

# REOPENING PLAN FOR CANYON LAKE UMC

## OUR CHRISTIAN RESPONSIBILITY

As we reopen Canyon Lake UMC for worship, small group gatherings, and outside organizations our primary concern is love of neighbor. Jesus said in Luke 10:27, “*Love your neighbor as yourself.*” It is love for others, especially the most vulnerable, that will drive our decisions in reopening. John Wesley’s first General Rule, “Do no harm” compels us to act with caution so that our actions do not bring, intentional or unintentional, harm to others. We understand the great trust placed in us, as pastors and leaders, to lead in such a way that demonstrates care for those most at-risk of infection.

## SAFETY MEASURES

We have all had to make significant behavioral changes to reduce the spread of COVID-19. To reopen CLUMC, we will need to continue these practices:

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

## CRITICAL FACTORS FOR SAFELY REOPENING CLUMC

1. Staged reopening based on size of gatherings and length in space
2. Strictly following guidelines from the CDC
3. Appropriate social distancing and sanitizing of facility
4. Cooperation from individuals who are symptomatic or in an at-risk population
5. Constant evaluation of available medical data

**Factor 1: Staged Reopening -The safe reopening of CLUMC will involve five phases and each phase will begin when appropriate medical guidance indicates it is safe to do so.**

- **Phase 1a:** Activities involving groups 10 or less can *meet outside*, if appropriate safety measures are undertaken (see section on safety measures). This will allow for small gatherings such as Bible Studies, children and youth outings, and meetings.
- **Phase 1b:** Activities involving groups 10 or less can *meet inside*, if appropriate safety measures are undertaken (see section on safety measures). This will allow for small

gatherings such as Bible Studies, children and youth outings, and meetings within the building.

- **Phase 2:** Activities involving groups smaller than 50 if recommended safety measures are utilized.
- **Phase 3:** Activities involving groups smaller than 100 if recommended safety measures are utilized.
- **Phase 4:** Activities involving groups larger than 100 with attention to current medical and scientific guidelines.
- **Phase 5:** Fully open in all areas regardless of size or social distancing and safety measures.

## **Factor 2: CDC Guidelines that will Guide Reopening in Phases**

### **Symptoms**

- Downward trajectory of influenza-like illnesses (ILI) reported within a 14-day period at both state and local level.  
AND
- Downward trajectory of covid-like syndromic cases reported within a 14-day period at both state and local level.

### **Cases**

- Downward trajectory of documented cases within a 14-day period at both state and local level.  
OR
- Downward trajectory of positive tests as a percent of total tests within a 14-day period at both state and local level. (flat or increasing volume of tests)

### **Hospitals**

- Hospitals can treat all patients without crisis care  
AND
- Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

## **Factor 3: Staying Safe When Gathering Together/Safety Measures**

### **1. Physical distancing**

- Masks should be worn by everyone at all times by anyone over 10 years of age.
- A minimum of six feet social distancing should be strictly enforced in all in-person church activities, except for family groups.

- Handshakes and hugs are not allowed. Encourage participants to find other ways to greet people, such as air high fives, waves, peace signs, etc..
- Lines for entry/exit should be monitored at all times for proper social distancing.
- Temporarily eliminate areas where people gather and/or physical interaction is necessary, such as a coffee/snack bar.
- Continue online streaming of worship and other events.

## **2. Sanitation**

- Hand sanitizing stations should be at every entrance.
- All surfaces should be wiped down, including door handles, classrooms, common areas, restrooms, pews, keyboards, tech equipment, etc.
- Remove items that could be touched by multiple people such as pens, children busy bags, Hymnals, Bibles, information cards, etc.
- Provide adequate supplies for healthy hygiene behaviors, including soap, hand sanitizer, disinfectant wipes, tissues and no-touch trash cans to everyone.
- Disinfect church offices every day.
- Provide masks (and gloves as appropriate) for those who need them.
- Ensure that ventilation systems are working properly and increase circulation of outdoor air as much as possible (keep safety for small children in mind with open windows).
- Strongly discourage use of community water fountains.
- Guidelines and procedures for deep cleaning and regular sanitizing of all space used for children's ministries should be developed prior to in-person events and programs re-starting.
- Chairs, tables, doorknobs, pews, rooms, etc. must be sanitized after each use.

## **3. Employee/Staff Safety**

- Make sure all staff members are following sanitation guidelines.
- Provide masks for all staff.
- Maintain social distancing.
- If employees are concerned for their well-being steps will be taken to work from home in most situations.

## **4. Food**

- Food service should not occur until phase 4.

#### **Factor 4: Symptomatic or At-Risk Persons**

- Signs should be clearly posted at every entry advising that people should not enter the building if they have had recent fever, symptoms or contact with patients who have tested positively for COVID-19.
- Signs should be posted at every entry advising that people should not enter the building if they are a member of an at-risk population.

#### **Factor 5: Evaluation of Current Medical Data**

- If a spike in COVID cases occurs in the community or state, we will return to “closed” status and online worship only.

#### **PREPARING FOR RELAUNCHING IN-PERSON, OUTDOOR WORSHIP**

- No one will hug or shake hands.
- All worship participants and leaders must wear masks.
- Attendance will be taken by people signing in before entering worship area. Pictures will be taken to identify where people are seated for use with contact tracing.
- When a worship leader or pastor is speaking or singing, he or she does not have to wear a mask, but must maintain a distance of 12 feet. Onstage band members must be spaced accordingly. No choirs or congregational singing are allowed initially. Both will be phased in as appropriate.
- No bulletins will be used until further notice.
- The Sacrament of Holy Communion will be served with sealed, sanitary, prefilled cups with wafer.
- The Offering will be received in a safe manner primarily through online giving, a stationary giving box or postal mail.
- We will continue offering options for online worship for those at-risk populations and those who do not feel safe returning to worship.
- Children’s time will be offered with kids remaining with family.
- Childcare will not be offered for outdoor worship.
- Children’s church will not occur during outside worship.
- The buildings will be open for restroom use.
- Sanitized chairs will be placed on driveway and people encouraged to bring lawn chairs.
- Hand sanitizers will be available outside.

#### **ACTION LIST FOR IN-PERSON, IN OUTDOOR WORSHIP**

- Create stationary giving locations in Main Building and CLC and Outside if drive-in worship is planned.
- Place sanitizer at near worship area.
- Place signage on near worship area regarding symptoms or at-risk persons.
- Have available home-made masks available to give to members and disposable masks for guests.
- Signs up near worship area to social distance by 6 feet.
- Install plexiglass shield between singers/congregation as windshield.
- Staging moved outside Sanctuary on N side.
- Chairs placed on Driveway.
- People bring chairs to sit on in grassy area.
- Sanitization team will disinfect chairs and technology used.

#### **PREPARING FOR RELAUNCHING INDOOR IN-PERSON WORSHIP**

- Greeters will not hug or shake hands. No hugs or shaking hands in worship.
- All worship participants and leaders must wear masks.
- Attendance will be taken by people signing in before entering worship area. Pictures will be taken to identify where people are seated for use with contact tracing.
- When a worship leader or pastor is speaking or singing, he or she does not have to wear a mask, but must maintain a distance of 12 feet. Onstage band members must be spaced accordingly. No choirs or congregational singing are allowed initially. Both will be phased in as appropriate.
- In order to minimize close physical proximity, the sanctuary should be loaded from front to back, and unloaded from back to front. Congregants should not be allowed to sit where they wish, but instead be directed to the next available row, beginning at the front row. At the conclusion of the service, each row should be dismissed individually, beginning with the back row.
- To increase capacity while maintaining social distancing we will use both the Sanctuary and CLC for worship utilizing the camera and sound in the CLC.
- No bulletins will be used until further notice.
- The Sanctuary/CLC will be sanitized between services or after use.
- The Sacrament of Holy Communion will be served in ways that are safe.

- The Offering will be received in a safe manner primarily through online giving, a stationary giving box or postal mail.
- Singing from up front is limited to two people initially with the addition of more as appropriate. Plexiglass shields may be installed between singers and congregation. Social distancing applies.
- We will continue offering options for online worship for those at-risk populations and those who do not feel safe returning to worship.
- Treat all indoor in-person gatherings (weddings, funerals, etc.) with the same guidelines as for worship.
- Childcare will be offered when in-person worship begins with the following conditions:
  - Employees are willing to work.
  - Adults wear masks.
  - Signs on door indicate that children are not social distancing and noting sanitization standards.
  - Most chairs, tables, and toys have been removed.
  - Touchable items are sanitized between children's use to the best of our ability.
  - Room is sanitized after each use.

#### **ACTION LIST FOR IN-PERSON, IN SANCTUARY WORSHIP**

- Remove hymnals, busy bags, books, pens, cards from pews.
- Create stationary giving locations in Main Building and CLC and Outside if drive-in worship is planned.
- Place sanitizer at each entry point.
- Place signage on each door regarding symptoms or at-risk persons.
- Have available home-made masks available to give to members and disposable masks for guests.
- Signs up at entrances and throughout building to social distance by 6 feet.
- Signs on classrooms to social distance chairs by 6 feet.
- Remove couches and tables/chairs from the coffee area.
- Bob work on Sundays to disinfect (create a team of people to help)
- Plan to sanitize pews, doors, coffee machine and area, bathrooms, and tables in classrooms.
- Install plexiglass shield between singers/congregation.

#### **PHASED REOPENING**

**Phase 1a:** Online worship only but groups 10 or less may meet for church related activities outside. A list of attendees to all group will be taken by the leader and sent to the office for contact tracing.

**Phase 1b:** Online worship only but groups 10 or less may meet for church related activities inside the building. No outside organization can use the campus at this time. Employees return to work within the church. A list of attendees to all group will be taken by the leader and sent to the office for contact tracing.

**Phase 2:** Outdoor worship will begin following the plan outlined. Online worship continues. Small groups of under 50 may meet in the building with all safety measures followed. Outside organizations can use campus at this time as long as the size of group fits the space – this to be determined by office at time of scheduling. A list of attendees to all group will be taken by the leader and sent to the office for contact tracing.

**Phase 3:** Indoor worship will begin using both the Sanctuary and CLC and online worship. With no more than 100 people in either space. All safety measures must be followed. We may have to expand the number of services offered. Children, youth, and adult ministry can meet in larger groups while maintaining safety measures. A list of attendees to all group will be taken by the leader and sent to the office for contact tracing.

**Phase 4:** Indoor worship continues, at a larger scale, using both the Sanctuary and CLC and online worship. With no more than 200 people in either space. All safety measures for larger groups as indicated by CDC must be followed. A list of attendees to all group will be taken by the leader and sent to the office for contact tracing.

**Phase 5:** We are operating at pre-covid measures with increased attention to ways to reduce spread of any germs.

## **PROTOCOL FOR REOPENING IN-PERSON ADULT MINISTRY**

### **SAFETY QUESTIONS**

- Have you felt sick in any way in the last 14 days?
- Have you run a fever in the last 48 hours?
- Have you traveled anywhere (this includes in-state travel) in the last 14 days?
- Have you been in contact with anyone who has tested positive for COVID-19 in the last two weeks?
- For whatever reason, are you in a particularly vulnerable demographic?

**If the answer to any of these questions is yes, at this point, the safest thing – for you and for other Canyon Lake members – is to continue worshiping and joining small groups online only.**

### **SUNDAY SCHOOL**

Because we do not usually have Sunday School during the summer, and our worship times change, Sunday School will not resume until the Fall. When it resumes, we will follow the current CDC guidelines and be strategic about “classroom” space to ensure any and all possible social distancing guidelines are met.

## **SMALL GROUPS**

If – and only if – the CDC criteria for in-person gatherings are met, we will begin meeting as small groups. For the immediate future, we will begin our re-opening of our in-person adult ministries in two phases. Beyond these phases, we will gradually loosen our restrictions based on CDC recommendations.

As we move into Phase 1b and people begin meeting inside the church, we will need to have clear expectations with calendaring. To reserve a space:

- Call the church office at 605-348-1080 or email Cheryl at [office@clumc.com](mailto:office@clumc.com)
- Request a day, time, and classroom
- Cheryl will ensure:
  - That there is no more than one other group meeting in the building at the same time
  - That there is adequate time after a previous group and before the next group for sanitizing
  - That groups are not meeting directly next to one another

If the groups are not meeting during business hours, it is the responsibility of each group leader to check out and return a key in a timely manner. A list of attendees to all group will be taken by the leader and sent to the office for contact tracing.

Even as we begin to re-open in-person adult ministries, there will continue to be at least 1 online small group gathering a week. This way, if you are unable or uncomfortable with joining back for in-person group times, you will still have a place to connect.

## **PHASE 1A OF RE-OPENING ADULT MINISTRIES**

- Groups are to be no larger than 10 people
- Per CDC guidelines, all present over the age of 2 must wear face masks at all times
- Groups should meet outside or in otherwise well-ventilated areas (i.e., do not meet in a classroom with the doors and windows shut)
- Groups will meet for no longer than one hour
- Avoid all physical contact with those who are not in your immediate family – this means no handshakes, fist bumps, hugs, etc.
- Maintain strict social distancing (stay a minimum of 6 feet from others at all times)
  - This includes seating – all chairs must be a minimum of 6 feet apart
- We will not be sharing books at this time
- We will not be passing an offering basket at this time
  - If your small group is one that collects an offering, have one person place it near the entrance, and have members drop money in without handling the basket



- If you are the one who handles the money, wearing gloves while doing so is strongly encouraged
- Immediately following your group, wash your hands in warm soapy water for a minimum of 20 seconds
  - If this isn't available, at minimum, use sanitizer
- **No outside groups in the facility at this time.**

## **PHASE 1B OF RE-OPENING ADULT MINISTRIES**

- Groups are to be no larger than 10 people
- Per CDC guidelines, all present over the age of 2 must wear face masks at all times
- Groups should continue to meet outside or in well-ventilated areas (i.e., do not meet in a closed classroom), **however, the interior of the church building will now be available for group meetings.**
- If your group is meeting in the church building, temperatures will need to be checked prior to joining the group. Anyone with a temperature of 99.4< will need to head home.
- No more than 2 groups will meet at one time in the same building to keep contact down
- Use provided hand sanitizer immediately upon entering the building
- We will not share food and drink during our gatherings
- Tables, chairs, doors, light switches, and any other high-touch areas will be sanitized after one group meets before another is allowed in the room
- Be cautious when entering and exiting the building
  - Do not enter or leave as one large group
  - Ensure appropriate social distancing while entering and exiting
- **No outside groups in the facility at this time.**

**The restrictions on these phases will continue to decrease as CDC guidelines suggest. As their suggestions for group sizes grow and proximity restrictions are relaxed, ours will, too. Currently, since Pennington County cases are still rising at the highest rates we have seen, I do not think we are at the stage to plan beyond Phase 2. But I envision, depending on guidelines, that the sanitizing will remain the same, but the guidelines around numbers, locations, and masks may relax.**

## **PROTOCOL FOR CHILDREN'S MINISTRY**

### **COMMON PRACTICES FOR ALL CHILDREN'S MINISTRY AREAS PHASES 1-4**

- Classroom doors will remain open.
- No name tags or check in on tablets. Erin will do attendance.
- No food
- No hugs, high fives, or physical contact
- Masks will be worn by all adults and children and sanitizer will be in each room.

- Fun sheets and games as kids arrive are already placed in socially distant spots around the room. Kids will not rotate but stay at the same activity till everyone arrives.
- Opening lesson video would be rotated to the different rooms on rolling TV.
- No singing time
- Lessons will be delivered as normal but activities will be done in kid's spots and kids will have their own craft supplies and will not share craft tools.
- Everything will be sanitized after each class.
- A list of attendees to all group will be taken by the leader and sent to the office for contact tracing.

## **SUNDAY SHINE**

- Zoom may or may not continue through the summer
- Phase 1 a & b (10 or less)
  - Kids will go directly to classrooms with 8 kids and 1-2 adults in each room. Rooms will be grouped according to ages as best as possible depending on who attends that day.
  - We will need 7 classrooms spaces
    - 2- preschool
    - 1- Kinder- 1st grade
    - 2- 2nd & 3rd grade
    - 2- 4th & 5th grade
    - Classroom doors will be open and there will be someone in the hall at all
- Phase 2 (less than 50)
  - Kids will go directly to classrooms with 10-15 kids and 2 adults in each room. Rooms- will be grouped according to ages as best as possible depending on who attends that day.
    - 2- preschool
    - 1- Kinder- 1st grade
    - 1- 2nd & 3rd grade
    - 1- 4th & 5th grade
  - Phase 1 recommendations
- Phase 3 (less than 100) and 4 (more than 100) - same at Phase 2
- Phase 5- Back to normal

## **WEDNESDAY JAM-**

- Zoom may or may not continue through the summer
- Phase 1 a & b (10 or less)
  - Kids eat before they come 6:00-7:00 pm
  - Kids will go directly to areas of interest in classrooms with 8 kids and 1-2 adults in each room. Rooms will be grouped according to ages and interest as best as possible depending on who attends that day.
  - We will need 3 classrooms spaces
- Phase 2 (less than 50)
  - Kids eat before they come 6:00-7:00 pm

- Kids will go directly to areas of interest in classrooms with 10 kids and 1-2 adults in each room. Rooms will be grouped according to ages and interest as best as possible depending on who attends that day.
- Phase 1 recommendations
- Phase 3 (less than 100) and 4 (more than 100) - same at Phase 2
- Phase 5- Back to normal

### **CHILDREN'S CHURCH-**

- Phase 1 a & b (10 or less)
  - Not recommended
- Phase 2 (less than 50)
  - Not recommended
- Phase 3 (less than 100)
  - Kids will go directly to the grassy area, if outside, and Fellowship Hall, if inside. Carpet square spots will be arranged 6 ft apart for kids to do all activities at.
  - Each kid will have a baggie with all craft supplies and tools provided so there is no need to share.
- Phase 4 (more than 100)
  - Same at Phase 4
- Phase 5- Back to normal

### **THE ARK-**

- Phase 1 a & b (10 or less)
  - Not recommended because children under two can not social distance or wear masks.
- Phase 2 (less than 50)
  - Not recommended because children under two can not social distance or wear masks.
- Phase 3 (less than 100)
  - The Nursery will be opened as long as the following conditions are met:
    - Employees are willing to work.
    - Masks will be worn by all adults and kids over 2 years old.
    - Signs on door indicate that children are not social distancing and noting sanitization standards.
    - Touchable items are sanitized between children's use to the best of our ability.
    - Sanitizer will be available and used often for kids.
    - Parents will not enter The Ark but instead drop off kids at the door.
    - One worker will do attendance and put name tags on the child. Workers will still hand out buzzers to parents (sanitize as you hand it to them.)
    - All cloth toys will be removed as well as most of the plastic toys. This will assist in cleaning. If toys are mouthed they will immediately be bleached when the child is done with it.

- Play areas will be arranged 6 ft apart from each other to help assist littles with social distancing.
  - No snacks
  - Room is sanitized after each use.
- Phase 5 - back to normal

### **ACTION LIST FOR REOPENING ANY AREAS**

- Volunteers trained on new policies
- Place sanitizer in each area and have everyone will sanitize hands upon entering
- Everyone will wear mask above the age of 2 years old
- A small reminder will be given about social distancing and not touching face done at the beginning of each lesson or time period
- Chairs or carpet squares placed around the room to show natural social distance spacing
- Signs hung up about policies
- Remove items that cannot be sanitized easily
- Sanitize everything after the end of the hour

### **SUMMER ACTIVITY IDEA WITH SOCIAL DISTANCING**

- Family bike rides
- Family hikes
- Water games

## **PROTOCOL FOR SUMMER YOUTH MINISTRY**

Read on below for our plan to minimize risk – developed in light of CDC & SD Dept of Health guidelines, and in consultation with CLUMC medical professionals Dr. Ken Diamond, Dr. Alexia Gillen, and Eric Eidem, PA-C.

Our youth events this summer will include the following:

- 1) **Small group ministry.** Each of your youth will be called and invited to be a part of a small group. Those who want to participate will be put into groups with adult leaders. These groups will meet 1-2 times each month to get to know each other, have fun together, and grow closer to God. They can involve meeting at parks or in people's back yards, or hiking, biking, hammocking, inline skating, just hanging out, whatever they want to do. Expect a phone call sometime in the next couple weeks!
- 2) **Larger group events.** These will include things like having fun at Storm Mountain Center, Hiking Black Elk, riding the Mickelson Trail, Lake days, etc. There will be enough leaders to break into groups of no more than 10, and we'll observe social distancing within the groups.

- 3) **Sunday School on Zoom** to continue about twice a month. This way, everyone can participate even if they feel uncomfortable meeting in person. Our last school-year Sunday School will be this Sunday, the 17<sup>th</sup> at 9:30am. Our first summer Sunday School Zoom will be on June 14. Our summer Sunday school will happen at 11:00am.
- 4) **Camp.** Depending on the Covid-19 situation, we may be able to have a church camp experience. It will be shorter, around 2-3 days. It will probably involve tent camping or being at Storm Mountain Center in some fashion. If there is interest, backpacking is also an option. More info will be coming about this later on.

A list of attendees to all group will be taken by the leader and sent to the office for contact tracing.

**Schedule:** Because the Covid-19 situation is fluid, we're not going to make concrete summer plans. Small groups will meet according to a schedule worked out with their group leaders. We'll begin with one scheduled large group event, and will add events throughout the summer as the situation allows.

**Covid-19 Health Safety Guidelines:** to minimize risk, everything that happens this summer will follow these.

- Meet **Outdoors.** All Events will take place outdoors.
- Observe **Social Distancing** – at least 6 feet apart.
- Wear **Masks.** Parents, we know some of your youth won't want to do this. Please don't make a big deal of this – just send them! We'll have masks there and will ask them to wear one. If everyone else is doing it, it won't feel so weird.
- Use **Hand Sanitizer** before & after the event, and during as needed.
- **Transportation.** To minimize risk from close quarters, we will not be offering rides to events. High schoolers may drive themselves and younger siblings (if we are doing a joint HS/MS event). Middle schoolers need to catch a ride with their parent or older sibling.
- We want everyone to participate! But **please stay home** and connect with us online, if this is you:
  - 1) **you're sick.** If you're not feeling well in any way, come another time. Covid has some weird symptoms, and we're still learning about this, so better to be safe than sorry.
  - 2) **You've been contact within the past two weeks** with someone who was not feeling well.
  - 3) **You are at high risk from Covid-19 – or live with someone who is.** If you feel comfortable participating with the above guidelines in place, please come and join us, but we want to be sure that everyone is protected as much as possible, so if you think it's best to stay home, we understand and look forward to connecting with you on Sunday Zooms.