

WORSHIP SAFETY PLAN

Approved by PSPC Session 6/16/20, last updated 9/18/20

INTRODUCTION

Reopening Stages

- Stage 1: *In-person worship suspended and teleworking encouraged*. Video-recorded sermons and Bible lessons provided online. Use of building by staff and leadership team members only as needed. Meetings on Zoom. Head of Staff is point of contact for staff in-person work requirements and attendance.
- Stage 2: *Initial in-person worship*. Worship services video recorded and provided online for at-home worshippers. Bible lessons recorded and provided online. Creative Arts Academy, Scouts BSA, and Samaritan Counseling use designated areas and have individual safety plans that include following the four Proven Health-Community Practices (below), using specific entrances and restrooms, and cleaning after use. Meetings on Zoom. Head of Staff is point of contact for staff in-person work requirements and attendance.
- Stage 3: [TBD use of building by members, staff, and campus partners.]
- Ongoing monitoring and reassessment of the COVID-19 situation, appropriate stage, and safety practices.

References

- (1) Wisconsin Council of Churches on Returning to Church
- (2) Wisconsin Council of Churches on Music in Worship
- (3) Massachusetts General Hospital Practices, The New Yorker, Atul Gawande
- (4) PC (USA) Returning to Public Worship Considerations
- (5) California Guidance for Places of Worship
- (6) Guide One Insurance recommendations
- (7) CDC Guidelines (for worship and cleaning/disinfecting)
- (8) Florida Safe. Smart. Step-by-Step. (business and large venue sections)

Proven Healthcare-Community Practices to Apply in Stages 1 and 2

- Minimum six feet physical distancing. (3)
- Facemasks worn by everyone. (3)
- Hands cleansed when entering and leaving building. (3)
- Health screening of COVID-19 symptoms before entering buildings. (3)

STAGE 1 AND 2 SAFETY PRACTICES

General practices for worship and work

- Minimum six feet physical distancing between households at all times. (1, 3, 4, 6, 7, 8)

- Facemasks worn at all times. Exceptions are when alone in a private office, Pastor when he/she is recording a service/Bible study or conducting a service, or soloist during practice, recording for a service, or during in-person worship. (1, 3, 4, 7=encourage, 8)
- Hand sanitizer used by all when entering and leaving building. (3, 4, 6, 7, 8)
- Self-questionnaire on COVID-19 symptoms sent to members and staff, to be reviewed at home on day entering building for worship or work. (3, 4, 6, 8)

General practices for in-person worship

- No singing, humming, wind instruments, or group recitation. (1, 2, 3, 4, 5)
- No distribution of bulletins, attendance cards, or offering envelopes. Order of worship is projected on screen in sanctuary. Members bring own envelopes (mailed to them) and pen. (4, 5, 6)
- Serving of food and beverages suspended. (1, 4=prepackaged only, 5)
- Communion suspended, with exception of using individual sealed packages of juice and wafer. Alternatives, such as practiced by John Wesley, may provide opportunities for education and spiritual growth. (4=communion in stage 3, 6)
- Church members wear name tags brought from home. Nametag white board spray-disinfected before first worship, and members asked to take name tags home.
- Narthex monitor not used for slide shows, to discourage congregating in narthex.
- Flower arrangements in narthex and chancel suspended. Containers for artificial greenery in sanctuary wiped when handling.

Building preparation prior to first in-person worship

- Sanctuary deep cleaned prior to first use.
- Hand sanitizer bottles positioned in Narthex, touchless dispensers installed when available.
- With tape—mark locations, make arrows, and block pews in narthex and sanctuary for:
 - Where people should sit or stand for 6 feet distance between households and 25 feet distance from chancel speakers. (4, 5, 6, 7)
 - One-way traffic flow patterns for entry and exit. (5)
- Signs posted on four key safety practices, rules/expectations for worshippers (4, 5, 6)
- Papers removed from narthex: self-service pamphlets, handouts, devotionals (4, 5)
- Materials removed from pew backs: Bibles, hymnals, envelopes, cards, pens. (1, 4, 5, 6, 7)
- Pillows removed from sanctuary, and rectangular back cushions covered in clear plastic bags. (4, 5)
- Entrances to unused rooms, e.g., fellowship hall and kitchen, blocked off with tape, with explanatory signs. (4, 5)
- Water fountain covered so not usable. Water bottles set out. (5)

Sunday procedures for in-person worship services

- number worshippers is limited to 75 (maximum capacity with social distancing is 126, with no more than 3 people in each assigned seating area). Balcony will be open for use. (4=50 or fewer; 5=the smaller of 100 attendees or 25% occupancy; 8=75% capacity)
- All staff, ushers, volunteers use gloves while prepping for service. Gloves are removed using healthcare best practices.
- Supply of restroom towels and hand soap checked. (5)
- Front doors to narthex propped open at 9:40 am, and worshipers enter through front doors only. Front doors are closed for security when service starts, and one usher stays in narthex during service. (4, 5, 6, 7)
- Until automatic dispensers installed, gloved usher or volunteer, standing outside front door, gives everyone entering a squirt of hand sanitizer, reminds people to social distance from other households while moving down center aisle to seats. (1, 4, 5, 6)
- An usher or volunteer monitors restrooms before and after service to limit occupancy to no more than two. Each restroom user is provided a disinfecting wipe and asked to wipe door latches upon exit. Trashcan is placed outside doors. (5)
- Worshipers bring their own offering envelopes and pen. WPC members already receive envelopes in mail; PSPC will receive them as long as needed.
- Use of microphones is limited to one person per microphone, and podium is used by just one person.
- An usher counts attendance, writes number on card, places card in an envelope, and places envelope in an offering basket.
- Passing of offering plate suspended. Offering basket placed at each seating location. After the service, baskets are collected by gloved ushers, contents dumped in bank bags, bags put in safe. Counting done after four days. (4, 5, 6, 7)
- Sanctuary is exited pew-by-pew out the side aisles to minimize cross traffic. West aisle exits out front double doors. East aisle exits out East Narthex door. (4, 5, 5)
- Until automatic dispensers installed, a gloved usher or volunteer, standing outside exit doors, gives everyone leaving a squirt of hand sanitizer and as needed reminds people to social distance. (1, 4, 5, 6)
- Pastor refrains from conversations and exits through office building.
- Outreach will teach sign language for “amen” and “peace be with you.”

Communications with worshipers

- Information packets sent to members:
 - Cover letter (rationales, your choice to attend)
 - Worship Safety Practices sheet (what to bring, what to do, what to expect)
 - Questionnaire (to be reviewed prior to coming to church)
 - Devotionals that may be obtained by mail, delivery, or pick up.
 - Offering envelopes (4 per household)

- Signage on stop-the-spread rules/expectations for worshippers.
- Announcements from podium
 - Reminders to 1) not sing or hum, 2) greet with waves and sign language instead of handshakes or hugs, and 3) avoid touching surfaces other than pews. (1, 4, 5, 7, 8)
 - Reminder about how to make an offering.
 - Release from pews (pew-by-pew) and chancel (4, 5) with reminder to maintain six feet social distancing between households, hand sanitize, and converse outdoors.
 - Reminder to keep nametags at home (one time).
- Scripted statement for those who cannot be accommodated if church fills to capacity
- Worship Safety Plan provided in eblast and or posted on website.

Ongoing cleaning and preparation

- Microphones and all other electronic equipment used in sanctuary, chancel, and balcony cleaned after each use.
- Sanctuary, narthex and restrooms cleaned after each service, according to written plan that includes schedule, surfaces to be cleaned, and CDC-recommended cleaning/disinfecting products to be used. Plastic bags removed and replaced on rectangular cushions in sanctuary. (1, 4, 5, 8)
- Anyone passing through or using sanctuary/narthex during week cleans surfaces touched.
- Gloves, face masks, hand sanitizer, disinfecting wipes, water bottles replenished as needed.

Responsibilities

- AV—cleaning of microphones and electronics
- Renewal—volunteers for services, training, gloves, masks, initial hand sanitizer, disinfecting wipes, water bottles
- Property & Grounds— post-worship cleaning plan, post-worship cleaning, touchless hand-sanitizer dispensers and refills
- Communications—interior and exterior signs, mailing packets to members.
- Outreach—preparation of Narthex and Sanctuary, teaching sign language, organizing devotionals for mailing, delivery, or pick-up.

Questions? Ask Pastor Ted, or Ad Hoc Team members

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