

WILLOW PARK CHURCH RUTLAND LOCATION SERVICE PROTOCOL

Protocol – Parking Lot to Seat to Parking Lot - Specific to Highway 33 Gym – Sunday Morning

Capacity - 50

Parking Lot: Parking Lot closest to front entrance of foyer

Parking Lot Volunteer in place to direct attendees to entrance

Marked off one-way entrance into the building (Entrance will be doors closest to gym) with proper outline of 6 feet distance while waiting in line. (**Front Door Volunteer** at door to count people who enter/ to look at ticket registered for service – Doors to be propped open).

We will need to close off sections of the parking that are designated for each meeting place on Saturday and Sunday morning. This encourages a one location entrance and helps attendees to flow to singular entrance.

Front Door Host will be responsible to make sure no one else comes into the isolated gathering space from outside the building.

In Building:

- Doors locked to make gym single isolate entrance. Double doors that connect fireside room hallway to foyer, Outside entrance double doors closet to Highway 33, Double doors before you hit Toni's office.
- Doors will need to be locked and properly signed to ensure no entrance into church during service.
- We want to limit touch. No food, coffee, potlucks to be offered at this time.
- Services where we want to do communion it will be announced that communion will be taken place for services prior to the gathering. It is required that attendees bring their communion with them. If communion is not brought by attendee we can offer pre-packaged communion – Juice box and cracker prepared by someone who has adhered to Willow Park core hygiene and Health practices
- According to a guidance from BC CDC for Faith Based Gatherings, we can collect tithe. Here is the excerpt from the publication. "When collections are

taken, all those who handle cash or coins must wash their hands frequently with soap and water. There is currently no evidence that COVID-19 can be passed on to others by touching or handling cash.”

- We can leave container at exit of the gym for attendees who leave, The designated usher, who directs attendees to seat, can attend the exit and oversee the money being dropped off into the basket.
- Singing- Our practice will be-

Inside gathering – Singing can take place all attendees will wear a mask

Outside gathering – Singing is permitted with proper social distance guidelines in place for service. 12 feet in distance without a mask.

- Marked off section in hallway that leads into Fireside Room and into the Gym with proper social distance markers as individuals/families wait to be seated in the gym.
- We will need to mark of sections within the gym where individuals can sit at and are properly distanced from those around them. Marked of sitting sections that is distanced 6 feet or more from nearest section of other attendees
- **Volunteer/Usher with PPE Mask** at entrance to gym directing individuals/families to specified marked off social distanced section they are allowed to sit at.
- Hand Sanitizer at entrance into Gym
- Within the gym there will need to be a marked of path to the bathroom and also a marked of path back into the gym from the bathroom. This will ensure that social distancing is taken place as we enter the bathroom and exit the bathroom back into the gym

Exiting after service:

- There will be a Separate door to exit – East door to the right of the stage in corner of the gym.
- Path in gym directing exit to door – path will have six feet markers to properly show distance to keep from individual in front of you as you leave.
- Hand Sanitizer at exiting door

Protocol – Parking Lot to Seat to parking lot. Highway 33 sanctuary.

Capacity - 50

Parking Lot: Parking Lot near Dental Clinic

Volunteer in place to direct attendees to entrance

Marked off one-way entrance into the building (Entrance will be far right foyer doors) with proper outline of 6 feet distance while waiting in line. (Voluntee at door to count people who enter/ to look at ticket registered for service – Must wear PPE Mask-Doors to be propped open)..

Front Door Host will be responsible to make sure no one else comes into the isolated gathering space from outside the building.

In Building

- Doors locked within the building to ensure the sanctuary is an isolated section. Doors from foyer to fireside hallway, Doors in kids wing that leads to upstairs staircase by Toni's office. All office entry doors.
- Foyer will have marked of section down the middle (Middle entrance doors to middle of host desk/kids sign in desk) to properly mark off entrance and exit sides)
- Marked off section in hallway that leads to door that is to the right of the main host desk/children sign in section that leads into sanctuary with proper social distance markers as individuals/families wait to be seated in the sanctuary
- We will need to mark of sections within the sanctuary where individuals can sit at and are properly distanced from those around them. Marked of sitting sections that is distanced 6 feet or more from nearest section of other attendees.
- The balcony will be closed off to attendees.
- Sections of unused sanctuary to be marked off
- Volunteer at entrance to gym directing individuals/families to specified marked off social distanced section they are allowed to sit at.
- Mens and Womens Bathrooms in the foyer will be used for Sanctuary service

Exiting after the service:

- There will be a separate marked door for exit with proper social distance markers to provide adequate distance while waiting to leave. The exit door will be the door to left of the host desk/kids sign in area in the foyer.
- Exit door to outside parking lot will be far left door at entrance into foyer from outside.
- Hand Sanitizer at exit doors before you hit outside

Protocol – Parking Lot to Seat to Parking Lot - Specific to Highway 33 Upper Room – Sunday Morning.

The Upper Rooms should be the overflow section to be filled. It is the smallest space that can be filled out of the three. It should also be used for a younger crowd because of travel upstairs.

Capacity -

To make the Upper Room an isolated section we will need to double doors closet to Prayer/ Board Room that leads connects children's wing hallway and balcony access hallway, Lock door that leads to pursuit room and Youth office wing

Entrance door will be door to the right of front entrance doors that opens into stairwell. Exit door will be door that leads down childrens hallway and is marked of as exit, door leads outside to parking lot closest to Highway 33.

Parking Lot: Parking Lot near Highway 33

(Volunteer in place to direct attendees to entrance

Marked off one-way entrance into the building (Entrance will be door to right of double doors) with proper outline of 6 feet distance while waiting in line. (Front Door Volunteer at bottom of the stairs to count people who enter/ to look at ticket registered for service – Must wear PPE Mask – Doors to be propped open).

Front Door Host will be responsible to make sure no one else comes into the isolated gathering space from outside the building.

In Building

- Stairwell will lead to entrance into upper room. Will need arrows on the floor marking direction for attendees to enter into Upper Room
- Upper Room entrance will be split into half. One half for entrance into the Upper Room, the other side for those wishing to go to the bathroom. (Once service begins the entrance into the Upper Room can be used to enter back into the service from the bathroom.)
- Entrance into upper room will have volunteer/usher who will direct attendees to appropriate spot.
- Within the upper room there will be marked off sections that keep individuals/families six feet from nearest attendees.

- We will need to mark of upper room bathroom route within the Upper Room and also a specified line for entrance into the bathroom for ladies and men's bathrooms that are located in the hallway closet to Upper Room
- Upper room Bathroom line will be marked off along kitchen counter and lead through entrance doors.

Exiting after the service:

- There will be a separate marked door for exit with proper social distance markers to provide adequate distance while waiting to leave. The exit door will be the door marked exit in the childrens hallway
- The floors in the children wing hallway will have markers directing way to exit.
- Offering plate at exit with Entrance Volunteer patrolling exit offering plate.
- Hand Sanitizer at exit doors before you exit outside