

Centenary UMC (CUMC) Stage 2 In-Person Reopening Plan

CUMC's Healthy Church Team (HCT) is requesting to start in-person worship during Stage 2 no earlier than July 26, 2020 based on the following plan and in accordance with the Technical Assistance Manual (TAM). We plan a single service starting at 9:30 a.m. Live online streaming via Facebook will be used for those who prefer to stay home for worship. Our insurance company was contacted, and we are covered for any liability issues that might occur. See Exhibit 1 for a layout of the facility and control points.

This plan works to uphold the 3 Simple Rules:

Do No Harm/Do Good/Stay in Love With God

The largest threat is by contact with someone who may show the following COVID-19 symptoms: shortness of breath, cough, headache, fatigue, vomiting, loss of taste or smell, chills, fever, muscle aches, sore throat, or nausea. Those presenting or confessing these symptoms will not be allowed to volunteer and/or attend in-person worship as per the Entryway Health Acknowledgement Poster (Exhibit 2) protocol. We will also continue to monitor people who confess exposure, are evidently not sick, but may otherwise be asymptomatic.

The required Prescreening Health Form must be filled out by congregants who hope to attend Sunday worship using the VAUMC online form (available at <https://evc.vaumc.org/open/worshipregistration/Page1.cfm>) at least four days prior to the event date. When a prospective congregant arrives for church, he/she will be invited to read the Entryway Health Acknowledgement Poster and confirm its directives. For those who confirm their compliance, a registration table attendant (see Exhibit 3) will make a record of attendance, collect his/her phone number and email, and record that he/she has confirmed their compliance. If someone cannot confirm compliance, he/she will not be allowed into the building for in-person worship but will be invited to worship at home online. Additionally, prospective congregation members who exhibit signs of illness will be screened by the clergy and approved or denied admittance into the church building and sanctuary. See Worship Service Execution Plan, paragraph 2.

CUMC clergy will end a service immediately if anyone refuses to comply with the Stage 2 safety protocol. An announcement and short benediction will end the service. Congregation members will be ushered out from the sanctuary from back to front, using the side aisles, as per our Ingress/Egress Plan.

Based on the Reopening Stage 2 TAM, these items will be adhered to:

Stage 2: CUMC Transition Requirements

General Requirements

1. Continue HCT to self-monitor church compliance.
2. There will be no nursery or children's ministry provided.
3. There will be no Sunday school program coordinated in conjunction with corporate worship.

4. There will be no coffee or fellowship time before or after the service.
5. The maximum capacity of the sanctuary nave area is 700 people. While 50% capacity is no more than 350 attendees, to achieve adequate physical (social) distancing separation, we will limit attendance to 200, including volunteers and clergy. This capacity limit of 200 people is in force for all corporate worship services of all different rites at Centenary UMC. (Please see Execution Requirements, page 4, paragraph 6, and photograph in Exhibit 4.)
6. Children may attend if they can wear a mask during the entire service. If they cannot keep a mask on, their parent/guardian will be asked to take them outside. If the family cannot comply, the clergy will immediately end the service. An announcement and short benediction will end the service. Congregation members will be ushered out from the sanctuary from back to front, using the side aisles, as per our Ingress/Egress Plan.
7. When communion is part of the Sunday worship service, we will use pre-packaged elements for each attendee to take home after the eucharist is celebrated (handled per Attachment F of the TAM). Communion will be celebrated, as normal, with a loaf of bread and full chalice, with pre-packaged take-home elements on the altar table. When the time comes to “give the bread and cup”, gloved ushers will transport communion elements to the table in the narthex where they will be distributed by placing them on the table in such a way that one person reaching for one pre-packaged unit will not cross-contaminate other pre-packaged units on the table.
8. Should a need arise for baptism, the sacrament of baptism will be celebrated as an act of worship using best practices informed by “Resuming Care-Filled Worship and Sacramental Life During a Pandemic” found at <https://www.ministrymatters.com/all/entry/10369/resuming-care-filled-worship-and-sacramental-life-during-a-pandemic>. Face coverings and all other applicable Stage 2 protocol requirements found in Attachment D of the TAM will be observed.
9. Should the need arise, the church will host services of Christian marriage. Face coverings and all other in-person worship protocol restrictions apply. (See Attachment D of the TAM.)
10. When the need arises, the church will conduct services of death and resurrection. Face coverings and all other in-person worship protocol restrictions apply. (See Attachment D of the TAM.)
11. CUMC will continue to live-stream via Facebook for all who desire to join us for worship but would rather stay home.
12. There will be no summer camps or VBS.
13. Other non-worship gatherings at CUMC will be limited to 50 people or less and may be held in accordance with protocol requirements provided in Attachment E of the TAM. Health forms, face coverings, physical (social) distancing and disinfecting the meeting areas is mandatory for use. Both internal ministry leaders and outside church group leaders will be briefed on the TAM requirements found in Attachment E and will be required to submit a protocol for meeting should they wish to return to the church for in-person meetings.
 - Childcare, up to age 12, will be permitted provided:
 - Childcare organizations shall comply with Center for Disease Control (CDC), Department of Social Services (DSS) and accreditation agencies’ requirements for in-person childcare and instruction.

- The childcare provider shall share their plan and obtain approval from the trustees of CUMC.
- The plan will be shared with the District Superintendent for his/her review.
- Other outside groups that use our facility and may seek reentry include, but are not limited to, Alcoholics Anonymous (AA), SPOT, American Red Cross Blood Drive, and other neighborhood civic groups.
 - The Yoga Class and the Churchland Football Association Cheerleaders will not be permitted to return until provisions for these activities are made available in future reopening stages. (There is no way to ensure that Stage 2 restrictions can be enforced for such activities.)

Worship Service Preparation Requirements

1. The narthex, sanctuary, office, and restrooms will be cleaned prior to and after each service. See Exhibit 1 for Church In-Use Diagram. All material has been removed from the pew racks/seats/narthex (see Exhibit 5).
2. A digital bulletin will be available via an RC link for individual digital devices. Slides on the projection/TV screens and accompanying online video will guide the service and any worship calls and responses to be spoken by worship leaders and congregants.
3. An offering receptacle will be available in the narthex for congregants to make contributions before and after the service.
4. Prior to the service, high touch areas will be cleaned by our professional custodial service (Jani King) in accordance with the guidance in the TAM (AV equipment, narthex table, entrance doors, pew tops, sanctuary benches, restrooms, counting table and adding machine, and any altar furniture used during the service.)
5. All volunteers and worship attendees must pre-register with the church to let CUMC's clergy know their intention to attend and that pre-screening can be completed. Either the approved form on the Virginia Conference website or the Entryway Health Acknowledgement Poster, Exhibit 2, can be used by volunteers and attendees. Using the form on the website will help us anticipate attendance. (Note – If a person has breathing difficulties and cannot wear a face covering, the person cannot attend an in-person service in this stage or any stage where a face covering is required.)
 - Note – The form is available on the VAUMC/EVC website (<https://evc.vaumc.org/open/worshipregistration/Page1.cfm>).
 - New Visitors – A new visitor who has not completed pre-registration will be asked to acknowledge that they have read and agreed to the Entryway Health Acknowledgement Poster. Their name, email and phone number will be recorded by the registration table attendant. Following the service, we will text or email the visitor with church information and the registration link for future attendance.

Worship Service Execution Requirements

1. The sick must stay at home. (See the above common symptoms under Do No Harm/Do Good/Stay in Love With God.)
2. In-person pre-attendance temperature checks are no longer required for church attendance, but we will have two infrared no-contact thermometers at our registration table for those whose health claims are in question and for anyone who would like to

know their temperature before attending the service. Our volunteers will be required to have a temperature check and fill out a detailed Health Screening Form before being allowed to serve. Congregants who wish to attend are required to do a temperature self-check at home before attempting to come to the church facility. (Temperature less than 100.4°F means no fever.)

3. Face coverings will be required for all people, including children, for all in-person worship services. Anyone unable to wear a face covering cannot attend an in-person service. Volunteers will maintain a 6-foot separation when ushering and seating attendees. Please see Ingress/Egress Diagram, Exhibit 6.
4. Disposable gloves will be worn by greeters, ushers, communion helpers and other volunteers.
5. The signs required (Safety First, 7 Steps to Prevent the Spread of COVID-19, and Masks Required for Entry – Exhibits 7 through 9) will be posted at the sanctuary entrance.
6. The maximum capacity of the sanctuary nave area is 700 people. While 50% capacity is no more than 350 attendees, to achieve adequate physical (social) distancing separation, we will limit attendance to 200, including volunteers and clergy. This capacity limit of 200 people is in force for all corporate worship services of all different rites at Centenary UMC. (Please see General Requirements, page 2, paragraph 5, and photograph in Exhibit 4.)
7. Strict physical (social) distancing (stay 6 feet or more away from others) when entering the building, waiting for the service to begin, and exiting the building will be enforced by the volunteers. Those who do not comply will be asked to leave. If they refuse to leave, the service will be stopped. An announcement and short benediction will end the service. Congregation members will be ushered out from the sanctuary from back to front, using the side aisles, as per our Ingress/Egress Plan and Diagram. (Please see Exhibit 6.)
8. Strict physical (social) distancing (stay 6 feet or more away from others) will be enforced in sanctuary seating. Unavailable pew rows and bench seats will be marked with painter's tape. (See Exhibit 4.) Family groups who share close quarters may sit together but must maintain a 6-foot separation from other individuals and family groups. This will be monitored by the volunteers. Also, families with children should sit near the exits in case the child removes the face covering and will not put it back on.
9. Based on the prevailing health guidelines, there will be no singing for in-person worship. A piano/organ prelude/postlude may be played with no accompanist or congregational singing. Any other hymns/music performances will be virtual and displayed via recorded video on a projection/TV screen. Congregational hymn singing and responsive singing is prohibited. No woodwind instruments are allowed for in-person worship.
10. Children may attend if they can wear a mask during the entire service. If they cannot keep a mask on, their parent/guardian will be asked to take them outside. If the family cannot comply, the clergy will immediately end the service. An announcement and short benediction will end the service. Congregation members will be ushered out from the sanctuary from back to front, using the side aisles, as per our Ingress/Egress Plan.
11. One ladies' and one men's restroom will be available for emergency use. Attendees will be encouraged to use facilities outside the church before they arrive and after they depart.
12. There will be no handshake or hugging, enforced by volunteers.
13. When communion is part of the Sunday worship service, we will use pre-packaged elements for each attendee to take home after the eucharist is celebrated (handled per

Attachment F of the TAM). Communion will be celebrated, as normal, with a loaf of bread and full chalice, with pre-packaged take-home elements on the altar table. When the time comes to “give the bread and cup”, gloved ushers will transport communion elements to the table in the narthex where they will be distributed by placing them on the table in such a way that one person reaching for one pre-packaged unit will not cross-contaminate other pre-packaged units on the table.

14. Physical (social) distancing (stay 6 feet or more away from others) will be enforced during dismissal. (Dismissal will be by rows, back to front, from the side aisles, and directed by the volunteers.)
15. Water fountains will be bagged and taped with an “Out of Use” sign displayed. (See Exhibit 10.)

Post Worship Service Requirements

1. After each service, high touch areas will be cleaned (AV equipment, narthex table, entrance doors, pew tops, sanctuary chairs, restrooms, and any altar furniture used during the service), and these items/areas will remain closed until the next service.
2. Pre-registration forms will be collected and secured by the clergy, with the assistance of EVC.

Because the health and safety of CUMC is the utmost priority, the selection of healthy and low risk volunteers is crucial. It is very important that all our prospective volunteers self-monitor for COVID-19 symptoms (e.g., fever above 100.4°F, cough, shortness of breath or difficulty breathing, fatigue, sore throat, headache, muscle pain, gastrointestinal issues, chills, and new loss of taste and/or smell) and complete a Prescreening Health Form (long) before being cleared to serve as a volunteer. Anyone who presents with two or more of these symptoms or feels sick will not be allowed to volunteer. High risk individuals (persons with pre-existing medical conditions or comorbidities) will not be eligible as volunteers due to the possible increased exposure of volunteer service. The HCT and clergy will verify that designated volunteers meet the criteria to assist in worship session execution.

Once approved, information in this plan will be mailed to each member of the congregation with detailed information on how to pre-register. In addition, volunteers will attend a training session prior to the first worship session. The minimum number of volunteers we believe we need for the congregation we anticipate is:

- 1 clergy and 1 laity
- 1 audio-visual tech/altar guild
- 2 ushers/counters
- 2 outside greeters/health screeners
- 2 Traffic Flow Team members

The maximum capacity of the sanctuary nave area is 700 people. While 50% capacity is no more than 350 attendees, to achieve adequate physical (social) distancing separation, we will limit attendance to 200, including volunteers and clergy. This capacity limit of 200 people is in force for all corporate worship services of all different rites at Centenary UMC. (Please see General Requirements, page 2, paragraph 5, and photograph in Exhibit 4.)

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The parking lot and driveway are large enough to provide adequate parking space and vehicle separation for the number of worship attendees CUMC normally has.

CUMC Ingress/Egress Protocol

As per regular traffic patterns, all cars entering the church property do so from Cedar Lane through the south apron. A parking lot monitor will stop each car and instruct them to park on the paved lot, north of the church building. Where possible, each driver will be advised to park in every other space, providing adequate distance between cars. Our Traffic Flow Team will ensure proper vehicle spacing in compliance with the TAM, page 6, bullet 2. See Exhibit 6.

All prospective congregants will enter the church building through the tower room's west entrance. Both west entrance doors will remain open for entrance until service time when all exterior doors will be secured to the outside.

Congregants will enter the sanctuary using the center aisle (see Exhibit 11) and will load into the pre-marked, physically (socially) distanced pew benches from front to back on either side of the church sanctuary.

This pattern may change to accommodate a second service sometime in the future.

At the conclusion of the service, congregants will be dismissed by row, back to front, by the side aisles and will return to their parked vehicle through the north door of the narthex area. As per current traffic patterns, vehicles will exit the parking lot using the north side driveway and apron onto Cedar Lane. See Exhibit 6 for Ingress/Egress Diagram.

Listing of Exhibits

- Exhibit 1 Church In-Use Areas and Control Points
- Exhibit 2 Entryway Health Acknowledgement Poster
- Exhibit 3 Photographs of Screening Tables
- Exhibit 4 Photographs of Physically (Socially) Distanced Pew Use
- Exhibit 5 Photograph of Materials Removed from Pews
- Exhibit 6 Ingress/Egress Diagram
- Exhibit 7 Safety First – Practice Social Distancing Sign
- Exhibit 8 7 Steps to Prevent the Spread of COVID-19 Sign
- Exhibit 9 Masks for Required for Entry Sign
- Exhibit 10 Photograph Showing A Bagged and Taped Water Fountain
- Exhibit 11 Enter Sanctuary Through Center Aisle Sign
- Exhibit 12 Restroom Out of Use Sign
- Exhibit 13 Photograph of Stop Sign