

TELEPHONE
(818) 788-4200

ADDRESS
16221 MULHOLLAND DRIVE
LOS ANGELES, CA 90049

WEB
INFO@BELAIRPRES.ORG
BELAIR.ORG



CAMPUS REOPENING GUIDELINES

TABLE OF CONTENTS

- PURPOSE & REOPENING GUIDELINES**.....3
- BEST PRACTICES FOR HEALTH SAFETY GUIDELINES**..... 3-4
- WORSHIP OUTDOORS**.....5
- WORSHIP INDOORS**.....5
- SUNDAY SCHOOL**.....5
- LIFE GROUPS & MINISTRY EVENTS**5
- SPECIAL EVENTS**.....5
- CHURCH CAMPUS REOPENING PLAN SUMMARY**6
- CHURCH OFFICE & STAFF PROCEDURES**7
- PROCEDURE FOR CONFIRMED CASE OF COVID-19**.....8-9
- FACILITY CLEANING**.....10
- CAMPUS STRATEGIES**10
- GOVERNMENT COVID-19 GUIDELINE RESOURCES**.....10
- FAQ**.....11
- IN SUMMARY**.....12

PURPOSE & REOPENING GUIDELINES

As Bel Air Church prepares to reopen its physical campus, we have formulated an operational plan that details how we will resume the use of our physical campus, while seeking to mitigate the spread of the COVID-19 virus. Although there is no absolute guarantee that this virus, or any other contagion, will not spread through this church community, it is our desire to incorporate practices that help keep our church family and staff as safe as possible.

BEST PRACTICES FOR HEALTH/SAFETY GUIDELINES

GENERAL GUIDANCE

We ask that attendees join us in seeking the welfare of others by adhering to CDC guidelines. This includes a self-assessment before arriving, practicing distancing, and wearing masks. The CDC states that symptoms may appear 2–14 days after exposure to the virus. People with at least two of these symptoms, or combinations of symptoms, may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

We respectfully request that you stay at home if you have a fever, sore throat or cough (even if you suspect simple allergies).

PHYSICAL DISTANCING

We will have proper spacing between rows of chairs (outdoors), and our ushers will ensure that there is a minimum six foot (3 chairs-lengths) distance between non-family groups and individuals. Families are encouraged to sit together.

There will be giving stations so the offering baskets will not be passed. However, online giving is strongly encouraged to mitigate the use of envelopes. Visit belair.org/give or text BELAIRCHURCH to 77977.

For now there will be no bulletins, but you can keep up with news at belair.org.

No coffee or donuts for now; bottled water and pre-packaged snacks will be available.

BEST PRACTICES FOR HEALTH/SAFETY GUIDELINES

CONTINUED

REQUIRE & PROVIDE COVID-19 PROTECTION

Masks will be required. We will offer masks, gloves, and wall-mounted, hand sanitizer stations throughout the campus and at exits and entrances. We will have a team in place that will follow a protocol for those who attend without a mask, as well as for those who refuse to wear a mask.

PRE-REGISTRATION

For in-person worship with a limit to attendees, based on current Governor's guidelines and our capacity with social distancing measures in place, we will require pre-registration. Although we will reduce seating capacity for in-person worship services, family units can be seated together.

CLEAN & CLEAN AGAIN

We are taking all steps possible to ensure a clean building. Protocols have been implemented to reduce the spread of the virus on campus.

LIFE GROUPS/SUNDAY SCHOOL CLASSES

Groups may continue to meet online in early phases or meet in small units offsite during the week practicing social distancing and high safety and health standards. Classrooms on campus will not be available during initial phases of reopening.

WORSHIP OPTIONS

We will continue to offer our Digital Campus as in-person phases begin. In this way, the church provides two options: limited worship on our physical campus, and worship and resources through our digital campus.

WORSHIP **OUTDOOR**

TARGET GOAL DATE OF FIRST OUTDOOR WORSHIP SERVICE: 8/23/20

- 200 Maximum people (or current government guidelines)
- Pre-Registration
- Distanced seating, families please cluster together
- No passed baskets (safe drops provided; online giving encouraged. See page 3)
- No passed communion (self-service provided)
- Practice social distancing
- Masks required
- Hand sanitization provided

WORSHIP **INDOOR**

TARGET GOAL DATE OF FIRST INDOOR WORSHIP SERVICE: TBA

- 200 Maximum people (or current government guidelines)
- Pre-Registration
- Distanced seating, families please cluster together
- No passed baskets (safe drops provided; online giving encouraged. See page 3)
- No passed communion (self-service provided)
- Practice social distancing
- Masks required
- Hand sanitization provided

KIDS' **MINISTRY**

We will be waiting until later to launch in-person Kids' Ministries on campus as we follow medical best practices and having an awareness of government guidelines. We will continue to have Kids' programming and activities online at belair.org/kids.

LIFE GROUPS & **MINISTRY GROUPS**

Life Groups & Ministry Groups will continue to meet digitally until further notice. Find up-to-date information at belair.org.

SPECIAL EVENTS, **WEDDINGS & MEMORIALS**

TBA

CHURCH CAMPUS REOPENING PLAN SUMMARY

U.S.A. - L.A. County	Phase One	Phase Two	Phase Three	Post-Phase
Social Distancing	6 feet	6 feet	6 feet	6 feet
* Vulnerable Populations	Stay Home	Stay Home	Discretionary	Discretionary
Max Groups/ Crowds	TBA	TBA	TBA	TBA
Activity	Phase One (August 23)	Phase Two (Sept/Oct)	Phase Three (Nov/Dec)	Post-Phase Three (2021)
Church Offices	No	TBA	TBA	TBA
Services	One Outdoor Service	TBA	TBA	TBA
Digital Campus	Yes	Yes	Yes	Yes
Worship Attendance #'s	200 Maximum Sit in Family Units	200 Maximum Sit in Family Units	TBA	TBA
Baptisms	TBA	TBA	TBA	TBA
Weddings Memorials/Special Events	Outdoor 200 Maximum	TBA	TBA	TBA
Bulletins Offering	No Drop Boxes Provided	No Drop Boxes Provided	TBA	TBA
Passing Communion	Self Service	Self Service	Self Service	Self Service
Kids' Programming	Online	Online	TBA	TBA
Child Care	No	No	TBA	TBA
Life Groups/ Ministry Groups	Online	Online	TBA	TBA

* Vulnerable Populations (quoted from the White House Coronavirus Task Force)

- Elderly Individuals
- Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised (such as by chemotherapy or cancer and other conditions requiring such therapy)

CHURCH OFFICE & STAFF PROCEDURES

COVID-19 TESTING

At this time due to the recommendation of healthcare providers in our community and guidance from licensing officials, BAC will not require COVID-19 testing. However, any COVID symptoms will be treated in the same nature of the COVID exclusion policy if a doctor's assessment is that it should be treated like COVID-19.

Due to false negatives in testing and lag time, the way we can keep our campus and community safest is for an individual to remain out of office when they are sick and use a doctor's assessment if they should follow quarantine guidelines.

Guidance remains fluid and this policy will be updated as needed.

SCREENING AND PROTOCOL FOR STAFF

All BAC Staff will complete an online COVID-19 symptom check prior to arriving on campus. Upon arrival, they will check in at a self-service station that will include a touchless temperature-taking device, hand sanitizer, and disposable masks (if you did not bring one). Upon arrival:

- Check temperature.
- Use hand sanitizer.
- Wear face coverings at all times.
- Throughout the day, continue to wash hands with soap and water and use sanitizer.

CRITERIA FOR EXCLUDING STAFF

- Staff who have traveled outside of the United States will be excluded for 14 days.
- Staff who present a fever 100 or above will be excluded from entry.
- Staff that show any COVID-19 symptoms will be excluded from entry.
- If someone in the staff member's household is sick with a fever, shortness of breath, staff will be excluded for 14 days.
- Staff must stay home when they are sick with symptoms of respiratory illness such as fever & cough.
- Staff must remain at home in isolation and not return to BAC facility for a minimum of 10 days after onset of symptoms AND until their symptoms have improved AND they are free of fever for at least 72 hours without fever-reducing medication.
- If a staff member has been exposed to COVID-19, the quarantine must be for 14 days following contact with the infected person. If no symptoms arise during the 14 days, the quarantined person may return to work. We recommend testing if known exposure has occurred.

PROCEDURE FOR STAFF BECOMING ILL AT WORK

- Staff that develop a cough, fever, or shortness of breath, will be asked to return home. They must stay home until they are symptom-free (without the aid of medication) for at least 72 hours.
- If COVID-19 is suspected, staff will be asked to follow CDC guidelines and recommendations for isolation and testing.
- If anyone who has entered the facility is diagnosed with COVID-19, we will report to and consult with the local public health authority regarding cleaning and closure and notify all members of our community.

PROCEDURES FOR **CONFIRMED CASE OF COVID-19**

IF A CASE OF COVID-19 IS CONFIRMED AT THE FACILITY, WE WILL ABIDE BY THE FOLLOWING PROCEDURES:

- Contact the local public health authority and follow recommendations.
- Communicate with our church community as directed by LA County Public Health (we will not release names).

IF A STAFF REPORTS COVID-19 EXPOSURE, WE WILL:

- Contact the local public health authority and follow recommendations.
- Notify staff of the exposure (we will not release names).

FACE COVERINGS FOR BAC STAFF

- Staff will wear face-coverings at all times while on campus.
- Staff will change into a new face-covering if needed.
- Bel Air Church will have additional adult face-coverings available.
- It is essential to continue frequent and consistent hand hygiene and maintain physical distancing.
- In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.

PROPER USE OF FACE COVERINGS, INCLUDING:

- Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
- Face coverings must cover the nose and mouth.
- Workers should wash or sanitize hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.

THE FOLLOWING INDIVIDUALS ARE EXEMPT FROM WEARING A FACE COVERING:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

PROCEDURES FOR **CONFIRMED CASE OF COVID-19**

CONTINUED

WHAT IS A CLOTH FACE COVERING?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen.

A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

HOW WELL DO CLOTH FACE COVERINGS WORK TO PREVENT SPREAD OF COVID-19?

There is scientific evidence to suggest that use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well.

Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

WHEN SHOULD I WEAR A CLOTH FACE COVERING?

You should wear face coverings when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible.

HOW SHOULD I CARE FOR A CLOTH FACE COVERING?

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face.

DISCARD CLOTH FACE COVERINGS THAT:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

FACILITY CLEANING

CLEANING PROCEDURES

- Removal of as many rugs, fabric materials etc. as possible
- Water fountains will not be in use
- Door knobs, light switches, and high touch surfaces will be sanitized throughout the day by our custodial staff
- Common space toilets and sinks will be sanitized throughout the day
- Cleaning of the entire campus will continue each night by our custodial staff using high quality products and procedures
- Staff will be provided with cleaning products for their work areas or offices

CAMPUS GUIDELINES

- Potential staggered arrivals and dismissals for staff offices
- Close adherence to sickness policies
- Adjustment to the physical environment
- Sanitation and disinfection practices
- Hand hygiene practices
- Face coverings adherence

GOVERNMENT COVID 19 GUIDELINE RESOURCES

PLEASE FOLLOW THESE LINKS FOR THE MOST UPDATED INFORMATION ABOUT:

OFFICE GUIDANCE: <https://files.covid19.ca.gov/pdf/guidance-office-workspaces.pdf>

OFFICE CHECKLIST: <https://files.covid19.ca.gov/pdf/checklist-office-workspaces.pdf>

CHURCH GUIDANCE: <https://files.covid19.ca.gov/pdf/guidance-places-of-worship.pdf>

CHURCH CHECKLIST: <https://files.covid19.ca.gov/pdf/checklist-places-of-worship.pdf>



FAQ

HOW WILL WE MAKE SURE PEOPLE ARE NOT SITTING TOO CLOSE TO ONE ANOTHER?

We will utilize the CDC recommendation of 6' per person separation guideline both side-to-side as well as front to back. Seating will be limited to the main floor. The balcony will be closed. Pews will be clearly marked indicating where people can sit and the space that is "unavailable," just as stores are trying to do with placards / stickers indicating where to stand. Family units should sit together, provided they are residing in the same home.

WHERE DO I ENTER?

We will limit access in to and out of the buildings. Doors will be clearly marked. In addition, all applicable external and internal doors will be propped open or held open by a Greeter to ensure a "touchless" entry.

SHOULD I WEAR A MASK?

Information from CDC on cloth face coverings indicates wearing a mask reduces the potential for transmission of the COVID-19 virus. We require the wearing of a mask, and encourage gloves and/or any other personal protective equipment that you wish. We will have masks available for those who do not have one with them.

WILL THE BATHROOMS BE OPEN?

Yes, but their access will be limited, particularly in Phase One. And, of course, signage reminding folks to wash their hands.

HOW WILL THE OFFERING BE RECEIVED?

Offering plates will not be passed between congregants. Safe offering boxes provided. However, online giving is strongly encouraged to mitigate the use of envelopes. Visit belair.org/give or text BELAIRCHURCH to 77977.

WHAT ABOUT COMMUNION?

In the first phase of in-person worship, we will ask people to come forward and take the elements when they are ready and return to their seats to partake. Cups will be spaced in the communion tray in such a way as to provide access without touching any other cups. More info TBA.

WILL THERE BE KIDS' MINISTRY AVAILABLE?

There will be no Children's Ministry available during Phase One on campus. We have determined that our "safest" approach is to follow the lead of the schools. Under the White House plan, schools are allowed to reopen in Phase Two. So, we anticipate some type of return to Children's Ministry in Phase Two, although it will be limited in scope. Please visit belair.org/kids for the most updated information.

WHERE SHOULD I PARK?

Outside of Handicapped spaces, there are no restrictions on where our guests and staff may park.

IN SUMMARY

Thank you for reviewing some of our Bel Air Church Operational plans. These plans are based on recommendations from the (CDC) Center of Disease Control, (CDPH) California Department of Public Health, (CAL-OSHA) State of California Department of Industrial Relations, and the Bel Air Church Facilities and Operations Teams.

We hope these changes bring peace of mind that Bel Air Church is prepared to do its best to protect the health of our community. These protocols do not guarantee zero exposure or infection to COVID-19.

We are willing to make adjustments as the COVID-19 pandemic continues and different protocols are recommended, or to streamline procedures.

The leadership at Bel Air Church kindly request that if a congregant or staff is sick, please stay home.

Bel Air Church thanks you for your continued prayer and support as we navigate through this unusual season. Please visit belair.org for up-to-date information. God bless you.

