

GENERAL GUIDELINES FOR BUILDING USE DURING COVID

We have identified several rooms\areas within Cedar Park Church that can be utilized to host group meetings. We must follow BC Government Guidelines for Reopening Faith Based Organizations and WorkSafeBC Guidelines. Please read the guideline carefully and make sure your group understands them.

Cedar Park Church Parameters for Small Groups

General Guidelines

1. Anyone entering the building is required to sign in at the front desk and indicate a negative response to the COVID-19 self-screening.
2. Please ensure physical distancing (2meters or 6 feet) can be maintained between persons
3. We remind anyone to stay home if they or any of their direct family members (people they have regular contact with) are unwell
4. Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and not enter Cedar Park Church
5. We encourage you to greet each other with a hand wave
6. We remind you to wash your hands regularly and avoid touching your face
7. Masks are recommended when moving around the building.
8. A Registry or Log Book must be maintained to record who has attended a meeting to facilitate contact tracing; names have to be recorded for 30 days then destroyed
9. If you are going to sing (considered a high risk activity) use masks and physically distance a minimum of 12 feet apart from each other
10. Groups can be multigenerational and may include children
11. Sharing of food is not forbidden just no potlucks and please limit the chance of cross contamination
12. Understandably keeping children 2m apart will not always happen; remind kids not to touch each other and keep their eagle wings spread
13. Communion may be taken as a group, use one server only and prevent cross contamination; even better have people bring their own elements

Booking Rooms

1. We are tentatively opening the church to group meetings July 6th, 2020
2. Depending on the selected room we can accommodate group sizes from 2 to 12 people
3. We have developed a calendar booking system for the group leader to utilize. Please contact Sophia Chiu for Room Bookings Tel 604.946.7410 / admin@cedarparkchurch.org
4. Group Leaders must keep a registry of persons who attended and their contact information for 30 days. After 30 days the information is to be destroyed. Please forward this registry after each meeting to Sophia Chiu, CPC Administrator Assistant email: admin@cedarparkchurch.org

Available Rooms

Room Name	# groups	# people	Amenities
Sanctuary (lower)	3-4	10-12	Video
Fireside	1	10-12	Video
Coffee Room	1	3-5	Kitchen
Library	1	6	
218	1	8-10	
219	1	4-6	
217	1	4-6	
212	1	10-12	
205	1	10-12	
204	1	6-8	

Note: There is a mobile video system available for booking

The kitchen in the coffee room will only be available for groups that have booked that room.

Building Access and Traffic Flow

1. Currently the elevator is un-operational so please book a room on the first floor if there are mobility challenged people within your group
2. Groups meeting on the first floor will enter and exit via the main doors. Groups meeting on the second floor will enter via the front side entrance in front of the stairs and exit via the back-side entrance. The doors will have signs on them.
3. Directional arrows have been posted to show desired traffic flow
4. Groups meeting on the first floor will use the main washrooms. Groups meeting on the second floor will use the washrooms on the second floor. The washrooms beside the baptism tank are off limits at this time.

Cleaning and Sanitation Protocols

1. CPC washrooms are stocked with soap and paper towels and warm running water is available.
2. Hand Sanitizer, disposable masks and gloves are available upon entry into Cedar Park Church
3. Cleaning kits will be provided for each room.
4. Leaders of small groups are responsible for the set-up and take down of the room they have booked.
5. Leaders of Fellowship groups are responsible to disinfect all hard surfaces within the room they booked such as door handles, light switches, hard chairs, counters etc.
6. Common high touch areas will be disinfected daily. These include washrooms, enter\exit doors, common doors handles and light switches
7. Common areas and meeting rooms will be also cleaned and disinfected weekly

