

Mount Olive Church Reopening Guidelines and Procedures



Mt. Olive Seventh-day Adventist® Church

Discipleship: Living for Jesus

The following is important information to review and become familiar with as we prepare to reopen church.

Attendance registration & church capacity

Registration to attend church is mandatory. You may register using **one** of the following methods:

- 1) Online through our website <https://mtoliveon.adventistchurch.org/>
- 2) Telephone at 416-741-1682

Church attendance capacity is determined based on provincial recommendations for indoor group gathers and it fluctuates. Therefore, registration is **required** to reserve a space, otherwise there is no guarantee that you will be able to enter the church building.

Prior to arriving at church

- Prepare your personal protective equipment (face mask/covering)
- Complete the Covid-19 self-assessment questionnaire
- Register to attend church via website <https://mtoliveon.adventistchurch.org/> or phone. The following information will be required to register: first and last name, telephone number, email address and home address (including postal code)

Upon arrival

- Entrance to the building will **only** be allowed through the main entrance (facing Albion Road)
- Park at the rear parking lot and walk to the front entrance with your face mask/covering
- You will be allowed to enter the building between the hours of 9:30 AM to 12:00 PM

Upon entering the building each attendee must

- 1) Visit the health screening triage
- 2) Apply the hand sanitizer that is provided
- 3) Visit the admin desk

Health screening triage

Health screeners will:

- 1) Complete a Covid-19 self-assessment questionnaire with you
- 2) Conduct a temperature check using a thermometer

Special note:

If anyone fails the temperature test, they will be informed and not be permitted to enter the building. Anyone who leaves the building and wants to re-enter must be screened again.

Mount Olive Church Reopening Guidelines and Procedures

Admin desk

Following clearance from a health screener, you will then visit the admin clerk and submit your completed Covid-19 self-assessment form. You will be ushered into the sanctuary by an usher. Please ensure that you follow the traffic decal flow.

While in the building

It is **compulsory** that everyone always wears a face mask/covering in accordance with the provincial guidelines

Social distancing protocols

- You are required to follow the social distancing protocols with (non-household family members)
- Members of the same household may sit together as space and seating allows
- There will be **no** socializing/greetings in the sanctuary
- Seating will be 6 feet apart
- Ushers will seat all guests and assist with exit flow

Decal flow

We kindly ask that you follow the decal flow for entrance and exiting the building and sanctuary

Washroom usage

- Only two individuals are allowed in each washroom at any given time
- Sanitization team will advise when you can enter a washroom

New safety precautions

- Basement/lower hall and additional rooms on the main floors are out-of-bounds
- The pastors and or platform party will not be at the door to greet/shake hands
- Kitchen usage is not allowed; no group lunches or gathering after the church service are permitted
- You will be ushered out of the sanctuary and asked to exit the building promptly at the end of the service
- The parking lot will be cleared 30 minutes after service

Church Usage Guidelines

Onsite Events

To have an onsite event at church you/department is required to send an email to mtoliveeventrequests@gmail.com and provide the date, time and other details of the event.

Contact tracing & risk management

- You/your department is required to have a registration list of attendees with all of their contact information (first and last name, telephone number, email address and home address (including postal code))
- Sanitization team will sanitize the applicable area(s) post event
- Everyone attending the event must register and complete the Covid-19 self-assessment prior to and upon arrival
- The main lead must review the church usage guidelines and protocols with attendees

Mount Olive Church Reopening Guidelines and Procedures

Church Usage Checklist

<p>Notify Church Reopening Team, Pastor & Clerical Office mtoliveeventrequests@gmail.com for onsite events or rehearsals.</p> <p>Note: If you require support from the production team, please email your request to mtoliveproductionteam@gmail.com two weeks in advance.</p>
1. Request must include date, time, areas of church being used, approximate number of attendees
2. Person making the request/department is required to review the church reopening guidelines
3. List of attendees and participants must include: first and last name, telephone number, email address and home address (including postal code)
4. Event maximum capacity guide: 5. Wedding 20–30 attendees Baby dedication 10–15 attendees Funeral 20–25 attendees
6. Reassure Risk Management that prior to the event all attendees will complete the Covid-19 self-assessment questionnaire and answer no to all questions
7. Email MtOliveeventrequests@gmail.com with an updated list if scheduled attendees did not attend or if new people were added to the list
8. For non-church scheduled event requests must include: 9. Attendee list (including first and last name, telephone number, email address and home address (including postal code) 10. Covid-19 self-assessment questionnaire 11. - You are required to bring you own livestreaming equipment & sanitization supplies (personal protective equipment and hand sanitizer)

Covid-19 Self-assessment questions

1. Have you been diagnosed with Covid-19 or had a positive test for Covid-19 within the last 4 weeks?
2. Have you been in contact with anyone who has known or suspected Covid-19 within the last 14 days?
3. Have you had chills, fever, cough, sore throat, shaking, diarrhea, nausea, vomiting, muscle aches, persistent headaches, loss of taste or smell, tightness of the chest or shortness of breath in the last 14 days or been in contact with anyone with one of these symptoms?
4. Have you travelled internationally or out of Ontario in the last 14 days?

Note: If your answer is yes, or you are unsure of your answer to any of these questions, we will not allow you to enter the Sanctuary. We would also advise that you quarantine and contact your primary care physician.