



# RE-LAUNCH STRATEGY & GUIDELINES

ONTARIO CAMPUSES

UPDATED AS OF JUNE 25, 2020

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## ACKNOWLEDGEMENTS

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1. Allysia Gillis
2. April Victoria
3. Happy Lumasag
4. Jerry Berenguer
5. Paul Berenguer

## OVERVIEW

**This is not a legal document. These guidelines will continually be reviewed by Champion Life Centre (CLC) Pastors and Staff as Ontario progresses further to Stage 3 of Re-Opening.**

Churches have obligations to protect staff, volunteers, members, and attenders/congregants from hazards in their workplace and places of worship as set out in the Occupational Health and Safety Act (OHSA) and its regulations and the directives coming from the Chief Medical Officer of Health.

Ontario is currently in the midst of a global pandemic. While the COVID-19 situation is changing rapidly, the legislation and regulations used to govern Ontario's workplaces are not. It is crucial that CLC understands the potential spread and risks for COVID-19 transmission within their congregation as the church develops re-launching plans. Strict safety measures must be implemented to minimize or avoid outbreaks especially among high-risk populations.

## KEY RESOURCES

- Ontario Workplace Safety & Prevention Services [\*Guidance on Health and Safety for Places of Worship During COVID-19\*](#)
- Province of Ontario [\*A Framework for Re-Opening our Province – Stage 2\*](#)
- Ontario Ministry of Health [\*COVID-19 Guidance: Essential Workplaces\*](#)
- For signs and posters --- Province of Ontario [\*Resources to Prevent COVID-19 in the Workplace\*](#)
- PAOC [\*Reopening the Church? Things for Church Leaders to Consider\*](#)

## KNOWLEDGE OF COVID-19 RELATED RISKS, SYMPTOMS, AND TRANSMISSION

According to Ontario's *Workplace Safety & Prevention Services' Guidance on Health and Safety during COVID-19*:

“COVID-19 can cause a range of symptoms, including fever, cough, sore throat and shortness of breath. These symptoms can appear in a few days or up to 14 days after being exposed to the virus. For some people, the symptoms are like having a cold; for others they may be severe or life-threatening.

The virus is transmitted via droplets during close, unprotected contact with an infected person, or by touching an infected surface and then the mouth, nose, or eyes.

Keeping safe at work involves understanding how people could come into contact with COVID-19 as they perform their jobs, and then taking steps to minimize contact.

The symptoms of COVID-19 are like many other illnesses, including the cold and flu. At this time, it is recommended that any staff (or volunteer) who has any symptoms related to cold, flu or COVID-19 should be sent home.”

## GENERAL APPROACH

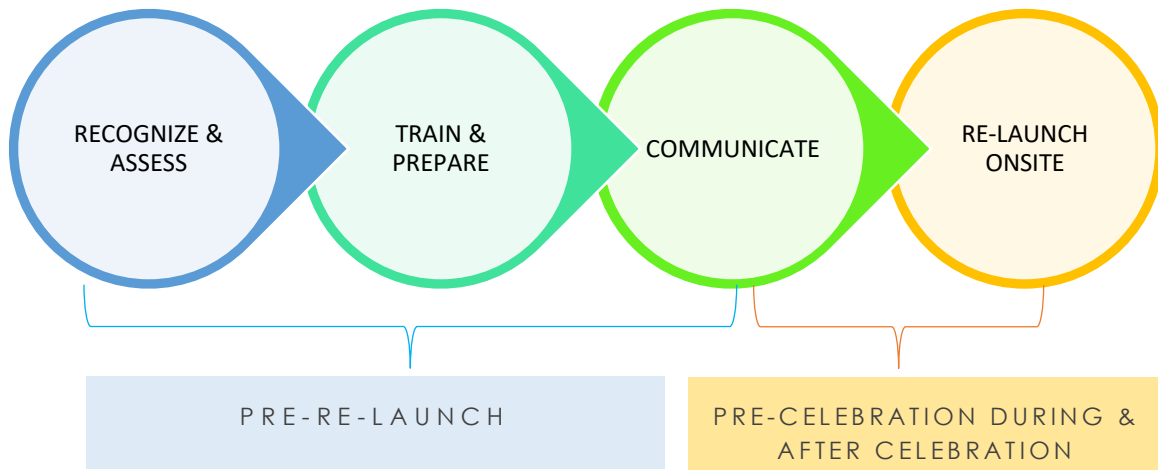
Regions across Ontario may be in varying stages of the province's re-opening. These guidelines are subject to continuous evaluation and may be adjusted according to CLC Campuses' current regional re-opening stage/restrictions.

Initiating re-launch process may look slightly different across CLC Ontario Campuses based on the following factors:

- Congregation size
  - Some may require multiple celebrations or a multi-phased relaunch to meet provincial government's guidelines on capacity limit.
- Building facility
  - Campuses that rent church facilities for their worship celebrations must communicate with their landlords before initiating re-launch process.

All ministries or networks that mimic the Sunday Worship Celebration format will follow the same re-launching guidelines while Life Groups will continue to follow the *Temporary Policy for Life Groups Meeting Physically*.

## TIMELINE



## PRE-RELAUNCH

### RECOGNIZE AND ASSESS

- Determine max. number of people allowed in respective campuses' Sunday celebrations [current provincial restrictions limit attendance to 30% of building capacity]. **Numbers should already include volunteers and staff.**
- Assess auditorium/sanctuary space for appropriate seating arrangements.
- Update church database profiles for contact tracing.
- Determine and confirm celebration times if hosting multiple celebrations or if campus decides to do a multi-phased re-launch.
- Confirm teams needed and volunteers' availability.
- Assess on-site technical needs including internet speed to facilitate livestream worship, if applicable.
- Ensure availability of cleaning/disinfecting supplies and equipment.

### TRAIN AND PREPARE

- Create a janitorial team with a standard sanitization process.
- Create your local campus' volunteer expectations and processes according to your context ensuring adherence to Public Health guidelines.
- Schedule meeting with all volunteers to explain guidelines and expectations.
- Prepare facility with markings, barriers, and stations to ensure physical distancing and one-way traffic. Designate one entrance and exit.
- Ensure visibility of COVID-19 Safety Precaution posters (esp. in high-traffic areas)

- Create seating plan. Members of the same household can sit together maintaining 2-metre distance on all sides from others.
- Develop safe practices for counting cash offerings, if applicable.
- Purchase necessary cleaning supplies or equipment and train volunteers on best practices.
- Perform a livestream test, if applicable, and create a plan for ongoing online Sunday Worship.
- Set up Eventbrite registration to properly anticipate number of people coming, if applicable.
- Create a self-assessment screening form or use [Ontario's Covid-19 Self-Assessment Tool](#).

## COMMUNICATE

- Create and send videos showing how CLC Onsite Re-Launch will look like and what to expect.
- Send e-mails for announcement with attached General Guidelines for Sunday On-Site Worship Celebration and a COVID-19 Liability Waiver form (see sample template).
- Ask members and attenders to complete a COVID-19 Self-Assessment prior to Re-Launch date and provide them with the necessary link.
- Post social media announcements about celebration times, guidelines, and expectations.

## PRE-CELEBRATION, DURING AND AFTER CELEBRATION

### COMMUNICATE

- Send final reminders prior to Onsite Re-Launch date regarding guidelines and expectations and ensure waiver forms have been signed.
- Post social media reminders regarding Onsite and Online Sunday Worship schedules.

### RE-LAUNCH ONSITE

#### A. PRE-CELEBRATION AND DURING CELEBRATION

##### A1. General Controls

- Check to ensure markings, barriers, signages and sanitizing supplies are in place.
- Designate area for envelope giving pick-up and drop-off, if applicable.
- Sanitize high-traffic areas.

- **Everyone is expected to always adhere to Public Health guidelines on physical distancing and hygiene procedures.**

## **A2. Arrival/Entry**

- Ensure everyone is wearing a face covering/mask upon entry.
- Entrance doors must remain open. If this is not possible, it must be manned by one volunteer only.
- Control traffic at the entrance to maintain physical distance. Same-household families can go together.
- Provide hand sanitizer for people to use upon entry.
- Strictly avoid handshakes or any physical contact.
- Ensure one-way traffic is followed upon entry.

## **A3. WASHROOMS**

- Keep communal washroom doors always open.
- Enforce physical distancing measures inside communal washrooms.
- Instruct congregants to sanitize touched surfaces before and after use.

## **A4. SANCTUARY**

- Ushers direct families where to sit when they enter.
- Ensure people of different households are seated two metres apart on all sides.
- Maintain physical distance when socializing with other congregants.
- Ensure everyone except worship team vocalists are wearing their masks during praise and worship. Masks may be removed during the preaching of the Word.
- Strongly encourage mobile giving. If this is not possible, practice modified giving collection (no passing offering bins/baskets) applying best safety practices for counters.
- Do not hold any altar call ministry.

## **A5. Check-in Stations and Guest Services/GIC**

- Offer hand sanitizer.
- Ensure contactless check-in process.
- Verify congregant's contact information for contact tracing purposes.
- Conduct screening using the online self-screening tool. If anyone shows symptoms of COVID-19, immediately inform the pastor(s).

## **A6. SOUND/TECH & ONSITE MEDIA**

- Disinfect microphones or any shared equipment before and after use.
- Frequently sanitize sound booth surfaces and equipment especially before and after use.

## A7. WORSHIP TEAM

- Limit number of vocalists.
- Ensure all musicians wear masks.

## A8. FOOD & HOSPITALITY – ON HOLD UNTIL FURTHER NOTICE

- Limit number of people handling food
- Ensure food handlers are wearing masks and gloves.
- Package food and beverages in individual containers/Ziploc bags for distribution after the celebration.

## A9. CKIDZ [Please verify regional guidelines/restrictions concerning children's ministry]

- **For regions that have not entered Stage 2, kids must sit with their family.**
- Determine which CKIDZ classes you can offer. Consider running classes only for 10-12 year-old kids.
- Ensure physical distancing markings are in place.
- Strictly no distribution of snacks or beverages until further notice.
- Disinfect frequently touched surfaces (ex: tables) before and after class.
- Limit student-teacher ratio based on class area size.
- Ensure activities do not involve anything that potentially breaks physical distancing.

## B. AFTER CELEBRATION

- Designate specific areas for fellowship that allow for physical distancing.
- Ensure one-way traffic is followed as congregants exit.
- Clean and disinfect all high-traffic areas and any frequently-touched surfaces.
- Evaluate measures and guidelines every after Celebration. Adjust if necessary.

## SANITIZATION PROCESS

Local CLC Campuses are encouraged to develop their own sanitization process applicable to their context. Please refer to [Workplace Safety & Prevention Services Guidance on Health and Safety for Places of Worship](#) for procedures and best practices on sanitization.

The following are general points to consider:

- Cleaning equipment & supplies inventory
- Disposable gloves and masks for volunteers
- Setting up sanitization stations that offer hand sanitizer, alcohol-based spray, and/or cleaning wipes.



## MONITORING AND EVALUATION

Every CLC Campus must perform continuous assessment and evaluation of these guidelines together with their governmental leaders and ministry coordinators.

Pastors are encouraged to check in with other CLC Pastors to promote collaborative discussions that can further enhance safety measures and effective implementation of guidelines.

It is also vital for pastors to stay updated with daily government updates from:

- Government of Ontario
- Government of Canada
- Public Health Ontario
- Local Municipality & Local Public Health Agency

**For more information, questions and concerns, please contact:**

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## TEMPORARY POLICY FOR LIFEGROUPS MEETING PHYSICALLY

**DATE DEVELOPED:** JUNE 7, 2020

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### PREAMBLE

Champion Life Centre adheres to all applicable laws mandated by the government and continues to cooperate with emergency lockdown procedures including the public health guidelines in order to prevent the spread of the coronavirus. However, the church also recognizes that the government has now transitioned from emergency to management of this pandemic as it allows businesses and other institutions, deemed to be essential services, to reopen. Champion Life Centre joins other churches with the stand that the church is an essential service and has a constitutional right to reopen which is a fundamental freedom under the Canadian Charter of Rights and Freedoms.

Therefore, Champion Life Centre believes that the church can gather in small groups for the purpose of studying the Word of God and encouraging one another, as commanded by scripture, while practicing physical distancing and wearing masks as necessary. However, the church also recognizes the responsibility to ensure the safety of all her members. Therefore, we have created a policy to govern these LifeGroup meetings.

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### OBJECTIVE

To provide guidelines for LifeGroup Leaders and their members who want to meet physically during the temporary emergency lockdown for COVID-19 in Ontario.

**Note:** This policy is subject to change as the situation changes.

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### GUIDELINES

1. The LifeGroup meeting should be approved to meet in person. The LifeGroup leader shall obtain a written authorization from the Community Group leader or the Pastor in charge to meet in person stating the date and time of the meeting and the expected attendees.
2. The meeting shall only be for the purpose of studying the Word of God and NOT for a party of any kind. NO guests are allowed for this purpose of physical meeting.
3. The LifeGroup leader shall ask every member regarding their situation. No member who tested positive of COVID-19, experiencing any of its symptoms, or have been exposed to others who tested positive shall be allowed to join the physical meeting.

4. The meeting should be conducted in an open area to allow physical distancing.
5. Every effort should be made to limit the number of people in the meeting according to the allowable maximum. If there are more members in the LifeGroup than the set maximum, then another schedule must be made to accommodate others.
6. All LifeGroup members shall maintain 6ft (2 meters) apart at all times. Masks are not mandatory but highly recommended.
7. DO NOT play games involving members moving out of physical positions.
8. Bring your own chair and do not exchange chairs
9. DO NOT serve food or drinks for others to share. Bring your own food and drinks.
10. The LifeGroup leader shall report to the Community Group Leader or the Pastor in charge the members who attended the physical meeting immediately after their meeting.
11. No member will be obligated to attend the physical meeting if they are not comfortable doing so. It is coordinated but voluntary.
12. If authorities such as police or city officials question the purpose of the meeting, the LifeGroup Leader shall humbly cooperate with the authorities and inform them of the purpose of their meeting. They shall introduce themselves as a Leader acting on behalf of Champion Life Centre church to teach the Word of God and care for the people under them. They shall also inform the authorities that they are following the rules of physical distancing and that they are not doing anything wrong except to study the Bible and pray. If they are asked to end the meeting, politely obey and end the meeting without debate with the officer.

## SAMPLE TEMPLATE: CHURCH RE-LAUNCH [PHASE 1] GUIDELINES

This serves as a template for your reference when communicating with your congregation. Please note that members/attenders must sign the liability waiver before attending the on-site worship celebration.

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### BACKGROUND

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial, and local governments and Public Health agencies recommend physical distancing and have limited the allowed capacity for churches to reopen.

**Champion Life Centre is committed to ensure preventive safety measures adhering to Public Health guidelines are in place to reduce the spread of COVID-19 as we re-launch our onsite weekly worship celebrations. With your health and safety in mind, we have set the following guidelines so that we can worship the Lord together free from any worry or fear.**

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### WHO CAN ATTEND ON-SITE WORSHIP CELEBRATION

- Anyone is welcome to attend. However, during the early stages of CLC's onsite re-launch, only members registered with the church will be allowed for contact tracing purposes.
- In Phase 1, the following are **strongly advised to refrain** from attending the on-site celebration (check regional restrictions/guidelines):
  - o 9 years old and under
  - o 70 years and older
  - o Pregnant women
  - o Existing health risk conditions
  - o Anyone who has had close contact with a person suspected or confirmed to have COVID-19
  - o Those whose household members have had close contact with someone suspected or confirmed to have COVID-19
- Please know that CLC's Online Sunday Worship Celebration will continue as a viable option. Consider inviting friends and loved ones to join our Livestream Worship for the meantime.

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## WHAT TO EXPECT

- Register through Eventbrite so we can stay within the allowed maximum capacity.
- When you arrive at the Centre, line up and practice physical distancing (2 metres apart). A household counts as one unit in the line up.
- Please wear your own mask. Please refrain from physical touch or handshake.
- The Usher will control the flow and open the door for you to enter.
- Go to Hand Sanitizing station. From this point, all access is one-way. Keep traffic on your left. Hand Sanitizers are available throughout our church facility. Please generously sanitize as often as you can.
- Line up towards the "CHECK-IN Station". You will be asked to check in, complete screening and forms for contact tracing.
- Proceed to GIC station where you will be warmly welcomed.
- Line up to enter the sanctuary. Do not touch the door handles as the sanctuary doors will be opened. Follow the ushers who will direct you to proper seating. Seats have been arranged to adhere to physical distancing.
- Enjoy the Worship and listen well to the preaching of the Word.
- At the end of the Celebration, ushers will direct you to leave through exit doors practicing physical distancing measures.

### ASSUMPTION OF RISK & WAIVER OF LIABILITY

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that Public Health has established guidelines on physical distancing and hygiene practices.

I further acknowledge that Champion Life Centre has put in place preventive measures to reduce the spread of the Coronavirus/COVID-19.

I acknowledge that I must comply with all set procedures to reduce the spread while attending the on-site worship celebration of Champion Life Centre.

I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, church staff, volunteers, and other congregants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense of any kind, that I or my child(ren) may experience or incur in connection with my or our child(ren)'s attendance and participation in Champion Life Centre's on-site worship celebrations.

I attest that:

- I am not experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- I have not traveled internationally within the last 14 days.
- I have not traveled to a highly impacted area within Canada in the last 14 days.
- I do not believe I have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- I have not been diagnosed with Coronavirus/Covid-19.
- I am following all Public Health recommended guidelines as much as possible and limiting my exposure to the Coronavirus/COVID-19.

I hereby release and agree to hold Champion Life Centre harmless from, and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the

church, or that may otherwise arise in any way in connection with any services received from Champion Life Centre.

I understand that this release discharges Champion Life Centre from any liability or claim that I, my heirs, or any personal representatives may have against the church with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from Champion Life Centre.

This liability waiver and release extends to the church together with all board members, volunteers, members, and employees.

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FIRST & LAST NAME

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SIGNATURE

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DATE