

Windsor Chinese Alliance Church COVID -19 Re-Open plan

Table of Contents

I. Summary ..... 2

II. Ontario Re-Open Strategy..... 2

    II.1. Current stage: ..... 2

    II.2. Considerations for each stage..... 2

III. WCAC Re-Opening plan: ..... 2

    III.1. WCAC re-opening plan will be based on:..... 2

    III.2. Priority of Services: ..... 2

    III.3. Stages of WCAC opening and criteria ..... 3

IV. Readiness maturity ..... 4

    IV.1. Hygiene and Personal protection..... 4

    IV.2. Social Distance ..... 5

    IV.3. Technical readiness:..... 5

    IV.4. Service team safety procedure: ..... 5

V. Roll Back Plan ..... 5

Appendix I Education for Congregation (What to expect):..... 6

Appendix II Sanitizing procedure for Cleaning Crew ..... 7

Appendix III Usher Duties and Safety..... 8

Appendix IV Worship Team safety procedure ..... 11

Appendix V Sound Team Safety Procedure ..... 12

Appendix VI Adult Sunday School Safety Procedure ..... 13

Appendix VII Children Sunday School Safety Procedure ..... 14

## I. Summary

This plan should be part of the WCAC Pandemic Response Plan and compliant with Ontario and C&MA pandemic recovery guideline. The purpose of the plan is to provide a guideline to resume WCAC services as well as protecting the health and safety of members.

Workplace Safety & Prevention Services of Ontario

[Services Guidance on Health and Safety for Places of Worship During COVID-19](#)

## II. Ontario Re-Open Strategy

### II.1. Current stage:

Reopening Ontario Website

<https://www.ontario.ca/page/reopening-ontario-after-covid-19#section-1>

Ontario entered regionally stage 2 (Exclude Windsor-Essex) alone with Faith gathering and gathering under 10 people for all province at 6/12/10.

### II.2. Considerations for each stage

To reopen the economy, we will consider factors such as the risk of the spread of COVID-19 and the ability to implement protective and preventative measures in the workplace. The Chief Medical Officer of Health and health experts will advise the government on when it may begin to ease public health measures using a range of criteria, including:

- a consistent **two-to-four week** decrease in the number of new daily COVID-19 cases sufficient acute and critical care capacity, including access to ventilators and ongoing availability of personal protective equipment
- approximately 90% of new COVID-19 contacts are being reached by local public health officials within one day, with guidance and direction to contain community spread
- ongoing testing of suspected COVID-19 cases, especially of vulnerable populations, to detect new outbreaks quickly

According to Ontario plan, the stage 3 can be activated as early as Late June.

## III. WCAC Re-Opening plan:

### III.1. WCAC re-opening plan will be based on:

- Ontario Government guideline
- Windsor Health Unit advice
- To ensure the safety of members.

### III.2. Priority of Services:

1<sup>st</sup> priority:

Sunday Services

2<sup>nd</sup> priority

Sunday School classes

Prayer meeting

3<sup>rd</sup> priority

Children Programs

Fellowship

Meetings

Lunch

### III.3. Stages of WCAC opening and criteria

Level	Service	Criteria
Stage 0	<ul style="list-style-type: none"> <li>• Training for service team members for re-opening of church</li> <li>• Conducting live streaming service with only service team attend.</li> <li>• Communication to congregations regarding “need to know” when moving to re-open church for members.</li> </ul>	<ul style="list-style-type: none"> <li>• Ontario government allow church services to restart</li> <li>• Have enough hygiene supplies (hand sanitizers, masks, disinfectant wipes) for service team.</li> <li>• Service team is trained of how to perform service (each team to develop their own procedures to be discussed at next ERT meeting)               <ul style="list-style-type: none"> <li>○ Worship team- Kathy</li> <li>○ Ushers- Sarah</li> <li>○ Sound Team – Adam</li> <li>○ Cleaning team – Philip</li> </ul> </li> </ul>
Stage 1	<ul style="list-style-type: none"> <li>• Sunday service partially restarts with limited participants               <ul style="list-style-type: none"> <li>○ Suggestion: Mandarin in sanctuary, Cantonese in chapel, English in the Fellowship Hall</li> <li>○ Suggested Limits- sanctuary 60 chapel 35, fellowship hall 35</li> </ul> </li> <li>• Highly recommend that seniors and venerable group do not attend Sunday Service at stage 1.</li> <li>• Each congregation can decide their own schedule of return to church according to the readiness maturity.</li> </ul> <p>Other recommendations:</p> <ul style="list-style-type: none"> <li>• Tape up classroom areas, limit people’s access into other areas</li> </ul>	<ul style="list-style-type: none"> <li>• Have enough hygiene supplies (hand sanitizers, masks, disinfectant wipes)</li> <li>• Procedure for disinfecting the public areas including sanctuary, washrooms, hallways, classrooms is ready.</li> <li>• Congregation is well-informed as to how to attend service               <ul style="list-style-type: none"> <li>○ One direction traffic</li> <li>○ Distance between members (seats to be pre-marked)</li> <li>○ Remove hymn books and bibles</li> <li>○ Ushers to take attendance for all attendees</li> <li>○ Temperature check at the door and at the same time,</li> <li>○ Pre-screen health survey.</li> <li>○ Need to wear mask to attend service.</li> <li>○ Washroom procedure</li> <li>○ Do not dispose used masks at church</li> </ul> </li> </ul>

	<p>besides service areas (chapel, sanctuary, fellowship hall)</p> <ul style="list-style-type: none"> <li>• Register to attend service on WCAC website? Can still have some space for people who did not register</li> <li>• Offering- have attendees put into offering box. Continue to encourage e-transfer for offerings. Safety for offering counters. <ul style="list-style-type: none"> <li>○ Currently offering counters are provided mask and gloves.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ No congregational singing / reciting scripture together</li> </ul>
Stage 2	<ul style="list-style-type: none"> <li>• More attendance for Sunday service increase to 100</li> <li>• Partial opening for Sunday school classes (6-7 per class) <ul style="list-style-type: none"> <li>○ Consider one big class in the sanctuary for Mandarin</li> </ul> </li> <li>• Prayer meetings can be conducted at church. Pray in one big group instead of splitting into small groups.</li> <li>• Co-worker meetings can be conducted at church</li> <li>• Prayer meetings and bible study groups can re-open at members' houses at small group leaders' discretion</li> </ul>	<ul style="list-style-type: none"> <li>• After 1<sup>st</sup> stage is implemented, review every 2 weeks to see whether to move on to this stage. Consideration includes: <ul style="list-style-type: none"> <li>• Government regulation</li> <li>• Windsor-Essex report of local case controls.</li> </ul> </li> </ul>
Stage 3	<ul style="list-style-type: none"> <li>• Fellowship slowly restart at church (Enoch, Caleb, Carmel, and Jr. High). These fellowships will need to make their own plan of how to transition fellowship back to church.</li> <li>• Children's Program resumes (training for Sunday School Teachers TBD)</li> <li>• VBS starts</li> <li>• Mandarin Ministry lunch resumes (optional)</li> <li>• Retreat- TBD on Ridgetown College policy</li> </ul>	<p>After 2nd stage is implemented, review every 2 weeks to see whether to move on to this stage.</p>

#### IV. Readiness maturity

##### IV.1. Hygiene and Personal protection

- Hand Sanitizer
- Mask

- Body Temperature thermometer– have two of these
- Shared equipment

#### IV.2.Social Distance

- Limit number of attendees for service
- Pre-marking at entrance area
- Pre-marked sitting
- Reduced number of worship team members
- Single direction of traffic

#### IV.3.Technical readiness:

- Bandwidth for streaming service
- Skill training – sound team training
- Additional equipment- At least two sets of streaming equipment for Mandarin and English.
- IT support
  - Pre-register on WCAC website 1 day before service
  - Health survey app on mobile device

#### IV.4.Service team safety procedure:

- Cleaning Crew (Appendix II)
- Ushers (Appendix III)
- Worship Team ((Appendix IV)
- Sound Team (Appendix V)
- Sunday School Teachers
  - Adult (Appendix VI)
  - Children (Appendix VII)

### V. Roll Back Plan

In case of an outbreak at church (any Covid-19 infection case happen in church). Church should roll back to fully closure status at least 14 days and all the personnel attending the service prior to the confirm case should self-isolate at home for 14 days. Can inform congregation there is an outbreak but don't disclose affected person's name and information.

## Appendix I Education for Congregation (What to expect):

- Limited participants who can attend the service
- Pre-register
- Fill out health questionnaire prior arrival
- Social distance while
  - Lining up for entering church buildings
  - Moving within the building (single direction)
  - Attending services – marked sitting.
- Temperature check at the door
- Wear face covering all the time in the church building
- Dry wash hands before entering buildings
- Avoid touch any surfaces (chair, guard reel, door handles.)
- Follow the seating marking
- In washroom – limit washroom usage
  - Wipe down toilet seat after use.
  - Wash hands with soap 20 seconds after
  - Use another disinfection wipe to clean the door handle when exit the washroom.
  - Seal rectory area- limit washroom use in that area
- Bring your own bible to service, no sharing of bibles or hymn books
- Do not dispose used masks and gloves in church. You should bring your own zip lock bag to collect the used masks and gloves and bring it home after service.

### **Note:**

- Each congregation's readiness to start service may be different.
- In case of an outbreak happen in our church or someone attending our service tested positive for Covid-19. The service provided could roll back to previous stage.

## Appendix II Sanitizing procedure for Cleaning Crew

1. Each congregation should clean after their own Sunday service facility after meeting. A group of volunteers should be recruited to do the cleaning.
2. The worship team and sound team should sanitize the equipment they operate after use with 70% alcohol solution. Spray bottle and alcohol will be provided.
3. The cleaning crew spray the meeting area surface including seat, pulpit, doors and wash rooms (not electronic equipment) 200 PPM Chlorine solution. See below for how to make the solution.

### How to Mix an Approved Sanitizing Solution

Sanitizing reduces the number of microorganisms on surfaces to levels considered safe. Chemicals can sanitize dishes and other food contact surfaces such as cutting boards, knives, cooking utensils, and counter tops.

Things you need to mix a chlorine sanitizer solution using bleach:

1. Ordinary household bleach. Do **NOT** use bleach with fibre guard or fresh scent.
2. Teaspoon or tablespoon
3. Spray bottle or bucket labelled **Sanitizer**

Mix according to directions provided below. If you do not use household bleach, commercial chlorine solutions, quaternary ammonia solutions or iodine solutions may be used at solution strength listed below. Always follow the manufacturer's instructions.

Sanitizer	How to Mix	Solution Strength
Chlorine Solution using household bleach	<ul style="list-style-type: none"><li>• Mix ½ to one teaspoon (2 to 5 mL) bleach into 1 litre water</li><li>• Mix one to two tablespoons (½ - 1 ounce) bleach into 1 gallon water</li></ul>	100—200 ppm (200 ppm may be used for sanitizing surfaces in-place)
Commercial Chlorine Solution	Follow manufacturer's instructions	
Quaternary Ammonia Solution (QUATS)	Follow manufacturer's instructions	200 ppm
Iodine Solution	Follow manufacturer's instructions	Between 12.5ppm - 25 ppm

Tips to Remember:

- Do not mix bleach with soap.
- Use test strips to check the strength of the sanitizing solution.
- Replace sanitizing solution when solution strength is less than the required strength. Solution strength will weaken over time.

Source: Alberta Health Services, Safe Healthy Environments agency

## Appendix III Usher Duties and Safety

Ushers will be especially important in the re-opening plan. Before COVID-19, ushers' role is to feel people welcome as they come into church and now, they have an added important role of making sure our members are following appropriate health measures to keep everyone safe and healthy when we meet together for Sunday Service. Below are the procedures for ushers.

### 1. Pre-service prep

*Inform members:*

- Members who want to come for service must pre-register on WCAC website beforehand.
- Members they must wear a mask to come to Sunday Service. Members without a mask will not be allowed to enter church building (WCAC will not provide masks)
- What members should expect when they come to Sunday Service (check in process, properly distancing themselves)
- Members to fill out health survey before coming to service and hand it to usher

*Usher Managers' roles before Sunday Service:*

- Usher managers:
  - English: Sarah
  - Mandarin: Susan Jiang
  - Cantonese: Faye
- Each congregation must assign at least three ushers for Sunday Service.
- Usher managers of the ushering teams to assign rotating schedules for the ushers and make sure they know their rotation.
  - English Ministry ushers- Need at least 1 adult usher each week to supervise youth ushers
  - Assign beforehand which role the usher will take (see usher roles in greeting time section and service time section)

*Tasks ushers should complete before their shift:*

- Health survey: needs to be completed before they come for their shift. Can be submitted online (explore app Kathy suggested) or hand in paper copy before check in process starts
- Wear mask to the shift
- Wash and dry hands before shift
- Doors need to be propped open by door stops before check in process

Note: ERT should pre-mark ground and seats for people to line up and sit.



## 2. Greeting time/Check in process

**Ushers need to be on time- during their shift, must arrive at the church no later than 9:15 am!  
WEAR MASKS AT THEIR SHIFT!**

- Congregation to be informed to come before 9: 30 am. Service may start later but members should come before 9: 30
- No paper bulletins, announcements to be made available through WCAC newsletter or online bulletin.
  - Note: Missions updates should not be posted on public forum.
  
- Most likely, there will be a line up of people to get into Sunday Service and to go through the check in/greeting time process
  
- Usher #1:
  - Ensure people are practicing proper distancing measures (standing on pre-marked tabs) as they line up
  - Ensure people are wearing masks
  - Squirt hand sanitizer for people
  
- Usher #2:
  - Take members' temperature
  - Collect health survey from members and make sure their names are on the form.
    - Have designated area for people to hand in their paper forms
    - Online submission- can ushers check to make sure it is handed in?

## 3. During service

Usher #3:

- Once people are done check in process, make sure that people are sitting at a safe distance from each other (sitting in seats that are pre-marked)
- When service is over, dismiss the congregation row by row, make sure they are exiting out in one direction and not entering any other areas in the church.

## 4. Offering

- Stage 1- continue to do offering through e-transfer

- Starting stage 2- put an offering box where people can drop their offering envelopes
- How can we keep the offering counters safe? Right now, they are offered gloves and masks.

## Considerations

- How can we ensure members don't come in after service has started?
  - Leave 1 usher out at the door until after worship team is done
  - Ushers to sit close to the doors
  - Inform congregation beforehand to not be later than 9: 30 am.
- Youth ushers in English Ministry- will require permission from parents for them to serve.
  - If there are not enough parents give permission for their youth to serve, will need to recruit more adult ushers from university and up.
  - Sarah to speak with Richard, head of English worship teams, to see if he can move a few worship team members to ushering at least for stage 1
  - Sarah to create permission forms for youth ushers to serve and ask youth ushers' parents to sign them (for ushers under 18).
- For Mandarin and Cantonese Ministry- Usher managers need to make sure that all of their ushers are comfortable serving in this role before they start assigning the schedules.

#### Appendix IV Worship Team safety procedure

The “Guidance on Health and Safety for Places of Worship” does not give guidance on singing. Our District Office did not have any further guidance to give on singing or leading worship.

A recent Canadian Press article talks about restrictions for singing. See:

<https://globalnews.ca/news/7070096/no-singing-dancing-ontario-restaurant-patios-reopen/>

But the article did not link the specific government document.

The Toronto Public Health unit has a document with more specific guidelines:

<https://www.toronto.ca/wp-content/uploads/2020/06/978e-COVID-19-Guidance-for-Places-of-Worship.pdf>

I’m assuming this is based on the provincial guidelines which I could not locate at this time. It would be best for us to find the Ontario government official documents.

#### **With this in mind, here are the guidelines for worship teams at WCAC:**

- All worship team members should self screen for Covid-19, and not come to service if they have any symptoms.
- Handwashing/sanitizing should be done before entering the buildings and after leaving.
- Only 1 person should sing on a worship team.
- As few team members as possible should participate to allow for safe social distancing and to limit exposure.
- Everyone should wear a mask.
- The singer should face perpendicular to the crowd and be 4 meters away from anyone.
- The singer should be behind a screen or wear a mask.
- Each singer/speaker should have their own labeled mics.
- It is recommended that the congregation should not sing or chant at this time.
- Breath instruments like trumpets or flutes should not be used at this time.

Stage 0 and 1- no live worship team. Worship sessions pre-recorded. If possible, worship teams to be part of one household.

## Appendix V Sound Team Safety Procedure

1. Before leaving your home
  - a. answer the Personal Health check list, if any “yes” checked on the list, contact backup Sound Team member to substitute you.
  - b. Make sure you have mask or facial covering with you.
2. Upon arrival
  - a. Put on mask
  - b. Dry wash hands
  - c. Follow regular procedure to turn on equipment
3. During service
  - a. Each station (Mixer/PowerPoint/Stream computer) should only has one operator. Avoiding multiple people touching the same equipment.
  - b. Keep 2 meter distance between another team member.
4. After service
  - a. Turn off all the equipment
  - b. Do not put microphone away.
  - c. Wipe down all the surface touched before leaving.

## Appendix VI Adult Sunday School Safety Procedure

TBD

Appendix VII Children Sunday School Safety Procedure