

Southminster Presbyterian Church Reopening Plan

Phase Two: Limited Office and Small Group Opening

June 1 -August 1, 2020

- 1) Anyone entering the building (including staff) is asked to perform a self-health-assessment beforehand. (*temperature check, no cough, no flu-like symptoms*).
- 2) Anyone in the church is required to wear masks in public spaces,
 - a. maintain six-foot distancing, and wash hands upon entering building (*Alcohol gel available at all entrances and office*).
- 3) **Worship service livestreamed from the sanctuary with less than 10 people in the Sanctuary/Narthex area for leadership and production.**
- 4) Encourage use of online and mail giving. Call Sharon at 937-433-1810 with questions.
- 5) Pastoral Care phone calls and Care Connection phone calls.
- 6) Accelerated cleaning and sanitization.
- 7) **Church members may meet in groups of ten (10) or less** in the CFC, Community Room, or Community room. More than 10 can meet outside if there is proper social distancing and masks are worn. Members must wear masks and keep a six-foot distance from other individuals or families.
 - Group leader is responsible for ensuring that all high-contact surfaces are wiped down before leaving.
 - Contact information will be gathered of all persons entering the building. Information will be used for contact tracing if an attendee later tests positive for COVID-19. If someone tests positive within two weeks of attending Southminster, they are asked to contact Nancy Birdsong or Laura Nile, who will keep names confidential and notify other attendees.
 - Group leader is responsible for gathering information on the sign-in sheet and turning the sheet into the SPC office. Contact information will be kept in a binder in the office, only to be used for contact tracing. Lists will be shredded after 2 months.
- 8) High-risk individuals (*over 65 or with preexisting conditions*) are encouraged to stay home for their own safety.
- 9) It is recommended that Session, Deacon, and Team meetings continue to take place through Zoom, Skype, or by phone.
- 10) **Office:** (staff, volunteers and visitors)
 - two persons allowed in the common area of the office, and all should wear masks.
 - If a visitor doesn't have a mask, the staff will offer a disposal mask. These get expensive, so it is helpful if visitors wear their own.
 - Plexiglass is on the credenza as you enter the office and on the volunteer desk. When behind the plexiglass, the volunteer does not have to wear the mask but should put one on if going into an office or the kitchen area.
 - Visitors are asked to wait outside if they already see more than the number of people listed above.
 - Limited "official" office hours with one volunteer at a time to cover phones from 9:30 a.m. to 12:30 p.m.
 - Staff will have a combination of time working in the office and time working from home, with the exception of the Pastor/Head of Staff who will primarily work at the church. Staff meetings are by Zoom.

11) Vacation Bible School will be online, except for the last event that will be outside with masks, distancing, hand sanitizer and other safety precautions. This event is allowed to exceed the 10 person limit.

12) Youth Ministry Trip has been cancelled.

13) Non-church group rules (10 or less allowed to gather when scheduled)

- 1) Group leader and participants to sign a waiver, holding the church not liable if they get Covid-19. (If participants are under the age of 18, parents will sign.)
- 2) Group leader to sign a covenant on behalf of the group to follow guidelines.
- 3) We reserve the right to terminate the ability to use the building if guidelines are not met.
- 4) Group leader is responsible for gathering contact information for all participants. Information is to be used for contact tracing if a participant tests positive for COVID-19 after attending an event at the building. (Names will be confidential.)
- 5) Group leader is responsible for ensuring that all high-contact surfaces, (such as tables, doorknobs and light switches), are wiped down before leaving. Groups are expected to bring their own cleaning supplies and all supplies must be EPA approved.
- 6) Exercise groups are not allowed to meet in the building at this time, due to the added risk of aerosolized droplets.

Phase Three: Limited Worship Opening DRAFT

Target Date, August 1, 2020

To be implemented when circumstances warrant, but not earlier than Ohio Department of Health lifting the ten (10) person public gathering prohibition and allowing for enough people that anyone who chooses can come to worship. *(We will not utilize the religious exemptions by exceeding state gathering limits but will abide by the best wisdom for keeping our members and visitors safe.)*

Sunday Worship:

- 1) Worship Services will be both “in-person” and livestreamed.
- 2) High-risk individuals (*over 65 or with preexisting conditions*) are encouraged to stay home and watch the livestream for their own safety.
- 3) Total sanctuary attendance may not exceed 100.
Overflow in the Community Room may not exceed 25.
- 4) Congregants are required to wear a mask for the protection of others. Masks will be available for those who don't have them. Upon arrival, congregants will be asked if they have had shortness of breath, cough, fever or any flu-like symptoms.
- 5) All congregants will have their contact information gathered by volunteers for **confidential** contact tracing.
- 6) If someone has a positive COVID-19 test after attending a service, they are asked to notify the pastors who will keep the name confidential but will initiate contact of all attendees for contact tracing and isolation measures.
- 7) Pews will be marked and chairs moved to encourage social distancing. Worshiping families and individuals are to sit at least six feet apart from others.
- 8) No coffee hour and no food or beverage service.
Fellowship: Please can talk with one another outside, with masks and social distancing
- 9) Nursery Care will resume when staffing, (2 adults or one adult and one responsible teenager, at least 16 years old, at all times), can be guaranteed. When nursery care resumes, no more than 4 children will be allowed in the nursery at a time. Children that age shouldn't wear masks, but care givers will wear masks.
- 10) Children's Sunday school and Children and Worship will resume following all social distancing guidelines.
- 11) Music: There can be no congregational singing of hymns or full choir until it is considered safe again. Groups of a maximum of 5 singers can stand, socially distanced, in the choir loft to sing

ensembles choral music. We already have put up plexiglass shields. Choir practices will be socially distanced in the Sanctuary. Bell choir will rehearse, socially distanced, in the fellowship hall (CFC) with one ringer per table. When they play for worship in the Sanctuary, they will do the same.

- 12) Communion: The pastors (and possibly 2 other servers) will stand on the floor level in front of the Chancel and will have masks and gloves. Individual congregation members or family groups will come forward with 6 feet between them. The bread will be dropped in their open hands with tongs. The cup will be handed to them on a tray with just their cup. (This way, only the gloved server will risk touching someone else's cup.) They will be asked to partake of the elements and drop the empty cup in a receptacle provided nearby, before returning to their seats.
Communion Preparation: Those who prepare the bread and juice must wear masks and gloves.
- 13) No passing of offering plates. We will have baskets on long handles that ushers will hold in front of a group of members at each side of the pew. We also will have a box or basket in the Sanctuary and the Narthex for those who want to drop their offerings there.
- 14) The Community Room will be used as overflow seating if sanctuary capacity is met.
- 15) Encourage use of online and mail giving.
- 16) Real time cleaning of doors, handles, bathrooms, and elevator (*will require additional volunteers or staffing*).
- 17) A volunteer "Safety Shepherd" will be on duty every Sunday to be the point person for all safety procedures.

Weekday Church Protocol

- 1) Church open to mid-week gatherings allowed with attendees wearing masks and maintaining 6-ft social distancing. Gathering size limits will vary by room and space. Schedule through the office.
- 2) Anyone entering the building (including staff) is asked to perform a self-health-assessment beforehand. (*temperature check, no cough, no flu-like symptoms*).
- 3) Everyone in the church building is required to wear masks in public spaces, maintain six-foot distancing, and wash hands upon entering the building. (*Alcohol gel available at all entrances and office*).
- 4) Office:
 - Regular office hours will resume.
 - two persons at a time allowed in the common area of the office, and all should wear masks.
 - If a visitor doesn't have a mask, the staff will offer a disposal mask. These get expensive, so it is helpful if visitors wear their own.
 - Visitors are asked to wait outside if they already see more than the number of people listed above.
- 5) With the permission of the facility and with necessary protective equipment, hospital, nursing home, and health care facility visits may resume.
- 6) Session, Deacon, and Team meetings can take place through Zoom or Skype until elders, deacons and other members feel it is safe to meet at the church.

Non-church group rules

- 1) Attendees will wear masks and maintain 6-ft. social distancing. Gatherings size limits will vary by room and space, and must be scheduled through the office.
- 2) Group leader and participants to sign a waiver, holding the church not liable if they get Covid-19. (If participants are under the age of 18, parents will sign.)
- 3) Group leader to sign a covenant on behalf of the group to follow guidelines.
- 4) We reserve the right to terminate the ability to use the building if guidelines are not met.

- 5) Group leader is responsible for gathering contact information for all participants. Information is to be used for contact tracing if a participant tests positive for COVID-19 after attending an event at the building. (Names will be confidential.)
- 6) Group leader is responsible for ensuring that all high-contact surfaces, (such as tables, doorknobs and light switches), are wiped down before leaving. Groups are expected to bring their own cleaning supplies and all supplies must be EPA approved.
- 7) Exercise groups are not allowed to meet in the building at this time, due to the added risk of aerosolized droplets.

Southminster's COVID-19 Safety Team:

Chair: Marie Sutton (BSW, LSW, CHP-SW, APHSW-C, works with Hospice)

Team: Sharon Boyko (RN), Holly Woods (RN)

Bill Boyko (microbiologist, biology professor at Sinclair)

Jerry Craig (part of SPC staff and congregation member who knows building issues and past emergency procedures)

Advisors: Laurie Bankston (M.D.), Steve Davis (Atty.)

Staff Liaisons:

Nancy Birdsong (Pastor/Head of Staff), Laura Nile (Associate Pastor)

Sharon Ark (Business and Finance Administrator)