

CBCCP REOPEN PLAN

(Oct 29, 2021 – currently in Final Reopening Phase, see Sections 1 thru 2)

Reopening Principles

1. We praise God that we have been able to meet remotely during the pandemic. That we have continued to enjoy fellowship and unity under trying circumstances is a testament to His grace and mercy. However, we believe that God intended community and worship to be done in person. Our ultimate goal is for a return to in-person meetings for every member of the congregation who is reasonably able to do so.
2. Within reason, we will strive to take a conservative approach to reopening. We do so not to eliminate any risk, but out of love for all our brothers and sisters. We prefer to err on the side of being overly cautious if it means that more of us will gather in person.
3. We recognize that there is a diversity of views on when and how we ought to resume meeting in person. We seek the unity of the Body of Christ. We will make every effort to make each family comfortable enough to return to in-person worship as quickly as possible, while not overly burdening the rest of the congregation. We need to be understanding with one another in this process while also sharing one another's burdens.
4. We will modify our plan (moving forward or backward) taking into account the changes of the government guidelines, our community outlook and our church specific situation.

In view of the above principles, CBC-CP will have a very limited reopening during phase 1 then a partial (in-person worship service only) and then full (in-person S.S., worship, and children's ministry) reopening when the Board of Elders and Board of Deacons have deemed it safe to do so and not ahead of state and local government guidance. In fact, we will approach re-opening in a more cautious manner than the local government. We prefer to observe the status of our community after full reopening of our region before deciding on the precise timing of our own partial and full reopening.

Also, if after moving into a successive phase there are COVID cases in the church and/or local community outbreaks, we will consider moving back into an earlier phase or modifying the plans to mitigate further spread.

1 Final Reopening Phase (initiated Fall 2021)

The BOE and BOD has decided to target September 2021 for the beginning of the final reopening phase (in-person S.S., worship services, and children's ministry) assuming our community has fully and safely reopened. An initial step of this phase will be to resume weekly in-person children's worship during the first hour on Sunday beginning in September, but without children's S.S. classes. A later step of this phase will be to resume the normal children's S.S. (along with children's worship) in October assuming that the larger community reopening of schools and work has proceeded safely. An additional initial step of this phase will be to resume the communion observance in all of our in-person worship services beginning in September. The communion will be conducted in a safe and sanitary manner with pre-packaged communion elements and self-serve pickup and disposal by congregants.

At the beginning of this phase, safety protocols and procedures will remain the same as during partial re-opening and will be revisited as the situation unfolds. 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. We will also continue to provide livestream of our worship services for a period of time after reopening for serving those who are still unable to attend in person.

2 Facility Usage/Operating Procedures

2.1 Indoor Operating Procedures

Co-workers and participants should be well-informed about the requirements and expectations so that they can decide if they would accept any risk. The following apply at least thru the beginning stages of the partial re-opening and will be updated thereafter as warranted by federal/state/county guidance and consensus of church leadership:

- **Congregants** should attend our worship service on-line rather than in-person if any of the following applies:
 - Not feeling well or any flu like or COVID symptoms, whether you are fully vaccinated or not
 - Have had international travel within the last 14 days
 - You are not fully vaccinated and have had close contact in the last 14 days with anyone with a confirmed COVID case or symptoms consistent with COVID
 - You are isolating or quarantined or awaiting test results because of a potential for COVID
- **Wear masks** at all times (self-provided). Everyone should have masks on all the time (except for briefly drinking or for taking the communion elements), this includes worship teams serving on stage.
- **Social distancing** (2 ft):
 - On Stage: Each person should have a dedicated mic for the session, and they should maintain distance from one another
 - Ushers and Greeters: No handing out of offering, communion, pens, bulletins, surveys (make available by spreading out on a table).
 - Reconfigured Seating: generally maintain social distancing for individual seats. Families or members of same household may sit together with social distance all around. Other attendees who are comfortable sitting together may also choose to do so.
 - Overflow areas setup if needed
- Starting in November 2021, eating will be allowed inside the building under the following conditions:
 - individuals/families should bring their own food and not share with others

- serving food communally (e.g., from common food trays/containers) is not allowed
- disinfection spray cleaning/wipe down of tables and chairs used for eating is required after use

2.2 Contact Tracing

Fellowship groups and all organized events (including worship services) shall keep attendance records thru the Church Planning Center platform to facilitate contact tracing.

- **Worship & Children's Worship** - all congregational worship services and children's worship will use Church Planning Center Event Check-Ins (without any pre-registration). Check-In will replace the KidCheck process that has been used in the past.
 - Ushers will assist in ensuring all attendees are checked in. E-mails and announcements will be made during the first several weeks to reinforce message to all our people to check in consistently for contact tracing purposes
- **Sunday School & Fellowship Groups** - all Sunday School and fellowship group meetings will use Church Planning Center Groups to pre-register and track attendance. The teacher or Fellowship group leader would be responsible to take attendance on the Planning Center Groups platform.
- **ESL, Chinese School, and Other Activities** - these activities also will use Church Planning Center Groups in the same way as our Sunday School & Fellowship Groups to pre-register and track attendance.

2.3 Incident Response Plan

In the event of potential COVID exposures at our facility or at our church events, the COVID incident response plan will be activated and followed for reporting, investigating, disinfecting/cleaning/closing decisions, contact tracing, and notifying affected individuals. The response plan is described at:

<https://docs.google.com/document/d/1vC9PgQdNy8DrRtgrEGInA2bwK15TAnWClpIBpDl2Etk/edit?usp=sharing>

2.4 Event Scheduling

Our general practice is that churchwide events take priority over small group gatherings. All facility use should go through facility reservation so that proper occupancy limits are managed. Therefore,

- **Approval and reservation are needed for coordination purposes**
- Facility deacons will approve and make reservations in the system based on priority: churchwide event, worship recording, etc.
 - Those who desire to use the facility should submit their request as soon as possible in order to be included in any priority consideration
- All groups should go through this process even if you know that the room is available. This will help everyone be aware of other groups on premise and maintain accountability on sanitation.

- Reservation requires an open-up/close-up point of contact, who will also be responsible to ensure that the cleaning procedures are followed. Reservation form should include this new requirement
- The reservation form should also ask for the (estimate) number of people coming in, and the system should display that number for planning purposes
- RST Hall, sanctuary, and outdoor area are available for use in the reservation system

2.4.1 Sunday Worship & Service pre-recording

Reserve RST Hall or the sanctuary in the system and follow latest safety protocols

2.4.2 Churchwide events (e.g. Missions Conference)

Similar to Sunday Worship & Service pre-recording.

Operating Procedures related to the use of protective equipment and social distancing need to be communicated to any outside speakers/groups.

2.4.3 Fellowship Groups and Other events

Approval and reservation are needed for coordination purposes.

Fellowship and facility deacons should approve and make reservations in the system based on a priority list: churchwide event, worship pre-recording, etc.

All groups should go through this process even if you know that the room is available. This will help everyone be aware of other groups on premise and maintain accountability on sanitation.

All group usage must follow guidelines for general and cleaning procedures in Appendix C.

- **Exception:** The following rooms are off limits until further notice:
 - Nursery
 - Pre-schooler
 - Toddlers
 - Mother-and-baby room

Saturday usage of the building by our church fellowship groups may resume in Nov 2021, and attendees should only use the reserved areas/nearby bathrooms. Non-CBCCP groups are not allowed to use the facilities until further notice.

2.5 Facility and Equipment Setup

2.5.1 Inventory Management

- The following equipment/supplies will be procured for regular use:
 - Large Bottles of Hand Sanitizer
 - Gloves
 - Clorox wipes
 - Cleaning clothes
 - Regular masks for backup
 - Special masks for on stage use
- Location of all supplies should be made known to those coming to serve (so that they can replenish as needed).

2.5.2 Equipment Use/Setup

- **Hand sanitizer stations** in the following areas:
 - Food preparation area
 - Front Entrance/Lobby/Outside RST Hall (touch free)
 - Between the front doors (Foyer)
 - Outside Sanctuary (touch free)
 - Outside the stairway near the kitchen (where the “coffee station” usually is)
 - Church office
 - Fellowship hall (touch free)
 - Downstairs in the open area by the elevator
 - Right outside nursery
- **Gloves** should be made available for host team volunteers (e.g. ushers and greeters) who are handling things like opening doors, setting up chairs or passing out papers. Gloves should also be made available for those who handle cleaning chemicals.
- **Cleaning Checklists** for different rooms including disinfecting steps:
 - RST Hall
 - Sanctuary
 - Bathrooms
 - Food preparation area
 - A general list for all the classrooms (Note: disinfecting spray bottles and paper are provided in each room for cleaning purposes)
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2.6 Cleaning Procedures (for each group that uses the facility)

2.6.1 Worship Service pre-recording

- Sanitize after use microphones, pulpit, music stand, music equipment, PowerPoint presenter remote control, computer keyboards and mice, etc.
- Sanitize seats and tables after use
- We encourage using the metal or plastic chairs, which are easier to clean
- Check and replenish supplies as needed

2.6.2 Sunday Worship Service

Sanitize after use microphones, pulpit, music stand, music equipment, PowerPoint presenter remote control, computer keyboards and mice, etc.

- Use alternating rows of seats to maintain social distancing and to eliminate need to clean seats in between first and second Sunday worship services in RST Hall (e.g., during first worship service (Chinese), use odd numbered rows, and then during second worship service (English), use even numbered rows). There should also be appropriate social distancing between families/households in the rows. Ushers will need to mark off unused rows and instruct attendees on proper social distancing.
- Check and replenish supplies as needed

2.6.3 All Other Uses

- In general, the area/room/equipment you use is the area you need to sanitize after use.

- We encourage using the metal or plastic chairs, which are easier to clean
- Wipe all touched services: tables, handles, TV, TV remote etc.
- Sanitize seats to the best that you can
- Check and replenish supplies as needed

Appendix A - Partial Reopening Phase (initiated Spring 2021)

- Cell/fellowship groups will resume limited in-person gathering starting April 16th. Reservation needs to be approved by fellowship and facility deacons and entered into attendee reservation system
- In-person Sunday worship services will begin allowing limited in-person attendance starting in June 2021.
 - The first step is do live-streaming on Sunday. For summer 2021, English and Mandarin will use RST (in which case the two congregations will alternate rows of chairs used as described later) and Cantonese will use the sanctuary.
 - Each congregation will determine when exactly they are ready to allow in-person participation.
 - For in-person attendance, reservation ahead of time will be required and tracked thru the Church Planning Center pre-registration system. We will keep attendance to assist with contact tracing.
- Children ministry will continue on-line but with once per month in-person programs to be added in the summer.
- Adult and teens Sunday school will use a hybrid approach (primarily on-line but with accommodations for those attending in-person worship to participate together as a group or individuals) and continue the normal class meeting times.
- IT department will ensure that we have the IT resources to support the operation and minimize interruption (echo, bandwidth, external webcams for hybrid S.S. use, etc.).

Appendix B - Initial Reopening Phase (initiated May 2020)

We are very mindful of our members' concern for safety as well as the risks and resources involved to implement a partial or full reopening. Therefore, we will continue to use remote methods for all our gatherings such as worship services, Sunday School, and cell/fellowship groups (although some might prefer to meet in person). The following describes the use of our church facility and the operations of some key ministries during this phase.

- The in-person worship services will not resume in this phase. However, individual congregations can decide whether their worship services will resume the onsite livestream broadcast with the preaching, worship, AV, and livestream teams within the allowed size limit. (Those who are uncomfortable with this can opt out still)
- Finance, administrative, facility, and pastoral staff can resume working at the church facility (if they are healthy and not running a temperature), still with shorten office hours and staggered rotation shifts. Staff can also work remotely from home at their discretion.
- The church leadership (BOE, pastoral staff team, BOD) will continue to re-evaluate what are truly strategic, effective, and necessary programs and ministries for our church, so when we reach the Final Reopening Phase, we will continue to be more focused and strategic in our church operations. We will also explore new strategic ministries to serve and reach out to the community at large.
- Children Ministry will resume worship online either weekly or bi-weekly on Sundays from 1:30pm–2:15pm
- Fellowship and Cell Groups will continue meeting online. Alternatively, the groups can decide to use the church facility if they follow the operating procedures below.
- Individual congregations will decide the time and number of Sunday School class(es) to conduct online until full reopening.

Appendix C - Small Group Gathering Guidelines (effective Nov 2021)

Please follow these guidelines in addition to the open-up/close-up procedures

General Procedures

1. Wear masks (self-provided) at all time
2. Practice social distancing (based on current guidelines)
3. The group must keep attendance thru the Church Planning Center platform to support contact tracing
4. The nursery, toddler, and kindergartener rooms are off-limits until further notice. It also applies to those who normally have access to these rooms.
5. Eating is permitted inside the building under the following conditions:
 - individuals/families should bring their own food and not share with others
 - serving food communally (e.g., from common food trays/containers) is not allowed
 - disinfection spray cleaning/wipe down of tables and chairs used for eating is required after use

Cleaning Procedures

In general, clean the areas and equipment that you use, e.g.

- Microphones, pulpit, music stand, music equipment, PowerPoint presenter remote control, computer keyboards and mice etc.
- Sanitize seats and tables after use
- We encourage using the metal or plastic chairs, which are easier to clean
- Check and replenish supplies if needed. They should be in the storeroom.