

# **JCC Safety Management Plan Covid-19 (Rev. 5)**

## **1. Safety Management Team**

a. JCC Safety Management Team mainly consists of members from Emergency Taskforce, which includes Pastors, Councilman and Lay members with a total of 11 persons. The team's responsibility is to keep close monitoring of any Covid-19 related matters, engaging into discussions over the safety process, procedures and safeguard the interest of the church community. JCC Taskforce main Representative is also reporting to LCS – Singapore to the main taskforce for continuous updates and gather feedbacks of Covid-19 related issues.

b. Below are JCC appointed Safe Management Team Representative and Officers (“SMO”) within 72 hours of reopening. These representatives shall be the key contact personnel responsible for the dissemination of relevant information to the rest of community (via Whatapps), compilation of records, and corresponding with relevant authorities.

c. The SMO of operating companies shall be contactable by the relevant authorities at all times.

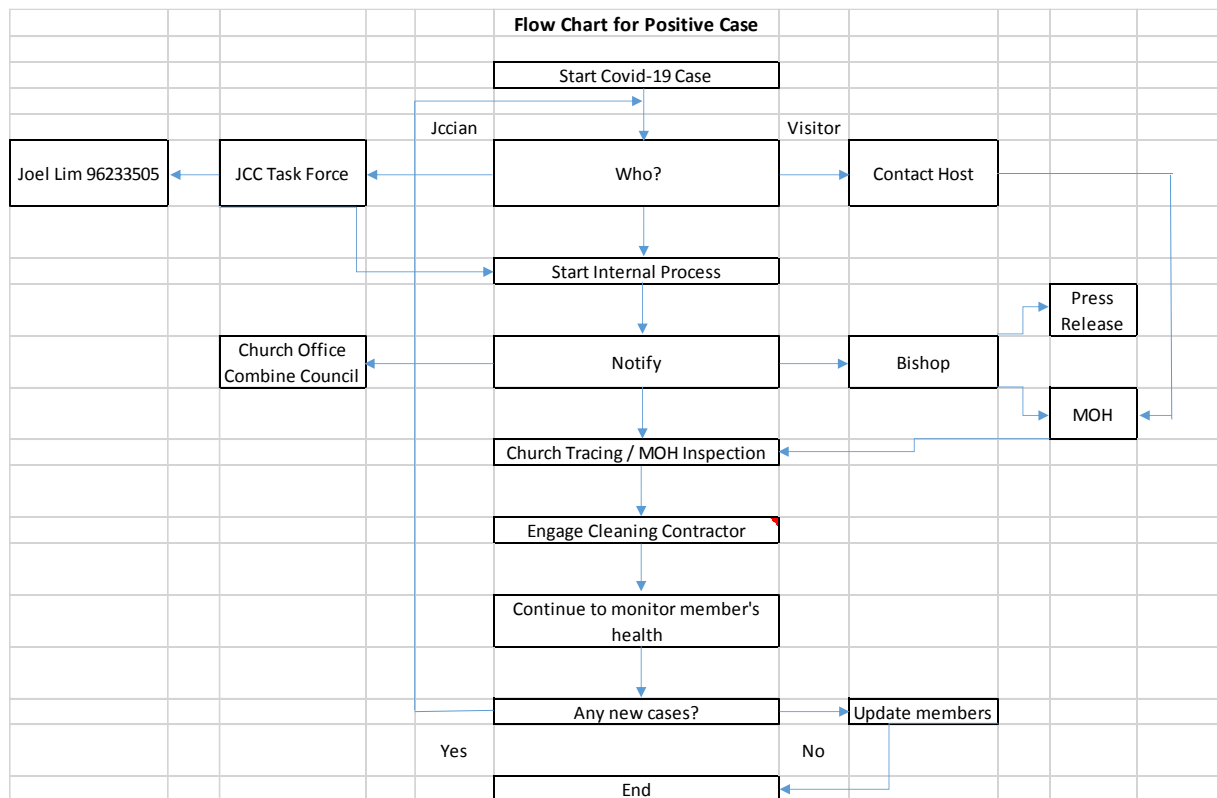
d. Be responsible for developing and implementing the mandatory on-site processes and systems to record all on-site personnel, and visitors alike, and to track all interactions between individuals/groups who are in close contact/proximity for ≥30 mins (inclusive of location whenever relevant). Records shall be maintained for at least 1 month to facilitate Contact Tracing requirements from the requesting authorities.

### **SMO TEAM – 1<sup>st</sup> SHIFT (9.00 AM – 6.00 PM)**

<b><u>ROLES</u></b>	<b><u>IN-CHARGE</u></b>	<b><u>RESPONSIBILITIES</u></b>
Covid-19 Taskforce Rep (Primary contact person for Covid-19 matters)	Joel Lim – HP: 96233505	To disseminate Covid-19 related information to Council, Pastors, Staffs & Members.
Duty Safety Officer	Sam - HP: 90227067	Ensure implementation of SMM
Temperature Taking & Issuing of Mask for Staff	Sam	Execution of works stated in their roles.
Safe-Entry / Temperature Taking for Visitors	Sam	Execution of works stated in their roles.

**SMO TEAM – 2nd SHIFT (6.00 PM – 10.00 PM IF ANY)**

<b><u>ROLES</u></b>	<b><u>IN-CHARGE</u></b>	<b><u>RESPONSIBILITIES</u></b>
Covid-19 Taskforce Rep (Primary contact person for Covid-19 matters)	Joel Lim – HP: 96233505	To disseminate Covid-19 related information to Council, Pastors, Staffs & Members.
Duty Safety Officer	Sam – HP: 9022 7067 Rev. Anthony - HP: 9183 3590	Ensure implementation of SMM
Temperature Taking & Issuing of Mask for Staff	Sam / Rev. Anthony	Execution of works stated in their roles.
Safe-Entry / Temperature Taking for Visitors	Sam / Rev. Anthony	Execution of works stated in their roles.



## **2. JCC Staffs & Members under an active Leave of Absence (LOA), Stay Home Notice (SHN) or Quarantine Order (QO)**

- a. JCC Staffs & Members must comply with all active Leave of Absence (LOA), Stay Home Notice (SHN) or Quarantine Order (QO) issued by MOH, MOM and other government agencies.
- b. During the 14-day LOA or SHN, Safety Management Team must ensure that JCC Staffs & Members stay away from the church premises, office, but may adopt flexible activity arrangements, such as telecommuting and teleconferencing, to allow JCC Staffs & Members to liaise from home.

## **3. Activities and Bookings**

- a. As religious services, ministries and office works has moved into Phase Two, “Safe-Transition” from 19 June 2020, some of the church activities that are not permitted previously has gradually resume. The permitted activities are mentioned in this guideline context, i.e. Private worship, Marriage solemnizations, Wakes & Funeral, Recording & Broadcast, Holy Communion, Worship Services, and Non-Congregational religious activities may take place and to be conducted safely at all times.
- b. There must be sufficient signs and directions to guide the different parties such that they do not interact or meet each other while entering, exiting, or while in the premises. In particular, places of worship have to put in place safe management measures that reduce the density, intensity and duration of physical interactions during religious activities.
- c. Any staffs, members of JCC **MUST** get approval from Worker in-charged to approved the activity first, before proceeding to book for the allocated premises.
- d. At such, staffs/members may telecommunicate with Worker in-charged via email, WhatsApp etc. as a record to apply for the permitted activities.
- e. After approval, Worker in-charged shall inform the relevant personal to book the facility in the share folder, and circulate such information to Council Chairs/Emergency Taskforce of such activity taken in place in the church premises. Worker in-charged will then inform operational staff to prepare for the use of on-site premises.
- f. Activities not stated in this context are strictly not allow. If user need to appeal, please send the request via email to Worker In-charged. The request shall be made known and approved by Combine council level.
- g. Essential or Permitted activities are subject to changes and if Emergency Taskforce found it not being essential or safe, the taskforce reserved the right to reject the activity. Safety Measurements is a **must** to comply to all activities in **Phase two** guidelines.

**h. Movement layout and Sitting Arrangement refer to Annex Phase 2 in PowerPoint “Entering JCC Safety Measurement”.**

#### **4. Essential Operational Work**

- a. Functions related to Security, Building & Facility Maintenance, cleanings, preparation of premises and external contractors whom are permitted to do servicing, are not require to get approval from Worker in-charged.
- b. Any non-operational works such as discussions and meetings should be conducted through phone or teleconferencing whenever possible. If face-to-face engagements are required, safe distancing measures must be observed.
- c. ≥1-metre safe distancing measures to be implemented for all common spaces including, but not limited such as meal area, pantries, prayer rooms and rest area are discouraged to be perform together.
- d. All personnel must wear a face mask at all times while performing duties on-site, aside from periods for meal consumption or drinking of water.
- e. SMO are to take temperature for all personals and status are recorded for traceability.
- f. The Operation staffs which include Maintenance Officer and cleaners are to do self-temperature taking before coming on-site. Do not come for the activity if temperature is abnormal or not feeling well in anyways.
- g. SafeEntry submission to be comply upon reaching and leaving of premises. Hand sanitizer must be placed in toilets and at key areas of functions.

#### **5. Deployment of Manpower**

- a. ROs should primarily engage their religious workers and staff to support the permitted religious activities but can deploy volunteers to support if necessary. The number of personnel involved in conducting each permitted activity should be kept to a minimum.
- b. In Phase Two, ROs can **resume their workplace activities at their registered premises** without the need to apply to the Ministry of Trade and Industry (MTI) for a Time-Limited Exemption.
- c. Telecommuting must remain the default where feasible, so as to minimise the number of on-site religious workers and staff. There should also be no cross-deployment or interaction between workers in different shifts, teams or worksites, even outside of work. The religious workers and staff should comply with safe distancing and other prevailing workplace safe management measures stipulated by the Ministry of Manpower (MOM).
- d. If cross-deployment cannot be avoided (e.g. due to the nature of the job), additional safeguards must be taken to minimise the risk of cross-infection (e.g. systems are in place to ensure no direct contact with the cross-deployed personnel).

e. Operational staffs are to take temperature for Office Personals and are recorded for traceability.

f. Religious workers are to do self-temperature taking before coming for permitted works. Do not come for the activity if temperature is abnormal or not feeling well in anyways.

g. SafeEntry submission to be comply upon reaching and leaving of premises. Hand sanitizer must be placed in toilets and at key areas of functions.

h. Put on mask at all times. Minimum Safe distancing of 1 meter must be always in place and no handshakes and bodily contacts.

**i. Deployment of Staffs/Volunteers working onsite MUST strictly follow the latest Plan reviewed and approved by JCC Taskforce. The permitted activity may proceed 3 days after submission and approval. Any new changes to the originated approved plan must be resubmitted for review.**

## **6. Recording / Broadcasting**

a. ROs are encouraged to continue supporting the religious needs of their communities via remote means such as recording and broadcast of religious services and prayers.

b. Recording/Live streaming/Podcast activities and the people involved in implementing these alternatives must be kept to only what is essential. Time spent on-site for this purpose must be kept as short as possible. The number of days on which recording takes place is not limited.

c. The production team must abide by the guidelines in this advisory and put in place adequate safe management measures, including no-cross deployment between locations (where practicable), no socialization during breaks

d. There should be no more than **10** persons on-site at a time for the digital production of which up to **5** persons can temporarily remove their masks when speaking or singing. Those who are unmasked for speaking / singing are strongly encouraged to maintain at least 2 meters separation from other persons. Musicians and others whom are not singing must remain masked and maintain a 1-meter distancing.

f. If cross-deployment cannot be avoided (e.g. due to the nature of the job), additional safeguards must be taken to minimise the risk of cross-infection (e.g. systems are in place to ensure no direct contact with the cross-deployed personnel).

g. Operational staffs are to take temperature for participants and are recorded for traceability.

h. Production team are to do self-temperature taking before coming for activity. Do not come for the activity if temperature is abnormal or not feeling well in anyways.

i. SafeEntry submission to be comply upon reaching and leaving of premises. Hand sanitizer must be placed in toilets and at key areas of functions.

j. Put on mask at all times. Minimum Safe distancing of 1 meter must be always in place and no handshakes and bodily contacts.

**k. \*Important: Speaker, Pianist and Vocalist must sanitizer the equipments such as microphone, piano etc. before and after usage.**

l. Illustration Virtual recording safety measures (may differ if SMO need to make changes for the safety of participants):

1) All personnel (other than singers / speakers) will need to wear mask, practice hygiene, take temperature and enter church via SafeEntry.

2) The team will consist of recording staff (**2 pax**), musician/singer (**5 pax**) and preaching staff (**3 pax**).

3) Once the musicians/singers have completed their recording, they will leave the church premises and there will be no socializing.

4) Our recordings will be done in the large church sanctuary, where there is ample space for social distancing.

- The distancing between speaker/musician/singer will be more than 3 meters apart.
- The distancing between the recording staff and the other groups will be more than 10-30 meters.

m. Location:

1. Sound tech (1 pax) and videographer (1 pax) sets up their respective equipment (instruments, camera etc). They (**2 pax**) will remain at the back of the sanctuary with minimum 1-meter distancing requirement.

2. Musicians/singers (**5 pax**) come in to do sound check, rehearse, then record. Musicians that do not sing will have the mask put on for the entire recording period.

3. Preacher (**1 pax**) comes in to record the sermon. He/She will remain at the stage area and first row of pews with minimum 1-meter distancing requirement.

4. Liturgist (**1 pax**) comes in to record the liturgy portion. He/She will remain at the stage area and first row of pews with minimum 1-meter distancing requirement.

5. Bible reader (**1 pax**) comes in to record the bible reading. He/She will remain at the stage area and first row of pews with minimum 1-meter distancing requirement.

## **7. Wedding / Wake / Funeral**

a. Places of worship may continue to conduct **marriage solemnizations, as well as wakes and funerals**. In Phase Two, these activities can involve up to **20** persons (up from the previous limit of 10 persons), excluding the solemnizer for marriage solemnizations, and excluding religious and supporting workers who must be kept to a minimum for funeral-related activities.

b. While in-person marriage solemnizations are allowed, we encourage couples to solemnize their marriages via video link, so as to better protect themselves and their loved ones from the risk of infection.

c. Persons attending marriage solemnizations and funeral-related activities must observe safe distancing of at least 1 meter between individuals. Where not feasible or practical to apply 1 meter safe distancing between individuals, this 1 meter requirement can instead be enforced between groups, with each group made up of not more than 5 persons.

d. Attendees must leave the place of worship immediately after the event. There may not be any reception with food and drinks, or wedding celebrations that are not essential religious rites. To reduce the risks of infection, there will not be any, pre-event, reception with food and drinks, or any form of post-event that are non-essential rites.

e. Location and premises may differ according to Wedding couple or deceased family arrangement. Pastors or Religious staff handling the activity shall work with the hosts to plan the entrance, exit, standing or sitting arrangements according to the layout and must always comply to safe distancing and measures as per MOH guidelines.

f. Assigned member of deceased or personal assisting the wedding couple are to take temperature for participants and are recorded for traceability.

g. Participants are to do self-temperature taking before coming for event. Do not come for the activity if temperature is abnormal or not feeling well in anyways.

h. SafeEntry submission to be comply upon reaching and leaving of premises. Hand sanitizer must be placed in toilets and at key areas of functions.

i. Put on mask at all times. Minimum Safe distancing of 1 meter must be always in place and no handshakes and bodily contacts.

**j. Movement layout refer to Annex 3 in PowerPoint “Entering JCC Safety Measurement”.**

## **8. Worship Services**

a. Places of worship may resume to congregational and other worship services starting with up to **50** persons at a time. Duct (excluding religious and other supporting workers, which must be kept to a minimum) and comply with the precautionary measures as follows.

b. Worshippers have to observe 1 meter safe distance between others if they are worshipping individually. Worshippers may also worship in groups of no more than 5 persons, with 1 meter safe distancing between groups.

- c. Keep worship services to as short a duration as possible. Worshippers should leave immediately after performing their worship. There should be no reception or mingling between worshippers, before, during or after each worship service.
- d. All persons present must **wear a face mask at all times**. Those who are involved in the conduct of the worship service (e.g. preachers, prayer leader, scripture reader) may wear a face shield when performing their speaking duties and must be at least 1 meter away from any other individual.
- e. **Singing and other live performances are not permitted during the worship service**. Singing is considered a higher risk activity as it could potentially release a larger amount of droplets. Places of worship may consider alternatives to singing and other live performance components in their worship services.
- f. There should be **no sharing of prayer and other common items** (e.g. holy books, passing of offertory baskets, prayer mats) as this increases the risk of COVID-19 transmission. Worshippers are to bring along their personal prayer items instead, where required.
- g. Places of worship with reduced air circulation (e.g. enclosed prayer spaces, air-conditioned worship hall) should, where possible, open doors and windows to naturally ventilate the space after use.
- h. Operational staffs and Voluntary logistic support persons are to take temperature for worshippers and recorded for traceability.
- i. Members are to do self-temperature taking before coming for activity. Do not come for the activity if temperature is abnormal or not feeling well in anyways.
- j. SafeEntry submission to be comply upon reaching and leaving of premises. Hand sanitizer must be placed in toilets and at key areas of functions.
- k. Put on mask at all times. Minimum Safe distancing of 1 meter must be always in place and no handshakes and bodily contacts.
- m. Movement layout refer to Annex 3 in PowerPoint “Entering JCC Safety Measurement”.**

## **9. Holy Communion / Baptism**

- a. Places of worship may resume to congregational and other worship services starting with up to **50** persons at a time. Duct (excluding religious and other supporting workers, which must be kept to a minimum) and comply with the precautionary measures as follows.
- b. For Holy Communion, congregants must be divided into each group of 5 persons on the left and on the right facing the sanctuary. At least 1 meter distancing from the left, right and front must be observed. No bodily contact on the railings when kneeling. Standing position is encourage whenever possible.



- c. Ensure communion is distributed in a contactless manner, e.g. either distributed to the congregant without physical contact with the communion minister. If there is accidental physical contact, distribution should cease immediately, and distributor should sanitise hands before resuming.
- d. Communion minister and congregants must sanitise hands before partaking for holy communion. Must be masked up and face shields must not be worn in place of masks.
- e. Ensure there is no crowding and safe distancing must be practiced during collection of communion wafer. Communion minister shall distribute the wafer using tong. Congregant shall take the small cup filled with wine from the big tray presented to them. There should not be any sharing of cups.
- f. To consume the wafer and wine, mask can be removed when not facing another individual.
- g. For Baptism, everyone should be masked during the ceremony and persons involved to be minimized.
- h. Religious worker should sanitise hands / wear gloves before administrating the rite.
- i. If sprinkling of water is done by jar or cup, it should be washed or changed before each rite.
- j. No sharing of common items if any.
- k. The rest of the safety measures should take reference from item 8.

## **10. Non-Congregational Religious Activities**

- a. Places of worship may conduct religious rites for groups of up to **5** persons, subject to safe distancing and other safe management measures appropriate to the nature of the rite.
- b. Places of worship may also conduct other religious activities (e.g. pastoral services, religious classes for adults and children). These activities can involve groups of up to **5** persons (excluding the religious worker / teacher). Where necessary, there can be **multiple groups of 5** in the same activity, so long as each group of 5 is separated by at least 1 meter with no mingling across groups. As a best practice, we encourage a greater separation of 2 meters between groups of students attending religious classes.
- c. **P**ersons who are speaking to a group in a classroom or lecture-style setting, where they largely remain at the spot from which they are speaking, may wear face shields in lieu of masks, and must be at least 1 meter away from any other individual.
- d. Places of worship that are located in residential units may re-open, subject to prevailing restrictions on homes and households, where visits are limited to any **5** visitors at a time.

e. Operational staffs and Voluntary logistic support personals are to take temperature for worshippers and recorded for traceability.

f. Members are to do self-temperature taking before coming for activity. Do not come for the activity if temperature is abnormal or not feeling well in anyways.

g. SafeEntry submission to be comply upon reaching and leaving of premises. Hand sanitizer must be placed in toilets and at key areas of functions.

h. Put on mask at all times. Minimum Safe distancing of 1 meter must be always in place and no handshakes and bodily contacts.

**i. Movement layout refer to Annex 3 in PowerPoint “Entering JCC Safety Measurement”.**

### **11. Safe Capacity in The Place of Worship**

a. All the permitted religious activities (excluding congregational and other worship services) can take place concurrently at the place of worship subject to a **total cap of 50 persons**, and only if these activities can be conducted safely at separate locations within the place of worship. There must be sufficient signs and directions to guide the different parties such that they do not interact or meet each other while entering, exiting, or while in the premises.

b. Children twelve years and below, as well as persons who have health conditions that may result in breathing or other medical difficulties when a mask is worn for a prolonged period of time, may wear a face shield in lieu of a face mask.

c. This total cap is the combined number of persons participating in the various permitted activities (excluding congregational and other worship services) on the premises at any one time, excluding the religious and supporting workers.

d. ROs who wish to resume congregational and other worship services, can do so with no more than an additional **50** worshippers in the premises. For example, if there are **50** persons in a worship service, as well as religious classes involving **2** groups of **5** students, there can be at most another **40** persons taking part in other permitted religious activities (i.e. not worship services) at the same time. However, we strongly urge ROs to consider reducing other concurrent activities when congregational and other worship services are ongoing, so that there is a smaller total number of people on the premises at any one time, which will help to minimise the risk of large clusters from forming.

e. ROs must establish a one-way flow for entry and exit points for all the permitted activities, and manage the arrival of worshippers to avoid queues from forming.

### **9. JCK/Tenants**

a. JCK is under Education ministry. Principle of JCK shall provide their Safety management plan with the most appropriate format to be reported to MCCY.

b. Tenants of JCC are entities of different organization and UEN. They shall also provide their own Safety management plan, SafeEntry code, and logistical support within their area of facilities and allocated premises to be submitted to MCCY.

c. However basic social responsibility pertaining to safety measures and hygiene are to be comply at all times within but not limited externally.

**By: JCC Emergency Taskforce**

**Dated: 06-July-2020**





