

Zion Bishan Bible-Presbyterian Church

Physical Worship Services Safe Management Plans

(24 June 2020)

1. Key principles of SMP for Physical Worship

- Maintain safety
- Practise social responsibility
- Practice personal hygiene
- Prevent intermingling
- Decongest venues

2. Personnel Required

- a. 1 Pastor
- b. 3 Pastoral assistants (1 Elder, 2 deacons or staff)
- c. 1 SMO
- d. 1 Pianist
- e. 2 AV crew
- f. 2 volunteers

3. Safety Screening Procedures

SMO and another personnel will conduct screening of visitors.

- a. Waiting area will be set up to prevent crowding at safety screening booth.
- b. Take temperature
- c. Ensure hands are sanitized
- d. Record attendance and to ensure maximum 50 cap
- e. Ensure Scan SafeEntry code is scanned
- f. Ensure TraceTogether App is turned on
- g. Worshipper will proceed to sanctuary entrance
- h. Check list of attendees with registration list from e-booking form (this can also be used for contact tracing later)

4. Emergency Procedures

- a. If any person on site is feeling unwell, they are to call the SMO (who will make a record) and seek medical evaluation and care at any GP clinic. If the person has any upper respiratory tract symptoms, advice shall be given to avoid public transport and to use private transport or taxi/grab services, sitting at the backseat with windows open. Following that, they shall update the SMO of any MC given or Covid-19 test taken.

- b. Anyone who is too ill to see a doctor will be led by the on-site SMO to the isolation room (first-aid room) located at ground floor to rest and await emergency help.
 - c. Any staff who is unwell, even if not on-site, is to inform the SMO who will keep records.
5. Follow-up plan in the event of a confirmed COVID-19 case
- a. Should there be any confirmed case from the staff or other building users, the section of the building will be cordoned off and thoroughly cleaned by an external cleaning company in accordance with NEA guidelines before reopening. Other building users will also be informed.
 - b. MOH will be contacted to assist with contact tracing, to ascertain if there is a need to shut down the entire church premises, and to verify how long the section or entire premises should be shut down for before reopening.
6. Entry to Church Premises
- a. Worshippers to enter via back gate or front gate.
 - b. Vehicular drop-off area to be set up.
 - c. Directional signs and demarcations will be set up so that the worship service people do not intermingle with other non-worship small groups utilizing the church premises.
 - d. Volunteer will check registration of member using list and tick off attendance.
 - e. Usher will direct worshippers to the safety screening booth or to the waiting area to prevent crowding at the booth.
 - f. Safe-distancing yellow and black strips will be pasted on the floor.
 - g. Safety screening procedures will be conducted (Point 3 above). Any visitor with temperature $> 37.5^{\circ}\text{C}$ shall be denied entry into church premise.
 - h. Worshipper will proceed to sanctuary upon receipt of the sticker
7. Worship in the Sanctuary
- a. One usher to ensure the 50 worshipper cap.
 - b. Another usher to lead worshipper to the furthest end of the sanctuary. Furthest seats to be filled first to prevent worshippers squeezing through each other along the pews.
 - c. Families to be seated together and to maintain 2-meter distance from another worshipper(s).
 - d. Reminders will be issued for worshippers to not intermingle or change seats.
 - e. Reminders will be issued on facemask to remain worn and no singing is permitted.
 - f. Reminders will be issued for those who feel unwell to indicate to the ushers.
 - g. No physical bulletins will be printed. Online bulletins will be provided.

- h. No physical collection of offering. All offering will be done online.
- i. All preachers/speakers are to wear a face-mask or a face-shield and remain at least 2m away from worshippers when speaking
- j. Holy Communion will be served:
 - i. Holy Communion in sealed individual packages will be ordered.
 - ii. Upon delivery, staff will sanitize hands before opening package.
 - iii. Staff will wear gloves and place the sealed packets individually onto trays and will also be spaced out.
 - iv. Before Holy Communion, the Pastor will sanitize hands, wear gloves and begin liturgy.
 - v. Two pastoral assistants, wearing face-masks, will sanitize hands, wear gloves and bring the tray (without touching the sealed cups) to individuals who are seated at least 1m apart.
 - vi. Pastoral assistants will keep a safe distance when extending the tray to the worshippers.
 - vii. Each worshipper will take their own pre-packed cup, which are spaced out from the other cups (no touching of other cup).
 - viii. Afterwards, each worshipper will dispose of his/her own cup-package in the dustbin.
- k. The pastor or pastoral assistant will take a picture of the sanctuary with the sitting positions of the worshippers for identification where necessary.
- l. Worshippers will be discharged by quads from those closest to the exit to the furthest.
- m. Reminders will be issued that there will be no post-service refreshments and no gatherings. Worshippers to leave for home immediately.

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Prepared by Pastor Alby Yip