

Topics for Joint Committee discussions
Meeting 8/5/2020

1. How exactly do we deal with a monitoring period before discussing re-opening if there is a case of COVID or an increase in infections?
 - a. How do we deal with quarantined folks?
 - i. Need to be told there is a subsequent negative if they are to come back?
 - ii. Relying on folks to take responsibility and
 - b. What is the trigger for shutdown and reopening?
2. How do we set up worship initially? How many downstairs, how many in pews?
 - a. Sanctuary: 19-39, depending on the family configurations that attend.
 - i. Block off pews with tape and signs
 - ii. Ushers bring people to seats (need copies of layouts)
 - iii. Mark seating distance with tape
 - iv. Three ushers: outside (only one to touch door handle; keeps an eye on distancing outside), sanctuary (seat people), and downstairs (seat people & elevator)
 - v. Worship assistant at podium near deacons' room
 - vi. Use one space in choir loft for overflow if we are nearing capacity
 1. Remeasured the sanctuary and updated
 - b. Downstairs:
 - i. Remove tables from fellowship room and set up chairs into proper spacing, facing the TV with laptop set up: 33% of 68 is 22 people so that's the maximum to fit in that room for Phase 4. Another 22 can fit in the other half of the basement room. Use downstairs for folks who cannot go upstairs. (Total basement = 19. 14 comfortably)
3. Specific plan for how to conduct worship
 - a. Open church at 10:10am. Ushers should be there by 9:45 am.
 - b. Ushers assign seating (sanctuary & downstairs) and get people to their seats? Those with limited mobility will be sat downstairs to view worship.
 - c. How to limit socializing? Deacons and Council need to monitor. Video reminder
 - d. How to send folks out of church? Those closest to the door leave first. Usher downstairs walks people out one by one. Usher in sanctuary walks people out back to front. Pastor stays at pulpit.
 - e. What is trigger for additional services? If we're starting to get within 1 or 2 of capacity, that's when we start to think about additional services. Try to limit at first to just sanctuary and fellowship area, not use the second half of the basement. Second trigger: play it by ear if there are roadblocks after a week of service or two
 - f. The single occupancy bathroom should be the one used by folks in the sanctuary.

- g. No ceiling fans. Windows and doors open, if possible.
- 4. Sign up system
 - a. Weekly e-mail blast with Sign Up Genius link. If you don't make a reservation, you may not get into worship, or you may not get to sit with your family. You will not have your usual seat. Seating will be assigned in such a way as to maximize capacity while maintaining social distance. Ushers will assign all seats.
 - b. Mailer for those not on e-mail indicating that they need to leave a voicemail on the church phone by 10:00 AM Saturday in order to secure a seat in worship.
- 5. Exact cleaning plan for building
 - a. What specifically needs to be cleaned?
 - b. At what frequency?
 - c. Who does the cleaning?
 - d. What would be a trigger for obtaining professional services?
 - e. See draft "cleaning plan" framework document
- 6. How do we deal with reopening to other outside groups? Do we require each person renting space to have a Covid safety plan? We will continue to talk to AA about our expectations.
 - a. We will require AA to sign onto our reopening plan: social distancing, no kitchen usage, masks, etc
 - b. We will require one Building Entry Form per AA meeting. "Name" can just indicate that the entry was for AA
- 7. How do we deal with visitors/congregants who do not wish to follow best practices?
 - a. Mask reluctance - Ask individual to wear a mask or leave the building.
 - b. Inappropriate mask usage - Ask individual to wear their mask over their mouth and nose or leave the building
 - c. Lack of social distancing - One reminder to maintain social distance. Should an individual refuse to comply, we ask them to leave the building.
 - **Any Council Member, Deacon, or Pastor may ask an individual to leave if the situation warrants it. Action should be reported to the rest of the board.
 - *** Repeated problems will lead to a church closure on the basis that we cannot ensure safety.
- 8. Do we have sufficient supplies? Can we take inventory? Can we acquire additional supplies?
 - a. Soap, hand sanitizer, tissues, no-touch trash cans, cleaning wipes, MASKS
 - b. Spray hand sanitizer on each person entering (upstairs and down). Cindy ordering. We have 3 cans of Clorox wipes and will increase supply as able. Max to acquire paper masks for folks who do not bring one.
 - c. Garbage in fellowship hall, sanctuary, and bathroom are open on top and do not require touching.
- 9. How do we ensure water systems are safe to use after shut down?
 - a. Building committee or professionals: Building committee has been running water every two weeks. Building committee will ensure water safety when building opens.

10. What areas of church will be modified?
 - a. 1 in, 1 out?
 - b. Closed temporarily: Kitchen, Sunday School area, Make multi-stall bathrooms single use. Elevator stays in use.
11. Do we mark out the sanctuary for seating? Done
12. How to deal with bibles and hymnals? Remove from pews. All hymn lyrics and Bible verses will be projected. If someone has need of a person Bible at home, we have a few that can be given out.
13. How to deal with music/singing?
 - a. Recorded music videos for congregational songs/hymns - anything with singing. NO CONGREGATIONAL SINGING.
 - b. Digital piano only for instrumental music.
14. Bulletin use during services: None. All will be projected.
15. Review microphone plan (in re-opening guidelines draft)
 - a. Microphones will be limited to the pastor, worship assistant, and usher assisting with prayers/announcements. The pastor will stay at the pulpit and use the microphone at that location. A second location will be set up for the worship assistant using a lectern with a dedicated microphone. The usher will ask congregants to provide their prayers/concerns/announcements and will then use the microphone to relay the information to the pastor and congregation. Microphones and lecterns will be wiped down and disinfected after each worship service
16. Specific plan for offering: We will use a dropbox for offerings that people can use as they enter/exit. We will continue to encourage the use of online giving as a way to minimize risk.
17. Nursery/sunday school: Not before Step 4 of the Re-Opening Guidelines and at the discretion of the Sunday School teachers and parents. "No Sunday School until further notice."
18. Passing of the peace requirements: Stay at seat. No physical contact with anyone outside of your household. Folks are encouraged to wave greetings.
19. Communion - how will we do it?
 - a. Bring your own and keep it sealed during worship. We will bless the elements together and partake after worship in our cars/homes. (suggest dry)
 - b. Have some prepackaged cups/wafers for those who forget to bring theirs or are visiting. Distribute when people exit. (Dry)
20. Time in between steps/triggers: No more steps (UCC guidelines... Discuss open/closed weekly)
21. How do we handle contact tracing?
 - a. Worship: Ushers will have list of those who signed up to attend, including contact info. Check names off as people arrive. For those who show up without pre-registering, usher will record name and phone number on list.

- b. Entrance form during the week: Building entry forms will be filed each week (place on easel). Disinfection team gathers forms on Saturday. Disinfection team will place in designated folder in the office.
- 22. Screening form? Thermometer?
 - a. Self-reporting upon entry that individuals do not have fever, cough, or shortness-of-breath
- 23. How many volunteers do we need to make this work? Collecting a list currently. If we do not have enough when we want to open, we let the congregation know that we will open when we have the help needed.
 - a. Ushers
 - b. Cleaners

**Announce church opening on a week-by-week basis dependent upon sufficient volunteer support, compliance with these guidelines, and conditions in the community.

- Sunday night Zoom check-in for leadership

*Wear a mask that meets CDC recommendations.