

## **CEDAR PARK CHURCH BUILDING COVID 19 PROTOCOLS**

Good News! Certain rooms/spaces within our building have been prepared to safely host group meetings. We will adhere to BC Government Guidelines for Faith Based Organizations and WorkSafeBC Guidelines. Please read guidelines carefully and make sure all participants understand them.

### **Cedar Park Church Parameters for Groups**

#### **General Guidelines**

1. Please ensure physical distancing (2meters or 6 feet) can be maintained between persons
2. We remind anyone to stay home if they or any of their direct family members (people they have regular contact with) are unwell
3. 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
4. We encourage you to greet each other with a hand wave
5. We remind you to wash your hands regularly and avoid touching your face
6. Masks are mandatory when in the building. Only time you can demask is when alone at a desk or work table. Masks to be donned by persons ages 11 and on.
7. 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
8. Consider using one soloist when singing. Others are to hum only. Keep 2m apart.
9. Groups can be multigenerational and may include children
10. Consider avoiding communal foods. Recommendation is to share prepackaged food and drink items such as wrapped cookies, individual juice boxes or pop cans.
11. Understandably keeping children 2m apart will not always happen; remind kids not to touch each other and keep their eagle wings spread
12. 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. Room bookings are available as of July 6<sup>th</sup>, 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](mailto: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](mailto: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	
Prayer Chapel	1	2	

**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 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

