



Sunday Worship Service - Covid-19 Phase III Policy

September 21, 2020

Safe Distancing

Traffic Flow

Attendees will enter the building using the main entrance on Como Lake Avenue only, and will line up on safe distance markers on the floor and along the outside sidewalk. One household at a time will be directed into the sanctuary, through the assigned entry door, to their pre-assigned seats, following a single-direction flow. At the conclusion of the service each section will be directed to leave sequentially through the allocated exit door, and attendees will be required to maintain a safe distance as they leave. The ushers will assist to maintain direction flow and physical distancing.

Seating/Capacity/Zones

A reservation system will be used for worship service attendance, which will be capped at 50 people.

All church pews will have designated seating areas with 2 meter spacing between the seating areas. Seating will not be assigned immediately next to the main aisles, and every other pew will be blocked off, to maintain safe distancing.

Common Areas

Social interactions will be limited inside the facility and will be encouraged to take place outside before or after the service. The foyer will only be used for safe people movement, screening, and reservation checks. Access to the coat-check area and the hall will be restricted.

Access to the washroom on the main floor will be monitored by the Foyer Ushers to maintain safe distancing. In the case of an emergency situation the usher can redirect that person to the upstairs washrooms, which will have limited access.

Sanctuary: attendees will be encouraged to stay in their seats during the service to maintain safe distancing.

Sanitization/Hygiene

Common Surfaces

Doors will be opened and managed by ushers to limit contact. All surfaces will be wiped down between services by the custodian team as per the approved sanitization schedule. The ushers will be responsible for additional sanitization of surfaces during the service.

Stations

There are hand sanitization stations at the entrance desk and by the sanctuary entrance and exit doors. We require everyone to sanitize their hands before they enter the sanctuary or washrooms where touching surfaces or doors is required.

Washrooms

The custodian team will follow the sanitization schedule for the main floor and upstairs washrooms.

Masks

All staff and volunteers are required to wear a mask. We require attendees to wear a mask as they enter the building. If they do not have one we can provide a mask at arrival. This information will be communicated as part of the service reservation process. We recognise that wearing face coverings provides limited protection to the wearer, but significantly reduces the likelihood of transmission of Covid-19 to others. If attendees are uncomfortable wearing a mask they will be invited to watch the online service at home.

Ventilation

Weather permitting, as many doors and windows will be opened as possible to allow fresh air into the facility, and the overhead fans will be on to maximise air circulation. Attendees may find it necessary to wear their jackets/coats during services as the weather gets colder.

Service Attendance

Reservations/Schedule/Times

There will be one scheduled worship service at 10:00am. Online and telephone attendance reservation will be open for three Sundays at a time, with clear communication of when reservations will be opened and closed. Reservations will be closed either when maximum capacity has been reached or to provide staff with sufficient time to pre-assign seating. People arriving for a service who have not pre-booked will be accommodated only if there is sufficient available seating capacity, otherwise they will be directed to watch the online service.

Contact Tracing

Information will be collected with the reservation system, which will include a pre-screening acknowledgement and consent for the release of personal information to Public Health in the case of an outbreak. This includes service leaders and volunteers as well as other attendees. This personal information will be retained for thirty days or for any other period as required by British Columbia health authorities. We will also ask that if attendees experience symptoms during a worship service or within the following week that they report it immediately to Coquitlam Presbyterian Church as well as to the public health authority. If Coquitlam Presbyterian Church becomes aware of an outbreak they will immediately report that information to the public health authority.

Signage

The following signs and markers must be displayed at all times where needed:

- Exterior pathway - 2 meter distancing line markings
- Entrances - Symptoms of Covid (11X17 CDC Version)
- Stop the Spread of Germs (11X17 CDC Version)

Stations/Entrances	- Cloth Face Covering (Letter CDC Version)
Foyer	- Please Sanitize Hands (Text Base)
	- 2 meter distancing floor decals
	- Any Other COVID Educational Material
	- Offering box
Sanctuary	- Restricted seating (2 meter zones)
	- Marked off Alternating pews
	- 2 meter distancing floor decals
	- EXIT Only signs
	- NO Entry Signs

Screening/Exclusion Policy

A short series of questions will be asked before entering the service.

1. Do you have fever, cough, chills, sore throat, muscle pain, shortness of breath or new loss of taste or smell?
2. Are you in close contact with anyone who currently has any of these symptoms or testing positive for COVID
3. Have you or anyone in your household travelled anywhere outside of Canada in the last 2 Weeks?

If anyone answers yes to any of these questions they will not be permitted to attend the service and will be directed to take the self assessment tool at <https://ca.thrive.health/covid19/en> to find out more and get help if needed.

High Risk Individuals

We encourage individuals who are at high risk for disease to stay at home and to watch the online service.

Kids Programming

Until further notice, children and infants will be joining their families for worship in the sanctuary.

Singing

Health officials advise that singing is a high-risk activity for the spread of Covid 19 so we regret that we will not be participating in singing as a congregation until further notice.

Offering/Contact

Offering will only be taken via the drop-off box on the way out of the building. Additional options for offerings are:

- E-Transfer to office@hiscpc.org.
- Online giving through the website via Givepoint
- Direct Deposit

There will be no hugging, shaking hands or gestures that would involve coming into contact with another person.

Coffee Time

We will not be offering coffee time after the service until further notice. We will continue to host an online virtual coffee time, to be hosted at 11.30 am on Sundays (time subject to change).