

SOUTH CARIBBEAN CONFERENCE



SEVENTH-DAY
ADVENTIST[®] CHURCH

RETURN TO CORPORATE WORSHIP
With **updates** from Ministry of Health

Post COVID-19

June 24, 2020

Guidelines for Re-entering our Church Facilities - UPDATED

A recent Directive on Monitoring and Evaluation from the Ministry of Health:

‘The Head of the Inter-Religious Organisation, through their respective religious bodies and heads, will provide continuous assessment and reporting to the Chief Medical Officer on the implementation of these Guidelines through continuous site visits and inspection of the places of worship. Self-regulation is recommended to ensure the strict adherence to these Guidelines in order to reduce the threat and mitigate the risk of spread of COVID-19.’

As a result of the above, Church Pastors/ Safety Officers are asked to fill-in and return the attached Checklist as soon as possible to the South Caribbean Conference stating their readiness to re-occupy and their adherence to the following guidelines:-

1. WORSHIP SPACE ACCOMMODATION

How many persons can your worship space accommodate at thirty-six (36) square foot (sq ft) per person?

Use the following guide as it relates to persons per square foot:-

1,000 sq ft	=	25-27 persons
2,500 sq ft	=	60-69 persons
4,000 sq ft	=	100-111 persons
7,500 sq ft	=	200-208 persons
10,000 sq ft	=	250-278 persons.

Families can sit together.

2. INSPECT (The Safety Committee and/or the Deaconry Department)

Inspect Building, Equipment (including electrical and plumbing – water tanks), Furniture and Storage Spaces for defects and other inconsistencies. This must be thoroughly done since there can be deterioration with lack of usage over the period of time. Involve your Safety Committee in this process.

3. SANITIZE

The entire church must be properly sanitized: chairs/pews and kneeling benches, restrooms, railings, doorknobs and handles, light switches, podiums and microphones, etc. This must be done before and after each service. If a church is having multiple services, there should be sanitization immediately before and after each service.

(Follow the label directions for the proper use of each cleaning agent or see Appendix 1A and 1B).

4. SIGNAGE

Use Signage at entrances and other appropriate locations to highlight reminders of the new 'non touch' experience. For example: -

- Wash Hands (demo sign)
- Wear Mask/Proper Use of Mask
- Directions to the Wash Areas
- Reminders of Non-Contact Greetings – No Hand Shake/Hugging
- Distancing – **Arms length** in every direction
- Floor markers

5. AMENITIES

- Wash Sink/s should be erected at the entrance of each church facility to allow for washing of hands before entering the building. Where this is not possible, a deacon or usher shall be present (to provide Hand Sanitizer - 60% alcohol-based) at the entry point of the church.
- It would be ideal to have Lever Head, Pedal Actuated or Hands Free Taps attached to the sink.
- Ensure there is running Water, Liquid Soap, Disposable Towels and a Covered Bin with a Step-on Lid. However,
- Set-up Hand Sanitizer Dispensers/Stations at specific areas throughout the church.

6. CONTACT TRACING

A Register must be kept in order to record the name, address and telephone number each person attending the service. One or two persons (depending on the capacity of the church) should be assigned to record this exercise. No exchange of pens nor writing materials must be done.

7. HEALTH SCREENING

All persons entering the church building (using one main entrance) should be scanned using an Infrared Thermometer.

Normal Body Temperature - 98.6⁰F or 36.5⁰C to 37.4⁰ C

Elevated Body Temperature - 100.4⁰F or 37.5⁰ C

8. USHERS AND GREETERS

These persons must be under sixty (60) years and must not have any pre-existing medical conditions that will compromise their immune system. They must be trained and instructed on how to greet post-quarantine – NO hand shaking NOR hugging. They should be aware of all the new measures in place and ensure that these measures are followed.

9. BULLETINS

Do not distribute bulletins nor other materials until further notice.

10. SAFETY BRIEFINGS

Safety Briefings on the 'New Normal' must be done before and during services highlighting the following: Wearing of Masks, Washing/Sanitizing Hands, Maintaining Physical Distance, Location of Wash Areas, Entrances and Exits, etc. Place emphasis on caring for each other.

11. CHURCH SERVICES

In order to encourage a greater chance of social/physical distancing, churches can offer multiple services. However, there should be no less than forty-five (45) minutes between each service to allow for the **cleaning** of the facility.

- Persons are not allowed to congregate before or after service.
- Services should be completed in less than two (2) hours.
- The person conducting the service or anyone speaking to the congregation should stay twelve (12) feet away and is exempted from wearing a mask.
- Ensure that microphones and musical instruments are not shared and must be sanitized before and after each service/use.
- Avoid the use of Air Conditioning Units and have doors and windows opened whilst services are in progress. This will allow for the free flow of air and will also prevent persons from frequently touching them.
- If Air Conditioning Units are used, they must be cleaned regularly.
- If Bibles and Hymnals are provided in the pews they must also be sanitized. However, encourage members to walk with their own copies.
- Face masks are to be worn at all times even though this is challenging especially while singing and should be provided for those without in order to increase the comfort level of all worshippers.
- Tithes and Offerings: (a) Have an extended handle attached to the Offering bags that will allow for social distancing, or (b) a secure area or box where the members can come up and deposit their gifts avoiding close contact.
- Provide Face Covering and Gloves for persons performing treasury duties. These must be worn during treasury duties.
- Online giving options can be continued and /or explored.
- Dismiss service in an orderly manner that will maintain social/physical distancing. (Separate Entrances and Exits)

12. BAPTISMS

Consider the use of running water (River or Sea, if possible) for this purpose.

13. COMMUNION SERVICE

Provide pre-packaged emblems for this service. Place them on a table and have the members collect them on the way to their seats or at the appointed time.

Guidelines in relation to Foot Washing will be given at a later date.

14. RESTROOMS

Restrooms are to be continually monitored. This should include:-

Frequent cleaning during service

- Ensure that hands are washed and distancing is followed.
- Provide the necessary liquid soap and appropriate tissue.
- Use bins with Step-on lids.
- Ensure that children are escorted to and from this area.

15. SICK BAY (See Appendix I)

All Churches are expected to have a Sick Bay.

In the event that a worshipper is ill and/or is displaying flu-like symptoms such as fever, cough, sore throat and headaches, the attending First Aider must call the National COVID-19 Hotline @ 877-9355 to inform for directions and arrange for pick up.

If a family member or close relative of the ill person is not present, the Pastor or First Elder is the only person allowed to inform the relatives of what has transpired.

After the person has vacated the facility, please ensure immediate and proper sanitization of the area.

16. CHILDREN

There should be a limit to the number of children at each service in any designated area. Leaders should not have pre-existing medical conditions. Supervision and sanitization are of utmost importance. Parents with children under five (5) years old should be encouraged to worship virtually with them until further notice.

The children's area should also be prepared for their use when services resume.

17. VIRTUAL PRESENCE

- Anyone who is ill or exhibits any of the following symptoms - fever, chills, cough, shortness of breath, muscle pain, headache, sore-throat, or recent loss of taste or smell - should not attend services.
- Anyone who is immunocompromised and/or has a vulnerable pulmonary disease should not attend services.
- Anyone with a potential exposure to someone exhibiting any of the above symptoms or confirmed case of COVID-19 should not attend services until the period of quarantine ends.
- Advise staff and congregants with symptoms of COVID-19 or who have tested positive for COVID-19 not to return to the place of worship until his/her symptoms cease as confirmed by a Medical Practitioner.

Churches are advised to continue live streaming of their services so that persons who are challenged, essential workers, shut-ins, those who still feel afraid and are unwell can participate in church services from the comfort of their homes.

18. ON ARRIVAL AT CHURCH

- ✓ Put on your face mask
- ✓ Wash hands with soap and water or use Alcohol-based Hand Sanitizer
- ✓ Have your temperature checked. If temperature is above normal – seek medical attention
- ✓ Register your attendance
- ✓ Go directly to your seat
- ✓ Avoid crossing over someone who is already seated
- ✓ Pay attention to the briefings
- ✓ Enjoy the **one-hour** service while maintaining your physical distance
- ✓ Dismiss row by row
- ✓ Wash/sanitize hands and exit the premises

It is an important duty of the Church Pastor and/or First Elder to inform members of these new measures and arrangements prior to their re-occupation of the church.

Remind them to practice the following:-

- **Wear your Masks**
- **Do not touch your face**
- **Wash your hands regularly with soap and water or use an alcohol-based hand sanitizer**
- **Maintain your distance...respect persons space so they can respect yours**
- **Cough into a tissue or into the crook of your elbow**
- **Explain entry and exit points**
- **They should know who should not attend and why**
- **Ask God for wisdom to navigate these new challenges**

STAY INFORMED
AND
FOLLOW THE DIRECTIVES GIVEN BY
THE MINISTRY OF HEALTH
AND
THE GOVERNMENT



APPENDIX I

FIRST AID ROOM

The designated space is to be equipped with the following:-

- **Somewhere for the patient to sit or lie and be examined.**
- **If there is insufficient space to have a bed, a portable folding Cot can be used when necessary.**
- **Pillows and blankets**
- **First Aid Kit with disposable gloves, dressings, bandages and plasters.**
- **Blood Pressure machine**
- **Infrared Thermometer**
- **Diabetic testing machine with strips**
- **Drinking water**
- **Hand Sanitizer and disinfectant surface wipes**
- **Notebook for recording**
- **Step-on bin lined with waste bags & functioning cover**

A chair for the person attending