



June 12, 2020

OVERVIEW

These guidelines have been developed by the Healthy Church Plan Team to ensure that Baylake UMC is opened safely as various phases of reopening are executed. The guidelines have been created based on the Virginia Conference Handbook for Local Churches Guidelines, Center for Disease Control (CDC) General Guidelines for Religious Organizations, the Virginia- Forward-Phase-One-Religious Service Guidelines (Appendix 1).

GENERAL

This guidance is based on the recommendations of the guidance groups referenced above and is not intended to infringe on First Amendment rights as provided in the US Constitution. All decisions about implementing these strategies (e.g., alteration or reduction of services, event cancellations, other social distancing measures) will be made locally, in collaboration with local health officials who can help determine the level of transmission in the community.

HEALTHY CHURCH PLAN TEAM MEMBERS: The team members include Clark Cundiff (Pastor), Jan Taylor (Church Council Chair), Robert Howard (Lay Leader), Russell Fink (Trustee), Linda Huff (Kid's Day Out & Pre-school), Elizabeth Barnett (Director of Children's Ministry), Abbie Koke (Director of Youth Ministry), Wendy Howard (Communications & Technology Chair). The team will continue to monitor and revise the guidelines as we move through the phases and new information is available. (Appendix 2)

ALL Stages: When a person who is a confirmed COVID-19 case has been in the facility:

- **Coordinate with local health officials.** Once learning of a person with confirmed COVID-19 who has been in the facility, we will immediately notify local health officials. These officials will have guidance for our administrators and leaders to determine a course of action, which may include tracing contacts of that person.
 - o Local health officials can offer guidance for closing the facility or restricting access (who can enter or what areas of the facility can be accessed). An initial short-term closure may be recommended to allow time for the local health officials to gain a better understanding of the COVID-19 situation.
 - If necessary, we will implement flexible telework and leave policies, if possible, and provide instructions about how and when to safely return to work.

- During this time, we will make decisions in consultation with local health officials as to whether group activities that would have been held in the facility should be moved to alternate locations.
- **Clean and disinfect thoroughly.**
 - Our cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- **Implement alternative meeting and service options.**
 - We will provide video conferencing for meetings, small groups, and worship.
 - Mailed newsletters and printed copies of daily teaching guides may be options, especially to reach those without internet access.
- **Communicate with staff, volunteers, members, and the people you serve.**
 - In coordination with local health officials, we will communicate closure decisions, alterations to services, and the possible COVID-19 exposure.
 - In such a circumstance, the name of the person who is a confirmed COVID-19 case will be held confidentially.
 - Concerns of staff, volunteers, members, and the people you serve who are at higher risk for COVID-19 complications will be addressed.

Stage 2: This Stage is determined by the Bishop of the Virginia Conference of the United Methodist Church but subsequent to the Governor’s announcement that the Commonwealth is moving into Phase 2. Phase 2 for Virginia Beach was achieved on June 6, 2020 according to Governor Ralph Northam; therefore, the Bishop has also moved the churches to Stage 2 accordingly.

Plan for Stage 2:

- **Coordinate with local health officials.** Follow the guidance of local health officials related to the substantial transmission of COVID-19 within the community.
- **For Religious Services-** Digital worship will continue to be conducted using Facebook and You Tube platforms. The elderly and vulnerable population will be encouraged to stay home (Appendix 1). Limited In-person worship will be held using the mitigation outlined below.
- **For Sunday School, Small Groups and Committee Meetings –** Groups will only meet via Zoom Video Conferences or by using other technology.
- **For Children’s Ministry –** Children’s Church and Sunday School resources will be shared digitally.
- **For Funerals and Weddings –** Restrict number of attendees to 50% of building capacity with 6 ft of social distancing required. Baptisms will not be permitted.
- **For those entering the facility, the following mitigation strategies will be implemented.**
 - Signage about fever and COVID-19 symptoms will be posted at entry points. People who are sick will be required to stay home.
 - COVID-19 Practices reminder posters will be placed throughout the building. (*See poster exhibit in Appendix 3*)

- The number of people gathered will be not to exceed 50% of the sanctuary capacity with social distancing and cannot exceed the federal and state-enforced capacity limits by the Fire Marshall.
- Doors with high touch points will be propped open.
- Healthy hygiene practices will be encouraged including handwashing with soap and water for 20 seconds will be encouraged, appropriately covering coughs and sneezes, and avoiding touching one's face. Our usual Hand sanitizing stations will be available however, we encourage you to bring your own hand sanitizer.
- Require social distancing of 6 ft (except for family units) in all areas of the church. (Appendix 4)
- Require face covering to protect others from the spread of the virus.
- Usher / Ambassadors will use good hygiene and wear disposable gloves.
- Nodding, bowing, or waving instead of shaking hands, hugging, or kissing will not be allowed.
- Suspend the sharing of prayer books and worship materials including bulletins. Remove hymnals, bibles, and other material from the pew racks.
- Use a stationary collection box, mail, or electronic payment instead of the traditional shared collection trays or baskets.
- Congregational singing will not be allowed. Humming or saying the words will be permitted. Singing by the choir will be suspended.
- Modify communion practices:
 - Pre-packaged Communion elements should be on the Communion table during the service and communion liturgy.
 - Churches are encouraged to also include a loaf of bread and cup of juice on the communion table to be visibly blessed, broken and lifted by the Presider
 - The Communion table should be at least 6 feet from where worshippers are seated.
 - The Presider must wear gloves and face mask/covering. • Following the consecration of elements, the pre-packaged communion elements should be moved to a table near the exit(s) for worshippers to receive as they leave (using a tray or other container to move them from the communion table without touching them).
 - Worshippers will pick up the pre-packaged communion elements as they leave the worship space (these should not be handed out by volunteers/staff, as the 6 feet social distancing would be challenging).
 - Before partaking of the elements, worshippers should practice good hand hygiene.
 - Worshippers are invited to partake of the elements once they are in their cars, where they safely remove their masks, and are asked to dispose of the packages at their homes.
 - Churches should make sure to offer prepackaged gluten-free elements for those with gluten allergies/sensitivities.

- Children age 7 and older will be allowed to worship. Limited Childcare may be provided as determined by the District Superintendent. Nursery service will be suspended.
- Kids Day Out and Stratford Pre-School will not meet.
- Cleaning staff will be required to clean and disinfect all areas (e.g., offices, bathrooms, and common areas), focusing especially on frequently touched surfaces. (See appendix 5)
- Communications Plan (Appendix 6) – Health Check Form

Enforcement

What will the church do to enforce these requirements, rules, protocols, and guidelines?

In the event an attendee fails to follow these requirements, rules, protocols, and guidelines, including, but not limited to, the requirements for pre-worship self-monitoring, pre-registration, parking rules, facility use, and physical social distancing (stay 6 feet or more away from others), that attendee will be denied access and/or asked to leave. If an attendee refuses to abide by the rules after being asked to do so, the church must immediately end the service and send all attendees home. The person that violates the requirements, rules, protocols, and guidelines will not be allowed back on church property until he/she agrees to comply with all of the requirements, rules, protocols, and guidelines. The health and safety of our churches is the utmost priority, and ensuring everyone abides by the requirements, rules, protocols, and guidelines help protect everyone's health and safety.

GUIDELINES FOR EMPLOYERS:

All Stages for Employers

Development and implement appropriate policies, in accordance with federal, state, and local regulations and guidance, and by industry best practices, regarding:

- Social distancing and protective equipment
- Recommended no touch temperature checks
- Testing, isolating, and contact tracing
- Sanitation
- Use of disinfectant of common and high traffic areas

Stage 2

- Encourage telework where possible
- Employees return to work in phases
- Close common areas where people are likely to congregate
- Strongly consider special accommodations for personal who are members of the vulnerable population.

APPENDIX 1:

Vulnerable Individuals:

- 1) Elderly individuals (65+)
- 2) Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other such conditions requiring such therapy.

SOURCES:

- 1) https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Ffaith-based.html
- 2) <https://www.npr.org/2020/04/16/836489480/read-white-house-guidelines-to-states-for-reopening>
- 3) <http://doc.vaumc.org/News2020/HandbookforLocalChurches.pdf>
- 4) <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

APPENDIX 2: Healthy Church Team Questions

• **What have we learned?** • Ask the team to assess the ministry of the church during the shutdown period.

One of the most significant things we have learned is that while our mission to “make disciples of Jesus Christ for the transformation of the world”, and our vision to “reach the disconnected in our community” has not changed, the way we are executing the mission and vision has changed.

Ministry Assessment during the shutdown:

- Baylake UMC had a solid technological foundation of systems and processes already in place that made the transition to Digital worship and ministry via video conferencing a bit more seamless.
- Digital Worship (in our long-term strategy) – The church had a well-established social media presence on Facebook and Instagram that made the connection to current members easier. Through the capabilities of sharing worship and daily devotional streams, our digital viewership has grown with a viewing population outside of physical community created. We are working on upgrades to our sanctuary sound system, improving our mixing capability, and integrating our streaming capability directly into the amplification system for a better viewer experience. We are currently rethinking our worship format, innovating, and getting better at streaming every week. The learning curve related to this process has greatly been flattened.
- Ministry: As part of the technology infrastructure, our Zoom Video Conferencing was already in place and working. This allowed for us to continue to meet virtually without much disruption.
 - o Small Groups (offering some small groups via Zoom is in our long-term strategy) – Our small group ministry was able to continue with several groups meeting online weekly including bible studies and UMW circles.
 - o Committees – The committees in our governance structure including Church Council, Finance, Trustees, Lay Leadership, Worship, Reaching New People, and Mission were able to continue to meet. This allowed for conversation, innovation, and decision-making to continue on a timely basis. Governance and structure will be an area for evaluation as we desire to get to a more simplified structure.
 - o Children’s Ministry – Our children’s Sunday school lesson and children’s church time has been reimagined. After the creation of our church’s You Tube channel, our Children’s Director began to innovate by creating video messages and science projects for the children to do weekly, that were not too burdensome for the parents. She also found innovative ways to share bible videos and lessons! Our children also participated in outreach and mission projects including making artwork the was delivered to the residence at Baylake Retirement for Easter and Mother’s Day and packing Snack Bags for the homeless at the Judeo-Christian Outreach Center.

- New Innovations (Creating a culture of innovation is in our long-term strategy) – We have created new ways to connect with our church online with the implementation of a Facebook Live Noon Daily Devotional, Hymn Sings, and Coffee with Clark via Zoom weekly. We also created a “connecting” network so that every member is being connected with another member weekly. This is helping us to engage and build relationships with each other.
- Missions: Our missions team began to have a greater focus on helping our local community and doing more community engagement as follows:
 - Beach Bag Ministry – Our ministry to food insecure children at Bayside Elementary School continued with the adaption of a Friday delivery to the school during lunch time meal pick up.
 - Blessing our frontline workers – Snack bags were packed and thank you notes were written to the first responders at Ocean Park Rescue Squad. The Food Service workers at Bayside Elementary School were also acknowledge for their dedication to preparing meals for our children with cupcake treats from Flour Child Bakery. A double blessing to front line workers and small business!
 - Foodbank of Southeastern Virginia – We have organized teams that are going to help to pack food to be sent to their distribution partners throughout the region. A greater awareness of need in our local community has arisen. We also plan to partner with the Foodbank in their Food + Faith = Hope ministry which delivers meals to the elder.
- Communications – While we had several communications channels in place including mass emailing through MailChimp, Social Media accounts with Facebook and Instagram, modern website, and even written communication, we had to increase the frequency of messaging through all of the channels. All these communication strategies helped people be aware of the transitions that were happening and how they could still stay connected to us and God through it. Communicating the impact of mission and ministry has been critical to motivating our giving base.
- Gifts – There are many gifts that God has given us through this process.
 - A desire to reach more people in our local community through various technological platforms. We are reaching people to share the good news and giving hope to people during the challenging times of COVID-19.
 - Generosity – Whether it is mailing in a check or contribution online, our members have been faithful with their financial giving. This has helped us as a church to have a greater impact to responding to needs in our community.
 - Working together – We have learned to work together better and support each other. Through many of these transitions, we had to rely on the collective gifting of our team members.

Appendix 3 – COVID-19 Health Safety Posters



In an effort to reduce the risk of COVID-19 exposure and to help prevent the spread of the virus, you may not enter this building if you have had any recent exposure to the COVID-19 virus.

If any of the following apply to you, you may not enter this building:

- You have had close contact with an individual infected with COVID-19 within the last 14 days.
- You are currently experiencing, or have experienced in the past 14 days, fever, cough or shortness of breath.
- You have had close contact within the last 14 days with an individual suspected of being infected with COVID-19, including individuals exhibiting COVID-19 symptoms.
- You have traveled to an area that is under a Level 2, 3 or 4 travel advisory by the U.S. State Department.

If any of the above circumstances apply to you, **DO NOT** enter this building.

Contact our offices by phone for further information and guidance. Thank you for your cooperation.

ATTENTION

TO PREVENT THE SPREAD OF COVID-19, PLEASE WEAR A FACE MASK

THANK YOU

Practice **SOCIAL DISTANCING**

To prevent the spread of COVID-19, please maintain a distance of 6' from others

Please Wash Your Hands

Wet
your hands with clean, running water, turn off tap, and apply soap.

Lather
your hands by rubbing them together with soap. Lather the backs of your hands, between your fingers, and under your nails.

Scrub
your hands for at least 20 seconds.

Rinse
your hands with clean, running water.

Dry
your hands with a clean towel or air dry them.

Protect Your Health!

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid touching your eyes, nose, and mouth.
- When in public, wear a cloth face covering over your nose and mouth.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Protect Your Health!

Prevent and avoid the spread of infectious disease with these best practice health tips.

Symptoms of infectious disease can include:

- Runny Nose
- Sore Throat
- Fever
- Shortness of Breath
- Headache

And can be spread by:

- Personal Contact
- Infected Surfaces
- Airborne Transmission

Prevent and avoid the spread:

- Wash hands with soap or sanitizer frequently and thoroughly.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cover coughs or sneezes with your elbow or tissue if available.
- Dispose of dirty or used tissues or paper towels.
- Avoid close contact with people who are or appear to be unwell.
- Disinfect shared or frequently touched surfaces and objects.
- Stay Informed! New info on how to protect yourself and stay healthy is updated by the Center for Disease Control and prevention regularly. For the most current updates, visit [cdc.gov](https://www.cdc.gov)

GERMS

are all around you.



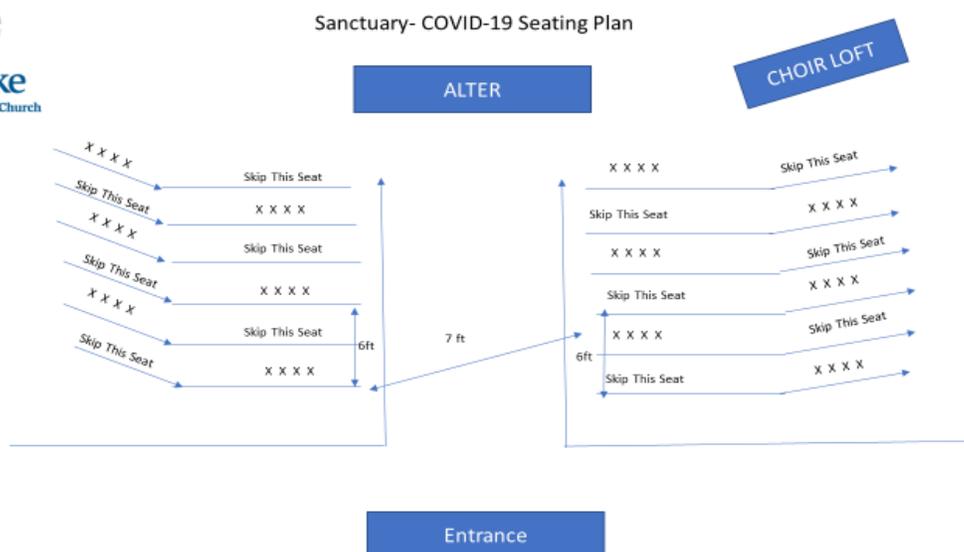
Stay healthy.
Wash your hands.



www.cdc.gov/handwashing

Appendix 4: Physical Distancing Plan [6 feet or more)

- How to maintain distancing entrances, sanctuary, restroom, narthex, and overflow areas
 - There are several ways that social distancing has been incorporated into the plan as follows:
 - Two sets of doors have been designated for entry and exit:
 - Glass double doors as the back-parking lot entrance into the Hospitality Center. Doors for entry will be marked with “Enter Here” yard sign.
 - Administrative door / ramp off the front-parking lot entrance into the Administrative Hallway and Sanctuary will be marked with “Enter Here” yard signs.
 - Social Distancing Reminder Floor Decals have been placed on the floors in high traffic areas to remind people to stay 6ft apart. Social distancing posters have been placed throughout the building.
 - The pews in the sanctuary have been sectioned off to separate worshipers / families 6ft apart both vertically and horizontally. Skip this seat posters have been placed on the pews to guide worshippers where to sit. (See diagram below)
 - Sections of the building will be closed including the second floor and the most western part of the educational wing first floor.
- Monitoring persons to help keep physical distancing
 - Ushers and Ambassadors will be used to remind worshippers about social distancing, as necessary.
- Reduce length of worship services to allow for congregants to come and go safely (if applicable)
 - One worship service is planned that will be approximately 45 minutes.



APPENDIX 5: Cleaning Plan

Cleaning Plan

- Clean the Church or confirm that it has been cleaned since it was closed
 - Our full-time facilities manager (Vernon Wiggins) has remained employed and active during the COVID-19 time. Each week, he cleans the building areas as follows:
 - Restrooms are cleaned, disinfected, floors are mopped, door handles are disinfected, and social distancing and handwashing hygiene reminders are posted.
 - In the sanctuary, he cleans and disinfects all railings including the alter rails, doors (high touch points), pews, vacuums carpet, remove trash.
 - In the hospitality area, clean and disinfect all common surfaces, sink and coffee pot, mops the floors, removes trash.
 - Educational (first floor) – cleans and disinfects surfaces, tables, doorknobs, and restrooms. Vacuums carpet and empties trash.
 - Administrative office is cleaned daily including disinfecting common surfaces and desktops, doorknobs, empties trash, vacuums carpet.
 - Kitchen is currently not being used so it is cleaned as deemed necessary.
 - Fellowship Hall is currently not being used so it is cleaned as deemed necessary.
 - Educational (2nd floor) is currently not being used so it is cleaned as deemed necessary. This floor will be roped off so that there is no admittance.
 - Exterior doors – Cleans and disinfects door handles and cleans glass on those doors that have it.
- Reduce touchable items in all areas
 - Hymnals, bibles, and other materials have been removed from the pew racks in the sanctuary.
 - Brochures and other materials in the hospitality center and Narthex have been removed.
- Reduce number of toys
 - When opened, our Nursery Director and staff will clean and remove toys according to the CDC/ Virginia Stat guidelines.
 - Outside playground will be cleaned and disinfected regularly.
- Hand sanitizer will be placed at entrances/exits. If possible and ask members to bring their own hand sanitizer. Wall sanitizing dispensers are currently on back order with Birsch.
 - Currently, we have hand sanitizing stations outside of all the restroom doors. Stations will be added at those designated entrances and exits.
- Cleaning between worship services (if applicable) and it will only involve wiping down common surfaces.
 - Only one worship service is currently planned since digital worship will continue.
- Turn off water fountains
 - Appropriate signage has been placed on drinking fountains to not use.
- Clean AV and computer equipment
 - Equipment is cleaned as part of the weekly cleaning.

- Cleaning Products
 - The cleaning products currently being used are purchased from Birsch. Our representative has steered us towards COVID-19 disinfecting products as outline by the CDC.
 - Chlorinated Disinfecting Tablets are added to the water for cleaning all the common surfaces and doors / handles.
 - Pine sol is used to disinfect the bathrooms.
 - Brasso for sanctuary door handles.
 - Streak free glass cleaner.
 - Bathroom floors are cleaned with bleach and dish detergent.
- Minimizing reasons persons would touch surfaces (doorknobs, etc.) while in the building - leaving some doors open during services
 - There will be designated entry doors clearly identified with “Enter Here” yard signs.
 - The designated entry doors and other sanctuary interior door will be propped open. Bathroom door will be propped open also.

APPENDIX 6: Communications Plan

Communication Plan

- Send out the communication to your members with the plan for services offered and any rules for attendance.
 - The church currently has several different communications channels including Mass email communications through MailChimp, Social Media sites that include Facebook, Instagram and You Tube, Website, and US postal mail.
 - These channels are used daily / weekly for updates about mission, ministry, worship, and small group opportunities.
 - All of these channels will be utilized to communicate the policies for worship and meeting during the various stages.
- Post the communication on your website along with the rules for attendance. If you don't have a website, post it on whatever social media platform you use.
 - Our website is modern and updated. It is used regularly as a tool for communication. This policy, along with a quick reference sheet, will be included on the website and also posted on social media sites. You can visit it as www.baylakeumc.org to see all the necessary communication.
 - The Health form requirement will be communicated weekly and posted on our website.
- Multi Soft Opening Experiences during weekdays.
 - Members will be invited to visit the building prior to worship should they desire. They can call the church office to make arrangements with our church secretary.
- Walk through video of what the new normal will be like.
 - We can do a video and place it on our various channels of communication.
- Develop signage: Directional, washing hands/sanitizer locations, seating.
 - This was discussed previously.
- Consider providing digital material for services ahead of time, including posting your bulletin on your website or social media platform and/or emailing your members the bulletin.
 - This is a current practice.