



In accordance with Nova Scotia Provincial Law, the following will serve as our official **COVID-19 EBC The MEETING Place STAFF & VOLUNTEERS OPERATIONAL PLAN** for current facility usage (*Effective June 29, 2020*)

GENERAL GUIDELINES:

This policy pertains to Emmanuel Baptist Church

IN-PERSON GATHERINGS AND CHURCH SERVICES:

All church services will remain online until further notice. Our primary audience will be our on-line audience. Small groups, lay groups and ministries are permitted to gather in our church edifice if all physical distancing rules in this setting are observed.

SUNDAY SERVICES (Online Only):

Sunday services are available online only until further notice.

FUNERALS AND WEDDINGS:

Funerals and weddings that include fewer than 200 people are permitted if all physical distancing and other NS regulations are observed. Food is not to be served at either of these events. Therefore, our connections / hospitality ministry has been suspended until further notice.

SIGN IN AT RECEPTION DESK:

All persons entering the building will now sign-in at the Reception Desk in the lobby. Our EBC Greeters will check off the reregistered attendees upon their arrival. (EBC attendees will be required to register for the LIVE Recordings by utilizing Event Bright or calling the church office). The Church Office Administrator will keep this record for a period of at least 4 weeks to keep track of who is in the building and their arrival times. This information is gathered and accessed only for the purpose of contact tracing should the need arise due to possible Covid-19 exposure.

REQUIREMENTS FOR ALL STAFF/VOLUNTEERS:

- All staff and ministry volunteers have the right to refuse to do anything they deem unsafe.
- without exception, **you must** sign-in upon entering the building
- respect physical distancing
- observe 6ft (2m) physical distancing at all times inside and outside the building, including with fellow staff members.
- when physical distancing is not possible, wear a face mask
- do not share office space
- host all meetings online (via Zoom, Facetime, or other programs) unless you deem physical presence is truly required and can practice physical distancing in the meeting with a maximum of 15 people
- work from home, when reasonable
- wash your hands often
- use sanitizer often

THE FOLLOWING SIGNAGE MUST REMAIN IN PLACE:

- asking people to self-screen BEFORE entering the building
- indicating hand sanitization stations
- indicating proper hand-washing technique
- encouraging people to protect themselves and others from getting sick
- reminding people of physical distancing measures in effect

SIGNAGE:

- All doors and entrances of Emmanuel Baptist will have posted signs (see attached) stating handwashing, social distancing, and sanitizing expectations, and a reminder for anyone experiencing symptoms to remain at home.
- Throughout our facilities, markings on the floor will be made that will help divide common spaces for multiple gatherings, encourage socially distanced lineups for washrooms and entrances
- Floor markers will be used to ensure traffic flows in one direction, into sanctuary, down one aisle, and exiting down another aisle.

ENTERING THE BUILDING:

- all persons must sanitize or wash their hands first thing upon entering
- then go immediately to reception desk and sign-in including arrival times

CLEANING & DISINFECTION PROCEDURES:

- Only use the commercial disinfectant approved for use that is available in the **MAIN OFFICE & in the Janitorial Room** off the lobby.
- If a volunteer or staff touches something in your office or in the area you are meeting, it is your responsibility to disinfect immediately after they leave.
- Staff working in their offices are required to disinfect their telephone, counter/desktops before using each day and not allow others to use these spaces.
- Our approved disinfectant spray is available, along with disposable gloves, for your use in the **MAIN OFFICE, the main meeting areas (ie – Choir room, parlour, Kids zone) & the Janitorial Room** off the lobby. **Please return the disinfectant to these locations immediately after use.**

JANITORIAL:

Special attention, above and beyond regular cleaning, is being given to **DISINFECTING** doorknobs, light switches, handrails, and other high-touch areas, until further notice.

In particular, Kevin Parson, our Custodial staff member, is responsible to disinfect all high-touch areas daily Monday through Friday. Please Note – if ministries are meeting in the church during the evenings or weekends, it is their responsibility to disinfect immediately after they leave.

FINAL NOTES:

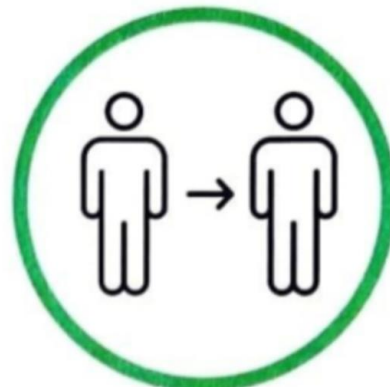
- Our Office Staff, will maintain all posted signage, replacing and updating as necessary. The Church Administrator will maintain the sign-in records.
- Our Assistant Pastor, Andrea Anderson, will monitor all policies, seeking updates from OHS – Occupation Health & Safety, provincial authorities, input from the staff, and final approval and authority from the Board of Directors of Emmanuel Baptist Church.
- This Operational Plan will be reviewed weekly and updated regularly as needed.



Help **protect yourself and others** from the spread of **COVID-19**



Stay home
if you are sick



Maintain distancing
non-household members



Sanitize hands
upon entry and exit



Wash hands
regularly



EBC

THE
MEETING
PLACE

Greetings EBC Family!

The heartbeat of EBC The MEETing Place is to see those who are far from God become committed followers of Jesus Christ. Central to this vision is a deep love for live gathering that prioritizes live worship, preaching, and prayer.

We have enjoyed our online services over the past few months. We now feel it is safe to begin to create a re-entry plan for our public gatherings. This has been determined in consultation with our governing authorities. Please note that these plans are tentative and are subject to further development, and additional guidelines provided by our governing authorities.

We will continue to provide our online streaming platform. All church services will remain online until further notice.

There are dozens of regulations and procedures that we are putting in place, but please allow me to highlight several important items:

Live Recording Gathering: We will have a 1-hour abbreviated LIVE RECORDING gathering for our pre-recorded worship service that is aired on Sunday. This LIVE RECORDING will take place on Thursday evenings in our main sanctuary. **Our launch date will be Thursday, August 13th at 7pm.**

Register for the LIVE RECORDING: If you plan to attend a LIVE RECORDING, you will be expected to pre-register on-line or by calling the church office before attending. In the near future, you will receive an invite to register for the live recording.

Participant Limitation: Each LIVE RECORDING will be limited to 160 persons in attendance (in accordance with the current directions from the department of Health). We will insist on not exceeding the stipulated capacity. This limit is to allow for social distancing guidelines to be met, and appropriate measures accomplished, as people are entering and exiting the building.

Masks: All who attend the LIVE RECORDING will be encouraged to wear a mask. **We invite you to sing during our corporate worship, however, in order to participate in singing, the Department of Health requires that you wear a mask.**

Seating & Flooring markings: All seating in the LIVE RECORDING will adhere to physical distancing guidelines. Attendees will be ushered to specific seats. Seating will be well spaced out. Floor markers will be used to ensure traffic flows in one direction, into sanctuary, down one aisle, and exiting down another aisle.

Children: Families with children who attend the LIVE RECORDING are asked to worship together since we will not provide activities for those age ministries to honour the social distancing guidelines. Children & Nursery ministries will not be available; nor is the nursery room open for use.

Offering: In addition to our current ways to give, an Offering Box will be placed at the entrance of the sanctuary. We will no longer pass the plate for the offering collection.

Lord's Supper: We celebrate communion on the first Sunday of each month. We will provide individually wrapped, pre-packaged elements for those attending the LIVE RECORDING on the week that we will observe the Lord's Supper. We will not pass the elements, but will instead provide a different method of delivery.

Sanitizing: We will sanitize bathrooms, door pulls, and high-touch surfaces before and after the LIVE RECORDING.

Greeters: All greeters will open doors for those in attendance for the LIVE RECORDING. They will not be shaking hands or hugging attendees.

Gatherings will be touch-less: Please do not make physical contact with other attendees. Keep as much distance as possible between yourself and others.

Coffee and Beverages: Coffee, beverages, and food will not be served within the building.

Seniors and Vulnerable Persons: If you are a vulnerable person and have pre-existing medical conditions or are concerned about virus spread in a gathered setting, please stay home and engage with our online ministry.

I look forward to worshipping with you soon. If you have questions, please contact the church office.

Kingdom Blessings,
Pastor Lennett