

Post-MCO Church Services

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1. Enhanced Safety and Hygiene
2. Touch Point Minimization
3. Density Reduction

Enhanced Safety and Hygiene

1. Temperature checks at all entrances
2. Hand sanitizer at entrances
3. Hand soap in all restrooms
4. Use of face mask
5. Contact tracing registration for all attending service
6. Disinfecting before each service and frequent cleaning of public spaces

Touch Point Minimization

1. Keep doors open to minimize frequent contact with door handles
2. Encourage use of escalators instead of lifts to minimize contact with lift buttons, avoid crowding and confined spaces
3. Greeting the 'Malaysian Way' without physical contact
4. Offering bags handled only by ushers
5. Communion served with individually sealed emblems

Density Reduction

1. Multiple worship services
2. Spacing between worshipers not from the same household
3. Prayer at your seats instead of at the altar
4. Reduce or modify non-essential activities to avoid crowds

Church Service Procedures

GATE

- At CCC, entry barriers at the gate will be open before service as usual. Vehicle will be free to enter and park.

ENTRANCE

- At CCC, L1, b1 & b2 will be open. Carpark at b3 closed
- Safety Volunteers at each entrance, on every level that will conduct temperature check, provide hand sanitizer and contact tracing registration before the people enter the building
- Temperature check at all entrances into building or Lift Lobbies;
- Hand sanitizer available at all entrances and counters
- A sticker as visible verification of temperature checks
- Contact tracing registration forms or QR code signage

Church Service Procedures

SERVICES

- At entrance to auditorium/sanctuary, each person will drop the contact tracing forms into boxes at the entrance or show the QR code registration confirmation to usher
- Boxes will be located at all entrances for them to drop off the contact tracing form
- Seating in the auditorium will be on alternate rows. No seating on even numbered rows
- Seating to be spaced out with two empty seats between worshippers. Families are allowed to sit together and will maintain two empty seats on both sides
- Rows will need to be filled from the center outward to avoid physical contact from people crossing each other to get to their seats
- At SCG, Language Fellowships and other meetings - Attendance to include phone no. for contact tracing

Church Service Procedures

OFFERING

- Usher will collect offering with the offering bags but will not pass the bag to the congregation
- Ushers will hold the bag and walk through the empty rows enabling the congregation to drop in their offerings without touching the bag
- Offering Counting Team will be provided gloves & face mask while handling and counting the offering with hand sanitizer provided
- Offering bags will be sanitized after each service
- **COMMUNION**
- Communion will be served using prepackaged communion emblems - cups sealed with the sealed bread wafer on top
- Similar to offering, communion will be served but the trays will not be passed to the congregation. Communion servers will hold the trays and walk along the empty rows for the congregation to pick up the emblems
- To collect the used cups, Ushers or communion servers will walk along the empty rows with the basket for the congregation to drop the cups

Church Service Procedures

CONTACT TRACING

- Each person entering the building will need to complete the contact tracing registration
- Both digital registration using QR code (Google form) and a physical forms will be available at all entrances to the building after the temperature check
- Each person must complete the form before entering the auditorium
- Physical forms to be dropped into boxes at each entrance or QR code registration confirmation to be shown to ushers at entrances
- Forms of each service to be compiled and stored for one month
- In the event an infected person is reported at our service, the forms will be used to identify all those that attended the service and informed as required
- Contact Information will be provided to authorities as required

Church Service Procedures

USHERS

In addition to their usual duties, the Ushers will assist with;

- Each person that enters the auditorium has a contact tracing registration confirmation or drops form into the box before entering
- Check that anyone entering the auditorium has the color sticker to indicate they have gone through the temperature check
- Count the number of people entering the auditorium
- Guide worshipper to sit appropriately;
 - Keep odd numbered rows empty
 - Keep two seats empty between worshippers or families of worshippers
 - Ensure rows are filled from center first to avoid physical contact from worshippers having to cross each other
- During the service, be alert to anyone exhibiting signs of illness and arrange for them to be moved to the first aid room.