



HARVEST
CHURCH

Harvest Church COVID -19 Safety Policies & Procedures

Harvest Church is committed to the health, safety and welfare of our staff and congregation. Due to the COVID-19 pandemic, we have heightened our health and safety measures to ensure, to the best of our control, that we keep everyone safe and prevent the spread of the virus. The policy and procedures set out below are in compliance with the most recent government guidelines, for Phase 2 of reopening Ontario, and will be updated promptly to reflect new guidelines and practices, if any.

1. Staff & Volunteer Check-In Procedure

The following procedures are to be followed by staff and volunteers arriving to serve:

- i. Volunteers are to arrive at least 30 mins prior to the service to avoid waiting in line and check in. Volunteers will be reminded that if they answer “yes” to any questions on the wellness check, not to enter.
- ii. Volunteers are to check in with registration, then proceed to their designated meeting area for a team debrief.
- iii. Those working are to pick up a face mask that must be worn. Face masks will be located at registration.
- iv. When a volunteer is leaving after the first service, they are to notify registration so they can be removed from the count.

2. Entry Procedure

The following procedure is to be followed for anyone entering the building:

- i. Greeters will be stationed at the main doors on the lower level.
- ii. The doors will remain propped open to reduce the amount of surfaces touched.
- iii. Families are to line up, as necessary, to enter the building and registration workers will begin the check-in protocols outside. *The following procedures will be completed by registration volunteers:*
 - a. Attendees are to give the names of ALL family members in attendance and confirm the wellness check.
 - b. If their names are on the list as having registered, check them in. Administrative staff will enter this data directly into Planning Centre after the service.
 - c. Once check-ins are complete, the counter will click the device to include them in the count and they can proceed to the worship centre



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- d. Once the count of guests (registrants & workers) in the building reaches 30% capacity (120), the doors are to be shut and no further entry is permitted.
- iv. Attendees will enter the worship centre using the doors closest to the washrooms and will exit using the side door of the worship centre. The other worship centre doors will remain closed at all times.

3. Non-Registered Procedure

The following procedure is to be followed for guests and regular attendees who did not register prior to the service:

- i. If guests come and their name is not on the registration list, they will be advised that they will need to wait and may not be able to enter the building.
- ii. Provided there is still room after all registered guests have checked in, entry will be permitted only after they give you their full name and contact information and complete the wellness check.
- iii. After the wellness check is completed, they will be permitted to enter the building and the counter will click the device to include them in the count.

4. Capacity Monitoring Procedure

It is critical that the number of people in the building never goes above the 30% capacity as set out by the Government. For this reason, any unlocked doors are to be manned at all times, ensuring there is no one entering who is not counted. The registration workers will use the PC Head Count app to monitor the number of people in the building.

5. Seating Procedure

The following procedure is to be followed for attendees entering the Worship Centre:

- i. Attendees/families will wait to be seated. An Usher will ask the attendee/family how many seats they need and will proceed with seating starting from the front and working back.
- ii. While seating a family, ushers will ensure there are three empty chairs between households to maintain a 6' social distancing radius.
- iii. Upon entering the worship centre, attendees will be offered hand sanitizer.



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6. Service Turnover and Sanitation Procedure

At the conclusion of the service:

- i. Attendees will be asked to leave the worship centre using the side door.
- ii. Once the building has been cleared, a count of staff and volunteers left in the building will be taken and given to the registration workers as their starting point for the next service.
- iii. Once the building has been cleared, sanitization can begin following these steps:
 - a. Supplies can be picked up in the storage unit on the lower level.
 - b. Teams will begin sanitizing all surfaces that are touched (door knobs, hand rails, etc) and use disinfectant spray on the chairs in the worship centre.
 - c. Once all areas have been sanitized, the team lead will give the registration team a "green light" and the doors can be opened for the second service.

7. Bathroom Cleaning Procedure

The following procedure is to be followed for bathroom cleaning:

- i. Bathrooms are to be cleaned between services.
- ii. This cleaning will include wiping down all surfaces including sinks, toilet seats and handles, etc.
- iii. The trash will be checked and emptied, if needed.