may be used.

Part A - Those groups that rent NBBC premises

Those groups who rent from NBBC and wish to resume meeting will be given a copy of the NBBC re-opening plan. Each group must provide NBBC with a copy of their own re-opening plan for approval to ensure that it is in sync with NBBC's. Although NBBC will continue to be cleaned weekly, renters should have their own sanitizing protocols for those who come into the building as well as follow government regulations. Once NBBC has approved their COVID-19 plan, discussion will take place regarding an implementation timeline. All rentals must keep a check-in record of those entering and leaving the building which should be submitted to the NBBC office on a weekly basis.

Any group that fails to follow through on their policy can have their rental terminated. (this will be added to the rental agreement)

Part B - Those groups and ministries that operate under the banner of NBBC.

Over the fall, as groups express a desire to meet, we will seek to accommodate them. All groups must:

- Wear facemasks.
- Sign in and out.
- Maintain social distancing.
- Each room will be posted with the appropriate number of occupants for social distancing.
- Surfaces must be wiped down with disinfectant before leaving.

We recognize that each group may present unique challenges and for this reason each group will be individually considered and decided upon, based on whether proper safety measures will be able to be reasonably maintained. Any group that fails to keep the guidelines may be asked to suspend gathering.

- All groups must restrict themselves to the agreed upon room designation.
- All groups must assign one person to represent the group to NBBC and act as a liaison.
- Groups can only gather to the limits of what physical distancing will allow in each room used.

Other Guidelines and Processes:

- If we find out someone has COVID-19 and had attended, the NBBC office will report to public health department.
- The church building will be equipped with direction arrows, signs, and social distance markers.
- Bibles and Kleenex will be removed from sanctuary.
- This policy may be amended from time to time as needed.
- NBBC will adhere to all public health guidelines and monitor it regularly for updates and changes.

Comments

As approved per NBBC Board meeting dated September 10, 2020.