

PRECAUTIONARY MEASURES (SOP)

Church Sunday Worship – TRINITY METHODIST CHURCH

1. Body Temperature & Attendee's Information

- Taking body temperature of every attendees & record their information for contact tracing purpose.
- The recording of information shall be done through either physical record book or google form (available by scanning QR Code at the entrance). Whoever found with abnormal temperature (above 37.5 degrees) shall visit a doctor or rest at home immediately.
- Children below the age of 12 and people with a low immune system or chronic diseases like diabetes, cancer, asthma and etc. are to stay at home to attend online Sunday Worship.

2. Hand Sanitizer

- Hand sanitizer will be provided for all healthy attendees to use before & after service.

3. People Attending Services & Fellowship

- The number of people within the sanctuary shall follow strictly to state Government's & Annual Conference's guideline.
- Services shall be kept to a maximum of 1 hour to allow helpers to perform SOP before & after services.
- Sunday school shall remain be closed until further notice.

4. Leaving Sanctuary Orderly

- After the service is over, attendees shall avoid handshakes or body contacts & maintain safe social distance while leaving the sanctuary with the help of ushers' instructions.

5. Face Mask

- All attendees shall wear face mask throughout the service, including pastors and ministry team.
- The Church will be giving out face masks to visitors or those who need one urgently.

6. E-bulletin or Power Point Screen

- Attendees are encouraged to use e-bulletin or power point screen to minimize the numbers of usher needed.

7. Social Distancing

- The sanctuary is able to hold a capacity of 250 attendees (though the maximum capacity is 446 persons), each with a distance of 1 meter.
- And the chapel is able to hold a capacity of 72 persons with the same social distance.

8. Offering Collection

- Attendees may place their offering in the designated offering box during service.
- Attendees are also encouraged to place their offering via online bank transfer or Sarawak Pay QR code after the church service.

9. Ushers Roles

- Ushers are to direct traffic and seating in sanctuary. Once the attendees' limit has been reached, ushers shall close the main gate.
- Touchless greetings such as a gentle head-nod or a handwave is preferred.
- Ushers to ensure the sanctuary doors are open during services to allow adequate ventilation.
- Ushers are required to be present within the church compound at 7:15am for the Bahasa Malaysia and Chinese services and 9:45am for the English service.

10. Adequate Ventilation

- If Possible, windows and doors shall be kept open before and during service or gathering to allow adequate ventilation.
- After cleaning all doors and windows shall be closed and locked.

11. Post-service Disinfection

- After service, cleaning and disinfection must be carried out immediately including all seats, podium, microphones, piano, nursery room, handrails, door handles and other places deemed necessary.

12. Preparing the Sanctuary

- Open doors and windows for ventilation while air-conditioners are turned on.
- Church services shall be shortened to allow BM, Chinese and English services conducted separately.
- Cleaning and sanitizing of the sanctuary or meeting place shall be done before and after the gathering.

- Tapes shall be placed on floor tiles with a distance of 1 meter to encourage social distancing.

13.Counting of Offering

- After counting, put the money into the designated bag, tied up properly and sanitize both hands.

14.Holy Communion:

- Attendees shall be served with pre-pack Holy Communion.

15.Choir:

- Temporarily suspended.

16.Praise and Worship Team:

- Currently only 4-6 persons (including musical instrument team) on stage.
- Put on face mask and stand in safe distance.

17.Toilet

- Level 1, 2 and 3 toilets shall be open for all attendees to use as to avoid congestion.
- Toilets shall be cleaned thoroughly before and after service with disinfectant.

18.No Food

- Visitor's Corner will be closed until further notice.
- No food shall be served after service within the church premises.

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