

Brenthaven Church
Suggested Plan of Action for In-Person Worship

I. Communication

- A. Communication to the congregation is key as we make plans for worshipping in person. We plan to communicate with the congregation in the following ways:
1. Information will be included in the newsletter two weeks before our first Sunday together.
 2. This information will also be included on the website.
 3. A video will be shared on Facebook and YouTube.
 4. Mass communication (text, email and phone) will be sent out through OneCallNow
- B. The communication will include the following:
1. We must be honest that we cannot guarantee safety for everyone.
 2. We will insist that the following folks stay home
 - a. Tested positive in the last 14 days for COVID-19
 - b. Those who have been knowingly exposed to the virus
 - c. Those who have returned from recent international travel
 - d. Anyone who feels sick
 - e. Those running a temperature 100.4 and above
 3. Stay home if you have these symptoms:
 - a. Experiencing a cough, shortness of breath, or sore throat
 - b. A fever in the last 48 hours? Check temp before coming <100.4
 - c. New loss of taste or smell
 - d. Vomiting or diarrhea in the last 24 hours
 4. Everyone should consider their own circumstances and make the best decision for themselves and their family. However, the CDC suggests that the following groups are most vulnerable:
 - a. Persons over 65 years old
 - b. Persons with respiratory conditions
 - c. Persons with cardiovascular conditions
 - d. Persons who have suppressed immune systems
 5. We are taking these measures to minimize the risk to everyone. Our way of showing that we “Love our neighbors.”
 - a. We will be following social distancing protocols by maintaining 6 feet from others in pews.
 - b. We will be requiring everyone to wear a mask while in the church building.
 - c. We will not be having physical greeting time like shaking hands or hugging
 6. If they are not comfortable attending at this time or fit in one of the categories above and can’t, we will still be streaming the services and are in full support of their decision to stay home. Their health is our first priority.
- C. Shepherd Groups
1. Elders will contact their Shepherd Groups to check on the intention of attendance. Basically, get an RSVP so that there is some idea of the numbers expected.
 2. A script will be given for those needing to know exactly how to word it. We don’t want anyone feeling pressured into attending.

3. Shepherds should keep track of who is not planning to attend, so we can do special outreach with those people (include them in doing videos for worship, have kids outreach as part of VBS, etc.).

II. Preparation before Worship

A. Building Preparation

1. Every other pew will be taped off. After measuring, that gives about 82 inches of clearance, front to back.
2. Seats will be available on the ends of each pew for families or those living in the same household
3. The sanctuary will be cleaned prior to gathering.
4. Those volunteering to clean it after worship will be asked to wait 48 hours before cleaning so that any aerosols will have been dissipated by then.
5. Stations will be available at each sanctuary door entrance and will include hand sanitizer, masks and Kleenex. Gloves are not required.
6. Water fountains will be marked closed with tape.
7. The kitchen will be closed up.
8. No coffee, beverages or meals will be served.
9. Soap and paper towels in bathrooms
10. Signs posted:
 - a. Welcome - we are so glad you are here to worship! Please take a moment to review our COVID 19 safety procedures to ensure a safe worship experience for yourself and others. Feel free to ask our ushers if you need any assistance and we would be happy to help!
 - b. Bathroom – encouraging persons to go in as a family or wait until others are out
 - c. Hand washing – guidelines on suggested hand washing posted on mirrors in bathroom

B. Service Preparation

1. Have persons designated to open outside doors on the north and south sides (if we cannot get them to stay open on their own)
 - a. They will wear a mask
 - b. They will wear gloves
2. The sanctuary doors will remain open throughout our time together.
3. Masks will be handed to every adult and youth to wear, if they do not have one and if medically tolerated. Children under age 2 SHOULD NOT wear a mask.

III. Worship Service

A. Ushers will give out bulletins and show open seats.

1. They will wear a mask
2. They will wear gloves

B. No socializing or congregating in narthex, halls or classrooms

C. Persons will be asked to go directly to sanctuary and find a seat

D. Wearing masks at all times is required.

- E. Greeting - pastor Kip to take time to say welcome others into worship while practicing your social distancing “I know y’all want to hug each other but not quite there yet! Please welcome one another while maintaining the distancing measures put into place.”
- F. The service will be shortened to around 40-50 minutes.
- G. Members of same household should sit together in same pews.
- H. Seat more medically vulnerable people more towards the rear of the Sanctuary
- I. Reinforce social distancing protocol of maintaining 6 feet from others
- J. Choir – there will be no choir or choir practice.
- K. Congregational Singing - Wearing masks would be a requirement for singing. So, we will hold off on congregational singing for a couple of weeks until we see how folks are doing with masks.
- L. Special Music – Individual/family singers or instrumentalists will be used
- M. Communion – prepackaged elements will be placed before the service in holes on back of pews. We will ask folks to take them out and throw away following the service
- N. Offering – the plates will not be passed but will be positioned at each door to allow folks to drop it in the plates (or box)
- O. Roll – the roll books will not be passed. A card will be placed on pews for families to collect date, names, and contact information for all attendees. (Information may be required by Health Department in case of an outbreak.)
- P. No Sunday school, nursery or wee worship for a while
- Q. Services will continue to be streamed live.

IV. Dismissal

- A. At dismissal, we will ask folks to go directly to parking lot.
- B. Stagger dismissal at the end of the service to avoid crowding in the Narthex (similar to the way we stagger serving communion by sections of the church). Ushers can help here too.

V. Cleaning after Worship

- A. Have discussions with cleaning company about routines, EPA List N disinfectants, and options for deep cleaning if required.
- B. Close sanctuary and wait 48 hours minimum prior to cleaning or vacuuming (hepa filter recommended) to allow aerosols to settle.
- C. Cleaning crew should wear gloves.
- D. Routine weekly cleaning is acceptable for spaces (sanctuary) used once weekly.
- E. There are no gadgets (steamers or UV filters, etc.) that are recommended.

- F. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. Choose cleaning chemicals with (EPA)-approved disinfectant labels with claims against emerging viral pathogens.

VI. Health and Safety

A. Church provisions

1. The church will obtain masks, gloves, hand sanitizer, soap, paper towels, cleaning supplies, and tissues before opening. The church has also purchased one touchless thermometer.
2. Employees and volunteers should do COVID-19 symptom and temperature checks before each service.
3. Employees and volunteers will be sent home for symptoms or $T \geq 100.4$.
4. Employees and volunteers who do not have a mask will be provided with one.
5. Employees and volunteers will wear masks.
6. The church office will be locked to limit access and exposures there.
7. Maintain confidentiality of employee medical information.
8. Relay information at staff meetings and inform volunteers.

B. In Case of Illness

1. If someone who has been in worship lets us know that they have tested positive, we are responsible for letting the congregation who attended that worship service know that they have been exposed to someone who has tested positive.
2. We cannot provide the name of the person who tested positive – that is a violation of the law that protects patient confidentiality (HIPAA)
3. When we notify the congregation of a possible exposure, we need to tell everyone that they need to observe strict social distancing, wear a mask and wash their hands frequently for 14-days to avoid the risk of spreading COVID-19 to someone else.
4. The members who attended that service need to monitor themselves for any symptoms and seek medical attention/testing as indicated. Anyone who develops symptoms or tests positive should stay in quarantine as directed by medical professionals.
5. The health department will receive the notice from the lab about the positive test and will initiate contact tracing. We do not need to notify the health department.

C. Require any other groups that use our building to follow our guidelines.

D. Be willing and prepared to close the in-person services again if needed.

E. Keep this group together to assess any COVID-19-related issues that arise and to advise the Session.

F. A member of the church staff and/or Session will be responsible for staying up to date with Public Health announcements at least weekly with information and alerts about any new information which may need to be considered.

G. In discussions, the task force discussed a good time to re-open. The middle of June at earliest was the suggestion.