

Welcome Back!

As we continue to return to using the building that God has given us, it is important to prepare guidelines on how we can serve together in community. The basic Biblical principle underlying all guidelines are the words of Christ in Matthew 22:37-39:

And He said to him, "You shall love the Lord your God with all your heart, and with all your soul, and with all your mind." This is the great and foremost commandment. The second is like it, 'You shall love your neighbor as yourself.'"

We continue to use our three principles for planning based on our love for our neighbors:

1. Compliance with the most up-to-date guidelines from the CDC and Municipal/State government direction, understanding that decisions may be to move more slowly than these entities.
2. Consideration of the Health and Safety of all of our Church community taking into factors such as transportation options, physical condition, space limitations, available church resources, etc.
3. Impact on Ministry Priorities as defined by the Pastoral Staff, Elders, and Steering Committee with the understanding that the desire to gather will be a lower priority.

Thank you for your partnership. This has been an ongoing effort involving the Building Management Team, the Medical Advisory Team, Board of Trustees, and Pastoral Staff. Please keep this process in prayer as we seek the Lord's guidance and wisdom for each step.

The Steering Committee Oversea Chinese Mission
03/28/21

Guidelines for Entry and Use of the Building

Entry into the building for OCM ministry-related ministry is determined by the guidelines approved by the Steering Committee. Each person entering the building must demonstrate that they are in proper medical condition. Entry will not be prohibited due to age.

Prior to entry into the building each member and guest are required to submit two forms, and register for **EACH meeting to be attended** five days prior to entry into the building:

- Release of Liability-this waiver is required by our insurance carrier. This Waiver will be filed electronically.
- Health Declaration Form-the requested information is required by the City and State. This Form will be filed electronically.

These forms can be obtained in three ways:

- online at www.ocmchurch.org
- through fellowship staff
- contact OCM staff at 212-219-1472, x123, itam@ocmchurch.org, or in person during building hours (Tue.-Fri., 10AM-4PM)

Upon entry to the building each person will be asked to follow these guidelines:

1. There will be a check in station at the front door for all services. If forms have not been prepared in advance they will be prepared at this point if there is sufficient space in the requested meeting.
2. The Member or Guest will be instructed to have their body temperature taken for normal body temperature of 99.5°F or below. If the temperature is above 99.5°F, then the Member or Guest will be asked to relax for a few moments on the side to take a second, and if necessary, third reading. If within 15 minutes the reading is still above a reading of 99.5°F, the Member or Guest will not be allowed to enter for the safety of their neighbor. If the Member or Guest has a fever, they will be encouraged to seek medical attention.
3. The Member or Guest will follow the safety directions (such as where to stand and wait, and where to be seated) given by the Staff and volunteers stationed around the building.
4. The Member or Guest above the age of 2, must be in possession of his/her own mask prior to arrival. Masks must be worn at all times if the Member or Guest is on a floor with more than one person, and in anticipation of visiting a floor with more than one person. Masks must be worn at all times on the first floor of the building which is for the safety of your neighbor.

5. The recommendation for worship team members and A/V booth operators is to have masks worn at all times. This is due to the potential of aerosolization. If, it is necessary to remove the mask due to singing or leading worship, then it is recommended that a social distance of **12 feet** be maintained.
6. The Member or Guest will be instructed to wash hands for a minimum of twenty seconds with soap and water or use the hand sanitizer at the dispenser stations. This is not an optional request, so to remain in the building the Member or Guest must comply. It is also strongly recommended that the Member or Guest wear gloves when operating high-contact equipment or touching high-contact surfaces.
7. The elevators will be limited to seniors (with their caretakers), the physically disabled, and parents with strollers. Elevator passenger capacity may not exceed more than one household in CAR 1 or CAR 2. CAR 1 will have a maximum passenger capacity of 2 people socially distanced while CAR 2 will have a maximum passenger capacity of 1 person.
8. Stairwell A will be designated as UP only while Stairwell B will be designated as DOWN only to ensure social distancing is maintained.
9. For health and safety reasons, each Member or Guest is encouraged to from physical contact such as handshakes and hugs and to use their best judgement on whether to enter the building at 154 Hester Street if they are in a higher risk infection category.
10. Any food brought for a meeting will be brought by each person individually, and the Member or Guest is encouraged not to share their food or drink. Food can only be consumed in designated fellowship rooms or eating areas. Social distancing must be observed at all times when consuming food or drink.
11. The Member or Guest is asked to limit their meetings to within building hours, preferably ending 15 minutes prior to closing time to allow for sufficient cleaning.
12. While in the rooms, HVAC will be operating and at least 50% of the windows opened to allow outside fresh air flow. Our HVAC system also has fresh air flow.
13. If the Member or Guest develops symptoms of COVID-19 while in the building, s/he must contact a member of the SC and/or nearest staff, via phone call (212-219-1472, x123), immediately.
14. If the Member or Guest develops symptoms of COVID-19 within fourteen (14) days after exiting the building, s/he must notify the church via email (itam@ocmchurch.org) or by phone call (212-219-1472, x123), and seek medical attention if deemed necessary or self-quarantine for the time period as stated per the CDC guidelines.

15. When we become aware of any person who has been at 154 HESTER STREET tests positive for COVID-19, everyone in attendance during the corresponding time of the infected person will be notified and encouraged to follow CDC guidelines regarding medical attention. In addition, deep cleaning will be triggered, and the Administration will ensure areas in which the individual visited are cleaned thoroughly.

16. COVID 19 Symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

17. The Member/Guest or Fellowship Group will be supplied with the proper cleaning supplies to leave the room clean and orderly. The Member or Guest will be expected to clean all items and equipment in the area as directed by the Staff and volunteers. Once your fellowship event or service has completed, please do not linger in public spaces and try your best to leave the building as soon as you can.

18. Cleaning will include the following for a classroom

- **Clean ALL high touch areas such as door handles**
- Take Recycling to the basement and Garbage to the first floor
- Sweep and mop the classroom (pay attention to under radiators and corners)
- Clean doors as needed
- Remove all papers and left items
- Wipe all ledges
 - Wipe doors as needed
 - Make sure that chairs are neatly stacked except for rooms to be set up.