

Columbus Chinese Christian Church

# COVID19 Reopening Plans

Revision 5

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## Introduction

This plan was developed to outline the procedures and guidelines for Columbus Chinese Christian Church (CCCC) to open up the facilities while managing the risk of COVID19 to our members. This plan provides detailed steps for ways to help mitigate the risk of COVID19 being spread to others at the church. Do note that the plans are developed from recommendations provided by the Centers for Disease Control and Prevention (CDC), Ohio Department of Health, Columbus Public Health as well as other reputable sources. This document does not set a specific date on when to start reopening but is based on the situation in the state of Ohio.

## Background

The coronavirus pandemic known as COVID19 is a constantly evolving public health problem. There is not a lot known about COVID19's infection rate, virulency, mortality rate within the community. As such, the recommendations written here are based on what is known at the current time of writing. As new information regarding this coronavirus is provided, appropriate and relevant changes to the plan will be made accordingly.

## Gathering Guidelines in Phase 1-4.

- Face coverings should be worn by all individuals at all times in the building(s) that covers the nose and mouth.
  - It is highly encouraged to bring your own face covering from home.
  - CCCC will provide disposable masks to individuals if they do not have one upon arrival.
  - Exceptions to wearing the face coverings at all times may include:
    - Those involved with speaking or singing in front of camera during service.
    - Those consuming food/drinks at church
    - Children younger than 5 years of age.
    - Individuals who has trouble breathing normally without the face covering.
    - Individuals who are unconscious or incapacitated.
- Social distancing is highly encouraged whenever it is possible.
- Wash or sanitize hands upon entering any building(s)
  - It is recommend using soap and water and scrub for 20 seconds at the bathroom sinks as opposed to using the hand sanitizer.
- Do not put away any items used (i.e. tables and chairs) after use.
- Wiping/cleaning after each social gathering is the responsibility of the group using the facility.
  - Each group leader is responsible to make sure the area used is cleaned after use to help maintain a clean environment during this time.
  - Cleaning with supplied disinfecting wipes or disinfecting spray is to cover the following at a minimum:
    - Wiping down tables
    - Wiping down the tops of chairs where hands normally touch.
- Water fountains are highly encouraged to be only used for filling water bottles only.
  - It is highly encouraged to bring your own water bottle from home.
- Stay home when you're not feeling well. Let others know that you are not feeling well.
- Doors are recommended to be left open to minimize contact with the doors and door handles

## Cleaning and Disinfecting Guidelines for Cleaning Crew

- Wear Disposable gloves
- Clean dirty surface with soap and water or all-purpose cleaner
- Disinfect high traffic areas after cleaning
  - Use Environmental Protection Agency (EPA) registered disinfectant which is listed for COVID19 (anything containing hydrogen peroxide, Quaternary Ammonium, or sodium hypochlorite as the active ingredient)
  - Leave cleaning solution on surface for a minimum of 10 minutes before wiping off.
- High traffic areas are defined as the following: door handles, cabinet handles, hand rails, water fountain, office area tables, light switches, restroom faucet and flusher, and remote controls.

## Safety Guidelines for Volunteers and Individuals Serving

- Those who serve/volunteer are recommended to be healthy without symptoms for 72 hours.
- Upon entering and before leaving the building(s), wash hands using bathroom sinks. Use soap and water and scrub for at least 20 seconds.
- Face coverings should be worn at all times in the building(s).
- Cover your mouth and nose with a tissue or your sleeve when sneezing or coughing. Do not use your hands.
- Social distancing is encouraged whenever it is possible.

## Phase 1

### Phase Criteria

- Franklin County are at Alert level 4 for COVID19 or State/County/Local wide stay at home advisory/order are in effect.

### Church Setup and guidelines

- Fellowship/gatherings are to be less than 10% of maximum room capacity at any given point of time.
  - During extreme counts of cases as determined by the reopening committee, Fellowship/gatherings could be prohibited in using the church for a period of time
- Fellowship/gatherings are to use the Main church building rooms.
- Youth, kids or elderly activities are not recommended to be held at church.
- Virtual options are highly recommended, while Sunday Service is still held in a virtual option only.
- Children's Worship, Child Care, Sunday school is not provided at church in this phase
- It is recommended not to have food at church for fellowships or gatherings.
- Sunday Lunch Service will not be provided during this phase
- Bathrooms are to be cleaned daily along with sanitizing doors handles, rails, and light switches in addition to high traffic areas in the main building. Tables and chairs are to be clean the night of the rooms that is used or the following morning.
- Approval to meet at church needs to be attained 1 week before the actual gathering.

- Approval is to log the rooms of used by what fellowship/gathering and to limit the number of individuals coming and going to the building.

### Details of Worship Service

- Cantonese Service held from 9:30AM-10:30AM in Main sanctuary
- English Service held from 10:30AM-11:30AM in Fellowship Hall/Activity Hall
- Mandarin Service held from 11:30AM-12:30PM in Main Sanctuary
- Children’s Worship held from 11AM-12PM virtually on Zoom
- Worship services are streamed for all.
- Only essential individuals for virtual worship service are recommended to be at church.
- Individuals attending are to have face coverings on whenever they are not in front of cameras
- Social distancing should be maintained at all times.

## Phase 2

### Phase Criteria

- 7 consecutive days after Franklin county at Alert Level 3 or below.
  - If surrounding counties are at a higher alert level, it will be at the discretion of the reopening committee to stay at phase 2 or revert back to phase 1.
- A minimum of (1) 1200ml of hand sanitizer, (3) bottles of all-purpose cleaner, and (3) bottles of disinfectant in stock before the start of the phase.
- A test run of the gathering and procedures is to be completed prior to opening up phase 2

### Church setup and guidelines

- Fellowship/gatherings are to be less than 25% of maximum room capacity at any given point of time.
- Fellowship/gatherings are to only use the Main church building rooms.
  - Education building may be used with approval from the reopening committee on a case by case basis.
- Youth, kids or elderly activities are not recommended to be held at church.
- Virtual options are recommended, especially for fellowship with elderly and kids. Sunday Service will still be held in a virtual option with some individuals attending in person to learn and experience the new procedures.
  - 10% of maximum room allowed to attend in person for worship service in the sanctuary, outside of those who are serving
    - 5% of the maximum room capacity is allow for worship service happening in the activity hall
  - Once service is over, individuals/couples, not serving, are highly recommended to go to their vehicles or outside to interact to maintain social distancing.
  - If youth or children do come, they highly recommended to stay together as a family and go to the same service, be it Cantonese, English, or Mandarin.
- Children’s Worship, Child Care will not be held at church in this phase.
- Sunday school are allowed to be held at church, but must have a remote option too.
- It is recommended not to have food at church for fellowships or gatherings.

- Sunday Lunch Service will not be provided during this phase
- Bathrooms are to be cleaned every other day along with sanitizing doors handles, rails, and light switches in addition to high traffic areas in the main building. Tables are to be clean the night of the rooms that is used on the day used.
- Approval to meet at church needs to be attained 1 week before the actual gathering.
  - Approval is to log the rooms of used by what fellowship/gathering and to limit the number of individuals coming and going to the building.

### Details of Worship Service

- Cantonese Service held from 9:30AM-10:30AM in Main sanctuary
- English Service held from 10:30AM-11:30AM in Fellowship Hall/Activity Hall
- Mandarin Service held from 11:30-12:30 in Main Sanctuary
- Children’s Worship held from 11AM-12PM virtually on Zoom
- Worship services are streamed for most individuals who cannot come or choose not to come. Families with elderly and/or with kids are highly recommended to stream at home.
- Each congregation will decide how to slowly open up the worship service to their respective congregation, within the maximum individuals allows for a gathering being 10% of the maximum room capacity in the sanctuary and 5% of the maximum if other rooms are used.
- If youth or children do come, they are recommended to stay together with their parents/family and go to the same service, be it Cantonese, English, or Mandarin.
- Individuals attending are to have face coverings on whenever they are not in front of cameras
- Social distancing should be maintained at all times, even in seating.
- Attendees are asked to clear the building and common spaces immediately after worship service to help with social distancing.
- All doors inside for service should be left open when service is not in session to:
  - Avoid people touching the door handles
  - Increase air flow to the rooms
- Communion is not recommended to be performed during this phase.
- Physical tithing is not recommended to be performed during this phase. Tithing highly recommended to be done online or mailed in.
- All Bibles owned by CCCC will be temporarily removed/restricted from use for service. It is recommended individuals bring their own bibles from home.
- All bulletins are not recommended to be printed in this phase. All bulletin and documents for congregation will be uploaded and viewable through the church website.
- Children’s service and child care will not be provided at church during this phase.

## Phase 3

### Phase Criteria

- 14 consecutive days after Franklin county is at Alert Level 2 or below.
  - If surrounding counties are at a higher alert level, it will be at the discretion of the reopening committee to stay at phase 3 or revert back to phase 2.
- A minimum of (3) 1200ml of hand sanitizer, (4) bottles of all-purpose cleaner, and (4) bottles of disinfectant is to be in stock before the start of the phase.

- A test run of the gathering and procedures for phase 3 is to be completed prior to opening up phase 3

### Church Setup and guidelines

- Fellowship/gatherings are to be less than 50% of maximum room capacity at any given point of time.
- Fellowship/gatherings are to only use the Main church building and Education building
  - Rooms 104 to 108 (First floor Children's rooms) is to be restricted and will not be used in this phase.
- Children's activities may be held at church, at the discretion of the Children's deacon
- Virtual options are encouraged. Sunday Service will still be held in a virtual option with some individuals attending in person to learn and experience the new procedures.
  - 20% of maximum room allowed to attend in person for worship service in the sanctuary, outside of those who are serving.
    - 10% of the maximum room capacity is allow for worship service happening in the activity hall/fellowship hall
  - Once service is over, individuals/couples, not serving, are recommended to go to their vehicles or outside to interact to maintain social distancing.
  - If children do come, families are encouraged to stay together with the children when not in service
- Children's Worship, Child Care may be provided at church in this phase, at the discretion of the Children's Deacon
  - Children's worship/Child care are allowed to use 1<sup>st</sup> and 2<sup>nd</sup> floor of the education building on Sundays
- Sunday school are allowed to be held at church, but are encouraged to have a joint remote option too
- Takeout food or prepackaged food can be brought in, though sharing of food is not recommended
  - Use of kitchen for utensils or supplies will not be provided during this phase.
- Sunday Lunch Service will not be provided during this phase
- Bathrooms are to be cleaned three times a week along with sanitizing doors handles, rails, and light switches in addition to high traffic areas in the main building.
- Approval to meet at church needs to be attained 1 week before the actual gathering.
  - Approval is to log the rooms of used by what fellowship/gathering and to limit the number of individuals coming and going to the building.

### Details of Worship Service

- Cantonese Service held from 9:30AM - 10:30AM in Main sanctuary
- English Service held from 10:30AM - 11:30AM in Activity Hall
- Mandarin Service held from 11:30AM - 12:30PM in Main Sanctuary
- Worship services are streamed for most individuals who cannot come or choose not to come. Families with elderly and/or with kids are encouraged to stream at home.

- Each congregation will decide how to slowly open up the worship service to their respective congregation, within the maximum individuals allows for a gathering being 20% of the maximum room capacity **in the sanctuary and 10% of the maximum if other rooms are used.**
- If youth or children do come, they encouraged to stay together with their parents and go to the same service, be it Cantonese, English, or Mandarin, **when there isn't any Children's service/child care provided at Church**
- Individuals attending are to have face coverings on whenever they are not in front of cameras
- Social distancing is encouraged to be maintained at all times, even in seating.
- Every other row **may** be restricted from being used (main sanctuary) during service to maintain social distancing. Rows (activity hall) **may** be spaced 6ft apart to maintain social distancing.
- Attendees are encouraged to clear the building and common spaces immediately after worship service to help with social distancing.
- All doors inside for service are recommended be left open when service is not in session to:
  - Avoid people touching the door handles
  - Increase air flow to the rooms
- Communion is not recommended to be performed during this phase.
- Physical tithing is not recommended to be performed during this phase. Tithing is recommended to be done online or mailed in or in a drop box in the back.
- All Bibles owned by CCCC will be temporarily removed/restricted from use for service. It is recommended individuals bring their own bibles from home.
- All bulletins are not recommended to be printed in this phase. All bulletin and documents for congregation will be uploaded and viewable through the church website.
- Children's service and child care **may** be provided at church during this phase, **at the discretion of Children's deacon.**

## Phase 4

### Phase criteria

- **14 consecutive days after Franklin county is at Alert Level 1/no alert level or is below 50 cases per 100K in Franklin county**
  - **If surrounding counties are at a higher alert level, it will be at the discretion of the reopening committee to stay at phase 4 or revert back to phase 3.**
- A minimum of **(4)** 1200ml of hand sanitizer, **(6)** bottles of all-purpose cleaner, and **(6)** bottles of disinfectant is to be in stock before the start of the phase.
- A test run of the gathering and procedures for phase 4 is to be completed prior to opening up phase 4.
- Phase 4 will be evaluated month by month basis to determine if CCCC is ready to proceed to phase 5 (Normalcy)

### Church Setup and Guidelines

- Fellowship/gatherings resume with Social distancing and Face covering still being encouraged and observed.
- All buildings are open and available to use.



- For children’s activities, activities are to follow recommendations for school and daycare at the time.
- Sunday School is to resume with Social distancing and Face covering still being encouraged and observed whenever it is possible.
- Virtual options **are** offered for those who may be quarantined or highly concerned.
- Food can be brought in, though it is encouraged not to share food.
  - Use of kitchen for utensils or supplies is allowed. Each group leader will need to make sure the kitchen area is cleaned after gathering to help maintain a clean environment during this time.
- Sunday Lunch Service will resume when it is considered safe by the committee and the kitchen crew.
  - Prior to **Sunday** lunch service resuming, kitchen will need to be thoroughly cleaned.
- Sports Ministry will resume when it considered safe by the committee.
- Bathrooms are to be cleaned once a week along with sanitizing doors handles, hand rails, and light switches, in addition to high traffic areas in the main building.

### Details of Worship Service

- Cantonese Service held from 11AM - 12:30PM in Fellowship Hall
- English Service held from 11AM - 12:30PM in Activity Hall
- Only one Mandarin Service held from 11AM - 12:30PM in Main Sanctuary
- Children’s activities held in usual classrooms from 11AM-12:30PM with no virtual option.
- Worship services are streamed for individuals who cannot come or choose not to come.
- Individuals attending are encouraged to have face coverings on whenever it is possible.
- Social distancing is encouraged if possible, even in seating.
- Attendees are encouraged to clear the building and common spaces immediately after worship service to help with social distancing, though loitering is allowed.
- All doors inside for service are encouraged be left open when service is not in session to:
  - Avoid people touching the door handles
  - Increase air flow to the rooms
- Communion is recommended to be performed with prepackaged communion during this phase.
- Physical Tithing is not encouraged to be performed during this phase. Tithing is recommended to be done online or in a drop box in the back.
- All Bibles will be put back to allow individuals to use.
- All bulletins will resume being printed while the electronic version is still viewable on the church website

## Phase 5

### Phase Criteria

7 days after the CDC has announced COVID19 is no longer a pandemic.

### Church Setup and Guidelines

- All Fellowship/gatherings resume.
- All buildings are open and available to use.

- All Children and youth activity resume without restrictions
- Sunday School resume without restrictions
- Sports Ministry resume **without restrictions**
- Virtual option will no longer offered
- Use of Kitchen and lunch service provided resume
- Bathrooms are to be cleaned once a week along with sanitizing doors handles and rails

### Details of Worship Service

- Cantonese Service held from 11AM - 12:30PM in Chapel
- English Service held from 11AM -12:30PM in Activity Hall
- Mandarin First service held from 11AM - 12:30PM in Main Sanctuary
- Children's service and care will resume
- Worship services are no longer streamed.
- Individuals attending are encouraged to have a face covering.
- No recommendations on doors being open
- Normal Communion will resume
- Physical tithing will resume during worship service.
- All Bibles will be put back to allow individuals to use.
- All bulletins will resume being printed

## COVID19 Infection Response Plan

### Plan when an individual(s) is confirmed/diagnosed for COVID19

- Immediately notify local health department (Columbus Public Health 614-645-1519, option 2)
- Immediately open all windows and doors at the church for 24 hours to increase airflow circulation for 24 hours
- Immediately after have professionals to come in to deep clean and disinfect church building(s) that infected was in. Includes disinfecting all surfaces the infected person may have come in contact with.
- Immediately inform individuals, who have gone to church the same day with infected person, of the potential exposure to COVID19 and asked individual(s) and family to quarantine for 14 consecutive days.
- Inform Congregations through weekly bulletin of case within the church.
- Individual(s) in quarantine will need to self-monitor for fever (temperatures >100.4°F) and COVID19 symptoms (shortness of breath, difficulty breathing, new loss of taste or smell, headache, sore throat, muscle pain, chills), with occasional follow up by fellowship leaders through the phone.
- If no symptoms developed during the 14 days of quarantine, the individual(s) and their family can come back to church.
- If symptoms develop, the individual(s) is recommended to contact healthcare providers.

### Phase change when an individual(s) is confirmed/diagnosed for COVID19

- Go back to previous phase for 14 consecutive days at a minimum.

- After 14 days has passed without additional individuals confirmed outside of those who are in quarantine, revert back to original phase.
- If additional individual(s) are confirmed/diagnosed for COVID19 during the 14 days of the initial quarantine, continue for another 14 days before reverting back to original phase.

## Appendix

### Cost estimation reference

With the plan going towards reopen the church, church rooms need to be cleaned to help mitigate the exposure and risk posed by COVID19. Cleaning the church in accordance to CDC guidelines after every use of every items is a bit drastic. However, with the collaboration between the Congregation's deacon and Children's deacon, we have reduced the amount of cleaning needed. What is proposed is the following 4 phases of cleaning responsibility.

- Phase 1: Cleaning bathrooms every day (6 days a week as Monday there is no one at church) including doors handles hand rails, light switches and high traffic area in main building. Tables and chairs are to be cleaned the night of the room being used or the morning next day
- Phase 2: Cleaning bathrooms every other day including doors handles hand rails, light switches and high traffic area in main building. Tables are to be cleaned the night of the room being used or the morning next day
- Phase 3: Cleaning bathrooms twice a week including doors handles hand rails, light switches and high traffic area in main building and education building.
- Phase 4: Cleaning bathrooms once a week including doors handles hand rails, light switches and high traffic area in all buildings

With the 4 phases stated for cleaning, there will be a need in volunteers OR paid staff to perform the cleaning at the required nights. Thus, to give an idea of how much additional work cost is needed I've tried to calculate this out for you. Below is the equation used to calculate the approximate cost per month for labor only if we were to just have hired staff as opposed to volunteers. Do note that this is an approximation of the cost to perform the cleaning per month.

(Average days in a month / 7 days a week) x number of times cleaned per week x hours needed to clean building(s) x average pay rate = cost for cleaning per month

- Phase 1:  $(30.4/7) * 6 * 3 * 10 = \$782$  per month
- Phase 2:  $(30.4/7) * 3 * 3 * 10 = \$390$  per month
- Phase 3:  $(30.4/7) * 2 * 5 * 10 = \$434$  per month
- Phase 4:  $(30.4/7) * 1 * 6 * 10 = \$261$  per month

As for material cost, each month in each phase would add the following approximate cost:

- Phase 1: \$250 per month
- Phase 2: \$140 per month
- Phase 3: \$160 per month
- Phase 4: \$90 per month

# Maximum Occupancy Per Fire Code

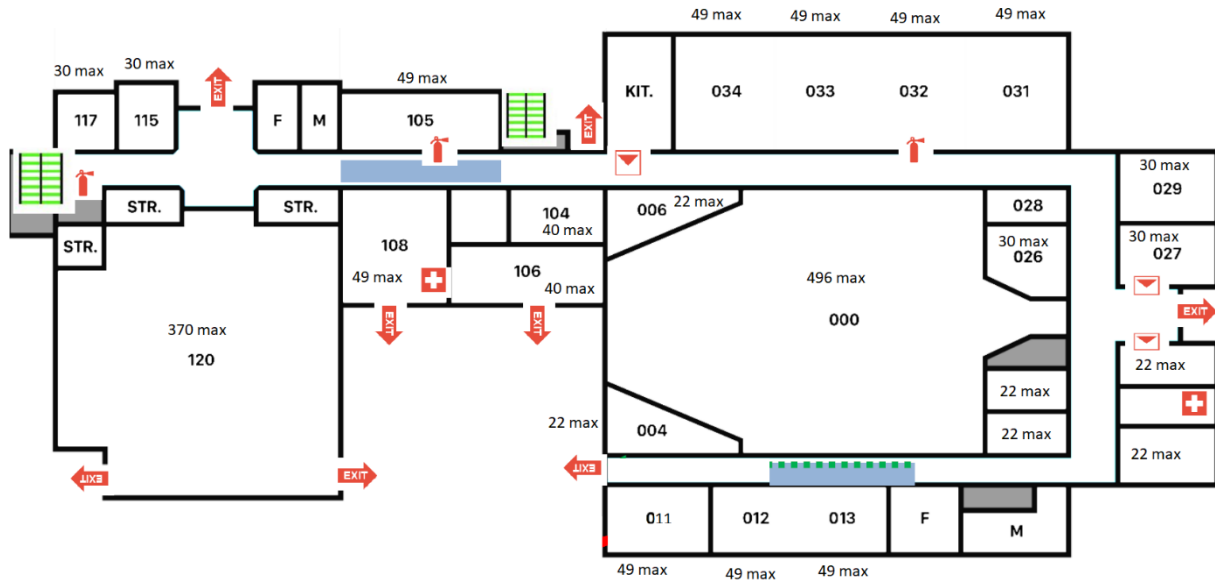


Figure 1: Main Building and Education Building First Floor

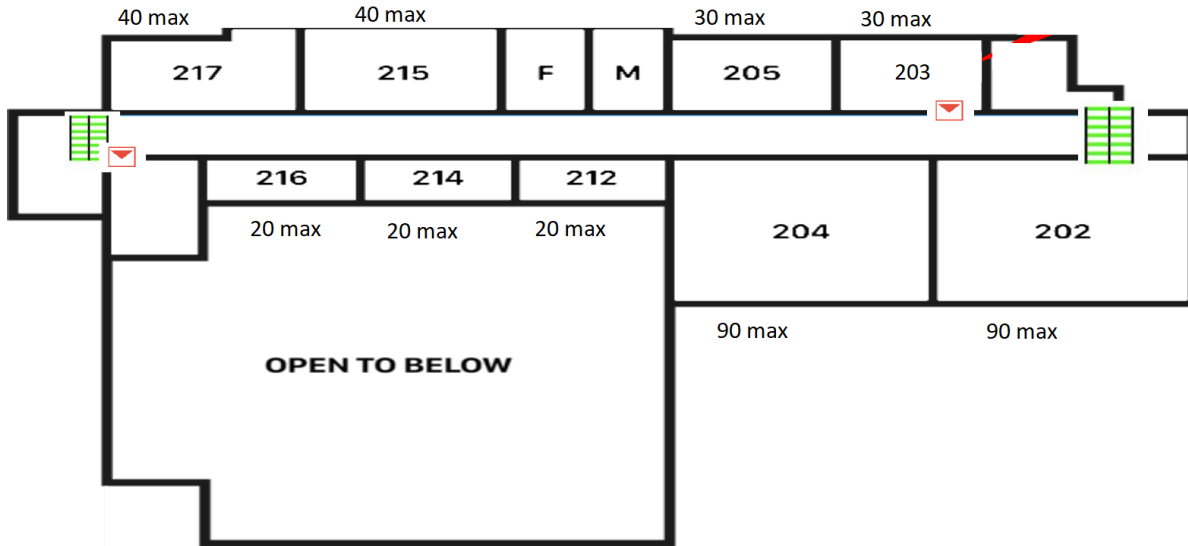


Figure 2: Education Building Second Floor