



As we 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."*

The intent of these guidelines is to include not to exclude. For the safety of everyone though, it will mean that not all will be able to return to the building in the near future. For us to love our neighbor as ourselves some may need to stay home. For us to love each of you properly we may have to ask you to stay home.

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.

These general guidelines will provide the basis for all 5 Phases. We are currently in Phase 4. As we progress, there will be additional guidelines for increased activity. We realize in preparing these Phases that there is always the possibility of inadvertently spreading the COVID-19 virus which could result in closing the building once again. Even with these precautions, cooperation and teamwork are vital for all of us.

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
09/11/2020

PHASE 4 - 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. The Executive Pastor has been asked to review those requests to determine if the activity fits into the approved activities for each Phase. Each person entering the building must demonstrate that they are in proper medical condition. Entry will not be prohibited due to age. Anyone with a pre-existing medical condition will be asked to not enter the building.

Prior to entry into the building each member and guest are required to submit two forms, 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) 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.
- 2) The Member or Guest above the age of 2, must be in possession of his/her own mask prior to arrival, preferably CDC-approved. 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.
- 3) 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.
- 4) The Member or Guest will be supplied with the proper cleaning supplies. The Member or Guest will be expected to clean all items and equipment in the area as directed by the Staff and volunteers. For example, the worship teams will wipe down mics and mic stands with alcohol wipes before and after each use.

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 use private transportation to arrive at 154 Hester Street, if possible. It is also advised that a Member or Guest refrain 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. 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. If more time is needed, then the potential additional time needed will be reviewed.

12) While in the rooms, HVAC will be operating and all windows opened to allow outside fresh air flow inside, if possible.

13) If the Member or Guest develops symptoms of COVID-19₁ while in the building, s/he must contact the Administrator and/or nearest staff, via phone call (212-219-1472, x117), immediately.

14) If the Member or Guest develops symptoms of COVID-19₁ within fourteen (14) days after exiting the building, s/he must notify the Administrator via email and phone call (212-219-1472, x117), and seek medical attention immediately.

1. 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.

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

*Those members who arrive to the building to give their offering will not be able to follow all of the above guidelines. Since these members will not have had the opportunity to sign the forms, they will be advised that they cannot enter the building at this time. However, on the occasion that bathroom use is requested by these members, a Health Declaration Form must be completed in addition to the implementation of guidelines 1, 2, 3, 4, 6, 7, and 8 for further access beyond the checkpoint. A drop-off offering box will be made available and monitored by a designee from the Steering Committee, Board of Trustees, or Administration.

OVERSEA CHINESE MISSION Release of Liability

**RELEASE TO ACKNOWLEDGEMENT OF RISK, RELEASE OF LIABILITY, INDEMNIFICATION AGREEMENT, AND COVENANT NOT TO SUE
("RIDER TO RELEASE") WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19**

From the date specified in the signature line below until December 31, 2021, in consideration of being allowed to participate in activities ("Activities") and/or enter the premises of the OVERSEA CHINESE MISSION, INC., ("OVERSEA CHINESE MISSION", "OCM", "OCM CHURCH") located at 154 Hester Street, New York, NY 10013, I, the undersigned, acknowledge and agree that:

- 1) Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; I understand that OCM cannot prevent me, or my child(ren) from becoming exposed to, contracting, or spreading communicable diseases, including COVID-19. By using the Premises, I understand that I may be exposing myself and/or my children to and/or increasing my risk or their risk of contracting or spreading communicable diseases, including COVID-19; and,
- 2) I understand the known and unknown risks related to communicable diseases including COVID-19. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, OF PARTICIPATING IN THE ACTIVITIES AND/OR ENTERING THE PREMISES FOR MYSELF AND/OR MY CHILDREN, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES (AS DEFINED BELOW) OR OTHERS, AND ASSUME FULL RESPONSIBILITY FOR MY PARTICIPATION; and,
- 3) I willingly agree to comply with the stated and customary terms and conditions for participation in regards to the protection against infectious diseases. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the Administrator and/or nearest staff immediately; and,
- 4) I RELEASE, WAIVE, AND DISCHARGE ANY AND ALL CLAIMS that I or my heirs, assigns, personal representatives, and next of kin, may have now or in the future against OCM, and its officers, directors, employees, contractors, subcontractors, sponsors, suppliers, national organizations or associations, representatives, agents, affiliates, insurers, successors and assigns; other participants of the Activities at OCM; and, if applicable, owners and lessors of the premises used by OCM (collectively the "Releasees") for any liability, expenses, loss or damage to person or property, injury, death or disability suffered from or in connection with ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.
- 5) I will NOT attend any events, sessions, trainings, activities, etc. IF I have any reason to feel as if I may have any of the above or other communicable diseases. I will maintain safe social distancing, sanitize my own area(s) of use, equipment, etc. and follow all guidelines for the health and safety of staff and other Members or Guests.

I HAVE READ THIS RIDER TO RELEASE, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY.

I Agree _____

Signature Required Here

(if Participant is 17 years of age or younger, a Parent or Guardian will sign on child's behalf)

Print name: _____

Date signed: _____

HEALTH DECLARATION FORM

I hereby certify, represent and warrant as follows:

Within the fourteen (14) days immediately preceding the Date of this Health Declaration Form, I HAVE NOT:

- a) tested positive or presumptively positive with COVID-19 or been identified as a potential carrier of the COVID-19 virus or similar communicable illness;
- b) experienced any symptoms commonly associated with COVID-19;
- c) traveled outside of the Tri-State Area;
- d) been in contact with or the immediate vicinity of any person I knew and/or now know to be carrying the COVID-19 virus within the past fourteen (14) days.

Signature Required Here: _____

(if Participant is 17 years of age or younger, a Parent or Guardian will sign on the child's behalf)

Print name: _____

Date signed: _____

CELL #: _____

EMAIL: _____

EMERGENCY CONTACT:

Name: _____

Cell#: _____

Email: _____