



## First Hmong Mennonite Church

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# First Hmong Mennonite Church Church Re-Opening Plan

To be reviewed and revised as needed to ensure Public Health  
updates and regulations are met

To be administered by Church Council and Church leaders

Dated: July 24, 2020



## **Table of Contents**

1. Introduction.....	3
2. Preparations for Reopening .....	4
i. Monitoring Covid-19 Risk and Health Regulations.....	4
ii. Training Leaders .....	4
iii. Communication Strategy.....	5
3. Facility and Social Distancing Measures.....	6
4. Appendices	
i. Appendix A: Registration.....	10
ii. Appendix B: Sunday Service Schedule and Procedures...	11
iii. Appendix C: Cleaning Procedures and Materials.....	14



## **1. Introduction**

This plan is based on what we currently understand of *A Framework for Reopening our Province* (3 stage approach, April 27, 2020) Ontario government, and what we glean from other relevant literature and public health principles. This plan will remain flexible and adaptable based on changing health rules and regulations. This plan is subject first of all to the direction of public health and provincial government authorities.

In this plan we have included necessary precautions required to keep our members safe as we begin to resume in person worship services but acknowledge that there remains a lot of unknown factors and situations that we may not have prepared for.

We pray that as we look toward gathering again that God will grant us humility, love, persistence and wisdom through the process of reopening.



## **2. Preparations for Re-Opening**

### **i. Monitoring Covid-19 Risk and Health Regulations**

The Pastor and the Church head elder will regularly monitor Covid-19 risk and impact on FHMC and its community i.e. provincial and regional health regulations, number of active cases in the Waterloo Region, other information related to Covid-19.

### **ii. Training Leaders**

#### Training the Pastor

The Pastor will engage with local church leaders and others as recommended to stay up to date and share as well as learn knowledge and resources. It is important for us to work together with other pastors, leaders etc. as we are all learning and in this together.

#### Action Steps:

- Identify key persons to communicate with for coordinating and sharing resources and filling potential gaps
- Identify and attend relevant webinars
- Update church council as needed

#### Training Church Council Members and other Leaders

Church Council members, especially the Head Elder will attend any training or webinars given by MCEC, 4 C's or other organizations regarding churches re-opening.

#### Action Steps:

- Pastor, head elder and worship elder will create a training webinar for church council members and other church leaders (i.e. Youth Leaders, Men's, Women's, Sunday School teachers, ushers) to attend before church reopens.
- Date for training leaders: Sunday, August 9 at 2pm (via Zoom)

#### Training of Church Members

Church members will be required to attend church opening orientation before attending church.

#### Action Steps:



## First Hmong Mennonite Church

- Pastor, head elder and worship elder will create an orientation session to inform church members so they know what to expect i.e. disinfecting washroom, wearing masks etc.
- Date for church members:
  - Sunday, August 23<sup>rd</sup>
  - Sunday, August 30<sup>th</sup>
  - Saturday, September 5<sup>th</sup>

### iii. Communication Strategy

It is important to determine who will communicate what, when and the method of communication so everyone is clear when situations occur.

What should we communicate?	Who are we communicating to?	Who should communicate the message?	How should it be communicated?	Preparatory Actions (i.e. talking points, key message)
Impact on church to date	Church members	Head Elder	Church Zoom service, church website, Church Facebook page	
COVID-19 impact	Church members	Head Elder	Church Zoom service, Church Facebook page	
Church service, gatherings, other programs offered or changed	Church leaders (i.e. ministry group leaders)	Council members to the various department leaders	Verbally via Zoom	
	Church Members	Head Elder	Church Zoom service, church website, church Facebook page	
Funds or supplies needed	Church Members	Head Elder	Church Zoom service, church website, church Facebook page	Face masks



Volunteers Needed	Church Members	Head Elder	Church Zoom service, church website, church Facebook page	To help clean? Help sew masks
Infected Church Member with Covid-19	Waterloo Region Public Health	Worship Elder	Verbally via phone number	
Church Closure due to Covid-19 outbreak	Church Members	Pastor and Elder Board	Church website, Church Facebook page, verbally via phone	

### 3. Facility and Social Distancing Measures

The following guidance is given to places of worship by the Region of Waterloo Public Health and Emergency Services.

- Participation of no more than 30% of the capacity of your premises
- Maintaining a distance of two metres/six feet between all persons as much as possible
- Requiring that masks be worn throughout the entirety of the worship service
- Limiting singing and loud speaking
- Avoiding opportunities for the virus to spread through touch, either directly or indirectly through surfaces and objects, including objects that may be used in rituals or ceremonies
- Enhanced cleaning and disinfection

On June 17, 2020 the Ontario government has allowed Waterloo Region to enter into Stage 3 of Reopening. This means indoor gathering limits is 50 people, outdoor gatherings are 100 as well currently churches are allowed up to 30 percent of the building capacity.

- What is the sanctuary capacity?
  - 8 adults can sit comfortably in one pew, 12 pews on each side
  - $8 \times 24 = 192$  people is the full capacity of the sanctuary
  - $30\%$  of  $192 = 57$  people

There will be no other programs (i.e. youth, men’s, women’s, young adults, Sunday School, children’s) offered at this time. Social gatherings are also suspended. Public health also states that rituals involving close physical contact are prohibited (i.e. communion, baptism) as well as passing offering plates. Church service will be limited to 45 minutes or less.



## First Hmong Mennonite Church

Although, up to thirteen people can meet in the church basement following social distancing standards and using masks, it is recommended that meetings continue via the church Zoom account. If a face to face meeting occurs in the basement the proper cleaning procedures will need to be followed after the meeting this includes cleaning/sanitizing the tables used and other areas i.e. washrooms, will need to be cleaned/sanitized.

It is also important to note that droplets and aerosols are different. Droplets will drop to the ground at a quicker rate than aerosols. Aerosols can remain in the air for up to three hours. People who will be cleaning afterwards will require personal protection equipment i.e. N95 masks, gloves. If a second worship service is require it will be a minimum of three hours after the first worship service.

Signs regarding handwashing, respiratory etiquette and Covid-19 health assessment signs will be posted throughout the building.

An isolation space for members who appear to be or become ill will be in the conference room downstairs.

### ***Preparing the Sanctuary to Meet Guidelines***

The following action needs to take place before the sanctuary is ready to be used for service:

Requirement	Action Steps to be Taken
Participation of no more than 30% capacity	<ul style="list-style-type: none"> <li>○ Create website registration for people to register when they plan to attend church service. For those who cannot register online, they can call the church. (See Appendix A: Registration for details)</li> </ul>
	<ul style="list-style-type: none"> <li>○ Limit online registration to 40 people (Including the pastor, head elder, ushers, and others required to attend). This leaves flexibility for walk-ins.</li> </ul>
Maintaining a distance of two metres/six feet between all persons	<ul style="list-style-type: none"> <li>○ Mark every third row used to seat families together</li> <li>○ Ushers will also direct people to their row (rows will be numbered and seating will be assigned to help with contact tracing)</li> </ul>
	<ul style="list-style-type: none"> <li>○ Arrows on the floor will help to direct traffic flow</li> </ul>
Masks required for Service	<ul style="list-style-type: none"> <li>○ All members ages five and up will be required to wear a mask before entry into the building (unless pre-existing health conditions prevent them from doing so)</li> </ul>



	<ul style="list-style-type: none"> <li>○ The requirement of masks will be communicated to members before arrival</li> </ul>
	<ul style="list-style-type: none"> <li>○ Contact church members to see if anyone is willing to help make cloth face masks</li> <li>○ Coordinate and assist with finding materials and reimburse sews</li> </ul>
Limiting singing and loud speaking	<ul style="list-style-type: none"> <li>○ No singing and loud speaking</li> <li>○ Microphones will not be shared</li> <li>○ All announcements will be done by one person</li> <li>○ No special songs</li> </ul>
Avoiding opportunities for the virus to spread through touch	<ul style="list-style-type: none"> <li>○ All church doors, sanctuary doors to remain open</li> <li>○ No passing of offering bags</li> <li>○ No handshakes, hugs etc.</li> <li>○ Small children should remain with parents</li> <li>○ No communion</li> </ul>
	<ul style="list-style-type: none"> <li>○ Removal of all church pew cushions</li> <li>○ Removal of all hymnals in pews</li> </ul>
	<ul style="list-style-type: none"> <li>○ All surfaces will be disinfected before and after church service using the bleach cleaning solution in Appendix B</li> </ul>
	<ul style="list-style-type: none"> <li>○ Create a team/group who will be cleaning and provide appropriate training</li> </ul>
Enhanced cleaning and disinfection	<ul style="list-style-type: none"> <li>○ Purchase personnel protection equipment for cleaners i.e. N95 masks and gloves</li> <li>○ Members to disinfect after they use the washroom facilities</li> </ul>
Ventilation	<ul style="list-style-type: none"> <li>○ Windows and fans will be turned on for the duration of worship</li> </ul>

***Preparing the Washrooms to Meet Guidelines***

The following action needs to take place before the washroom is ready to be used for service:

Requirement	Action Steps to be Taken
Maintaining a distance of two metres/six feet between all persons	<ul style="list-style-type: none"> <li>○ Only one family can be in the washroom at the same time</li> <li>○ Must wait at least six feet away from the washroom entrance</li> </ul>





## First Hmong Mennonite Church

	<ul style="list-style-type: none"><li>○ Mark flooring</li></ul>
Avoiding opportunities for the virus to spread through touch	<ul style="list-style-type: none"><li>○ All faucets, soap dispensers and paper towel dispensers will be changed to automatic dispensing</li></ul>
	<ul style="list-style-type: none"><li>○ Hand railings will be covered with antimicrobial coating to reduce the spread of germs.</li></ul>
Enhanced cleaning and disinfection	<ul style="list-style-type: none"><li>○ Church members will receive orientation around disinfecting the washroom stall door knobs and toilet handles after each use</li></ul>

### ***Other Preparations Required***

The following action needs to take place before FHMC reopens:

- Contacting our insurance provider regarding liability
- The foyer area: Will be marked with arrows to direct traffic flow. Room will be labelled with capacity limit.
- Basement: Rooms will be labelled with the capacity limit.
- Kitchen: The Kitchen area will be locked. Water bottles will be prepared in the foyer for people to take if they are thirsty.
- Others:



## **Appendix A: Registration**

The following registration questions will be used:

### **Registration:**

There will be 8 pews available each week (four pews on each side). One pew can seat 8 adults comfortably (this does not include small children). Seating will be assigned allowing for proper social distancing and maximizing church capacity. Each Sunday will have a 10am service and a 3pm service. Members will register for either the morning or the afternoon service.

**SELF ASSESSMENT.** Before arriving on Sunday morning each member of your household must review the following questions. If anyone answers YES to any questions, we do ask that you stay home and enjoy via the live streaming.

1. Have you had a cough, sore throat, shortness of breath, and/or fever above 38° C / 100.4° F in the last 72 hours (3 days)? (Please note fever resolution must be without the aid of fever-reducing medication)
2. Have you had contact with anyone with these symptoms in the past 14 days? (Cough, sore throat, shortness of breath, and/or fever above 38° C / 100.4° F)
3. Are you living with anyone who is sick or quarantined?
4. Have you traveled anywhere that has a significant number of new COVID-19 cases, or is considered a COVID-19 “hot spot” in the last 14 days?
5. Do you live with, or have frequent contact with, someone over the age of 70 or who has a serious underlying health condition?

If someone is unable to register online they can call the church or the Worship Elder to register. We will plan for some walk-ins and leave space in registration to allow for this.



## **Appendix B: Sunday Service Schedule and Procedure**

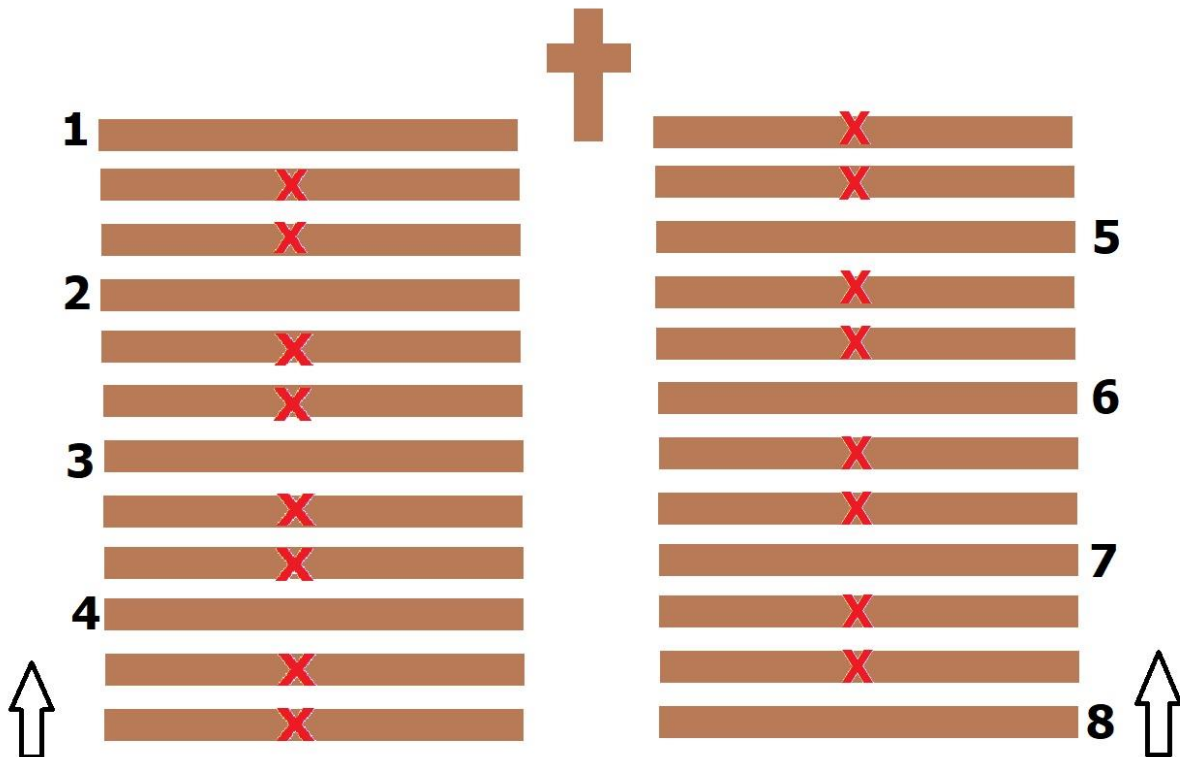
<b>Time</b>	<b>Action</b>	<b>Who's Involved</b>	<b>Who is leading</b>
9:00am	Pastor, Ushers, Worship Leader arrives at church	Pastor, Ushers, Worship leader	
9:05am	Morning Meeting: Worship leader shares the registration list and the seating chart with ushers.	Worship leader, Ushers	Worship Leader
9:15am	Church is open for members to begin arriving (See Check in procedures below)	Worship Leader, Ushers	
10:00am	Church service begins - Video (5 min) - Welcome and prayer (5 min) - Sermon (20 min) - Announcements (5 min) - Closing Prayer (5 min)	Pastor and Worship Leader	Pastor
10:45am	Dismissal of church members		Pastor
11:15am	Cleaning and disinfecting (See Appendix C Cleaning Procedures and Materials below for details)		
12:00pm	Everyone leaves and locks up church		Pastor

### **Check in Procedure**

Upon arrival we ask that everyone enter through the front doors in the main foyer. Ushers will greet people at the front doors. While in line, members are asked to observe the 2m/6ft physical distancing markers on the ground.

### **Sanctuary Seating**

The ushers will direct members to their assigned pew. Each pew will be marked by a number. All members need to stay in their rows to meet the appropriate physical distancing requirements.



### Exiting the Building

At the end of service we will exit the sanctuary one pew at a time, beginning with those at the back, in order to maintain proper social distancing.

### General Information

The following will be followed by church members:

- All church members are to use hand sanitizer upon entry to the building.
- Avoid physical contact. This includes hugs, handshakes, high five etc. A friendly “HELLO, it’s great to see you” will go a long way.
- Church members are to follow the directions of the ushers and other church leaders while in the building. They are there to keep everyone as safe as possible.
- Please follow the directional signs and arrows as you make your way through the building.
- Stay together with your family household, ie. Kids/Youth must sit with parents.
- Be sure to use proper hand-washing after using the washroom.
- Everyone (ages five and up) is required to wear a cloth face covering. This is one simple way that we can help to keep everyone safe.

Registration will open a month in advance.



## First Hmong Mennonite Church

### **Other Considerations**

People who cannot register online can call the church to register for service. (The same questions will be asked during the phone call – see Appendix A Registration). If you cannot wear a mask we can provide a face shield for you.

### **Offering**

An offering box will be placed in the foyer. Please drop your offering envelopes in the box. We encourage people to continue to give using e-transfer or to donate using the church website.

### **Can I bring my own coffee?**

While our preference is to keep outside food out of the building, if you do decide to bring your own coffee, we ask that you take your garbage with you as you leave. This will just help our cleaning team with enhanced cleaning requirements, to focus on that rather than picking up garbage left behind.

### **Will washrooms be open?**

Washrooms will be open if needed. We will be limiting the number of people in the washrooms at one time to 1 person at a time or to 2 people from one household. This will allow for more enhanced cleaning and disinfecting throughout the morning.



## **Appendix C: Cleaning Procedures and Materials**

### **Cleaning**

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
- More frequent cleaning and disinfection may be required based on level of use.
- High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

### **Disinfecting**

Recommend use of EPA-registered household disinfectant external icon.

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

Keeping surface wet for a period of time (see product label).

Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

### **Always read and follow the directions on the label to ensure safe and effective use.**

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

Diluted household bleach solutions may also be used if appropriate for the surface.

Alcohol solutions with at least 70% alcohol or using household bleach solution below may also be used for disinfecting.

### **Preparing Household Bleach as a Disinfectant**

Adapted from APIC Guideline for Selection and Use of Disinfectants.

Remember the following:

- Ensure the bleach is not past the expiration date.



## First Hmong Mennonite Church

- The solution must be made fresh daily to preserve strength
- The bottle must be labelled
- Clean before applying the disinfectant
- Follow the contact time
- Household bleach is 5.25% sodium hypochlorite solution (50,000ppm available chlorine)

### High-level disinfection Solutions

1:50 chlorine bleach solution

1 part bleach and 49 parts water

1,000 ppm (parts per million)

10 ml bleach with 495 ml water

Or 2 tsp. bleach with 2 cups water

Soaking time: 20 minutes

### **Cleaning and Disinfecting Church Pews**

Identify the type of finish on the church pews: a hard finish or an oil one.

- Get some boiled linseed oil, available at hardware stores.
- Rub a few drops into a hidden part of the furniture (in case it affects the stain).
- If the oil beads up, you have a hard finish. If the oil gets absorbed, you have an oil finish.

#### ***Cleaning furniture with hard finishes***

You may use a common spray cleaner or want to make a mild detergent solution. Prepare a simple mixture of warm water with a mild detergent (any major household brand will do).

Mixture: 1 tablespoon of mild detergent for every 3 gallons of water. This method is best to clean off soils and germs. "Furniture that is painted or has multiple coats of finish can be damaged by repeated applications of harsh detergents or disinfectants that contain alcohol or other dry solvents," he notes.

#### ***Cleaning furniture with an oil finish***

Start with three soft, lint-free cloths. If you're using a rag of clothing or an old shirt, make sure buttons and seams are removed so they don't scratch the furniture.

Dip one cloth in a sudsy, mild soap and water solution. Wring it out thoroughly and use it to scrub the furniture. Then wet the second cloth with water and use it to rinse the soap off the furniture's surface. Finally, dry with the last cloth.

Continue this cleaning method for the entire wood surface, overlapping the previously washed areas.

#### ***Disinfecting Wood Pews and Wooden Church Surfaces***

- Fill a spray bottle with 2 cups water, 1 cup white vinegar and about five drops dish soap. The vinegar disinfects and the dish soap works as an added cleaning element.



## First Hmong Mennonite Church

- Spray the solution onto the wood areas and wipe off with a damp cleaning rag. Using a damp rag removes traces of the vinegar and soap. Continue across the wood section until the area is cleaned and disinfected.
- Wipe the furniture with a dry-cleaning rag to remove any excess moisture. Be sure to dispose of any rags and cleaning materials.

### Cleaning Check List:

Area	What to Clean	How to Clean it	Done?
Foyer	Church Front Door handles/knobs	- Use Lysol disinfecting spray (wait 10 minutes before wiping with disposable paper towel)	
	White Table	- Use Soapy water spray to clean table - Wipe with paper towel - Use household bleach spray bottle to disinfect the table (wait for 20 minutes before wiping)	
	Foyer windows	- Use Lysol disinfecting spray (wait 10 minutes before wiping with paper towel)	
	Light Switch Panel	- Pour some rubbing alcohol into a clean rag. Wipe the switch panel with the rag. - For deep cleaning use a tooth brush with the rubbing alcohol and clean the switches with the toothbrush	
	Carpet	- Vacuum	
Sanctuary	Pews	- Use Soapy water spray to clean pews (wipe clean with paper towel) - Use Wood Pews Disinfecting solution above to disinfect. Wipe with a damp cleaning rag. Finally wipe the pew with a dry cleaning rag. Dispose of rags after use.	
	Microphones (to be done by worship elder or praise song leader)	- remove grille from the microphone before cleaning - use needle nose pliers to pull the foam inserts out of the grille - use soapy water i.e. dish detergent to wash the foam and the grille - Use a toothbrush to clean the grille - Rinse the foam and grille after cleaning - Leave out (overnight) to air dry	





## First Hmong Mennonite Church

		- Put together next day or next week	
	Carpet	- Vacuum	
Upstairs Balcony	Handrails	- Use soapy water spray to clean hand rails - Use household bleach spray bottle to disinfect (wait for 20 minutes before wiping)	
	Pews	- Use Soapy water spray to clean pews (wipe clean with paper towel) - Use Wood Pews Disinfecting solution above to disinfect. Wipe with a damp cleaning rag. Finally wipe the pew with a dry cleaning rag. Dispose of rags after use.	
	Balcony windows	- Use Lysol disinfecting spray (wait 10 minutes before wiping with paper towel)	
	Light switch in sound room	- Pour some rubbing alcohol into a clean rag. Wipe the switch panel with the rag. - For deep cleaning use a tooth brush with the rubbing alcohol and clean the switches with the toothbrush	
	Carpet	- Vacuum	
Downstairs	Handrails	- Use soapy water spray to clean hand rails - Use household bleach spray bottle to disinfect (wait for 20 minutes before wiping)	
	Washroom and Basement door knobs/hands	- Use Lysol disinfecting spray (wait 10 minutes before wiping with disposable paper towel)	
	Baby Change Table	- Use soapy water spray to clean hand rails - Use household bleach spray bottle to disinfect (wait for 20 minutes before wiping)	
	Light switches outside of washroom, in large basement area, kitchen, and offices	- Pour some rubbing alcohol into a clean rag. Wipe the switch panel with the rag. - For deep cleaning use a tooth brush with the rubbing alcohol and clean the switches with the toothbrush	



## First Hmong Mennonite Church

	Tables and Chairs that are set up and used in the Basement area	<ul style="list-style-type: none"><li>- Use soapy water spray to clean hand rails</li><li>- Use household bleach spray bottle to disinfect (wait for 20 minutes before wiping)</li></ul>	
	Printer	<ul style="list-style-type: none"><li>- Use Lysol wipes to wipe down different touch points on the printer (i.e. button pad, paper drawer)</li></ul>	
	Floors	<ul style="list-style-type: none"><li>- Clean with soapy water using mop and bucket</li></ul>	