



July 27, 2020

Dear brothers and sisters of the Chinese Baptist Church of Great Hartford (CBCGH),

This July communication focuses on the church reopening guidelines and procedures. The guidelines and procedures detailed in this communication are the result of the work of the pastors and the Board of Deacons, with inputs from CBCGH member survey and consultation of medical professionals and recent COVID-19 statistics.

The goal of this communication is to share the ‘work-in-progress’ of the pastors and the Deacons to reopen CBCGH. We welcome all members to review the reopening guidelines and procedures and give feedbacks to the Board of Deacons. The main objective is to protect all CBCGH members when we proceed to meeting in-person for services, bible study and fellowships. The church hopes that all members will review and adhere to the guidelines and procedures as we progress to reopen the church. Ministry Deacons will be responsible for specific guidelines and procedures for their respective ministry members for in-person worship or all activities using CBCGH facilities.

The Board of Deacons will continue to refine and modify the procedures in response to the changes of the COVID-19 infection in the State. We need inputs and collaborations from all brothers and sisters to improve the process to better meet the needs of all ministries. Please direct all ideas and questions to the pastors or members of the Board of Deacons.

Pastors and the Board of Deacons

Attachment: CBCGH Church Reopening Guidelines and Procedures

CBCGH Church Reopening Guidelines and Procedures

General principles for CBCGH reopening

- Protect all members and mitigate the risk of COVID-19 transmission during church activities.
- Be able to dial up and dial down church activities as COVID-19 infection in the community waxes and wanes.
- Be able to rapidly identify contacts with an infected person and help trace them if necessary.
- Resume in-person church activities only when there is clear evidence of a declining and low level of infection in the community

General guidelines and procedures for attending all in-person worship and activities in CBCGH

1. Enforce safety protocols for all, especially for the elderly and vulnerable.
2. The need to offer staggering services on a 3-week rotation. This will allow us to have fewer people at the service, making social distancing and logistics easier to manage. It will also help us keep the congregants to under 100 or 25% capacity as required by the state. Those who are over 65 years old or vulnerable, or those with small children under 10 who will have difficulty social distancing should avoid assembling.
3. Admittance will only be through the main entrance in the front. This ensure everyone can be screened for temporal temperature and given information and instruction on how to proceed. Masks will be available to those without one. Use of masks is required for entry. Exception: handicap access entrance available by calling ahead.
4. One-way traffic flow along the hallways to prevent people from passing each other in close proximity. Directional signs and have volunteers in the hallways to help direct the flow.
5. Congregants and families who are living together can sit together, and will maintenance at least six feet apart from other groups.

6. Establish contact tracing for CBCGH. Each Ministry Deacons will be in charge of setting up and designate volunteer to implement contact tracing when needed.
7. Deep clean the entire church. May hire professional cleaner to thoroughly clean the entire church. All high-touch surfaces must be wiped and sanitized before and after the service. These include door handles, microphones, cords, instruments and all high-traffic surfaces.
8. Option of online worship will be available for those who are not yet comfortable or unable to attend the service in person. Simulcast equipment for online worship will be upgraded or purchased.

CBCGH reopening stages

Stages	Types of gathering	Timing
Stage 1 – Small Group Gathering	No more than 50 people outdoor, no more than 25 people indoor, according to State guideline.	Current
Stage 2 – Limited Worship Service, Limited Fellowship	<100 people indoor, Staggering sign-up, adhere to all guidelines. See details below.	After September, will modify as needed.
Stage 3 – Worship and Fellowship Activities	>100 people, still follows CDC guidelines	TBD

Activity	Transmission risk	Stage 1	Stage 2	Stage 3
Small group gathering				
Fellowship, Bible Study Classes and other events	Medium	<50 people outdoor, with face mask; fixed group; similar age group; No indoor church facility; No elderly (age 65+);	Same as Stage 1 except <50 people and elderly allowed with no intergenerational mixing. Allow access to Church facility.	Same as Stage 2 except >50 people and face mask optional.
Worship Service				
Size	Depends	Not allowed	<100 people, physical distancing, face mask required and strict guidelines	>100 people, physical distancing, face mask required

Phased CBCGH reopening plan

Phase 1:

Small groups or fellowships guidelines

1. All major church worship, bible study, fellowships, and other meeting will be held online or outdoors when possible.
2. Small groups like Bible study, fellowship and cell groups gatherings are strongly encouraged to observe guidelines of social distancing, wearing face masks, personal hygiene and to limit the number of people gathered.
3. Encourage all small group gatherings to be held outdoor, weather permitting. Small group coordinators must inform their respective ministry pastors or ministry deacons whenever the group plan to use church parking lot. Church facilities may not be available during phase 1 mainly due to cleaning and disinfecting the facilities after use.

Phase 2:

First in-person worship guidelines – with limited attendance

1. Ministry Deacon for each ministry gathering will be the coordinator for
 - Scheduling and registration for each ministry small group or fellowship gathering when using the church property.
 - Be responsible for assigning coordinators for each gathering to monitor and check off the list of guideline and process that are being developed to protect all members.
 - Have coordinators sanitize the meeting areas before and after each gathering.
2. Approximately 25% of membership or a maximum of 100 attendees for all indoor gatherings, whichever is lower.
 - Age recommendation/restriction: 65 and under
 - No preexisting conditions such as uncontrolled diabetes, heart disease, uncontrolled hypertension, respiratory issues such as COPD, Asthma, etc.
 - Those with such conditions are encouraged to continue to attend services via the online live stream.
 - Advice parents with children under 12 to not attend during this phase.
3. Essential Office Staff will be permitted to resume regular business hours.

4. During small group worship on Sunday, designate seating areas are marked to comply with social distancing guidelines. Ushers will seat or direct worshippers.
5. Members will enter through one main entrance and screened which will include a temporal temperature check. Any members who exhibit positive flu like symptoms will be asked to leave and seek medical attention. Screenings will be done by health professionals or trained coworkers and volunteers from each ministry.

Phase 3 – Date to be determined and additional process will be announced

1. All measures in phase 2 will continue to be observed if needed. This includes, but not limited to social distancing, wearing masks, personal hygiene, etc.
2. Nursery ministry will begin to open and may still need to restrict the number of total occupants.
3. Any child that has had a fever greater than 99.0 is encouraged to remain at home.
4. Nursery ministry will resume to 100% participation if all protocols are met.
5. All essential church ministries will be permitted to meet but must follow ALL social distancing guidelines.
6. Other polices to be developed

The following highlights specific guidelines that are being developed and finalized when using the church facilities during Phase 2 of the reopening.

A. CBCGH Ministry Teams: Ushers, Security, Greeters and Volunteers when congregating in the church

1. MM, CM and EM Ministry Deacons will be responsible for their respective ministry members to adhere to all guidelines and process.
2. Have trained coworkers and volunteers from MM, CM and EM to take turns to monitor temporal temperature on worshippers when entering the church.

3. For staggering worship schedule, enlist ushers from MM, CM and EM to guide members to their seats in the sanctuary, or the West Hall to make sure social distancing are observed.

B. Ministry Amenities: Bulletins, Hand Sanitizer

1. Restrooms: Make sure that ALL restrooms are cleaned. Also, post signs about proper hand washing procedures.
2. Avoid distributing bulletins or paper tracks of any kind.
3. It would be wise not to serve lunch, snacks or drinks. Local or State guidelines can help determine when is best to reintroduce these services.
4. Provide hand sanitizer stations throughout the church.
5. CBCGH would implement mandatory masks donning whenever members are in the church property. Supply masks for those without one to help prevent possible spread and to ease the anxiety of the worshippers.

C. Essential Ministries: Sunday School, Bible Study, Youth Groups and Fellowship Groups

1. MM, CM and EM Ministry Deacons will be the coordinators to communicate and facilitate scheduling of meetings among these small groups in the church when CBCGH decides to allow small group gathering in the church.
2. Divide ministry groups in order to maintain the social distancing protocols for all small group activities.
3. Before and after every gathering or event, be sure to clean the doorknobs, water fountains, and other high traffic areas.
4. ALL pre-school and children's activities should be cancelled for the first two phases of church reopening. When CBCGH resumes children ministries in the church, the following guidelines are to be observed:
 - Limit the number of children in any room.
 - Leaders with pre-existing conditions and who are over 65 should not serve until further notice.
 - Document what's been cleaned in the activity areas.
 - Others protocols to be developed.