

## **Outline for Ministries (Excluding Worship) for Phase II, II.5, and Beginning of Phase III**

We anticipate that worship will remain virtual for the foreseeable future due to continued health and safety limitations on large gatherings. Of necessity, much about our existing church ministries will be different when we first are able to come together as a body of believers in smaller groups. Engaging together will be a small first step toward restoring all the many gatherings and activities of ESUMC. Though different and perhaps even awkward, it is our hope that the joy of learning and fellowshiping together will overshadow any awkwardness. Health and safety will need to be the priorities, but the restrictions required initially and for a time will be a small price to pay to be able to gather once more in these sacred and holy spaces. We are beginning to address the protocols that will need to be in place once the decision is made to offer on-site worship.

At this time, our recommendations below are based on our (ESUMC leadership team and Re-entry Task Force) comfort level to bring a small group of people to gather. Our approach is to “walk, then run” and keep congregational care & safety as our priority. As a team, we plan to assess the below guidelines on a monthly basis based on the progress of the state/city re-entry phases, as well as feedback from the church leadership teams and the re-entry task force.

**The following guidelines are based on the following: (10-person limit indoors; 25-person limit outdoors).**

### **Existing Spaces Available for Ministry Gatherings**

(These spaces allow maximum flexibility for physical distancing, ease of entrance and exit, ease of cleaning surfaces)

- Bulla (first floor)
- Chapel
- Classroom 251
- Courtyard
- Kerr Hall (stage and A/V booth are only available for The Gathering virtual worship)
- Parking Lots
- Sanctuary

### **Existing Spaces Not Available for Ministry Gatherings**

(These spaces do not allow flexibility for physical distancing, ease of entrance and exit, or ease of cleaning)

- Chapel Annex
- Classrooms on first, second, and third floors, excluding 251 (includes choir rooms, nursery, second floor of Bulla)
- Garden Gallery
- Kerr Hall stage and A/V booth
- Library
- Parlor
- Poindexter
- Reception Desks (they will remain unattended until further notice)

### **General Use of Facilities**

- Upon initial entry into the building, thermometers will be provided so that temperatures can be taken prior to further entry into our church spaces. If a temperature registers at 100.4 or higher, that person should not enter the building.
- Masks are required to enter the building. Staff and guests should continue to wear face coverings over their nose and mouth at all times. [Face coverings are required for all individuals above the age of 5 (and exceptions can be made for people with medical conditions or disabilities that prevent them from wearing a face covering)].
  - Please bring your own mask designed to cover your nose and mouth. If you do not have a face covering, ESUMC is prepared to offer these upon arrival.
- Any persons with COVID-19 like symptoms or that have been in contact with COVID-19 positive persons in the past 14 days must stay home. For more details, see Attachment #1.

- Persons in high risk categories are encouraged to stay home.
- If someone enters the building and later tests positive for COVID, staff must follow all CDC guidelines for reporting, tracking, quarantining and cleaning. Person should report symptoms and/or positive test to the staff liaison in charge of the gathering. Staff member should contact all those in attendance at gathering and report exposure.
- Limit use of church bathrooms through communication in advance of gatherings but would have the nearby bathrooms available, if necessary, and limit to one family unit at a time.
- Limit use of elevators - if needed, one family unit at a time.
- Sanitizing stations at all entrances and exits – including interior entrances to spaces listed above.
- All staff/volunteers need to adhere to all cleaning policies and procedures required after each gathering.
- Communicate new operating procedures to staff and congregation.
- “No touch” greetings (regrettably, it is essential that we refrain from handshakes or hugs at this time).
- No coffee areas available and no other food or drink should be served.
- No church provided transportation or childcare.
- No outside groups (external space usage requests, unless otherwise approved by the trustees).
- It will be important to stagger ingress and egress, and to make use of the side and center aisles of spaces, to avoid overcrowding and bottlenecks.
- Members of the same household should be seated together. If children are present, they must remain with their family at all times.
- More than one household can be seated on a row if 6 ft. distancing between households can be achieved.
- Cleaning after space use to follow the latest recommendations from the CDC.

#### **Facility Use – Request Guidelines for Staff**

- Staff must submit calendar request to direct manager for approval. We strongly encourage gatherings to be held after 2:00pm, Monday-Friday to alleviate exposure from ECP, CDC, and Ruth Sheets center. Once approved, submit calendar request to designated scheduler.
- Staff must submit proposal for gathering to their direct manager to include: Sign-up form for all participants in a gathering: Name, address, phone number, email, age, release of liability must be filled out prior to entering the facilities.
- Space “map”: What space are you requesting to use? Map out your entry and exit plan to ensure minimal surfaces, hallways, stairways, etc. are in use.
- (24) hour minimum between gatherings within the same designated space.
- (2) hour minimum between gatherings sharing common spaces on the same day. This will alleviate exposure from parking, entrances, exits, and hallway use.
- Staff liaison (including trained volunteers) must be present at all times to ensure protocols are met.
- Each space will be deep cleaned after all gatherings.
- Staff must follow action plan for if someone who has entered the church campus tests positive. Any such person should report symptoms and/or positive test to the staff liaison. Staff member should contact all those in attendance at gathering/event and report potential exposure (although not identifying the person(s) who has/have reported testing positive).

#### **Baptisms, Funerals, Weddings**

- All baptisms, funerals, and weddings must follow all the guidelines outlined within this entire document.
- In addition to the notes already provided:
  - Seat people and dismiss the service in an orderly way to ensure physical distancing - exiting gathering can be managed by the ushers so that the congregation can be dismissed by row. Ushers stationed in the appropriate areas to keep people moving along and avoid congregating (attendees to be asked to exit the building upon dismissal, and if fellowship occurs outdoors to please use social distancing).
  - Consider string instruments in addition to the organ or piano where 6 ft physical distancing (if no singing) can be maintained.
  - No communion per the current UMC Bishop recommendations.

- All seating materials (Bibles, hymnals, pencils, etc.) to be removed.
- Staff and volunteers to be trained ahead of time and have a solid plan for emergency issues (people not registered, refusal to wear mask, what to do when capacity reached, etc.).
  - Specifics for baptism – see Attachment #2.
  - No congregational singing.

## **Signage**

### **Parking Lots**

- A-Frame sign stands with laminated inserts.
- Cones as needed to block off spaces or entrances.

### **Entryways into the building:**

- Signs on all doors stating the requirements of entry. 8.5x11 signs that are laminated, including signs stating maximum occupancy. All signage verbiage and visuals to be created from templates available from the CDC.

### **Elevator and stairwell signage:**

- Laminated cardstock (think poster) to be put up beside the elevators on each floor announcing the maximum capacity.
- Stairways will need to have directional signage, but these will need to be fairly large and stand independently (possibly the A Frames again). It would also be helpful in the Curtis Lobby when people walk in to have a sign that says, “Going Up” and pointing to the up elevators and steps.

### **X Posters**

- X frame posters to be used on any seating areas or the coffee areas to let people know they are not currently open.

### **Bathrooms**

- Posters that say the maximum limit is one family unit at a time.
- A small best practices poster on each door. (three “Ws”)

### **Misc.**

- We will need roping (or similar) to block off every other pew and block off the balcony entrance.
- Floor signage directing entry and exit access, including direction of foot traffic.
- Signage that says, “please remain 6 ft apart at all times” <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

## Managing COVID-19 in the Workplace (Attachment #1)

Employee has no symptoms and had no close contact	Employee has no symptoms, but had close contact with someone who has symptoms	Employee has no symptoms, but had close contact with a non-household member who tested positive for COVID-19	Employee has no symptoms, but a household member tested positive for COVID-19	Employee has symptoms	Employee tests positive for COVID-19
<ul style="list-style-type: none"> <li>Employee may report to a church facility and does not need to notify supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Employee must inform supervisor</li> <li>If contact tests negative for COVID-19, employee may report to a church facility</li> <li>If contact tests positive for COVID-19, employee may not report to a church facility for 14 days after the positive test results were reported, and employee should self-quarantine</li> <li>If contact has not had a COVID-19 test or the test result is unknown, employee may not report to a church facility until the contact is symptom-free for 14 days</li> </ul>	<ul style="list-style-type: none"> <li>Employee must inform supervisor</li> <li>Employee should consult with their healthcare professional and request a COVID-19 test</li> <li>Employee may not report to a church facility until they receive the results of their COVID-19 test</li> <li>If employee tests negative for COVID-19, employee may report to a church facility</li> <li>If employee tests positive for COVID-19, refer to last column of this chart</li> <li>If employee is unable to obtain a COVID-19 test, employee may not report to a church facility for 14 days after the employee came in close contact with the COVID-19 positive person</li> </ul>	<ul style="list-style-type: none"> <li>Employee must inform supervisor</li> <li>Employee should consult with their healthcare professional and request a COVID-19 test</li> <li>If employee tests negative for COVID-19 or is unable to obtain a COVID-19 test, employee may not report to a church facility until 14 days after the test results were reported for the household member or from when the household member last exhibited symptoms, whichever is later; and employee should self-quarantine</li> <li>If employee tests positive for COVID-19, refer to the last column of this chart</li> </ul>	<ul style="list-style-type: none"> <li>Employee must inform supervisor</li> <li>Employee should consult with their healthcare professional and request a COVID-19 test</li> <li>If employee tests negative for COVID-19, employee may return to a church facility</li> <li>If employee tests positive for COVID-19, refer to the last column of this chart</li> <li>If employee is unable to obtain a COVID-19 test, employee may not report to a church facility for 14 days after symptoms abate, and employee should self-quarantine</li> </ul>	<ul style="list-style-type: none"> <li>Employee must inform supervisor</li> <li>Employee may not report to a church facility for 14 days after the test results are reported or for 14 days after symptoms abate, whichever is later, and employee should self-quarantine</li> <li>Employee should follow healthcare provider's instructions.</li> </ul>

- (1) COVID-19 symptoms include fever, cough, shortness of breath and difficulty breathing. For all COVID-19-related symptoms, please go to the following CDC Symptoms web page: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- (2) The CDC describes "close contact" as being within 6 feet of someone with symptoms or who tests positive for COVID-19 for a prolonged period of time (15 minutes or more). For additional information regarding the definition of close contact, please see the following CDC Close Contact Information web page: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>.

## COVID 19 Infant Baptism Information Form (Attachment #2)

Starting in September baptisms in the Sanctuary and in the Gathering will resume under the following protocols. These protocols are in place in an abundance of caution and concern for the safety of both the family and the worship leaders. These protocols are subject to change if the government's guidelines change.

- Baptisms will be available on the 2nd and 4th Sunday of the month. They will be scheduled ahead of time and information will be exchanged for our data system, baptismal certificate, and our records.
- Only one baptism will be celebrated per service in the Gathering and in the Sanctuary on the 2nd and 4th Sundays, and during the time we are not gathering for worship, these would be recorded on Wednesday mornings (Gathering) and Thursday mornings (Sanctuary), unless we move to live worship, which would mean that the baptisms would take place on Sunday. The times are changing every day and we will make every effort to keep you in the communication loop, and if this makes you uncomfortable, perhaps you may wish to wait until the pandemic is over before scheduling the baptism.
- Family members/godparents accompanying the child will be limited to six people, not including the immediate family. Each family is required to invite one active member of ESUMC to stand with them and to represent the congregation in the Baptismal Service (this person should be included in the six). The parents and all those present for the service must wear masks at all times. Before or after the ceremony parents and family members may remove masks for photographs if clergy and other worship leaders are at a safe social distance. Infants need not wear masks.
- The clergy will preside over the liturgy from the chancel area or the stage (without a mask). At the time of the laying on of hands, the clergy will put on a mask and come to the baptismal font for the baptism. The child will remain in the arms of the parent.

Please fill out the following form and return to Pam Russell at [prussell@esumc.org](mailto:prussell@esumc.org).

Worship service preferred:

- A. Traditional (Recording on Thursday or Sunday, please note we cannot guarantee which day until closer to the baptism date)\_\_\_\_\_
- B. Gathering (Recording on Wednesday or Sunday, please note we cannot guarantee which day until closer to the baptism date)\_\_\_\_

CHILD: (First, Middle, Last)\_\_\_\_\_

Goes by:\_\_\_\_\_

Date of Birth: (Month, Day, Year)\_\_\_\_\_

City and State of Birth:\_\_\_\_\_

Father: (First, Middle, Last) \_\_\_\_\_

Goes by:\_\_\_\_\_

Phone:\_\_\_\_\_ Email:\_\_\_\_\_

Member of ESUMC?\_\_\_\_\_

Mother: (First, Middle, Last)\_\_\_\_\_

Phone:\_\_\_\_\_ Email:\_\_\_\_\_

Member of ESUMC?\_\_\_\_\_

Street Address:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ ZIP:\_\_\_\_\_

Date Requested for Baptism (subject to availability)\_\_\_\_\_

Have you attended a baptism class at ESUMC in the past? \_\_\_\_\_

Have you had a child baptized at ESUMC previously?\_\_\_\_\_