

# Calvary Chapel Artesia



## Re-opening Proposal: Phase I

*This proposal may change, at any time, given the guidelines or recommendations from the CDC, California Directives, or CCA Board.*

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### Scope

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This Phase I proposal is for the creation of a re-opening strategy for Calvary Chapel Artesia.

The strategy is a tentative plan and may change, at any given time, to follow the California and CDC guidelines and recommendations.

This proposal follows the ability to complete any checklist to ensure the safety of the church staff, congregation, and visitors.

The proposal may change as deemed necessary, or restrictions are reinstated.

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## **Vision**

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The re-opening of Calvary Chapel Artesia will occur in several different stages to ensure the safety of all congregants and members.

Currently, church gatherings are scheduled to reopen/restart during California's Phase III (unknown and unset date).

When California's Phase III starts; Calvary Chapel Artesia will initiate CCA - Phase I; upon an approved date and time.

The initial phase will begin with Sunday services, and may progress as guidelines and recommendations from California and CDC dictate.

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## **Target Population**

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The proposal is designed and directed for church staff, congregants, and visitors that attend Calvary Chapel Artesia.

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## **Objectives**

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### *Resources Needed*

1. Hand Sanitizer (minimum 60% alcohol) for all public areas and Soap Dispensers for all restrooms. Touchless dispensers are recommended; however, not mandatory.
2. Face Masks; may be cloth or medical grade.
3. No-Contact Trash Cans; the removal of trash can lid will suffice.
4. COVID-19 Signage; signage on how to stop the spread and promote protective measures.
5. No-Contact Fever Checker (Temperature Gauge); Already on order.
6. Gloves (plastic and/or latex) for church staff to use for routine cleaning.
7. Disposable Seat Covers

### *Entry Precautions*

1. Temperature checks will be conducted, by a qualified person, using a non-contact temperature gauge on all members attending and/or entering.

- (A) Markings placed exterior of Calvary Chapel Artesia entrance to ensure that social distancing (6 feet) is maintained.
  - (B) Controlled entry to allow congregants/guest/visitors ample time to find their seating.
2. If anyone has a temperature 100.4 F or over, they are considered to have a fever.
  3. If anyone is flagged for having a fever, they will not be allowed to enter.
  4. If anyone is feeling ill and/or experiencing symptoms (i.e. fever, chills, dry cough, tiredness, difficulty breathing, shortness of breath, headaches, muscle pain, sore throat, loss of taste or smell) will not be allowed to attend and/or enter.
  5. Primary entrance doors will be open to enhance the air flow inside the building, when deemed appropriate.
  6. All attending or entering must wear a face mask when entering; may be medical grade or cloth but must be worn during attendance.
    - (A) Cloth Masks are acceptable; only if they are personal masks brought with the member.
    - (B) Medical Grade masks are acceptable (i.e. surgical masks).
    - (C) Face masks do not replace the need for social distancing.
    - (D) Church will have surgical masks to provide guests who do not have a face mask.
    - (E) Face mask supply may vary depending on the availability of resources.

*Entry Protocols (Addendum – 5/29/2020)*

1. If capacity of 45 (or set capacity) has been reached, church staff will inform further visitors of reached capacity and other options for observing the services.
  - (A) If congregants leave during the services, others may be let in, if the capacity rating has not been breached.

*Elderly and Severe Underlying Medical Conditions*

1. Recommended that elderly and those with underlying medical conditions (i.e. chronic lung disease, severe asthma, serious heart conditions, organ transplants, cancer treatments, liver disease, and those under dialysis treatment) should remain home.
2. Per CDC, those with severe underlying conditions are typically higher risk for developing more serious complications from COVID-19 illness.
3. There is a recommendation that those **65 years or older** are susceptible to COVID-19.
  - (A) Continued streaming (i.e. Zoom or other platform) for those that may not attend because of above criteria.
  - (B) Member can review recorded service once the service is uploaded on the Calvary Chapel website.

*Social Distancing*

1. Attendance will be 25% of Calvary Chapel Artesia occupant capacity; meaning there will only be about 45 individuals in the church at any given time.

- (A) The limitation will be in effect for the first 21-days of the approval of religious services have been reinstated (reinstatement - May 25, 2020 / review date - June 15, 2020).
- 2. Social distancing (6 feet) will be kept while in attendance.
  - (A) In the event a member cannot maintain social distancing (6 feet); they are to ensure that face mask always remains in place.
- 3. Seating for social distancing will be six feet apart for those who do not live in the same household.

**Note:** If you live in the same household, you may sit next to each other.
- 4. Refrain from hugging and shaking hands; instead, members can bow, nod, or wave.
- 5. Consider live streaming and/or streaming for certain or specific services that would attract a larger than normal crowd.
- 6. Children's Ministry, Common Area, and Foyer will be modified for church services to accommodate social distancing precautions.
- 7. Seating in front of the worship area and sanctuary podium will be up to 10 feet away as precautionary measures.

#### *Hygiene and Disinfection*

- 1. Routine Cleaning (at least once per service, if possible): Clean and disinfect surfaces and objects that are frequently touched (i.e. doorknobs, light switches, sink handles, and countertops).
  - (A) *This assignment is to be determined by church leadership.*
- 2. Deep Cleaning (at least once per week): Clean and disinfect surfaces and objects that are frequently touched.
  - (A) This will be contracted services, additional scheduling may be made, if deemed necessary.
  - (B) Bleach wipes are preferred method for cleaning restrooms.
- 3. When washing hands, it is recommended to wash hands for at least 20 seconds.
- 4. Have adequate hygiene supplies, such as soap, tissues, no-touch trash cans, hand sanitizer (with at least 60 percent alcohol).
- 5. Avoid use of items that are not easily cleaned, sanitized, or disinfected.
- 6. Disposable seat covers are optional and/or upon request.

#### *Services and Office Hours*

- 1. Phase I services for in-person attendance will be: **Sunday - 10:00AM**
- 2. The doors will open 30 minutes prior to service for service attendees.

3. Essential church staff may enter prior.
4. Office hours for Senior Pastor, Assistant Pastor, or Elders will be appointment-based and should be held via virtual platform (i.e. Zoom).
5. If there is need to visit in-person, the California and CDC guidelines should be followed.

### *Offering and Tithing*

1. Have a localized tithing collection or electronic submission site.
2. Preferred method is to be tithing from Calvary Chapel Artesia website:

<https://www.givvia.com/g/ccart>

3. Secondary method is to mail in tithing to church mailing address:

**Calvary Chapel Artesia, 18177 Pioneer Blvd., Artesia, CA 90701**

4. Alternate, is the tithing box located in the foyer.

### *Communion*

1. Communion will be taking place in single-use packages (containing juice/cracker).
2. Communion set will be placed on chair prior to church services; on communion set dates.

### *Hospitality*

1. Food and snacks will not be served.
2. If food or beverages should be provided, they must be pre-packaged.
3. Avoid any beverage serving devices because there is a risk for cross-contamination when retrieving second servings.
4. Anyone may bring their own items; however, should not be left unattended.

(A) If a congregant/guest/visitor brought their own item, they should be mindful of social distancing (6 feet) when partaking in the item they brought.

(B) If a person must lower their mask to drink or eat something, they must ensure that they are not within 6 feet of another person.

5. Water fountain in children's ministry will be closed (wrapped) to prevent usage.

### *Tech Team*

1. Clean microphones, headphones, computers, laptops, etc. after every use.
2. DO NOT use water. Rubbing alcohol or alcohol-based cleaners are best.
3. Rotate your tech team, if possible.
4. Again, encourage those who feel sick or run down to not come into the service.

### *Staffing*

1. Church leadership will be aware of staffing concerns and of those who are assigned as back-up staffing.
2. If any church staff cannot make it for services; they must report to a church leadership immediately.

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## **Additional Ministries**

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### *Children Ministries*

1. The children ministry will remain closed during Phase I and/or until further notice.
2. Recommendation is to follow the California and CDC guidelines for K-8<sup>th</sup> grade for the return of children to Children Ministry activities.
3. Children's classrooms are to remain closed and not used by any congregants or members.

### *Children's Ministry (Addendum - 5/29/2020)*

1. Phase I, the children's ministry will start, using an online platform (e.g., Zoom).
2. Children's Zoom will last approximately 30-35 minutes and will be held separately (e.g., at a different time) from the Sunday morning services.
3. Children's Zoom date and time may be subject to change at any given time.
4. Children's Zoom will be broadcasted from Calvary Chapel Artesia, in a separate area, away from the general congregation.

### *Security Ministries*

1. Security schedule will resume as previously scheduled.
2. All security detail will be fully aware of Phase I plan set forth.
3. If security detail member is not able to make assignment, they will notify Elder Joseph.
4. At least two security team members will be available during services.
  - (A) One security member will be at main entrance: managing screening process.
  - (B) One security member will be assigned to church services: assisting in usher services and monitoring.
5. Security will carry gloves (on person) if contact with another individual is necessary.

### *Worship Ministry (Addendum - 5/29/2020)*

1. Recommendation that worship be changed from five worship songs to three songs.
  - (A) This is in effort to reduce the length of services and to limit or reduce the risks associated with COVID-19.
  - (B) Initial roll-out of worship will be conducted through Zoom application (e.g., off-site).
  - (C) The above worship ministry recommendations remain in effect until other recommendations have been approved by the CCA Board and that plans are deemed appropriate with California and CDC guidelines.

### *Other Ministries*

1. Will be modified according to California and CDC guidelines and recommendations.
2. Calvary Chapel Artesia Board must approve of any additional ministries.

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## **Signs of COVID-19 Infection and/or Symptoms**

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1. Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation.
  - (A) Due to size of Calvary Chapel Artesia, staging area will be outside away from public.
2. Notify officials, if a person diagnosed with COVID-19, has been in the facility.
3. Communicate with staff and congregants about potential exposure.
  - (A) Maintain confidentiality, as required by the Americans with Disabilities Act (ADA) or other applicable laws in accordance with religious practices.
4. Inform those with exposure to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.
5. Close areas used by the sick person, do not use until after cleaning and disinfection; wait 24 hours to clean and disinfect to reduce risk to individuals cleaning.
  - (A) If it is not possible to wait 24 hours, wait if possible before cleaning and disinfecting.
6. Advise sick staff and congregants not to return to the facility until they have met CDC's criteria to discontinue home isolation.

### *COVID-19 Related Concerns (Addendum – 5/29/2020)*

1. In the event a church staff member must travel, they must inform church leadership of their travels (e.g., domestic, or international) as a courtesy for scheduling purposes and/or COVID-19 screening.
2. In the event a church staff member feels ill or any COVID-19 symptoms, they should:
  - (A) seek medical attention.
  - (B) self-quarantine - if necessary.
  - (C) follow CDC and California guidelines.
  - (D) and follow the recommendations of their physician - if necessary.
  - (E) This includes any illnesses or symptoms after returning from recent travel.
3. If a church staff member has been diagnosed with COVID-19 and/or knowingly been exposed to someone with COVID-19, they must inform church leadership.
  - (A) In the event there is an exposure and church services were attended, church leadership will appropriately inform the church staff and congregation of possible exposure.

(B) The church will follow any guidelines by the CDC and California regarding COVID-19 exposure protocols.

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## **Recommendations**

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1. Community Outreach Ministry, LB rescue Mission, Marriage Ministry, and Convalescent Outreach will not restart during Phase I.
2. CCA Board will monitor and re-evaluate in accordance to the local, state, and federal guidelines associated with COVID-19 precautions.
3. CCA Board will re-evaluate future phases and/or plans as deemed appropriate with California and CDC guidelines.