

## BCBA's SOP – Response to the 2019 Novel Coronavirus

DORSCON Levels	Description	Actions to be Taken
<b>GREEN</b>	<ul style="list-style-type: none"> <li>• Disease is mild</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Disease is severe but does not spread easily from person to person</li> <li>• Minimal disruption to daily life</li> </ul>	<ul style="list-style-type: none"> <li>• Elders and Pastoral Team to monitor the situation.</li> <li>• <b>Communication</b> – Reminders/Announcements via WhatsApp, e-Notices, Facebook, Posters, Bulletin: <ul style="list-style-type: none"> <li>➤ <b>Be socially responsible</b> – if unwell, see a doctor and stay at home</li> <li>➤ <b>Maintain good personal hygiene</b> – wash your hands frequently with soap and water, avoid touching your face, cover your mouth with a tissue paper when coughing/sneezing</li> <li>➤ Look out for official <b>health advisories</b></li> </ul> </li> <li>• <b>Sunday Services:</b> <ul style="list-style-type: none"> <li>➤ <b>Hand sanitizer and surgical masks</b> made available at the entrance to Sanctuary</li> <li>➤ <b>Those who prepare/serve the Holy Communion</b> (bread and wine) to use hand sanitizers before preparing/serving</li> </ul> </li> <li>• <b>Ministry Activities</b> – status quo</li> </ul>
<b>YELLOW</b>	<ul style="list-style-type: none"> <li>• Disease severe and spreads easily from person to person, but is occurring outside S'pore</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Disease is spreading in S'pore but typically mild (slightly more severe than seasonal influenza) OR being contained</li> <li>• Additional measures for some sectors, but minimal disruption to daily life</li> </ul>	<ul style="list-style-type: none"> <li>• Elders and Pastoral Team to monitor the situation.</li> <li>• <b>Communication</b> – Reminders/Announcements via WhatsApp, e-Notices, Facebook, Posters, Bulletin: <ul style="list-style-type: none"> <li>➤ <b>Be socially responsible</b> – if unwell, see a doctor and stay at home, wear a surgical mask if need to go to public places, observe Leave of Absence (LOA) for 14 days if just returned from China</li> <li>➤ <b>Maintain good personal hygiene</b> – wash your hands frequently with soap and water, avoid touching your face, cover your mouth with a tissue paper when coughing/sneezing</li> <li>➤ Look out for official <b>health advisories</b></li> </ul> </li> <li>• <b>Sunday Services:</b> <ul style="list-style-type: none"> <li>➤ <b>Hand sanitizer and surgical masks</b> made available at the entrance to Sanctuary</li> <li>➤ <b>Those who prepare/serve the Holy Communion</b> (bread and wine) to use hand sanitizers before preparing/serving</li> <li>➤ <b>Lead congregation in prayer</b> for nations and individuals affected, for our government leaders to make wise, timely and measured decisions</li> <li>➤ <b>Elders and Pastoral Team to take precautionary measures</b> (use hand sanitizers) and be ready to minister/pray for those affected.</li> </ul> </li> <li>• <b>Ministry Activities:</b> <ul style="list-style-type: none"> <li>➤ <b>Group meetings</b> (Planters, CCG, SNL, SEED, BANG, Jesus Club) to carry on as scheduled, but remind those who are unwell to stay at home and all to wash their hands regularly with soap/water</li> <li>➤ <b>Avoid unnecessary/non-essential gatherings &amp; meetings</b> – use alternative means (Skype, WhatsApp, etc.)</li> <li>➤ <b>Inform the pastors/elders/church office</b> about those who are unwell for prayer and support</li> </ul> </li> </ul>

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<b>ORANGE</b>	<ul style="list-style-type: none"> <li>• Disease is severe <b>AND</b> spreads easily from person to person, but has not spread widely in S'pore and is being contained</li> <li>• Moderate disruptions to daily life (e.g. quarantine, temperature screening visitors restrictions at hospitals)</li> </ul>	<ul style="list-style-type: none"> <li>• Elders &amp; Pastoral Team to monitor the situation and administer <b>contingency plans</b> when needed to ensure that <b>essential church/body life and operations</b> carry on.</li> <li>• <b>Communication</b> – Reminders/Announcements via WhatsApp, e-Notices, Facebook, Posters, Bulletin:             <ul style="list-style-type: none"> <li>➤ <b>Be socially responsible</b> – if unwell, see a doctor, stay at home and <b>do not come to church</b>, wear a surgical mask if need to go to public places, observe Leave of Absence (LOA) for 14 days if just returned from China</li> <li>➤ <b>Self-check your own temperature</b> before coming to church service or activities</li> <li>➤ <b>Maintain good personal hygiene</b> – wash your hands frequently with soap and water, avoid touching your face, cover your mouth with a tissue paper when coughing/sneezing</li> <li>➤ <b>Look out for authorized health advisories</b> and <b>comply</b> with additional <b>control and precautionary measures</b></li> </ul> </li> <li>• <b>Sunday Services:</b> <ul style="list-style-type: none"> <li>➤ <b>Temperature screening</b> for all before entering into the Sanctuary and other meeting venues</li> <li>➤ <b>Hand sanitizer and surgical masks</b> made available at the entrance to Sanctuary</li> <li>➤ <b>Refrain from hugs and handshakes</b></li> <li>➤ <b>Collect ALL visitors' info</b> in case of <b>Contact tracing</b></li> <li>➤ <b>Holy Communion</b> - replace bread and wine with <b>individually sealed wafer/cup set</b>. To maintain the symbolic unity of the one loaf/cup, the presider will break the loaf &amp; pour from the cup into a few cups for himself/the stewards to partake</li> <li>➤ <b>Ventilate</b> enclosed spaces as often as possible</li> <li>➤ <b>Lead congregation in prayer</b> for nations and individuals affected, for our government leaders to make wise, timely and measured decisions</li> <li>➤ <b>Elders and Pastoral Team to take precautionary measures</b> (use hand sanitizers) and be ready to minister/pray for those affected.</li> </ul> </li> <li>• <b>Ministry Activities:</b> <ul style="list-style-type: none"> <li>➤ <b>Suspend Planters &amp; SLEC Meetings</b> until further notice as this is the vulnerable group (older folks)/group size &gt; 50 pax</li> <li>➤ <b>Other group meetings</b> (CCG, SNL, SEED, BANG, Jesus Club) to carry on as scheduled, but remind those who are unwell to stay at home and all to wash their hands regularly with soap/water</li> <li>➤ <b>Temperature screening</b> for all attending the group meetings if the group size &gt; 50 pax</li> <li>➤ <b>Avoid unnecessary/non-essential gatherings &amp; meetings</b> – use alternative means (Skype, WhatsApp, etc.)</li> <li>➤ <b>Inform the pastors/elders/church office</b> about those who are unwell for prayer and support</li> </ul> </li> <li>• <b>Scenario - Infected Case(s) happening in BCBA:</b> <ul style="list-style-type: none"> <li>➤ <b>Suspend Sunday Services and all Church meetings for 2 weeks</b> and monitor situation/review</li> <li>➤ <b>Live stream/pre-record sermons</b> to all small groups (Planters, CCG, SNL and SEED) meeting in homes</li> <li>➤ <b>Contact tracing</b> – play back CCTV</li> </ul> </li> </ul>
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<b>RED</b>	<ul style="list-style-type: none"> <li>• Disease is severe <b>AND</b> is spreading widely from person to person</li> <li>• Major disruptions to daily life (e.g. school closures, work from home orders, significant number of deaths)</li> </ul>	<ul style="list-style-type: none"> <li>• Elders &amp; Pastoral Team to monitor the situation and administer <b>contingency plans</b> when needed to ensure that <b>essential church/body life and operations</b> carry on.</li> <li>• <b>Communication</b> – Reminders/Announcements via WhatsApp, e-Notices, Facebook, Posters, Bulletin:             <ul style="list-style-type: none"> <li>➤ <b>Be socially responsible</b> – if unwell, see a doctor and stay at home and <b>do not come to church</b>, wear a surgical mask if need to go to public places, observe Leave of Absence (LOA) for 14 days if just returned from China</li> <li>➤ <b>Self-check your own temperature</b> before coming to church service or activities</li> <li>➤ <b>Maintain good personal hygiene</b> – wash your hands frequently with soap and water, avoid touching your face, cover your mouth with a tissue paper when coughing/sneezing</li> <li>➤ <b>Look out for authorized health advisories</b> and <b>comply</b> with additional <b>control and precautionary measures</b></li> <li>➤ <b>Practise social distancing</b> – <b>avoid crowded areas</b></li> </ul> </li> <li>• <b>Sunday Services:</b> <ul style="list-style-type: none"> <li>➤ <b>Temperature screening</b> for all before entering into the Sanctuary and other meeting venues</li> <li>➤ <b>Hand sanitizer and surgical masks</b> made available at the entrance to Sanctuary</li> <li>➤ <b>Refrain from hugs and handshakes</b></li> <li>➤ <b>Collect ALL visitors' info</b> in case of <b>Contact tracing</b></li> <li>➤ <b>Holy Communion</b> - replace bread and wine with <b>individually sealed wafer/cup set</b>. To maintain the symbolic unity of the one loaf/cup, the presider will break the loaf &amp; pour from the cup into a few cups for himself/the stewards to partake</li> <li>➤ <b>Ventilate</b> enclosed spaces as often as possible</li> <li>➤ <b>Lead congregation in prayer</b> for nations and individuals affected, for our government leaders to make wise, timely and measured decisions</li> <li>➤ <b>Elders and Pastoral Team to take precautionary measures</b> (use hand sanitizers) and be ready to minister/pray for those affected.</li> </ul> </li> <li>• <b>Ministry Activities:</b> <ul style="list-style-type: none"> <li>➤ <b>Suspend Planters &amp; SLEC Meetings</b> until further notice as this is the vulnerable group (older folks)/group size &gt; 50 pax</li> <li>➤ <b>Consider suspending other group meetings</b> (CCG, SNL, SEED, BANG, Jesus Club)</li> <li>➤ <b>Compulsory temperature screening</b> for all attending group meetings (if any) if the group size &gt; 50 pax</li> <li>➤ <b>Avoid unnecessary/non-essential gatherings &amp; meetings</b> – use alternative means (Skype, WhatsApp, etc.)</li> <li>➤ <b>Inform the pastors/elders/church office</b> about those who are unwell for prayer and support</li> </ul> </li> <li>• <b>Scenario - Infected Case(s) happening in BCBA:</b> <ul style="list-style-type: none"> <li>➤ <b>Suspend Sunday Services and all Church meetings for 2 weeks</b> and monitor situation/review</li> <li>➤ <b>Live stream/pre-record sermons</b> to all small groups (Planters, CCG, SNL and SEED) meeting in homes</li> <li>➤ <b>Contact tracing</b> – play back CCTV</li> </ul> </li> </ul>
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