

WILLOW PARK CHURCH GATHERINGS GENERAL PROTOCOLS/SAFETY PLAN

In accordance with the order from the Provincial Health Officer gatherings of 50 and under are being endorsed. Willow Park Church has created certain protocols to ensure we stay under 50 and are able to trace in case of a breakout and to ensure proper distancing is adhered to at our gatherings.

1. Registration

- Volunteers, Staff, Attendants are requiring registering to gatherings
- Registration will require to have contact info
- Registration will ask those not to attend if they are sick or have symptoms that show they are sick
- Registration will require those who attend to confirm they are well
- Front Door Volunteer present at each gathering to ensure only those registered enter into gathering

2. Seating

- All Seating arrangements in each location will be six feet apart from nearest person.
- Family units are able to sit together

3. Singing in Service

- Singing will take place in our services
- All Guests, Volunteers and Staff are required to wear mask while they are singing.
- Services will have one musician lead in song
- Musician will be spaced 12 feet from nearest person and does not need to wear a mask

4. PPE Requirements

- Volunteers will be required to wear a mask when the six-foot barrier is broken as they are assisting guest, welcoming guest and directing guest and while they are singing.
- Guest are required to wear mask as they sing
- Hand sanitizer will be available for guest, volunteers and staff as they walk into the building and as they exit.

- Gloves and masks are available for guest, volunteers, staff who ask for them or need them

5. Distancing Measures and Limited Touch measures

- Signs are present in each location indicating guest to keep proper distance from each other.
- Where line-ups might accumulate, floor markers are present to show proper distance between each guest.
- Usher present at line up to direct guest to seat. Wait here sign in place at each entrance into service
- Capacity signs are in place for each location and for each bathrooms
- Flow of traffic signs are in place to direct guest on how to enter and how to exit.
- Entrance only and exit only signs are in place to show proper entering and exiting doors.
- Areas are blocked off to help direct flow.
- Do Not enter Signs (w/ locked doors if able to) are present to protect gatherings of 50 in each location.
- Doors will be propped open into each gathering and leaving each gathering
- No hands shakes
- No hugs
- Unused furniture moved to discourage touching
- Willow Park Best Practices Signs posted at each entrance of gathering.
- Communion will be prepackaged and given out by a volunteer with gloves on as you enter into service.

6. Cleaning and Cleaning Supplies

- Each location will be equipped with proper cleaning supplies to be used at end of services.
- Cleaning and Disinfectant will take place between services.
- Cleaning checklist provided to be checkoff in between services
- Janitorial will do thorough cleaning in Gathering locations beginning Monday and finished before next gathering.
- Cleaning checklist provided for janitorial to checkoff gathering locations have been cleaned.

7. Training

- Staff and volunteers will go through training in order to work or volunteer at gatherings.
- Training will entail:
 - Description of roles for each service
 - Understanding of how service will look
 - Tutorial on how to clean touched areas
 - Understanding of where cleaning supplies are located
 - Time requirements for volunteers
 - Process if you are sick
 - Access is given to registration link to volunteer after trained
 - Volunteers who have been trained will be kept recorded by Lousia Weibe

8. Roles for Gathering

- Usher – Will direct individuals to appropriate seat, prop open doors into and leaving gathering, clean and disinfect after service
- Front Door Greeter – will confirm guest who enter are registered, prop open front doors and exit doors, look after offering bag at exit, clean and disinfect after service.
- Speaker/Host – will provide additional cleaning help if needed, provide oversight to the gathering
- Worship Leader – Will provide additional cleaning help if needed.