



## Guidelines for Re-Gathering

### **For everyone's health and safety:**

- Please stay home if you are experiencing cold, flu, or COVID-19-like symptoms (i.e. fever, chills, cough, shortness of breath, sore throat, runny nose, loss of smell or taste); if you're not sure, use [COVID-19 Self-Assessment Tool](#)
- Face masks are required for all gatherings
- Everyone attending will be required to
  - Sign-in and provide their contact information
  - Sanitize hands upon entry to our church; additional hand sanitizing stations are in place
  - Have temperatures checked
- Signage and required physical distancing measures are in place; please adhere to them and follow directional cues
- Congregational singing will not be allowed
- Doors will be kept open as much as possible to minimize contact and maintain air flow
- The kitchen, drinking fountains, and water dispensers are temporarily not available
- Refreshments will not be served after the Sunday worship service
- Our church facility will be closed 15 minutes after worship service is over
- Children's Sunday school, Mandarin Worship Service, and Minnanese Worship Service are offered online only at this time

### **To maintain physical distancing:**

- Occupancy limits are posted outside of each room; please ensure you are gathering in rooms that will enable social distancing
- Follow entrance and exit doors for proper traffic flow
- Sanctuary pews and Chapel chairs are marked with orange circles marking where you can sit to enable suitable physical distancing

### **For your own safety:**

- Please wash your hands frequently or use the hand sanitizers, avoid touching your face, and cough or sneeze into your sleeve with you masks on
- Avoid shaking someone's hand or hugging someone; wave, nod, or smile instead
- Stay home when you not feeling well

If you have questions or concerns on these, please email us at [office@fec-richmond.com](mailto:office@fec-richmond.com).

# **FOR FELLOWSHIPS, SMALL GROUPS OR MEETINGS**

## **GUIDELINES FOR LEADERS OF SMALL GATHERINGS \*(Fellowship, Meeting and Small group) AT FUJIAN EVANGELICAL CHURCH**

### **To book your meeting:**

1. Send your email request to [office@fec-richmond.com](mailto:office@fec-richmond.com) one (1) week prior to the meeting
2. An email will be sent to you to confirm if your request can be accommodated.

### **What we ask from the Leaders:**

1. Please send out the waiver link to everyone invited to the meeting. Meeting attendees are required to submit the waiver before the meeting, or bring a hard copy with them to the meeting.
2. Please be at church at least 30 minutes before the meeting time to:
  - Set up and get ready to meet the attendees, i.e. have thermometer, hand sanitizer, and attendance list within reach as attendees come through the door
  - Ensure attendees are wearing masks and are sanitizing their hands upon entry
  - Take their temperature
  - Ask the COVID-19 screening questions
  - Ensure waivers are completed and received
3. Please ask anyone having cold, flu or COVID-19-like symptoms to leave and not participate in the gathering in consideration of the other attendees; this is also applicable to those who answered "Yes" to any of the screening questions.
4. Make sure all the attendees are adhering to proper social distancing, and room occupancy limits are being followed.
5. Sanitize the following after the meeting/activity; if possible, sanitize before the meeting too
  - tables and chairs
  - light switches
  - door knobs
  - instruments, equipment and/or computers used
6. If there's another group meeting at another area of the church, please ensure you confirmed who will be locking the church before you leave.

# **FOR IN-PERSON SUNDAY SERVICES**

## **GUIDELINES FOR EVERYONE ATTENDING IN-PERSON ON SUNDAYS AT FUJIAN EVANGELICAL CHURCH**

1. Please reference the area zoning map provided below.
2. Due to the limited number of attendees in each area (only 50 are allowed), please **register** if you are coming to church at 10:45 am.
3. The following is a list of the entrance and exit doors open at 10:45 am.

<b>Service</b>	<b>Entrance</b>	<b>Exit</b>
10:45 am English	Sanctuary main glass door	Sanctuary main glass door, or SE fire exit door behind the piano, or SE stairwell exit door
Youth Group	Middle green door	Middle green door (scheduled dismissal 5-10 minutes apart each class)

4. The following **doors** will be blocked off in between zones:
  - ground floor
    - door (*after the kitchen storage door*) separating our original building (Sanctuary) and annex (Chapel)
    - door in between the Sanctuary and the Fellowship hall
    - gym door between the gym and FEC office
  - second floor
    - door leading down to Chapel (beside Rooms 219 and 220)
4. Ushers and Greeters will be checking attendance and taking temperature of everyone coming into our church.
5. Seating in the Sanctuary will be arranged in alternating rows. People from the same household can sit together. Please use your better judgment and ensure you're distancing.
6. Please keep your masks on the whole time you're at church.
7. Congregational singing is not allowed.
8. Doors will be kept open as much as possible to minimize contact and maintain air flow
9. Refreshments will not be served after the worship service.
10. Everyone will be asked to leave our church facility 15 minutes after service is over.

**Please note:** *Children's Sunday school, Mandarin Worship Service, and Minnanese Worship Service are offered online only at this time.*

**Legend:**

**X** Exit

**E** Entrance

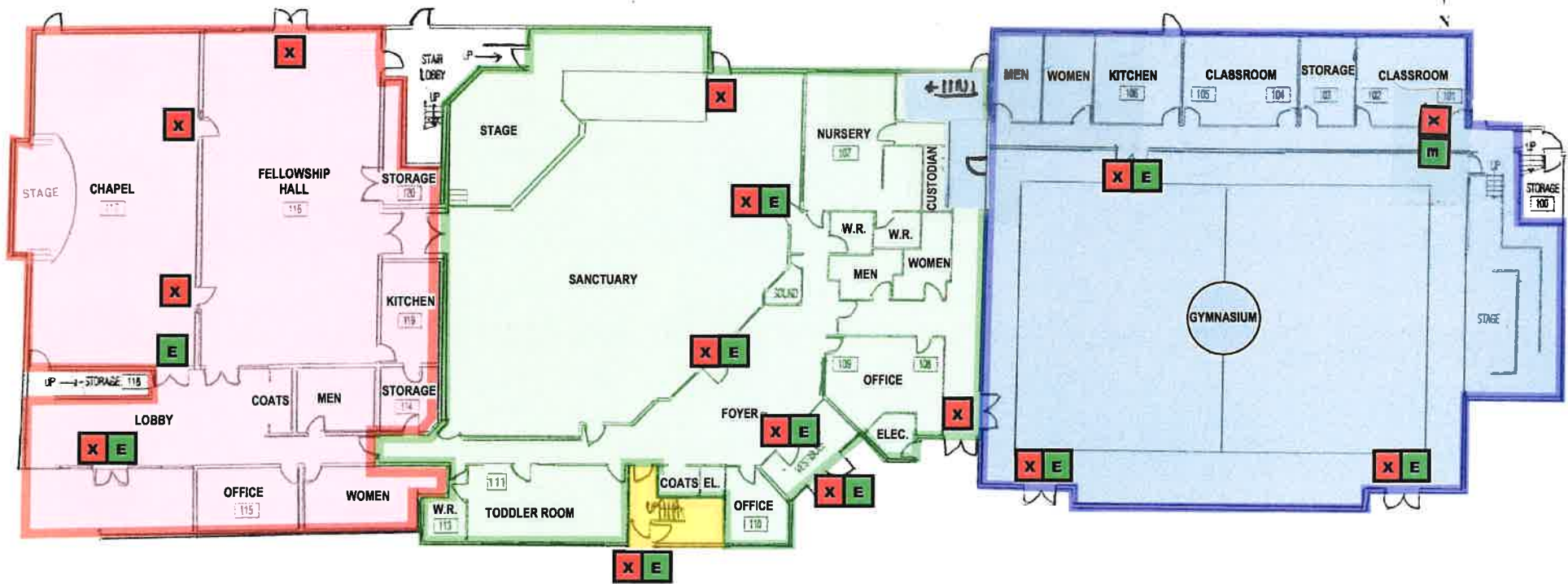
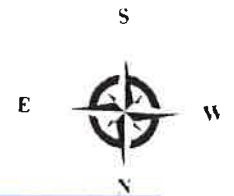
**Color Legend:**

**GREEN:** English

**RED:** Chinese

**BLUE:** Children's Ministry & Sunday School

**YELLOW:** Youth



**GROUND FLOOR**

**Legend:**

**X** Exit

**E** Entrance

**Color Legend:**

**GREEN:** English

**RED:** Chinese

**BLUE:** Children's Ministry & Sunday School

**YELLOW:** Youth

