

STANDARD OPERATING PROCEDURE FOR THE RE-OPENING OF EMMANUEL EFC FOR PHYSICAL SUNDAY SERVICE

(updated 8 August 2020)

BEFORE ENTRY

1. Church premises will go through full disinfection treatment by STOPEST.
2. Surfaces with contact will be cleaned with disinfectant right after every Sunday Service.
3. Those who are not well and are having fever, cough, flu, sore throat and difficulty breathing are not allowed to physically participate in the service.
4. Those above 70 years old and below 12 years old are not allowed physically participate in the service.
5. Those who have just travelled overseas (Sabah, Sarawak or outside Malaysia) are not allowed to visit church for 14 days.
6. Bring your own mask. It is compulsory for all to wear a mask in the premises.
7. Sunday Service test run will begin with 30 people and will increase gradually and slowly.
8. No Ping Pong and English Language Club in the church premises for the time being (until further notice).

UPON ENTRY

1. Wear your mask at all times
2. Line up 1 meter apart. Practice physical distancing of 1 meter apart while being in the premises. No physical contact, handshakes or hugs.
3. Sanitise your hands with the hand sanitisers provided.
4. Let your temperature be taken. If your body temperature is above 37.5 Celsius, you are not allowed to enter.

5. Scan the QR code and key in your name, phone number and body temperature. Request for the assistance of the ushers if you have difficulty scanning the QR code.
6. Physical bulletin, newsletters and offering box will not be used.
7. All are encouraged not to sing or speak loudly to avoid respiratory aerosol to be in the air and surfaces. In all circumstances, please continue to wear your mask when in the premises.
8. The use of the toilet is limited to 2 people at a time. Remember to close toilet seat before flushing to reduce waste aerosol transmission.
9. Holy Communion will be served as usual and the person passing the elements will have his/her hand sanitised and will be wearing a disposable plastic glove.

UPON EXIT

1. Once the meeting has ended, leave the premises and return home. Avoid mingling around for fellowship.
2. Refreshments will not be served.
3. Surfaces with contact will be cleaned and sanitised.

WORSHIP TEAM

1. Arrange musical instruments and microphones 1.5 meters apart.
2. Use separate microphones that are arranged 1.5 meters apart for the worship leaders, backup singers, the person chairing the congregational prayer and the person giving the sermon.
3. Sanitise all musical instruments and microphones before and after use.
4. Sing and speak at a normal volume into the microphone to avoid respiratory aerosol to be in the air and surfaces.

5. Refrain from touching the mic repeatedly and then touching other surfaces.
6. Reminder to sanitise hands again immediately after finishing with worship, speaking and preaching.

COMMUNICATION

1. Design poster and produce a video to clearly explain the SOP to church members.
2. Publicise through all social media platforms and place posters in church to serve as reminders.
3. Pastors, full time staff, and ushers will be fully briefed to help guide the congregation to comply with the SOP.

FORMAT OF SERVICE (1 HOUR)

1. Worship (10-15 mins)
2. Congregational Prayer and Announcements (10 mins)
3. Sermon (25 mins)
4. Small group fellowship and prayer (10-15 mins)