



June 24, 2020

## **Stage 2 – NON-WORSHIP GATHERINGS OF 50 OR LESS**

Our primary concern is to gather safely! Our plan fulfills the requirements of the Virginia Conference Technical Assistance Manual (TAM) provided by our Bishop Sharma Lewis. The plan includes guidance from Center for Disease Control and Reopen Virginia Plan. This document should be used in conjunction with the Baylake UMC Phase 2 Re-opening Plan found at <https://www.baylakeumc.org/covid-19/>. It is not our intention to infringe on anyone's right to gather together to share, learn and praise God.

**Healthy Church Team:** The Healthy Church Team was tasked to create a Plan for re-opening the church in a safe manner. The team members include Pastor Clark, Robert Howard (Lay Leader), Jan Taylor (Church Council Chair), Russ Fink (Trustee), Linda Huff (Kids Day Out & Stratford Preschool), Elizabeth Barnett (Children's Ministry), Abbie Koke (Youth Ministry), and Wendy Howard (Communications)

### **Requirements:**

During Stage 2, all in-person gatherings, indoor or outdoor, will be limited to no more than 50 persons with 6-foot social distancing between all persons (excepting those who are in household groups) and face coverings. This applies to all gatherings other than worship services, which have their own requirements above in Attachments B and D of the Virginia Conference Technical Assistance Manual (<https://vaumc.org/return/>). All of the Standards requirement in Attachments B and D have been applied to this plan including the provisions for Health Acknowledgement Forms, cleaning, face coverings, and proper social distancing.

### **Target Date – Week of June 28, 2020**

- Small groups, bible studies, and committee meeting will continue to meet via Zoom Video Conferencing unless otherwise specified by the group leader to meet in person.
- Adult Sunday School may meet in person on Sunday's as long as it is not during worship.
- All healthy persons are invited to participate in non-worship gatherings of 50 or less people and 6' social distancing requirement with face coverings.

## REQUIREMENTS FOR PARTICIPATION IN NON-WORSHIP GATHERS OF 50 OR LESS:

### *Prior to Attending Gathering*

- **Health Acknowledgement Form** provided in the Virginia Conference TAM will need to be completed prior to attending in-person gathering. This form will be provided to you and asks the standard questions related to COVID-19 Exposure. You will need to sign that you acknowledge the information on the form. In order to maintain confidentiality, the form will be reviewed and maintained by the Pastor only. The form must be filled out each week (the week runs Thursday to Wednesday) prior to attending a gathering. We encourage you to fill it electronically via this link <https://www.evc.vaumc.org/open/worshipregistration/Page1.cfm>. You will need to select "Elizabeth River" click "Next", then "Baylake UMC in Virginia Beach", click "Continue to Step Two".
- In-person **Registration Form** – The Registration Form that indicates your intention to attend the gathering, must be submitted weekly to your group leader. This will help us to ensure that we are in compliance with the requirements related to 6ft of social distancing.

### *The Day of Gathering - Prior to leaving home Health Check:*

- Stay Home if you are **Sick!**
- **Temperature Checks** – Take your temperature at home prior to leaving for your gathering. It must be below 100.4F to attend in-person worship.
- **Mask** – Bring your mask with you.
- Bring **hand sanitizer** with you.

### *Arriving for Gathering:*

- Park in the paved parking lot only.
- Observe 6ft social distancing when exiting your car.

### *Entering the Building:*

- Place your **mask** on your face prior to leaving your car.
- Enter the building through the **designated doors only**. The doors will be marked with "**Enter Here**" Signs. We are anticipating using the glass double doors off the back-parking lot, and the Administrative double doors off the front parking lot.
- Observe the **Social Distancing floor decals** to ensure 6ft of distancing and other COVID-19 Reminder Posters.
- No handshaking or hugging.
- Coffee service will be suspended.
- Observe the restroom social distancing requirements. (Skip this sink and stall signs)

- Leader must list of names who have turned in a Health Acknowledgement form and ask if there have any changes since report turn in.

*Designated Gathering Rooms:*

- In order to ensure proper 6ft of social distancing, we have designated rooms that are large enough for compliance with this requirement.
- The designated rooms for larger groups include the Sanctuary, Fellowship Hall, and the Friendship Classroom. Smaller groups may use the Discipleship Room provided there is enough room to social distance.
- The group leader will be required to reserve the room weekly with our church secretary Brenda Barnes at [bbarnes@baylakeumc.org](mailto:bbarnes@baylakeumc.org) or 757-464-2423.

*During the Gathering:*

- Wear your mask at all times.
- Maintain 6ft of Social Distancing
- No singing, hugging or shaking hands

*After Gathering:*

- Leave the room one at a time.
- No coffee service will be provided
- Observe the restroom social distancing requirements. (Skip this sink and stall signs)
- Observe social distancing when leaving the parking lot.

**Enforcement**

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

The non-worship group leader will be responsible for enforcing all of the requirements. In the event an attendee fails to follow these requirements, rules, protocols, and guidelines, including, but not limited to, the requirements for pre-gathering 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 group must immediately end the gathering 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.

**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. He will have primary responsibility for cleaning the rooms used for non-worship gatherings. 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 cleaned weekly including mopping the floor, disinfecting common surfaces and tables.
  - Educational (2<sup>nd</sup> 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.
- Hand sanitizer will be placed at entrances/exits. If possible, we will 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. •
- 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.