

# Kairos Christian Church

## Re-Entry Policies and Procedures

Last Updated 12/10/2020

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## Introduction & Background

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to mitigate the spread of COVID-19. The effects of the pandemic has disrupted everyone's lives in many ways and has taken a toll on churches all across the country. Kairos Christian Church has taken many measures to protect the health and safety of our members and their loved ones. We want to do everything necessary to prevent the spread of COVID-19. As soon as the stay-at-home order was implemented, we moved all services, prayer meetings, life groups and events online and maintained constant communication with the congregation. Though the ways we do church has changed, the body of Christ did not stop meeting and has actively engaged in combating the negative effects of the pandemic by coming up with a benevolence fund to help those in need.

As the pandemic subsides and restrictions lifting, our church is carefully considering the ways to best protect our congregation. We have been prayerfully implementing county and state guidelines published May 25, 2020 so that we can safely return to meeting in-person and have since updated church protocol to reflect the most current guidelines as posted July 29, 2020 and includes the regional stay-at home orders issued December 6, 2020. San Diego County is part of the Southern California Region which includes, Imperial, Inyo, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura Counties. The regional stay at home order was issued by the governor to preserve the capacity of the health care systems. This mandate requires regions with intensive care unit (ICU) capacities below 15% to follow strict guidelines (closure of non-essential businesses and indoor activities) to prevent further spread of COVID-19. This mandate remains in effect for 3 weeks when it is re-evaluated again and remains until the ICU capacity is at or above 15% capacity. Though we are taking every measure necessary, we must not forget that our ultimate protector is God. So, let us not cease in praying and trusting in God as we slowly re-enter our "new normal".

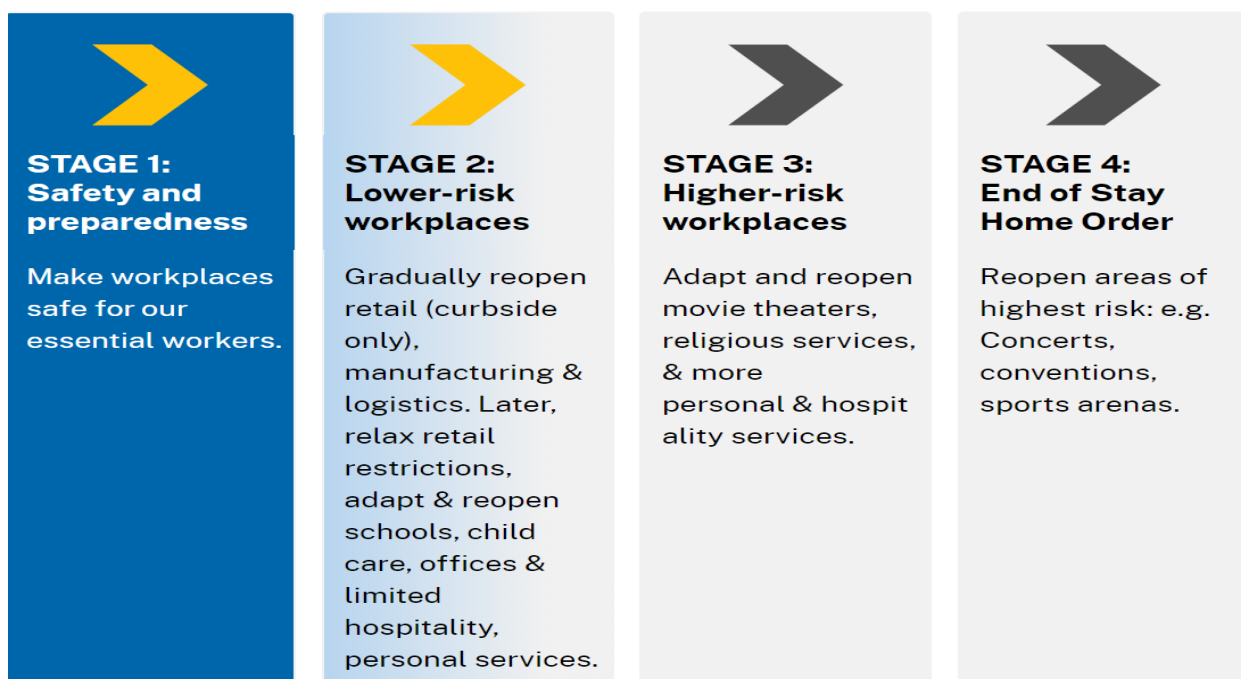
# Updates

Any updates as we go along will be listed here with a brief detail and a page number for reference to the detailed section.

## Kairos Pandemic Timeline:

State Stay-At-Home Orders	3/19/2020
Kairos Christian Church Online Only Service	3/22/2020
California Move to Stage 2	5/8/2020
California State Allows for Modified Re-Entry of Churches	5/24/2020
Kairos Modified Pentecost Service*	5/31/2020
Kairos Soft Re-Entry	6/7/2020
Kairos Official Modified Re-Entry	6/14/2020
Discontinuation of Indoor Worship (Outdoor worship)	7/18/2020
Regional Stay at Home Order (Online worship only)	12/6/2020

\*For staff and deacons only (<25 people)



## County of San Diego Public Health Guidelines

On May 25, 2020, the state approved places of worship to open within specific guidelines. Places of worship will have to limit attendance to 25% of capacity, or 100 people or fewer, whichever of the two is smaller. However, due to increasing rates of infection and hospitalizations as well as the drop in regional ICU capacity, the state has mandated the discontinuation of indoor worship. Please refer to the state's [COVID-19 Industry Guidance](#) document as well as the state's covid19.ca.gov website for further detail.

Despite the opening of certain businesses, the World Health Organization recommends that all persons at higher risk (i.e. **65 years old or older, have any chronic underlying condition, or have a compromised immune system**) self-isolate at home or other suitable location to reduce the risk of being infected or spreading the virus.

Symptoms of a COVID-19 infection have reported mild to severe respiratory illness with symptoms of:

- 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

It is also believed that these symptoms can appear 2-14 days after exposure. According to the county website testing for an active COVID-19 infection is free but an appointment must be made by calling 2-1-1.

The County is requiring the implementation of the following measures:

- Signage at each public entrance specifying that individuals should:
  - Avoid entering if they have cough or fever
  - Wear facial coverings
  - Maintain six-foot physical distancing
  - Avoid unnecessary physical contact
- Measures to Protect Employee Health
  - Maximize remote/telework opportunities
  - If sick, the employee is told not to come to work
  - Take the temperature of the employee upon reporting to work (100 degrees more will not be allowed in the facility)
  - Wear facial coverings
  - Practice six-foot social distancing
  - Frequent disinfecting of break rooms, bathrooms, and other common areas
  - Provide Personal Protective Equipment (PPE)
  - Provide soap and water at specific location(s)
- Measures to Protect Customer Safety
  - Limit number of customers at any one time
  - Require customers to wear facial coverings
  - Curb-side or outdoor service made available, where feasible

- Measures to Keep People at Least Six Feet Apart
  - Provide signage reminding people to stay six feet apart, which may include signage directing one-way pedestrian traffic
  - Taping or marking lines indicating six-foot distances in and outside of the facility
  - Direct all employees to maintain six-foot distance from customers and each other
  - Provide appointment system, if applicable

Moving forward, actions will be aligned to achieve the following :

- Ensure the ability to care for the sick within hospitals
- Prevent infections
- Build capacity to protect the public (e.g. testing and contact tracing capacity)
- Reduce social, emotional, and economic disruptions

1. <https://www.gov.ca.gov/2020/05/04/governor-newsom-provides-update-on-californias-progress-toward-stage-2-reopening/>
2. [https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/covid19/Community\\_Sector\\_Support/BusinessesandEmployers/SafeReopeningPlanTemplate.pdf](https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/covid19/Community_Sector_Support/BusinessesandEmployers/SafeReopeningPlanTemplate.pdf)
3. <https://www.gov.ca.gov/wp-content/uploads/2020/05/5.4-Report-Card-on-California-Resilience-Roadmap.pdf>
4. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
5. <https://covid19.ca.gov/stay-home-except-for-essential-needs/#regional-stay-home-order>

# Kairos Precautionary Measures

## Meeting Preparation

### Service

As available ICU beds have dipped throughout Southern CA, the staff has taken some time to reevaluate our indoor/outdoor operations. We feel the ICU capacity is an important measurement as we are monitoring the current COVID conditions. Our staff has decided that even though the state's guidance allows for outdoor services, **we will voluntarily choose to halt outdoor operations**, out of an abundance of precaution, if the ICU percentage in the County of San Diego dips below 15% per state and county guidelines. **We are hoping to return to outdoor in-person worship starting December 27** with a reduced capacity and will continue to follow guidelines set by the county and the state as the circumstances continue to change. **Members who are over the age of 65, have compromised immune systems, have certain underlying conditions, or are currently experiencing flu-like symptoms are strongly encouraged to continue to stay home and attend the online service, even when we return to outdoor service, until it is safe to return.**

### Sunday Service Sign Ups

Once we return to meeting outdoors, to ensure that we can prepare appropriately for the amount of people attending outdoor service safely, church members and visitors are required to register online (via our Church Center App or website) the week prior and specify which service he/she will be attending. **If registration is full or closed, we kindly ask that you worship at home** Additionally, upon arriving on Sunday, each person is required to check-in via the Church Center App or at our Newcomer's Table. Doing this will provide the church information on all attendees with their name, email contact and the service they attended. If necessary, the church reserves the right to perform contact tracing.

### Sanctuary/MPR Layout

Currently, there will not be any indoor or outdoor meetings. Once we return to meeting outdoors, service will be held in the courtyard. **The seats will be set up 6 feet apart from each other to maintain physical distancing. Members are to refrain from changing seats or moving their seats unless absolutely necessary.** Masks are required outdoors on church premises. Also, all water dispensers have been removed to eliminate transmission of COVID-19 through communal appliances.



## **Cleaning and Sanitation**

To ensure sanitation, the church will also be performing regular cleanings before and after each service (please refer to “before and after service” section)

## **Hand sanitizing stations**

For outdoor service, hand and surface sanitizers are available in clear spray bottles. Please ask an inreach member, deacon, or staff.

For indoor service (when allowed), hand sanitizers will be dispersed throughout the church.

1. One hand sanitizer in each classroom
1. Two purell stands in the sanctuary
2. One hand sanitizer spray in the foyer
3. One hand sanitizer spray in the multi-purpose room
4. One hand sanitizer in the kitchen

## **Personal Protective Equipment**

All members that are on church property or enter the church building will be required to wear a mask. Members who serve in more high-contact related ministry activities will wear a protective face shield which will be provided to them. If a member does not have a mask then one will be provided to them.

## **Restrooms**

Restrooms are located inside the church building. There will only be one person allowed per restroom (one men’s and one women’s in the sanctuary and one men’s and one women’s by entry via the kitchen door). There will be decals on the floor to indicate where someone can stand to wait for the bathrooms. All persons should adhere to church safety procedures such as washing hands, using hand sanitizers, and wearing a mask upon exiting the restroom.

## **Communication**

During this season, communication is key. Therefore, we will be sending out emails and social media postings updating the congregation on current events surrounding the pandemic and church protocol. If you are not receiving the emails, please check your spam or join our mailing list [HERE](#). Updates are also available on our website by clicking on “View Our Covid Updates Here” on the homepage.

## **Prayer Meetings**

All other meetings (Tuesday night, Saturday morning prayer, bible studies, etc) will resume meeting online until further notice.

## **Before and After Service**

\*To continue once we return to meeting outdoors in person

## **Registering for Sunday Service**

Registration for each Sunday will be made available on the previous Sunday. We ask that you register as early as possible and no later than 11:59 PM on the Saturday of the respective Sunday you plan to attend. In-person (9 AM outdoor) service will be limited to 65 people. If registrations are full, we ask that you attend another available outdoor service on stream online. **If you are scheduled to serve that week, please register ASAP as registrations are on a first come first serve basis.**

### **Two ways to register**

1. Church Center App
  - a. Go on the Church Center App (for Kairos Christian Church)
  - b. Click on the Events tab
  - c. Select the appropriate Sunday Service event
  - d. Register yourself and all members of your household
  - e. For those living in the same household, we suggest that you register together
2. Kairos Website
  - a. Visit [www.kairoschurch.org](http://www.kairoschurch.org)
  - b. Scroll down to announcements
  - c. Click "View all Events"
  - d. Select the appropriate Sunday Service event
  - e. Register yourself and all members of your household
  - f. For those living in the same household, we suggest that you register together

## **Sunday Check-in Protocol**

Prior to entering into the building every member will undergo the following measures to ensure the safety and health of every member:

1. IR Thermometer read
  - a. If above 100.0F and/or showing flu-like symptoms (cough, running nose, sneezing), we will politely ask them to worship from home for the safety of our attendees.
2. Check that member/visitor is wearing a mask
  - a. One will be provided if he/she did not bring one.
  - b. In the event that someone refuses to wear one or receive one from church, that individual will politely be asked to worship from home for the safety of our attendees.
3. Check-in on the Church Center App or Newcomer Table
  - a. Members/visitors will be asked to check in via the Church Center app and their check-in will be verified. Assistance from an Inreach member will be provided to those who need help checking in.
  - b. If members do not have the Church Center App, they can check-in at the Newcomers Table
    - i. People will be able to register using a stylus with an iPad. The stylus will be wiped down after every use.
    - ii. If an individual has not previously registered, space will be given priority to those who signed up using the Church Center App and will depend on capacity for the day.
    - iii. Individuals who did not previously register for a service and are on the waitlist will be allowed to join once there is confirmation of space available.
4. Spray hands with sanitizer before entering the church building.

### **No greetings/hangouts**

Due to social distancing, hanging out before and after service will be discouraged and no refreshments will be provided until further notice.

### **Seating**

Sanctuary & outdoor seating is laid out in sets of pairs or singles. Families in the same household or individuals living in the same house can sit in sets of pairs, while others can sit in single seats. Ushers will instruct and guide members accordingly. All seating will be 6 feet apart except for family and those who live in the same house.

### **High trafficked areas within the church will be cleaned before and after each service**

Kairos has designated a new ministry specifically to help clean during this season. These individuals will assist in cleaning high trafficked areas such as the main foyer entrance, MPR door, and back door, children's classroom doors, the cry room, kitchen corridor,

restrooms, office doors, and the sanctuary side doors. Additionally, sanctuary chairs will be sprayed with 80% alcohol antiseptic after each service. High trafficked ministry-related cleaning will be detailed in the “Ministry Specific” section.

## **During Service**

Kairos will also be taking measures during service to maintain social distancing and minimize the risk of infection through the following:

1. Health and safety reminder slide/signage
  - a. To remind people of the county safety measures there will be consistent reminders posted around the church and before and after service. This will remind members to wear masks, not to touch their mouth, nose, or eyes, to sanitize hands and to stay home if they are sick.
2. Members/visitors will be ushered in to be seated so as to maximize seating within the sanctuary while adhering to social distancing requirements
3. Congregation must wear a mask for the entirety of the worship service and refrain from prolonged socialization or touch
4. The offering can be given through their Church Center App, the church website, or via the stationary donation boxes in the back and side of the sanctuary if indoor service is available. .
5. Children’s worship will continue online for the time being
6. Please refer to the “Ministry Specific Measures” to see what each ministry will be doing during service.

# Ministry Specific Measures

Until we go through the final phase, the following guidelines will be followed by all ministries within Kairos:

1. Physical (social) distancing - 6ft apart for all activities
2. Hand sanitizers available to all servants and members
3. Masks are required for any activity (and face shields for high contact related ministries)
4. Any equipment and items used will be cleaned/disinfected after use

The following are ministry specific measures that all ministry members will adhere to in order to protect those they are serving and themselves.

## Hospitality

1. No food/drinks will be served until it is safe to do so.
2. Sanitization, cleaning and disinfecting
  - a. Clean and disinfect areas that are heavily trafficked and often items used.
  - b. When using gloves, all hospitality members wear correct sized gloves and change gloves between each task.
  - c. All used rags/towels will be put in a “dirty” bin and washed by a hospitality member weekly.
3. Water
  - a. Encourage people to bring their own waters to service (reusable water bottles preferable).
  - b. Water dispensers will be off-limits.
4. Trash
  - a. Take all tops off garbage cans so members don't need to touch the lid to throw something away.
  - b. To throw away all trash at the end of service and disinfect trash bins.
  - c. When we resume serving refreshments, trash bins will be placed outdoors for those enjoying refreshments outside.
5. For when it is safe to serve food again
  - a. Will serve only packaged/sealed foods and beverages (including for Promiseland when it resumes on-site services).

- b. If serving “fresh food” (i.e. fruit or something), it will be pre-packaged in plastic bags.
  - c. Serving and preparing food
    - i. All members preparing and serving food will wear gloves and masks.
    - ii. All members serving/prepping food wear either a baseball cap or hair net. For ladies, all hair needs to be tied up and in a hair net or baseball cap.
    - iii. When serving refreshments, the masked and gloved servants will personally serve food to church members (i.e. have a table for refreshments. Members are discouraged from grabbing their own snacks)
    - iv. All refreshments to be served outside to encourage social distancing
  - d. When waiting in line for refreshments, team members to encourage church members to distance themselves from others.
6. Kitchen access
- a. Only hospitality & staff will have access to the kitchen amenities.
    - i. Rules & Signage will be posted stating that everyone outside of hospitality must not touch or use anything in the kitchen.
    - ii. That is including the use of the fridge or even to grab utensils/napkins.
  - b. Aside from hospitality & staff, only those who are lined up to use the restroom can be in the kitchen.
    - i. Spot placers on the floor that are 6 feet apart where people can stand.
    - ii. Only a maximum of 3 people in the kitchen that can wait in line for the bathroom at a time.

### **Inreach Welcoming**

- 1. All team members and attendees must wear face covering.
- 2. All inreach members taking temperature, distributing hand sanitizer, and working with iPads must wear gloves. When necessary to complete the check-in tasks, assigned inreach members will be able to come in contact with others less than 6 feet distance.
- 3. Access to communal areas
  - a. The foyer will be blocked off by stanchions to prevent entrance to classrooms and the kitchen. The MPR doors will remain closed to prevent entrance unless for overflow purposes. Attendees may walk around stanchions to access the kitchen restroom if needed.

- b. Attendees are to maintain a 6 feet distance while waiting in line for two restrooms behind the kitchen. There will be floor stickers placed on the ground.
- c. The cry room and MPR will serve as overflow.

### **LTN (Loving Thy Neighbor)**

1. Serve pre-packaged meals.
2. Food Preparation
  - a. All members serving to prepare food for LTN are required to wear a mask, gloves and a hair net or cap.
3. Gatherings
  - a. All servants utilize gloves and masks.
  - b. Maintain a distance of 6 feet apart from one another
  - c. Limit interaction and time spent together until safe to do so.
4. Set up markings/stakes in the park to denote 6 feet distancing once the outdoor table set up is back to the normal set up.

### **MAC Team**

1. Whenever possible, all projects should be completed from home.
2. Clean and disinfect all equipment (cameras, computers, etc.) prior to and after use by wiping the equipment down using a cloth dampened with alcohol or disinfectant wipes.
3. While serving at church, wear masks at times.

### **Prayer Ministry**

1. Each prayer lead utilizes his/her own mic cover (labeled in a plastic bag).
2. Intercession - Post Service
  - a. To take place virtually (via Zoom: 820 921 649)
  - b. If prayer takes place in-person, all participants wear face shields with plastic covering and keep a distance of 6 feet apart from one another.

### **Promiseland**

1. No in-person children's worship until it is safe to do so
2. When IN-PERSON Promiseland Services Resume :
  - a. Hand sanitizers will be provided in each classroom and in the MPR.
  - b. All toys have been cleaned and disinfected.
  - c. Continually clean items - have a "dirty tub" where toys will be placed if they've been touched/sneezed on/coughed on - teachers/staff will disinfect/wipe down all toys placed in "dirty tub" after each service.

- d. Teachers will be required to wear a full-face covering when serving.
- e. Students & Teachers will be asked to sanitize their hands/wash their hands frequently.
- f. No snacks will be served until deemed safe to and individually packaged snacks will be offered.
- g. Students will be spaced apart in the MPR for worship & masks will be required for kids to participate.
- h. Worship Format: 70 minutes - Children's Services ONLY for 9am & 10:30am services
  - i. 9am/10:30am - check-in
  - ii. 9:05am/10:35am - Worship
  - iii. 9:20am/10:50am - Message
  - iv. 9:35am/11:05am - Offering Prayer/Announcements/Lord's Prayer
  - v. 9:40am/11:10am - Classroom time
  - vi. 10am/11:30am - Clean up time - go back to MPR for check out
  - vii. 10:10am/11:40am - Check out
- i. Classroom Time (Phase 2/3) Format - only 15 minutes in enclosed classrooms
  - i. For Preschool kids, we can use three classrooms & MPR to split the kids into even smaller groups
  - ii. For HoneyBees Kinder can meet in the MPR; HoneyBees (1st/2nd) can meet in the quad; PromiseKeepers can meet in the quad, and Youth can also meet in the quad after attending worship with the adults (unless there's not any room)
  - iii. In the classroom time, teachers will recap the message and do Bible memory verse practice, application of the message, and pray together
- j. For Preschool kids, we can use three classrooms & MPR to split the kids into even smaller groups.
- k. Because classroom time is significantly shorter due to overall shortened Sunday Adult Service times, we will NOT be doing any crafts or activities requiring a lot of community supplies. We can get student-specific magazine holders that can contain each child's own supplies - pencil, marker set, paper, scissors, glue stick, etc. if we decide to incorporate a craft activity.

## Soul care and Inner Healing

### 1. Meetings

- a. To take place virtually (via Zoom) is preferred.



- b. If meetings take place in-person all participants wear face-covering and keep a distance of 6 feet apart from one another.

### **Sports and Inreach Events**

1. Clean and disinfect any equipment used.
2. No in-person activities until it is safe to do so.
3. Ministry servants will follow all state and federal guidelines in terms of physical contact.
4. All Sports or Inreach Events Ministry meetings will be done over zoom until further notice.

### **Worship team**

1. Sanitize
  - a. Clean and disinfect keyboard and percussion
  - b. Clean and disinfect all music stands and mic stand
  - c. Clean and disinfect iPads
2. Distancing
  - a. All members spread across the stage (2 in front, 2 in back).
  - b. Distance between stage and congregation seats.
  - c. Audio uses the iPad instead of the mixer (when possible) to allow for physical distancing.
3. Each singer utilizes their own mic (all mics have pop filters to mitigate spread)
4. The drummer utilizes their own sticks.
5. All members wear masks while serving
6. NO in-ear monitors will be utilized until it is safe to do so.

## Conclusion

Kairos Christian Church is taking every precaution necessary to re-enter safely using the county and state guidelines. We are carefully considering the modifications and restrictions public health officials have laid out and will continue to follow them as we progress through the stages of re-entry. Please understand and abide by these guidelines in order to protect the health and safety of our members and our community. We understand that these are not necessarily ironclad so please continue to pray with us because no matter how well we abide by the official guidelines, we cannot prevent and control everything but we believe and follow a God who is in control. There are so many factors that are out of our control but we must hold fast onto our God who is trustworthy and good. So, let us continue to humbly, pray, love and persist together through these uncertain times.

# Appendix A: Church Community COVID-19 Exposure Action

	Exposure Level	Church Action	Communication to Church
1	Displays COVID-19 <a href="#">Symptoms</a>	<ul style="list-style-type: none"> <li>Attend online service only</li> <li>Recommend contacting PCP regarding testing</li> </ul>	<ul style="list-style-type: none"> <li>No emails to congregants</li> </ul>
2	Close contact (<6ft from a positive case for >=15 mins) with a confirmed COVID-19 case, regardless of mask wearing	<ul style="list-style-type: none"> <li>Will be asked to quarantine for 14 days from last exposure to confirmed case</li> <li>Asked to only attend online service for the duration of the quarantine</li> <li>Recommend contacting PCP regarding testing</li> </ul>	<ul style="list-style-type: none"> <li>Notify the registered attendees of a known positive COVID-19 close contact</li> </ul>
3	Confirmed COVID-19 case & attended Kairos service or event	<ul style="list-style-type: none"> <li>Confirmed cases (and their close contacts) will be contacted per county guidelines</li> <li>If asked by the county, church will provide them with a list of all those who attended service with the positive case</li> <li>Close contacts of the positive case will be identified and notified</li> <li>Close contacts will be directed to contact their PCP for instructions on testing</li> <li>Confirmed case along with close contacts will be asked to self quarantine for the recommended 14 days</li> <li>Depending on the level of involvement of the positive case within the church, church will physically close for 14 days to reduce risk of further spread</li> <li>Disinfection and cleaning of all equipment and chairs will be done</li> </ul>	<ul style="list-style-type: none"> <li>Notify entire congregation of a known positive COVID-19 case</li> </ul>

		<p>prior to any in-person return to church premise</p> <ul style="list-style-type: none"> <li>Confirmed case may return to in person service once symptom free for 3 days without the use of medication</li> </ul>	
4	Negative testing after close contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>Asked to only attend online service for the duration of the quarantine</li> <li>Member should quarantine until 10 days have passed since last exposure to the positive case before returning to in-person service.</li> <li>Any time a close contact or yourself gets sick with COVID-19, you will need to restart your quarantine timeline</li> </ul>	<ul style="list-style-type: none"> <li>No emails to congregants</li> </ul>
5	Tests negative after symptoms	<ul style="list-style-type: none"> <li>May return to in-person service 3 days after symptoms resolve without the use of medication</li> </ul>	<ul style="list-style-type: none"> <li>No emails to congregants</li> </ul>
<p><b>Resources</b></p> <ul style="list-style-type: none"> <li><a href="#">Contact Tracing Overview</a></li> <li><a href="#">CDC Community-Related Exposures Guidance</a></li> <li><a href="#">CDC Quarantine Guidance</a></li> </ul>			