

CBCM REOPEN PLAN (Final Version 7.1)

(Please also see <https://docs.google.com/spreadsheets/d/1zvwGcmt8NzLi6-gBTRpqQNmHdDFXgjqkqlb17tjFJew/edit?usp=sharing> for an at-a-glance plan)

1. Initial Reopening Stage (Pre-Record or Livestream from Church Facility)

This is the very first stage of our gradually phased reopen plan in various stages. While we desire to move towards reopening, our approach is to be extra cautious in a reasonable manner, and the basic assumption is that anyone can still be a carrier of COVID-19. We will be consulting the MC government and MCPS reopening processes with the general approach of being equally or slightly more cautious than they are. **Throughout the various stages, our online broadcast will continue.** If a “second wave” of COVID-19 hits or someone who came to our gathering contracts COVID-19, we will return to our previously set Response Plan Stage 2 operations of shutting down the in-person gathering and do contact tracing in a timely manner.

Summary of Main Operations: To move the Sunday worship recordings or livestreams back to our facilities, as well as increase some of our weekday office operations. The online broadcast of our services will continue in all stages. We will continue to use remote methods for all other gatherings such as worship services, trainings, prayer meetings, and cell/fellowship groups. We may make exceptions on a case by case basis for small-size gatherings such as memorial or wedding service for our member families, while observing safety precautions guided by our response team. Unless the COVID-19 situation worsens in MC, we plan to start this phase officially by early-mid August 2020, and if there are sufficient volunteers willing to return to do livestream from our church facility.

- a. The in-person worship services will NOT resume in this stage. All regular weekday meetings and activities (such as senior community center, sports, etc.) will NOT resume. All worship services will remain in the online format, however, the production (pre-recording or livestreaming) of these services will be moved back onsite to our church facility, with no audience except ushers who will come to practice for our stage 2 operations.
- b. The preaching, worship, AV, and livestream teams will regather, along with the usher teams, while practicing social distancing and other safety precautions such as wearing face masks and staying within the size limit of less than 25 people in the Sanctuary or the Fellowship Hall. Those who are uncomfortable with this are free to not participate.
- c. During this stage, for worship leaders who are uncomfortable with this due to themselves in the higher-risk groups or live with people who are, but still would like to serve and lead worship when it's their turn, can still have the option to pre-record from home.
- d. Finance, administrative, facility, and pastoral staff can resume working at the church facility (if they are healthy and show no symptoms). We will still operate with shorten office hours and staggered rotation shifts. Staff can also work remotely from home at their discretion. All who works at the church facility are encouraged to wear face masks in public spaces.

- e. All who participates in the Sunday worship recording/livestreaming must be symptom free, wear PPEs such as facemasks, gloves, and be responsible to clean their workstations (ample disinfectant wipes will be provided), with the exception of the worship teams and the speakers when they are doing their recording or livestreaming.
- f. The worship teams and speakers will take the following precaution: Using designated mic one per person; Each person is responsible to clean their mic, music stand, and instrument after usage; Have no more than 5 members on each team; Keep safe distance apart with singers in front center, musicians on the sides and back; wear face masks while preparing, cleaning up, and discussing as a group; Making sure no one is sitting in the front three rows facing the worship teams or speakers when they are rehearsing or recording/livestreaming.
- g. To keep proper safe social distancing, the livestream/recording team members on the second floor should have no more than 2 people working together and wear face mask at all times.
- h. During this stage, outdoor gatherings ≤ 50 for ≤ 1.5 hours that practices safety precautions (such as social distancing, wearing face masks, etc.) can be allowed per each congregation leadership's discretion. For the purpose of strengthening fellowship and spiritual growth, all congregations are encouraged to explore this solution at this stage, since the in-door in-person gathering may not happen for yet a while.
- i. The pastoral staff and Children Minister Department will work together to modify/improve the current online kids program (Kingdom Kids & Kingdom Builder. In terms of time slot, duration, group size, and content, etc.) to provide an alternative online children/family worship time to help family with younger children to participate in worship together as a family, while allowing the parents to focus on participating in the regular Sunday worship services for adults.
- j. During this and later stages, we may make exceptions on a case by case basis for small-size gatherings such as memorial or wedding service for our church member families, while observing all the safety precautions guidelines.
- k. Church facility cleaning will resume with an enhanced check list of cleaning requirements developed by our PFD in conjunction with our medical information advisory team. Ample hand-sanitizers and disinfectant wipes will be made available throughout the building.
- l. Additional PPE materials will be purchased, and additional safety and cleaning procedures will be set during this phase, such as instructions for our cleaning contractor to do extra rigorous sanitizing process for all high contact areas.
- m. During this stage, assuming the COVID-19 cases stats continues to improve, at some point the usher teams will conduct test-runs to train, practice and rehearse for the next stage of reopening (using the **Ushers SOP*** below). The head ushers of each congregation will be leading these rehearsals with the help of our response team.

- n. During this stage, our IT team will need to start working on creating or using an existing online RSVP system (such as Eventbrite) for the onsite worship services in the next stage.
- o. During this time, the church leadership (BOE, pastoral staff team, BOD) will continue to re-evaluate what is truly strategic, effective, and necessary programs and ministries for our church, so we can continue to grow being missional and effective, and be more focused, streamlined, and strategic in our church operations. We will also explore new strategic ministries to serve and reach out to the community at large.

2. Intermediate Reopening Stage (Begin Initial In-Person Regathering Services)

Summary of Main Operations: While continuing with our online livestream broadcast, we will try to begin to resume some level of in-person gathering. It will come in the form of moving our Sunday worship services back to being in person gatherings with enhanced precautionary health-safety measures and modified service format and time slots as listed below, with other smaller size gatherings throughout the week. This phase will start when there is ≤ 50 new cases per 100K population in MC over 14 days (Our medical info advisory team will keep track of this and inform us. This number is subject to modification if new information warrants it), and if there are sufficient volunteers who are willing to serve back in our church facility on a regular basis. Those volunteers in higher-risk groups can opt out.

The 4 main guiding principles at this phase are: 1) Health safety is our top priority. The operating assumption is that everyone is contagious (Rationale: avoiding infection is like dodging bullets in that 99% score = failure); 2) Seek input from our congregations via online surveys for the purpose of finetuning this plan; 3) Encourage family unit worship together both for safety purposes and for family/spiritual dynamic benefits. 4) Keep logistical operations as simple as possible in order to be efficient and to avoid mishaps. Minimize mingling and bottlenecks of crowds. The detailed plan for this phase and the following phases will be different and customized for G-campus according to what is best for their congregation demographics and facility size and layout.

- a. For R-Campus, at least three language-group worship services (RC, RE, and EM) will resume onsite (adjustments may be made after seeing how many people actually attend each service and how the process goes). For G-Campus, both GE and GM worship services will resume. All regular weekday meetings and activities (such as senior community center, sports, etc.) will NOT resume.
- b. The services will be shortened and conducted in a staggered schedule with different entrances and exits to minimize bottlenecks and crowds whenever possible. RC will use the Fellowship Hall to worship at 9:30am to 10:30am and uses the entrances and exits within the Fellowship Hall; RM will use the Sanctuary at 10am to 11:00am, and RE will use the Sanctuary at 11:30am to 12:30pm.
- c. Family with teens are strongly encouraged to attend the English worship service as a family unit, which the Fellowship Hall serving as the overflow area.
- d. There will be a 45 minutes buffer between Sunday school classes and worship services to allow people time to travel from or to their homes.

- e. Everyone who attends must wear a mask at all time (They are encourage do bring their own, but the church will also provide a mask for those who needs one). No one with a temperature or showing other symptoms should attend. All ushers, AV teams, and livestream teams will also be wearing disposal gloves provided by the church. Cleaning supplies will be located in one central location and be communicated to those who may need to use them.
- f. Hand sanitizer will be at every entrance and widely available throughout the church facility and people will be reminded repeatedly to practice good safety habits such as handwashing, using hand sanitizer, and social distance spacing.
- g. The higher-risk groups (senior citizen and those who are living with senior citizens, as well as those with pre-existing conditions and those who live with them) are required to stay at home and join us via online livestreams until there is a vaccine or more effective treatment, or if COVID-19 dies out.
- h. People are encouraged to sit together in family units in one service as much as possible, with social distancing between family groups both side to side and front and back. The seating arrangement for all the worship halls that will be used during this phase (The Fellowship Hall, Sanctuary, and Chapel) will be configured so the seating will be every other column and every other row with wider aisles. See **Usher's SOP*** below for more details.
- i. Parents with younger children (all age below middle-school) are strongly encouraged to continue to have family worship at home. The Children Ministry will continue to provide online content for the parents to use with their children. Parents with older children are encouraged to join their children attend English adult worship together with them.
- j. The pastoral staff and Children Minister Department will work together to provide a monthly shorter on-site afternoon worship service (maybe partly outdoor) to help family with younger children to participate in worship together as a family and as a community. (TBD)
- k. The new seating configurations for social distancing spacing will mean the seating is much more limited, therefore we will require people to RSVP in advance using an online system, and notify them if/when the max seating capacity is reached before Sunday. This will also be helpful if we need to have contact tracing. Overflow area will be set up in Fellowship Hall if not used by a worship service.
- l. No temperature checking will be conducted because: Scientifically this adds very little if anything to the commonly accepted mitigation procedures appropriate for a church gathering; People are contagious prior to symptoms (Asymptomatic) of any fever; Temperature checks are meant to catch people lying to gain entrance into something like work, transportation, and entertainment. no one is likely to lie in order to come to church; Infrared thermometers are also not always accurate; and Conducting temperature checks will cause serious bottleneck and impact safe social distance spacing for people who are entering the church facility.

- m. There will be no lunch and tea services, and no nursery or children worship. Sunday School classes and Chinese School will also continue online. There will also be no resuming of sports activities.

***Usher's SOP:**

1. Help maintain social distance at all times. Make sure people are wearing masks, and some ushers will be guiding people to enter and exit from a small set of designated doors.
2. All doors should stay open as much as possible for better air circulation.
3. The library will be the isolation sick room if needed.
4. No passing of the collection plate. Will have a basket/box for people to use when entering or leaving. Continue encourage giving online or by mail.
5. No passing of the communion trays. Have the prepackaged version on a table outside the sanctuary for people to pick up and take in with them.
6. Printed bulletins are spread out on a table for people to take, no handing out anything to anyone. This will help avoid people touching many bulletins.
7. No choirs are allowed during this phase for social distancing safety purpose. Worship singing is permitted with all wearing facemasks. Each worship team member number will be limited to maximum of 5, while keeping good social distance between each other and with the congregants (see Stage 1, Point F).
8. Aisles should be one-way directionally while people are being seated. One-way aisles – Seat people from the middle aisle and have them move outward. The outer aisle is for egress.
9. Once a family unit is seated, the ushers will mark where the next family unit may begin. Only every other row and every other column will be used. Seating will be staggered. For example: Row A – seat family units 6 feet apart. Row B – empty. Row C – seat family units 6 feet apart AND NOT directly behind anyone in Row A.
10. For the Sanctuary- Keep seating the same. Use every other column and skip a row in between people. If two language groups will end up using the Sanctuary, then the Mandarin service can use columns 1, 3, 5 and the English service will use 2, 4, 6 to minimize need for cleaning cloth chairs and increase safety of space usage. Max seating capacity: <100.
11. For the Fellowship Hall- Reconfigure to have 7 columns of 2 seats in 5 rows. Max seating capacity: <70.
12. For the Chapel- Reconfigure to 5 columns with 5 rows of 2 seats. Max seating capacity: <50.

13. Because seating could be a bottleneck, therefore we will need extra ushers. Seat people alternately in 4 sectors: While one usher seats a family on the front right, another usher will seat the next family on the front left. Also, another usher seats people on the rear right and another usher seats people on the rear left. If we have 8 ushers seating people that would be the quickest way to seat while staying safe.
14. Dismiss people row by row from back to front and from outer edge to the inner. Use the outer aisles to exit. We send visual instructions for seating and dismissing process in advance, as well as showing them via PPT slides during the worship services.
15. No post-worship fellowship gatherings in the building. Everyone is encouraged to leave the building asap in an orderly manner.
16. To help MC in contact tracing (we cannot do this ourselves, but we will need to report it to MC for them to do the contact tracing, we can provide information to help them in this process), ushers will write down who is sitting where and take a picture of the congregation from the front (This would be announced and explained in advance). Anyone who gets sick after attending worship, must notify the office. The office will notify all who attended the worship services from the last 2 Sundays.
17. Offering boxes will be at every entrance and exit. Will need to coordinate with the finance department about providing the boxes, and the pickup and delivery of the offering.
18. Those who worship in the Fellowship Hall will only use the exits and entrances in the Fellowship Hall. The doors between the Fellowship Hall and all the foyers and the main lobby will remain closed with the exception of any worshipper who is physically unable to use the stairs to use the downstairs bathroom. This is for the purpose of keeping each gathering distinct and separate.
19. There will be designated bathroom usages and traffic flow patterns. Fellowship Hall worship attendees will go downstairs to use the bathroom in the basement (except for those who have trouble using the stairs). Sanctuary worship attendees will use the first-floor main bathroom, with one-way direction flow (enter from the side that is closest to the Visitor's Lounge, and exit out by the Chapel end). Our PFD staff and volunteers will help ensure the supplies in the bathroom are restocked and help clean the bathrooms periodically (using sanitizing sprays). The one-person bathroom in the main lobby will be locked/roped off and out of use during this stage. All water fountains will be taped off and not for use.
20. As mentioned before, we will have 3-4 weeks of trial-runs with only those who are serving (possibly also with their family members) first to practice in order to guarantee that everyone is on the same page and the operation can be carried out smoothly.

3. Advanced Reopening Stage

Summary of main operations: Same as the previous Intermediate Reopening Stage, with some increase in seating capacity and with the addition of allowance for onsite childcare, children ministry, Sunday School classes, as well as Friday night TG, AWANA, and cell group

meetings. Regular weekly meetings for the higher-risk groups, sports activities, and Sunday lunch services are still suspended during this stage. This phase will start when there is ≤ 20 new cases per 100K population in MC over 14 days (this number is subject to modification if new information warrants it), and if there are sufficient volunteers who are willing to serve back in our church facility on a regular basis. Those volunteers in higher-risk groups can opt out. **Face masks wearing and all other safety precautions practices from the previous stage are required in this stage as well.**

- a. Worship service seating max capacity in the Sanctuary will increase to ≤ 125 ; in the Fellowship Hall will increase to ≤ 100 .
- b. Teen Group and other larger-size gatherings size limit to ≤ 50 . Seating arrangement is lecture style and follows the same spacing guidelines as the previous stage.
- c. Children Worship size limit to ≤ 50 . Seating arrangement is lecture style and follows the same spacing guidelines as the previous stage.
- d. Children and adult Sunday School classes, cell group meetings size limit to ≤ 20 . Seating arrangement is lecture style and follows the same spacing guidelines as the previous stage.
- e. Nursery size limit to ≤ 5 infants and ≤ 2 volunteers.
- f. Regular weekly sanitization of classrooms and toys will be done, and temperature screening of children and staff/volunteers that interact with children.

4. Final Reopening Stage

Goal: Restore all essential and strategic church programs. Facemask will no longer be required. This phase will start when there is ≤ 5 new cases per 100K population in MC over 14 days (this number is subject to modification if new information warrants it), and/or when there is an effective vaccine widely available. We will continue to encourage and remind people to have good healthy safety habits and hand sanitizers will continue to be placed throughout the church facility.

教會重開計劃(最新版本 #7.1)

請上網參照簡略圖表: <https://docs.google.com/spreadsheets/d/1zvwGcmt8NzLi6-gBTRpqQNmHdDFXgjqkqlb17tjFJew/edit?usp=sharing>

1. 初步重開階段 (在教會預先錄影或現場轉播)

教會已步署幾個不同階段的重開計劃. 這是第一階段的計劃, 當我們希望逐步重開教會之際, 也不忘用合理的方式, 帶著萬分謹慎的態度. 因為仍要假設任何人都會有機會是帶菌者. 我們將密切留意蒙郡政府及蒙郡公立學校的重開政策, 我們的基本原則是比蒙郡的防疫措施稍微更緩慢一兩步. 但不論我們進入那一個階段, 主日的網上轉播仍會一直進行. 倘若有第二波的疫情爆發, 或是我們當中有人確診, 教會將會回到之前我們有的應對疫情方案之第二階段的措施, 停止一切現場活動, 並即時進行追蹤散播的源頭.

主要措施的摘要:

我們的所有主日敬拜的錄影及轉播將會回到教會進行, 同時週間在教堂辦公時間也會相應增加. 但網上的敬拜轉播仍會一直維持著進行. 至於主日敬拜、同工訓練、祈禱會與細胞小組/團契等聚會, 仍然會繼續在網上進行. 至於教會會友的小型特別事故, 如追思禮拜或婚禮則除外, 但均需要經過教會的應對團隊作安全風險評估後方能定案. 除非蒙郡的疫情持續惡化, 不然初步重開計劃將會在八月中旬開始 (但需要有足夠的志願同工願意返回教會協助錄影或網上轉播的事宜).

- a. 這個階段將不會有實體的敬拜聚會, 所有週間的聚會/活動 (如社區中心活動、球類活動等) 都不會恢復舉行, 所有的敬拜聚會仍然採用網上轉播的形式, 但製作/錄影的團隊將可以回到教會進行工作. 除了招待可以參與 (為著預備教會中期重開的緣故而作演練) 之外, 不接受任何會眾的參與.
- b. 敬拜團隊包括講員、領詩、敬拜隊、影音同工及製作轉播/直播的同工, 連同招待同工以實施社交距離及安全措施 (如配戴口罩及限制在廿五人以下-大禮堂或交誼廳) 的情況下進行錄影/轉播工作. 若有同工不願意或感覺不平安, 可以要求不參與在教會的錄影工作.
- c. 在此階段, 若有領詩同工因為本身是高危群或有同住的家人是高危群, 但又希望仍然參與事奉, 可要求選擇在家作錄音/錄影的工作.
- d. 財政部、行政部、產管部及教牧同工可以恢復到教會辦公室上班 (若他們是健康及無症狀), 但仍會採取縮短上班時間或輪班的模式進行. 教會同工可選擇在家上班, 若在教會上班, 請盡量在公眾地方配戴口罩.
- e. 所有參與敬拜錄音/轉播的同工必需是無症狀、配戴口罩、手套並清潔/消毒他們工作的地方/桌面 (會供應清潔消毒濕紙巾), 但講員及領詩同工除外 (當他/她們進行錄影的時候可以不需要配戴口罩).
- f. 敬拜團隊及講員必需遵照以下的安全措施: 每人分配一個特定的麥克風, 各同工需負責在錄影完畢後清潔所用的麥克風、樂譜架、及樂器. 不可以有超個五個人在一個隊伍內. 領詩/獻唱的同工站在前面中央 (有適當的距離), 彈奏樂器的站在兩側及後面. 除了正式獻唱的時候, 所有其餘時間均需全程帶上口罩, 並留意不要有同工在敬拜團隊採排或演練的時候坐在前三排的位置.

- g. 為了保持社交距離, 在二樓辦公室操作錄影/轉播的地方, 不可以有超個兩個的同工在同時作業, 全程均需配戴口罩。
- h. 在此階段, 戶外聚集若少於五十人及少於一個半小時是許可的. 當然仍需要保持社交距離及配戴口罩等. 因為估計仍會有一段頗長的時間不能夠有實體參與的聚會, 為了維持並鼓勵肢體之間仍然有團契及靈命上的造就, **教會鼓勵各會堂多發揮及實行此等戶外的聚會.**
- i. 教牧同工及兒童部的事工助理及執事, 將會合力加強/修改現有的網上兒童節目 (Kingdom Kids & Kingdom Builder) 的時間編制、每組的人數及內容等, 以提供一些交替的網上兒童/家庭敬拜材料給有幼小兒女的家庭一起參與家庭敬拜. 而父母仍然可以有機會參與平常的成人敬拜聚會。
- j. 在現今與往後的階段, 教會會根據安全的防疫守則來接受一些教會會友所申請的小型聚會, 如追思禮拜及婚禮等。
- k. 外判給清潔公司的清潔工程將會恢復, 產管部與醫務顧問團隊將會擬定一份加強清潔教會的清單, 也會在整個教會的建築物內供應足夠的潔手液及消毒濕紙巾。
- l. 教會會購買額外的 PPE 材料, 在這階段也會增添額外的安全與清潔的程序, 如要求清潔公司對一些頻繁使用的地方加強嚴格的消毒工作。
- m. 假設疫情會持續好轉, 在此階段教會的招待同工需要開始進行測試的訓練, 並為著中期重開階段所需要的措施來演習. 每一堂的招待總管透過應對團隊的協助來帶領招待同工開始實習。
- n. 在此階段, 教會的網絡同工團隊需要開始設計或使用現有的 RSVP 系統 (如 Eventbrite), 預備下一階段重開教會在主日敬拜上所需的安排。
- o. 在此期間, 教會領導 (包括長老會、教牧團隊及執事會) 會繼續評估甚麼是教會最具策略、最有效及最重要的事工和聚會, 好讓教會仍然可以持續有異象並有效地增長. 在運作教會上能夠更專注、更精簡和更有策略. 我們希望可以探索更多有策略性的新事工, 以服事更多及更大群體。

2. 中期重開階段 (開始有實體的敬拜聚會)

主要措施的摘要:

雖然網上轉播的主日敬拜聚會仍是會持續進行, 但我們也將會開始某程度恢復實體的聚會. 例如恢復在教會舉行的主日敬拜聚會, 但會修改聚會的時間編制與形式, 並配合謹慎的安全措施. 其他在週間舉行的小型聚會也會恢復進行. **當蒙郡的新增確診數字在連續十四日內少於五十個在每十萬人口的時候 (教會的醫療諮詢顧問團隊會密切留意最新狀況, 這數字會因應最新狀況而更新),** 教會便可進入這中期的重開階段. 教會中期重開階段也要視乎是否有足夠的志願同工願意固定返回教會幫忙事奉才能夠實行, 若在志願同工當中有高危人仕, 可豁免參與這事奉工作。

在此階段有四個主要的原則指引:

1. 健康安全永遠是最高優先看重的因素. 因為任何人都有機會是帶菌者 (基本守則是: 對防疫的心態 -- 不容有失, 因為稍有差池, 便會影響深遠)
2. 會透過網上問卷來徵詢會眾的意見和反應, 為重開計劃作進一步的調查.
3. 鼓勵全家一起參與一個敬拜聚會, 為著安全起見以及在屬靈上互相裨益.

4. 儘量簡化聚會的後勤運作, 以便有效率的疏散人流並避免因太擁擠而發生感染. 洛城堂的這階段和下一階段的詳細計劃將會與蓋城堂的有所不同, 因為兩個建築物不一樣, 所以會因應蓋城堂的需要而設計適合它們的操作計劃.
 - a. 洛城堂的國語、粵語和英語的敬拜聚會將會實施在教會聚會, 但會按照參加聚會的人數來決定實際聚會的情況. 而蓋城教會也會恢復國語和英語的敬拜聚會. 兩個堂的所有週間的聚會和活動暫不恢復 (如社區中心活動及球類活動等).
 - b. 新開始的主日敬拜聚會將會縮短和有交接時間, 並採用不同的通道進出以避免人群擁擠. 洛城粵語堂將改在九時半至十時半在交誼廳聚會, 會沿用交誼廳內的不同出口進出. 洛城國語堂的聚會時間會是上午十時至十一時在大禮堂, 而洛城英語堂則會在十一時半至十二時半在大禮堂聚會.
 - c. 若家庭有少年子女的希望鼓勵全家一起參加英語堂的聚會. 屆時交誼廳會用作後備聚會的地方 (如有需要).
 - d. 屆時主日敬拜和主日學會有四十五分鐘的緩衝時間, 有足夠時間讓弟兄姊妹往返 (在教會參加完敬拜然後返回家上主日學課程, 或是在家參加完主日學然後到教會參加敬拜).
 - e. 所有參加聚會的弟兄姊妹必需全程配戴口罩 (鼓勵弟兄姊妹自備口罩, 但教會也會提供口罩給有需要的弟兄姊妹). 若有不適或發燒的弟兄姊妹, 請留在家中勿參加聚會. 所有招待同工、影音同工、或負責轉播的同工均需要配戴口罩並教會所提供的即棄手套. 教會會在一個中央的地方放置清潔/消毒用品以供弟兄姊妹使用.
 - f. 教會在整個建築物的進出口均會提供潔手液, 鼓勵弟兄姊妹經常實行良好並安全的清潔習慣 (如洗手、使用潔手液及實施社交距離).
 - g. 高危群的人仕 (如長者或與長者同住, 或之前曾經與疑似確診者接觸過的人), 請留在家中透過網上轉播來參加聚會, 直至有效的疫苗面世/更多有效的治療, 或新冠肺炎消失.
 - h. 鼓勵一家人盡量在同一個敬拜聚會裡坐在一起, 在同一排或前後與另一個家庭保持距離. 在此期間, 教會會為會眾安排座位, 包括大禮堂, 交誼廳和副堂的地方. 每一個家庭或每一個單位將會安排以隔一個行列或隔一行的方式來坐, 請參照 Usher's SOP 的詳盡資料.
 - i. 若家庭有國小的兒女, 鼓勵盡量留在家中進行家庭敬拜. 兒童部的事工會持續提供一些網上的敬拜內容, 好讓父母能夠與幼小的兒女一同在家中做敬拜. 若有高中或以上的兒女, 請盡量參加成人的英語敬拜.
 - j. 教牧同工與兒童部的負責人會一同合作以提供現場的午間敬拜 (或是部份戶外的形式), 以幫助有幼小兒女的家庭可以全家或整個社區參與敬拜. (待定)
 - k. 因為要符合社交距離的目的, 教會可以容納的人數相對減少, 所以**想要參加教會的敬拜聚會, 必需預先上網登記預留位置**. 藉此會眾也可以預先知道敬拜的場地是否已經滿座. 預留位置也方便若教會需要追蹤參加的弟兄姊妹的資料. 屆時交誼廳會留作後備的敬拜場地.
 - l. **教會將不會採取對會眾量度體溫的措施**, 因為從科學的觀點來說, 探測體溫對幫助教會去控制疫情的幫助不大, 因為很多人就算染病也不一定有症狀 (沒有發燒). 通常人們會因為要上班、使用公共交通工具, 或參與娛樂而罔顧自己是否有發燒, 但很少人會明知道自己發燒, 還堅持要上教會. 再者, 紅外線的溫度計不是常常都準確. 而在門外探測體溫也會做成人群堆積在一處, 反而影響社交距離.

- m. 在此期間教會也不會供應午餐和茶水服務,也不設幼兒和兒童敬拜. 主日學及中文學校仍會繼續在網上進行,球類活動也繼續暫停.

*** 招待的標準操作程序 (Usher's SOP):**

1. 任何時候也需要協助/維持社交距離, 並確保每一個進到教會的人均有配戴口罩. 部份招待需要指導會眾在指定的門進出.
2. 盡量開啟教會內的所有門戶, 讓空氣流通.
3. 圖書館或會暫作隔離室, 以供身體不適的人使用.
4. 敬拜期間不會傳遞奉獻袋, 改為在進出口的地方放置收取奉獻的籃子或箱子. 仍然鼓勵會眾採用網上奉獻或郵寄支票到教會.
5. 聖餐主日也不會傳遞個別包裝的餅與杯, 會將聖餐餅/杯放在大堂 (大禮堂外) 處特備的桌上, 讓會眾在進入敬拜地方前可以預先拿取.
6. 敬拜週報也是放在桌上供弟兄姊妹取閱, 盡量不派發東西以減少病菌的傳播.
7. 在此期間不會有詩班的獻唱 (為著要有社交距離), 敬拜期間可以戴著口罩唱詩. 每一堂的敬拜小組人數不會超過五個, 彼此也需要保持距離 (團隊之間並與會眾之間)(請看初期重開階段的 F 點).
8. 當弟兄姊妹進入敬拜場地就座時, 是從中間通道向著一個方向進入就座, 離開時就從另外一條通道單向離開.
9. 當一個家庭/單位就座後, 招待才會示意另一個家庭/單位開始進入就座, 就座的形式會是每隔一行或是每隔一個行列. 座位也是交錯的編排. 例如: 第一行每個家庭/單位相隔六呎, 第二行騰空, 第三行又是每個家庭/單位相距六呎, 但第三行的座位不會在第一行的正後方.
10. 大禮堂會沿用這個座位編制, 每一個行列之間交錯騰空一行. 倘若有兩個語言的會眾同時聚集在大禮堂, 這樣國語會眾會用單數行列, 而英語會眾會用雙數行列. 此舉盡量減低清潔的工序和增加安全距離. 大禮堂的人數最多可以坐 100 人.
11. 交誼廳的座椅編排是七個行列, 每一行列有五行, 而每行有兩個位置, 最多可以坐七十人.
12. 副堂的座椅也會改動, 重新編排至五個行列, 每行列是五行, 而每行有兩個位置, 總共可以坐五十人.
13. 為免因為會眾同時進入會堂而導致擁擠, 需要有額外的招待人員, 以四組人員同時交替進行. 當一位招待帶領一個家庭/單位進入前面右邊就座時, 另一個招待會帶領另一個家庭/單位進入前面左邊的位子就座. 與此同時, 另一位招待可以帶領另一個家庭/單位到右邊的後座就座, 而另一個招待就帶領另一個家庭/單位到左邊的後座就座. 若能夠有八個招待分批同時帶領會眾入座不同的方向和位置, 這樣就能夠快速並安全的幫助會眾入座.
14. 疏散會眾將會從後面到前面, 從外側到內側, 會盡量用外面的通道離開. 屆時會在敬拜完結前用 PPT 預先將路線圖展示給會眾知道.
15. 敬拜聚會完畢後請盡快離開教會, 弟兄姊妹勿留在教會內交誼.
16. 如有需要, 教會會協助蒙郡政府進行追蹤搜索, 透過提供資料協助進行追蹤程序. 招待會記下各家庭/單位所坐的位置, 並在聚會開始前替會眾拍一張照片(會預先向會眾宣佈和解釋), 若有任何人在參加完聚會之後感到不適, 請務必通知辦公室, 辦公室會知會兩週前所參加的會眾.
17. 奉獻箱會放在各進出口處, 招待需要與財政部協調關於負責擺放和收取奉獻箱的安排.
18. 凡在交誼廳參加敬拜的弟兄姊妹, 請只用交誼廳內的門口進出. 交誼廳的大門 (通往大堂) 和側門 (通往其他門廳) 都會關閉. 但若有行動不便者 (不能用樓梯通往樓下的洗手間) 除外, 此舉是希望盡量與其他堂的弟兄姊妹錯開和保持距離.

19. 教會會安排特定的指引關於使用洗手間時的人群流量模式, 交誼廳的會眾請用地庫的洗手間 (除了不方便用樓梯上落的會眾除外). 參加大禮堂敬拜的會眾請用一樓的洗手間. 請依照單向路線進入和離開洗手間 (從靠近會客室的門口進入, 從靠近副堂的出口離開). 產管部同工會確保洗手間內有足夠的物資供給會眾使用. 也會定期消毒洗手間. 在大堂的獨立洗手間將會暫時關閉, 所有飲水機也會暫停使用.
20. 為確保所有的措施可以順利實施和推行, 教會會在正式開放之前作三至四週的嘗試運作, 讓同工(或加上同工的家屬)作嘗試性質的執行.

3. 後期重開階段

主要措施的摘要:

與中期重開階段類似, 但會著量增加各堂敬拜聚會所容納的座位及增強關於孩童照顧、兒童事工、主日學課程, 並包括週五晚的少年團契、AWANA 兒童節目及團契/細胞小組的事工. 定期的週間聚會/活動, 如高危群的聚會、球類活動及主日的午餐仍需要暫停. **當蒙郡的新增確診數字在連續十四日內少於二十個在每十萬人口的時候 (這數字會因應最新狀況而更新), 教會便可進入這後期重開階段.** 但同樣需要有足夠的志願同工願意固定到教會幫忙服事才可以正式推行. 志願同工若有高危者可豁免, 配戴口罩和實踐其他的安全防疫措施仍是這階段必需遵行的守則.

- a. 敬拜聚會的座位數量將會增到至 125 個 (大禮堂) 及 100 個 (交誼廳)
- b. 少年團契及其他大型聚會 (少於五十人), 座位編排以演講的模式並遵照安全防疫指引 (與前面的指引類同).
- c. 兒童敬拜的人數要少於五十人, 座位編排也是以演講的模式並遵照安全防疫指引.
- d. 兒童及成人主日學班、細胞小組人數少於二十人, 座位編排以演講模式並遵照安全防疫指引.
- e. 育嬰室人數少於五個嬰孩及二位老師
- f. 每星期進行課室與玩具的消毒清潔步驟, 參加的小孩與當值老師需要確保體溫正常.

4. 最終重開階段

目標: 恢復所有原有的教會重要項目和事工, 參加者不需要戴口罩. **當蒙郡在連續十四日內少於五個新增過案 (這數字或會因應情況而調整), 或已經有有效的疫苗可供使用, 教會便可以實行這最終的重開階段.** 但仍會繼續提醒及鼓勵弟兄姊妹時常實踐良好的健康安全習慣. 潔手液仍會繼續在教會建築物內供應給會眾使用.