



COVID – 19
Prevention Plan
For
Lake Echo Fellowship
Baptist Church

Introduction

COVID-19 has had a significant impact on the world, and LEFBC is uniquely positioned to help provide the necessary supports mechanisms within our community as well as providing spiritual assistance to all who need it, and maintain safe physical distance protocols. However, resources are needed to help prioritize and manage public health and safety in the wake of this vast change to society.

This guide should be used by each group that operates within the confines of LEFBC and a copy will be made available upon request. This will give an overview of best practices to protect the health and safety of staff and guests. A comprehensive list of resources is included. This guide will include facts on COVID-19 and an outline of steps and actions necessary to ensure that our Church can re-open in a way that is committed to safety.

This guide is not meant to be an all-encompassing resource or replace the requirements as outlined in applicable Federal and Provincial regulations. It is intended to give an overview of requirements as they relate to Lake Echo Fellowship Baptist Church. All facilities and operations must comply and align with Nova Scotia's Public Health Order. Lastly, all persons who enter these facilities are responsible to comply with these guidelines. Ultimately, it is the decision of the LEFBC Trustee's Board to open and in doing so, assume any liability arising from their respective operations.

Nova Scotia's Requirements Originally issued on March 25, 2020, Nova Scotia's Public Health Order has been updated regularly to reflect any changes issued by the Chief Medical Officer of Health, and can be viewed in its entirety here: [Nova Scotia's Public Health Order](#) In summary, the order requires:

- Increased diligence to hygiene practices like hand washing, surface sanitization, and physical distancing.
- Self-isolation for 14 days after travel outside the province with the exception of the four Atlantic Provinces known as the "*Atlantic Bubble*".
- Gathering restrictions: groups must not exceed 200 individuals or 50% of the facilities capacity
- Business and recreation restrictions
- Employer commitments to safety in the workplace COVID-19 Facts.

Lake Echo Fellowship Baptist Church while not required to prepare and submit a COVID-19 prevention plan in accordance with the requirements of the Health Protection Act Order released by Chief Medical Officer of Nova Scotia, we will be practicing due diligence to ensure we follow the spirit and intent of Order while preparing to open our facilities for worship. As this plan is being prepared there will undoubtedly be further restrictions, or the relaxing/removal of restrictions. As these are made known, all efforts will be made to amend this plan as required to



remain compliant with the Health Act Order. These changes will be identified throughout the plan in *italics*.

The Plan consists of key elements that must be addressed, specifically:

- physical (social) distancing in the Church (pastoral staff and worshipers)
- how to worship and interact with other attendee's
- cleaning
- equipment
- preparing employees to return to work
- preparing for worshipers or guests
- monitoring and communicating of plan

This plan should be developed and utilized with the Nova Scotia guidance for Faith Based gatherings, located at the following web site: <https://novascotia.ca/coronavirus/docs/Faith-based-gatherings-guidelines.pdf>

The following pages will deal with each requirement as it may relate to Lake Echo Fellowship Baptist Church:

Physical or Social Distancing

Physical distancing is one of the best ways to reduce the spread of COVID-19. Achieving this within our facility may be difficult at times. Notwithstanding we must all do our part to ensure that we are mindful of the space around us and try not to be closer than the required 6 feet or 2 meters apart.

- Physical distancing is required for anyone outside your immediate family who resides with you or your defined bubble. (*Recent announcements to the Health Act Order now permit groups of 10 persons without social distancing.*) LEFBC will need to determine how this affects our worship.
- After the service there traditionally has been a period of fellowship and refreshments. If fellowship is being organized then it is imperative that we maintain our social distance.
- If there is a risk that social distancing cannot be achieved such as insufficient leaders to ensure proper social distancing the following activities will not be operating during the service:
 - Nursery;
 - Kings Kids; and
 - CIA
- ***(the decision to suspend activities will be assessed just before the start of the service).***
- Unless specifically approved for use the basement facilities will remain out of bounds for gatherings until further notice.
- The library will be restricted to no more than two individuals at a time not including the librarian.

Worshipping and interacting with other attendee's:

Like physical or social distancing we must be mindful of others who are attending our church to worship. The following guidelines should be exercised when interacting within the congregation of worshippers:

- Before you decide to come to church;
 - If you are not feeling well nor have any of the symptoms even though you are not infected, please stay home.
 - If you are in a high risk group please consider your health
 - Non-medical face masks are mandatory as of July 31st, 2020.
 - If you have travelled outside the province of Nova Scotia, you must self-isolate for 14 days, prior to returning to Church. (*this does not apply if you are travelling within the "Atlantic Bubble"*)
 - If you have been tested for COVID and are awaiting results, please stay home until you have received your results.
 - If you have been in contact with someone who has tested positive or is awaiting test results for COVID, please stay home.
- No handshaking or hugs.
- Practice cough/sneeze etiquette.
- Practice hand hygiene.
- Avoid sharing Hymnals/Bibles
- Once you have been seated, stay in your area and avoid moving around
- If you use the washroom facilities, wipe down high touch areas such as taps, sink bowl, and door knobs prior to exiting.
- Tithe shall be collected as per normal. The tellers shall wear PPE when opening envelopes and handling cash, cheques, and envelopes. Consideration should be given to the storage of envelopes after the tithe has been tabulated.
- Communion, can happen however the execution in dispensing the elements may need to change. All elders and ushers shall wear appropriate PPE and have a plan to dispense and collect the cups. They shall be bagged and disposed of immediately.

Cleaning

Viruses can live on some surfaces for several days. Frequent cleaning and disinfecting is one of the best defenses against COVID-19. Cleaning ensures that the virus is least likely to survive on surfaces and will prevent infection or reduce germs. LEFBC will ensure that the facility is cleaned after each service. Cleaning will be done by the cleaner in the following areas:

- All washrooms (except downstairs washrooms, unless they have been used)
- All high touch areas such as doorknobs, light switches, railings, desks, tabletops, and (the kitchen after it has been initially cleaned by the hospitality team)
- All chairs in the sanctuary will be sprayed with a disinfectant spray



The pastoral/administration will ensure that their offices are cleaned frequently. This includes the phone, computers or any other hand held device. This is to be done daily or more frequent as required. If the pastoral staff are providing spiritual care in their offices then they are to spray and clean any furniture that may have been used during the visit. This will include emptying their trash should there be any tissue used during the visit.

When the church facility is used outside of Sunday services such as Bible studies, children's clubs, etc, the cleaning of the facility is the responsibility of the leaders of the group using the facility. The cleaning shall be done after the event is over.

LEFBC will ensure that the cleaning protocols are communicated to the leaders of these groups/organizations.

Equipment

LEFBC utilizes a myriad of items to conduct its services, these include but are not limited to microphones, musical instruments, sound boards, computers, kitchen equipment, hearing devices, individual microphone devices, telephones, and photocopiers.

All equipment directly involved in the production of Sunday worship services shall be cleaned after the service. It will be the responsibility of the worship team to determine the best cleaning methods on the production equipment so as not to damage the equipment.

Photocopiers, telephones shall be wiped down after each use.

Pens, pencils, staplers, shall be wiped down frequently when in use.

Kitchen equipment and kitchen surfaces shall be cleaned and disinfected after each use.

Kitchen use shall be restricted to the hospitality team or the leader of small groups/bible study groups. All persons using the kitchen equipment shall wear appropriate PPE such as gloves and face masks when handling food/drinks.

Fellowship time after Sunday services will be using single use Styrofoam/paper cups, condiments will also be single serve creamers/milk and sugar packets. Plastic stir sticks will also be provided. The kitchen staff will only provide the quantity that you ask for.

Communication and Monitoring



It is imperative that measures to ensure all people know and understand this plan. LEFBC will adopt the following.

- Attendance shall be recorded for all persons who arrive for church or any other event. The greeters will record Name address contact phone number for any visiting guest(s) who arrive where we do not have any contact information. This information will only be used for contact reasons. All information will be destroyed one month after collection.
- Changes/amendments to this plan based on any pertinent changes to the Health Protection Act Order shall be communicated via various means to ensure the widest possible distribution. This will be by email, LEFBC YouTube channel, phone or other social media platforms.
- Changes to the normal/traditional programs, such as DVBS, Awana Clubs, will be discussed and determined by the appropriate leadership and it will be conveyed.

Preparing LEFBC Employees to return to work.

- Elders
 - Elders of LEFBC are the spiritual leaders to the congregation. Currently we have only one paid person in LEFBC, that being the Senior Pastor, however all elders have responsibility to deal with the spiritual matters. In doing so they will or may come into contact with individuals. All persons who are meeting with any official of LEFBC shall ensure the appropriate social distancing is maintained. The staff shall wear a mask, to protect themselves as well as the person(s) seeking spiritual counsel. The person seeking counsel shall be encouraged to wear appropriate PPE however it is not necessary
 - Elders conducting chaplain services such as visits to hospitals, funeral homes, etc shall ensure that all appropriate measures are taken in accordance with the guidelines of the hospital, funeral home, long term care homes etc.
 - The Cleaner of LEFBC, while not an employee of the church, shall ensure that in the conduct of their duties; do so in a matter that does not interfere with any authorized event.
 - The Senior Pastor will ensure that:
 - **Pre-Service - Greeting Congregation:**
 - Maintain 2 Meter or 6 foot physical distance with all congregation members
 - Wear a non-medical mask prior to service beginning - as people are entering and being seated.
 - No pre-service meetings permitted in office.
 - **During Service Congregational Announcements and Greetings:**

- No bulletins will be passed out so all announcements will be put on "big screen" and emailed out after service.
 - All announcements / congregational greetings will be limited to one person (Garnet) for the time being. A non-medical face mask will be worn.
 - The pulpit microphone is a "distanced" microphone (no contact) so it is not a concern for cleaning.
- **Congregation Message:**
 - Maintain physical distancing by remaining on the platform while speaking – minimum 10+ feet.
 - A non-medical face mask will be worn during the message.
 - The microphone used to deliver the message is a countryman style microphone and will not be shared with anyone else - stored in lead pastors locked office when not in use.
 - Any prayers for individuals would be done with physical distance.
 - No alter calls.
 - A non-medical mask would be worn throughout the entire church service.
 - **Post-Service - Congregation Departure:**
 - Maintain 2 Meter or 6 foot physical distance with all congregation members.
 - Wear a non-medical mask after the service is over - as people are leaving the building.
 - Post service meetings can be arranged by appointment with physical distancing and non-medical mask to be worn.
 - Appropriate cleaning to be completed once meeting is finished.
- The Summer Student while working within or around LEFBC shall do so in the same manner as the Senior Pastor. If there are tasks assigned to the summer student; they shall sanitize any equipment that has been used in the execution of their task, i.e. cutting the grass.