

# WUMC COVID-19 Recovery/Reopening Strategy and Planning

Jointly Prepared by  
ad hoc COVID-19 Recovery Team (CRT) and  
Board of Trustees (BOT)



24 June 2020  
Version 4.0  
(Final version submitted to NYAC  
Connecticut District Superintendent)

# Introduction



# COVID-19 Recovery Team (CRT)



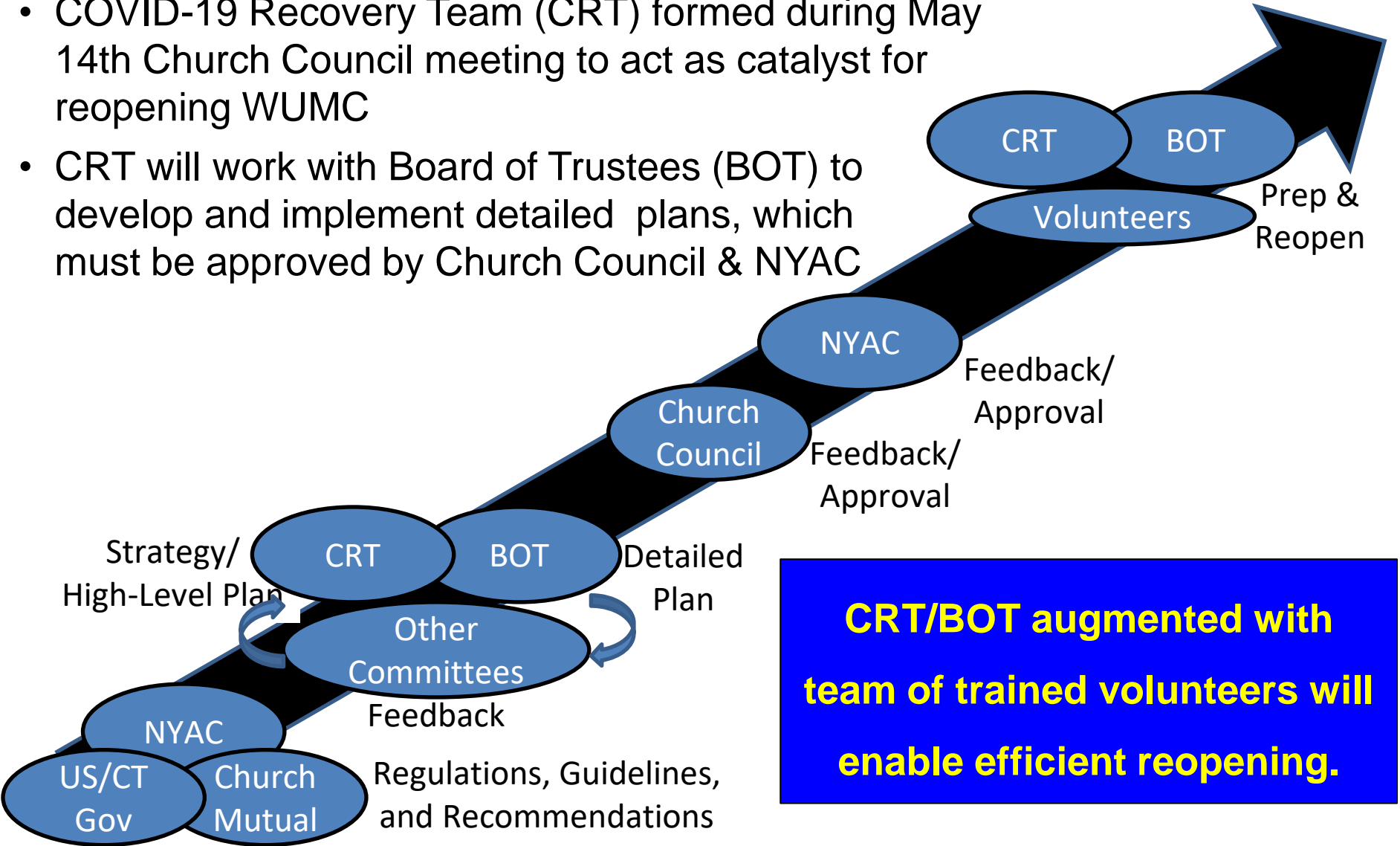
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- The ad hoc COVID-19 Recovery Team was formed by the WUMC Church Council at its monthly meeting on 14-May-2020 with the objective of developing a strategy and plan for re-opening the church for in-person worship services in a manner that ensures the safety and welfare of the church family and community and compliance with NYAC reopening guidelines.
- The CRT includes the following members, who represent key committees/ ministries:
  - Pastor John Thomason
  - Bud Behlman (BOT/Adult Ministry),
  - Mark Davis (Lay Leader and /Finance Committee)
  - Rae Ann Hockenberry (Open Doors Ministry/Membership Secretary)
  - Catherine Mason (Children and Youth Ministry),
  - Chris Shay (Worship Ministry)
- The CRT is responsible for developing a re-opening strategy/high-level plans and act as a catalyst to prepare the church and church family for reopening. The CRT will work with BOT to develop and implement detailed plans for preparing the church for re-opening and cleaning/sanitizing the church before/after each worship service.



# Path to Reopening

- COVID-19 Recovery Team (CRT) formed during May 14th Church Council meeting to act as catalyst for reopening WUMC
- CRT will work with Board of Trustees (BOT) to develop and implement detailed plans, which must be approved by Church Council & NYAC



**CRT/BOT augmented with team of trained volunteers will enable efficient reopening.**



# Strategic Planning Responsibilities

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- Worship Service Risk Assessment & Mitigation Strategy
  - Lay Leader (M. Davis) and BOT (B. Behlman and others)
- Purchase of long-lead supplies (e.g., signage, PPE)
  - BOT (B. Behlman and others)
- Worship Service Modifications to Meet NYAC Guideline Restrictions while Minimizing Impact on Worship Experience
  - Pastor John, Worship Comm. (C. Shay) and Youth Ministry (C. Mason)
- Augmented Worship to Meet the Needs of Those Who Can Not Attend
  - Pastor John and Lay Leader (M. Davis)
- Communication Strategy
  - Pastor John and Lay Leader (M. Davis)



# Summary of NYAC Guidelines



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- 50-person max occupancy in sanctuary; < 5 person small group meetings
- Vulnerable individuals encourage to remain at home and take advantage of online worship experience
- Masks required, except for age 2 yrs and younger, who should stay home
- No Baptisms, alter calls nor laying on of hands.
- No-touch alternatives to passing the peace, offering collection, greeters, and printed materials. No pew Bibles/hymnals.
- No choirs or praise bands. Soloist and instrumentals allowed with social distancing. No congregational singing.
- Alternate pew seating. Families sit in same pew.
- No passed or shared microphones
- No in-sanctuary receiving line or Fellowship hour
- Children should stay with family unit at all times. No traditional Sunday School or Children's Moment group gatherings.
- No Vacation Bible Schools, Mission Trip travel, no fund-raising or social activities that involves food preparation and distribution.
- NYAC approval of certified opening plan required
- Checklist for each worship service or equivalent event



# Strategy

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- Follow “The General Rules” created by John Wesley: Do no harm. Do Good. Stay in Love with God.
- Reconcile and comply with
  - NYAC: *COVID-19 Guidelines for Church Reopening*
  - Church Mutual Ins: *Recommendations for Safe Return to Worship*
- Be disciplined and systematic in assessing and minimizing the risks posed by the coronavirus in reopening the church
- Be creative in determining and meeting the needs of our church family
- Engage the entire church family in developing and implementing the reopening plan
- Develop and implement a communication strategy to prepare and train our church family for a successful reopening of our church



# Approach

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- Identify and prioritize all elements of church life for which a risk assessment and mitigation approach is required
- Establish a phased reopening plan for returning to a fully open church allowing all elements of church life to be conducted in a safe manner
- Establish work teams with clearly defined roles and responsibilities for implementing the reopening plan
- Establish a early warning system for identifying need for renewed restrictions or improved processes
- Communicate early and often to all members of the church family





# Identified Elements of Church Life

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- Church Office and Administration Activities
- Worship Services and Associated Activities
- Sunday School and Bible Studies
- Church Ministries
- Church Committees
- Pastoral Care
- Weddings and Funerals
- 3<sup>rd</sup> Party Facility Use

# Worship Service Risk Management

Systematic evaluation of risk of viral exposure/transfer, implementation of risk mitigation restrictions/protocols, and education of church family through multi-faceted communication strategy, including ubiquitous signage within church facility

Risk	Mitigation
Contact transfer	<ul style="list-style-type: none"> <li>Deep one-time recurring clean of touch points</li> <li>Remove seat cushions &amp; bibles/hymnals</li> <li>No handouts/bulletins</li> <li>Central plate(s) to drop off donations</li> </ul>
Airborne respiratory droplets	<ul style="list-style-type: none"> <li>Max attendance of 50, fans in windows to draw out air</li> <li>Masks required</li> <li>Social distancing between different family units</li> <li>Non-contact pastor greeting line</li> </ul>
Preaching/singing	<ul style="list-style-type: none"> <li>Virtual choir; no congregational singing</li> <li>Pastor/Liturgist/Soloists on separate mics &amp; plexiglass barriers</li> </ul>
Cross-pollination between family units	<ul style="list-style-type: none"> <li>Each available pew limited to one family unit or two singles (at either end of pew)</li> <li>Children must remain with family unit at all times</li> <li>No Sunday School; No child care; No Fellowship Hour; Non-contact pastor greeting line</li> </ul>



# Protocols to Ensure Safety of Church Family

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- Protocol(s) for limiting sanctuary capacity to 50 people
  - Online registration (with perhaps seating assignments)
  - Non-confrontational talking points for turn-away of walk-in attendees if have reached capacity
- Greater than 6-ft social distancing; Greater than 15 feet from worship team to congregation
- Method for documenting attendees (at check-in) and locations within sanctuary (tracking lists to be retained on rolling retention basis, length of time determined to enable contact tracking while ultimately protecting privacy )
- Trained adult Greeters/Ushers for facilitating traffic flow, encouraging social distancing, reminders of deviations from guidelines, documenting attendees
- Method(s) for identifying outbreak, contact tracing, and HIPAA compliant notifications

# Potential Modifications to Enhance Restricted Worship Service

## Multi-Sensory Modes of Worship

- Enhanced Scripture readings with sound effects
- Non-Traditional Song/Choir
  - Virtual Choir
  - Instrumental pieces accompanied by sign language, body motions, and/or congregational reading of lyrics
- Worship Song PowerPoint with Inspirational Images & Lyrics
- Hymn Stories: Delve into history of faith songs bringing inspiration, reflection & a fresh perspective.
- Guided Prayer
- Chants & Taizé prayer
- Guided Meditations & reflections accompanied by video
- Christian poetry reading
- Purposeful silence
  - Ecclesiastes 3:7– “There is a time to keep silence and a time to speak”*
- Use of visual design elements: artful displays with props, art, flowers, etc.

**Let's view this as an opportunity to explore worship through a wider variety of our God given senses & modalities.**



# Communication Strategy



- Review of draft re-opening strategy, high-level plan, and survey by Church Council and key Committees (e.g., BOT, SPRC, Worship)
- Conduct survey of church family to assess comfort level, determine preferences on key decisions to be made, estimate likely attendees and identify vulnerable members that are thinking of attending
- Church Council and NYAC review/approval of final detailed plan
- Transmit high-level summary of final plan to church family via Life of the Church Letter
- Hold Zoom meeting(s) to educate church family and solicit support for work teams
- Post guidelines, plan, checklists, FAQs, and concise educational /training articles, graphics, and/or videos on WUMC website and communicate to church family via multiple channels
- Provide mechanism(s) for submitting questions to WUMC CRT/BOT online or by e-mail and/or calling to discuss concerns in private with Chairperson of CRT
- Send following videos prior to reopening.
  - Pastor providing reassurance; describing re-opening procedures, changes, and requirements; and encouraging vulnerable to be "safer at home"; and emphasizing need for any church family member that is diagnosed with COVID-19 to notify the church office
  - Lay Leader walks through & explains new traffic patterns for entering, seating & exiting sanctuary/building.
- Conduct training of volunteers that will help implement plan
- Post ubiquitous signage within church facility and outdoor service venue
- In the event of a member being diagnosed with COVID-19, notify the Pomperaug Health District and affected church family members, using HIPAA compliant methods.



# Proposed Phases & Target Dates

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- Current – Remote/Virtual Church Life
- Phase A – Initial Reopening with Outdoor Worship Services July 12<sup>th</sup>
- Phase B – Reopening Indoor Services, Pastoral Care, and Other Church Ministries Aug 7<sup>th</sup>
- Phase C – Further Safe Restoration of Key Restricted Church Life Elements TBD
- Phase D – Final Transition to New Normal TBD

# Phase A – Initial Reopening of Worship Services

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- Administrative Office Hours remain on appointment only basis for business that cannot be conducted remotely
- Worship services reopened outdoors according to NYAC Guideline Stage 3 restrictions
- Other Church Ministry and Church Committee meetings and work conducted remotely
- No Sunday School or in-person Bible Studies
- Pastoral Care conducted remotely
- No Weddings or Funerals

# Phase B – Partial Reopening of Pastoral Care and Other Church Ministries

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- Administrative Office Hours remain on appointment only basis for business that cannot be conducted remotely
- Worship services reopened for indoor services according to NYAC Guideline Stage 3 restrictions
- Small group meetings of 5 or less participants allowed with proper social distancing and risk reduction protocols
- Sunday School and other Children & Youth activities remain suspended
- Face-to-face Pastoral Care visits allowed at Pastor's discretion, while practicing prescribed social distancing and risk reduction protocols
- Weddings or Funerals allowed following same restrictions imposed on Phase 1 worship services as well as other no-touch alternatives to receiving lines, etc.





# Phase C – Further Safe Restoration of Key Restricted Church Life Elements

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- Open with new protocols and protections
- Safe ‘no-touch’ alternatives developed for restricted worship service elements and associated activities
- Safe methods for Sunday School and Youth Group activities established
- Safe Methods for face-to-face group meetings of more than 5 people established

# Phase D – Final Transition to New Normal

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- To be developed

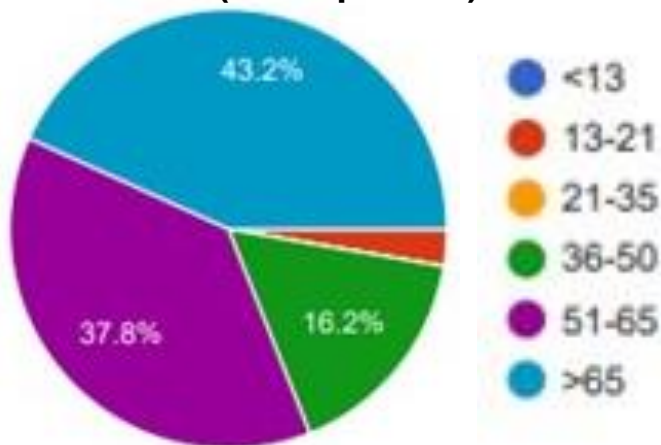
# Preliminary Survey Results

# WUMC Survey Results

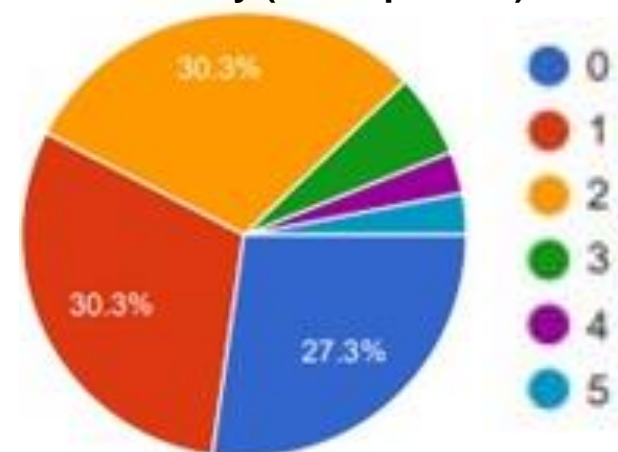
## General

- Three parts: Reopening, Online Services, and Demographics
- Released June 10<sup>th</sup> ; soft deadline of June 20<sup>th</sup>
- 38 responses by June 18<sup>th</sup>; basis of preliminary results shown herein
- 81% > 50 years old
- About 42 likely attendees during Phase 1 reopening if held indoors
- See next slide for preferences related to timing of reopening and indoor vs outdoor services

**Age Range of Responders**  
(37 responses)



**Number of Likely Attendees in Family**  
(33 responses)



**Survey results have been extremely helpful in final planning**

# WUMC Survey Results

## Reopening Preferences

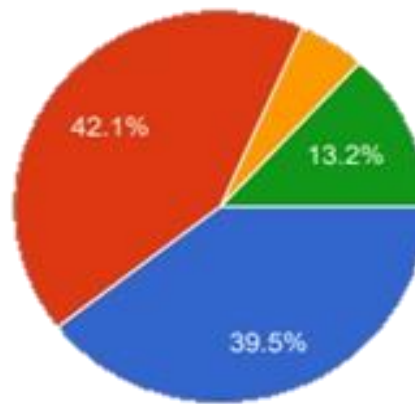
- 34% unlikely to attend indoor service in July-Aug
- 40% more likely to attend indoor service if wait until Sep-Oct
- 55% would be more likely to attend outdoor service in July-Aug
- 45% indicated that sufficient risk reductions protocols were planned
- 16% would like to see more protocols
- 11% would like to see fewer restrictions on worship service
- 78% would be willing to pre-register for weekly service

July-Aug Indoor Service



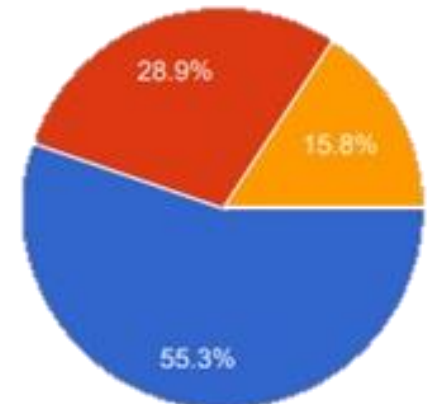
Very Likely      Not Likely  
Somewhat Likely      Unsure

Sep-Oct Indoor Service



Very Likely      Not Likely  
Somewhat Likely      Unsure

July-Aug Outdoor Service



Yes      Unsure  
No

**Survey results drove change in WUMC reopening plan to provide outdoor services in Phase 1 during July-Aug**



# WUMC Survey Results

## Other Preferences

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- Selections for acceptable modifications to worship service (check all that apply)
  - 65% pre-recorded virtual choir
  - 53% moments of silence for meditation/reflection
  - 18% hymn read-along
  - 21% socially distanced greeting line
- Selected preferences for accommodating more than 50 people (check all that apply)
  - 51% online service only
  - 32% overflow room
  - 35% two services on Sunday
  - 22% two services (Sat evening and Sunday)
- 70% are likely to watch online service if unable to attend
- 63% unlikely to participate in remote Fellowship versus 16% very likely
- Willingness to volunteer (check all that apply)
  - 63% one-time deep cleaning and modification of church
  - 41% cleaning before/after services
  - 59% usher/greeter to facilitate social distancing
- Preferences for additional information (check all that apply)
  - 70% submit questions online or by e-mail
  - 35% online meeting or teleconference
  - 20% one-on-one phone call with Lay Leader

# Phase A Plan

## Outdoor Services

# Phase A – Outdoor Worship Services

## Summary

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- Services to be held on Town of Woodbury's North Green, weather permitting. After Phase B is approved, will move indoors when weather is poor.
- Services will be recorded and be available for broadcast Sunday afternoon.
- Church's lower entrance/restrooms will be open. All other areas will be closed.
- Town Green (see 'Location' slide) has 10,000 square feet within natural boundary of trees planted along periphery (well back from street). Can accommodate 200 people using Church Mutual guidelines of 50 sq-ft per person. Will cap at 100 people or lower limit if one is imposed by NYAC or CT.
- Boundaries will be roped off the day of service to provide two check-in points, allowing greeters to apply admission criteria, inform of mask and social distancing requirements, inform of service restrictions, take attendance, and provide access to hand sanitizer (see 'Staging' & 'Check-In' slides).
- Seating will be from N.E. to S.W and from West to East from check-in points #1 and #2, respectively. ('front-to-back'). Rope boundaries will be removed at end of service to allow unrestricted exit, while maintaining proper social distancing.
- Attendees will be asked to bring own seating or sit on the lawn. Hard-surface touch points within roped boundary (benches) will be sanitized. Gazebo will be roped off to all. Sanitized chairs will be set up for those with limited mobility
- Restrictions on worship service in compliance with NYAC guidelines.



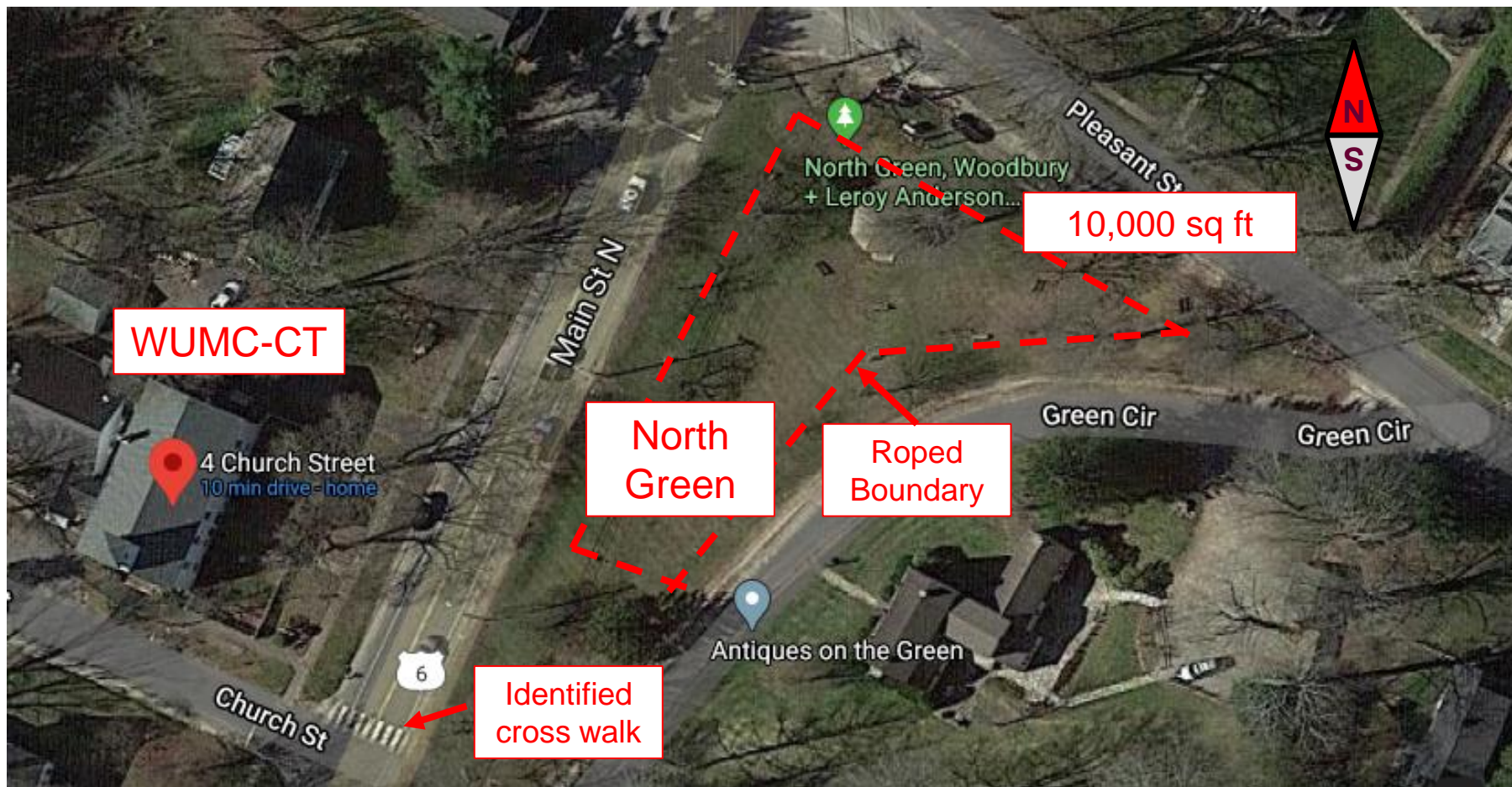


# Outdoor Services – Location

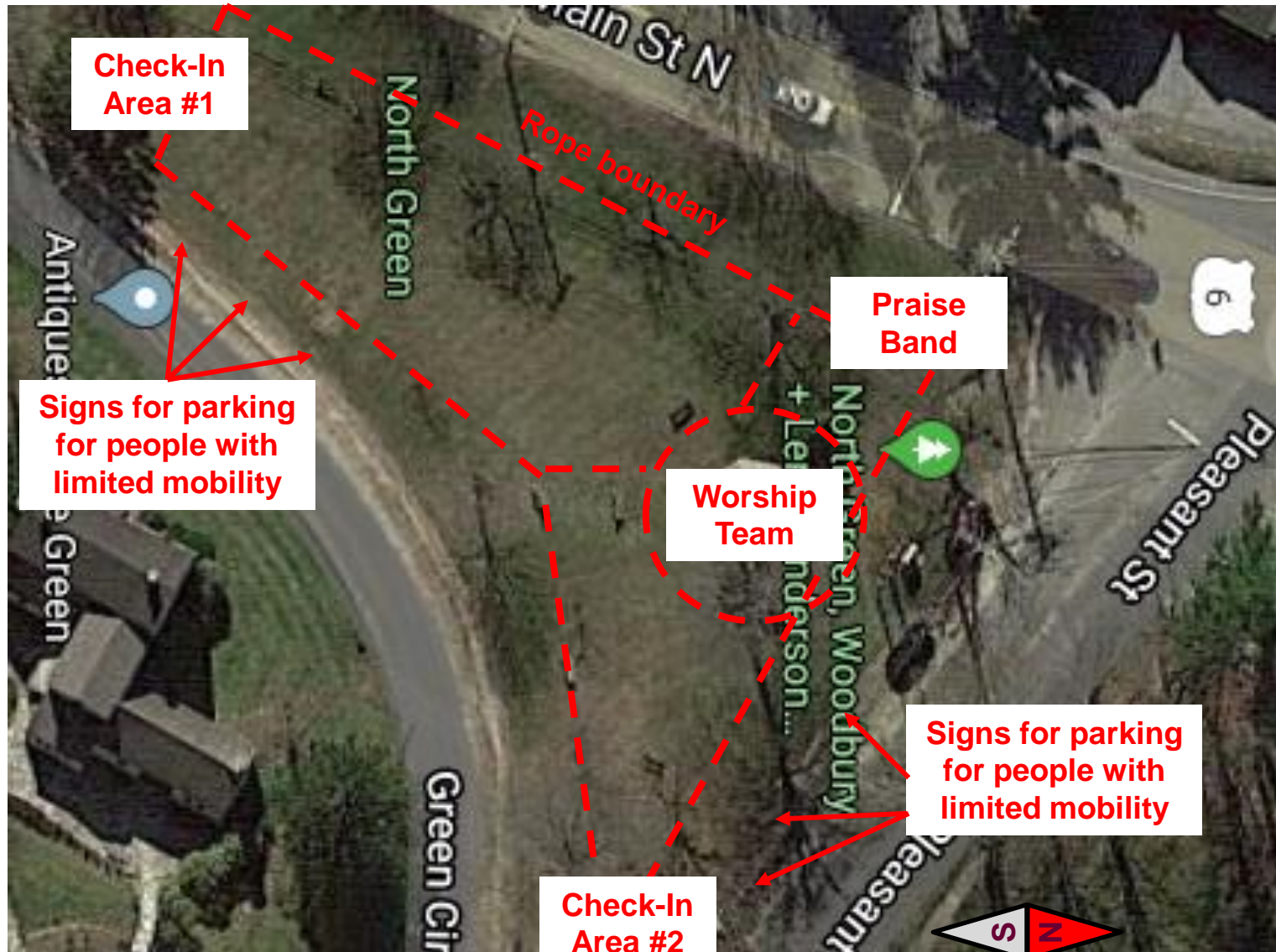
## Town of Woodbury, CT on North Green



- Located directly across Main St. from Woodbury UMC
- Accommodates 200 people with 50 sq-ft per person within roped boundary
- Church’s lower entrance/restrooms will be open. All other areas will be closed



# Outdoor Services – Staging





# Outdoor Services – Signage

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- Temp signs indicating parking for people with limited mobility near both check-in points
- Banner marking check-in points visible from any point on rope boundary
- Small cones at 10-ft intervals delineating waiting line at check-in points
- Warnings to stay at home and take advantage of online services for sick or vulnerable members
- Requests that people unable to remove their own masks and children under 2 years remain at home
- Requirements for mask and social distancing
- Obvious availability of hand sanitizer and reminder to sanitize hands upon entry into roped boundary
- Site/Staging map(s) showing ‘front-to-back’ seating in two areas and restroom across the street in Fellowship Hall



# Outdoor Services – Check-In Process

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- Ushers/greeters (wearing same color shirts, masks, name tag; socially distanced)
  - One ‘Usher’ at Main St pedestrian crossing to help people with limited mobility and traffic control as necessary
  - Two ‘Greeters’ at each of two check-in points
- Admission Criteria
  - Quick non-contact temperature check
  - Query regarding exposure to COVID or symptoms
- Attendance
  - Check name off pre-registration list
  - Record name(s) and primary phone contact for unregistered families
- Communication (using signage)
  - Reminder of mask and social distancing requirements
  - Reminder of restrictions on service (see ‘Restrictions’ slide)
  - Reminder of availability of hand sanitizer
  - Guidance on seating (‘front-to-back’) and ‘free-form’ exit process
- Handouts
  - Stack of bulletins for those who did not print at home
  - Spare masks
  - Communion ‘kit’ on first Sunday of month (once approved)



# Outdoor Services – Restrictions

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- Masks must be worn at all times, except Pastor, liturgist, and soloist, can speak/sing without masks by maintaining 20-foot social distance
- Separate microphones and lecterns/stands for all worship leaders
- Socially spaced praise band in N.W. area of green
- At least 10 feet social distance between families (can go to greater distancing if allows congregational signing)
- Children to remain with parent(s) at all times
- No congregational singing (looking for waiver allowing singing while wearing masks because increased social distancing)
- Personal Bibles/hymnals only (both available for long-term loan)

# Phase A Risk Mitigation Plan

## Outdoor Services

Risk Description	Primary Risk Mitigation(s) Planned
Contact transfer of virus	<ul style="list-style-type: none"> <li>– Bring your own seating by attendees</li> <li>– Sanitizing of limited seating made available for those who forget and can't bring seating; Sanitizing of hard touch points within roped boundary</li> <li>– Roping off of gazebo</li> <li>– Stacks of 'clean' handouts available for pickup by attendees at check-in points</li> <li>– Central locked box to drop off donations and basket for visitor cards</li> <li>– Separate microphones for each worship team member</li> <li>– Restrictions on service</li> </ul>
Airborne transfer of virus	<ul style="list-style-type: none"> <li>– Masks to be worn at all times by congregation to eliminate larger droplets</li> <li>– Masks and 10-ft social distance between families in congregational seating areas and outdoor natural 'ventilation' to dilute aerosol particles that penetrate masks</li> <li>– 15-20 ft social distancing between worship team members and congregation and each other so can remove masks when speaking/singing</li> <li>– Front to back seating; marked waiting line points at check-in points</li> <li>– Restrictions on worship service; ubiquitous signage</li> </ul>
Lack of awareness of risk mitigation guidelines & requirements	<ul style="list-style-type: none"> <li>– Training of church family with online information sessions; posting on guidelines/restrictions, training material, FAQs, etc. on website</li> <li>– Ubiquitous signage; Training of 'ushers/greeters'</li> </ul>
Outbreak despite best efforts to minimize risk	<ul style="list-style-type: none"> <li>– Roped boundaries to provide two discrete check-in points to facilitate tracking of attendance and contact tracing if outbreak occur</li> <li>– Registration process to facilitate tracking of attendance and contact information</li> </ul>
Physical injury during ingress/egress to/from worship service area	<ul style="list-style-type: none"> <li>– Trained 'usher' at cross walk on Main Street</li> <li>– 'Reserved' parking next check-in points for those with limited mobility</li> <li>– Church wheelchair on hand if needed by those of limited mobility</li> <li>– Roped boundary to exclude non-obvious tripping hazards from worship area</li> <li>– Church First Aid kits available at both check-in points</li> </ul>

# Phase B Plan

## Indoor Services



# Challenges of Indoor vs Outdoor Services

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- Entryways and exits are typically narrow with tendency to create bottlenecks
- Small to medium sanctuaries make achieving desirable social distancing difficult, while still allowing a practical number of attendees
- There are far more touch points to be sanitized for every room to which access is allowed
- Contaminated air is not naturally diluted and dissipated as naturally occurs in an outdoor setting





# Phase B – Indoor Worship Services



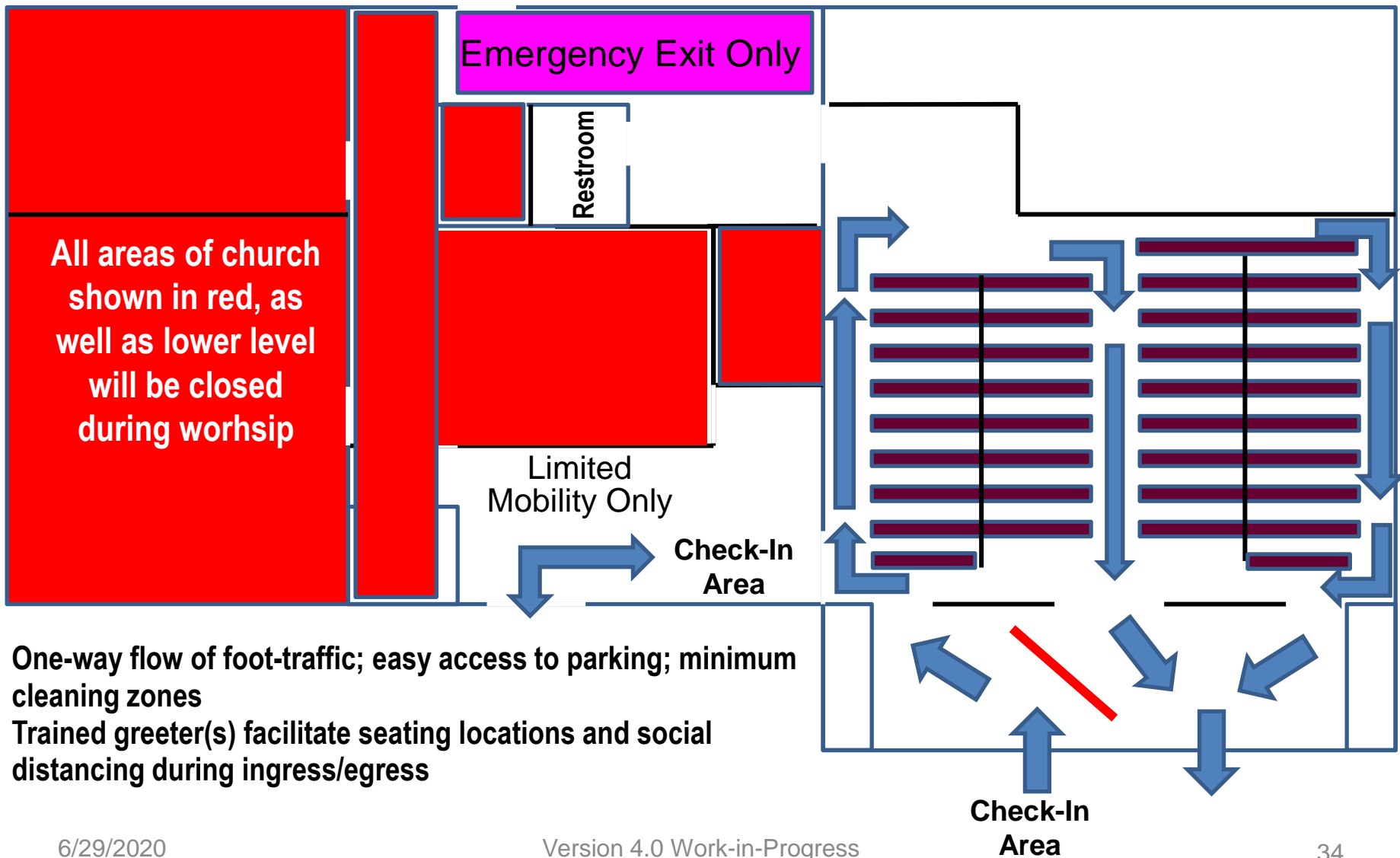
## Summary

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- Services will be recorded and be available for broadcast Sunday afternoon.
- All areas other than entrances, sanctuary, and restrooms will be closed to general church family.
- One-way, first-in/first-out flow of foot-traffic from ingress to seating to egress maintained by signage
- Two check-in points (primary and handicap) allow admission criteria, attendance tracking, and reminders of social distancing, mask wearing, and other requirements/restrictions
- Social distancing maintained as follows
  - 15 to 20-foot between each worship team member and the congregation
  - 8-ft social distance between worship team members, augmented with plexiglass partitions
  - 7.5 feet front-to-back social distance and at least 6 feet side-to-side distance between families through marking of available seating in every third pew
- Active ventilation approach used to exhaust residual aerosols not captured by masks or plexiglass barriers
- Restrictions on worship service in compliance with NYAC guidelines.

# Selected Ingress/Egress Flow Pattern

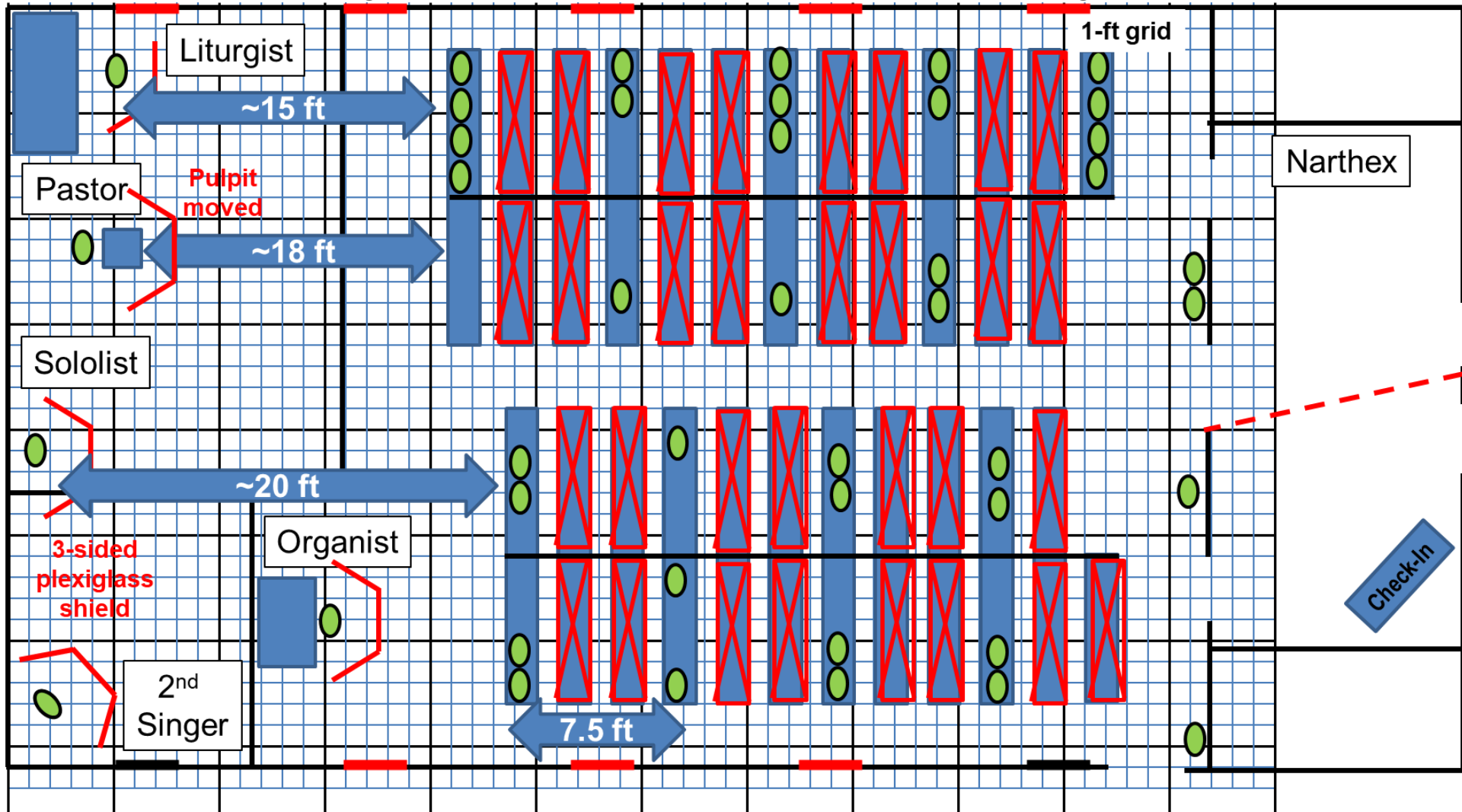
## One-Way Flow Ingress/Egress to Ensure Social Distancing





# Selected Sanctuary Floor Plan

- 50+ person capacity with every 3rd pew and 6-8 people in balcony;
- >6 ft distancing between families; >15 ft from speakers/singers)





# Ventilation Considerations\*

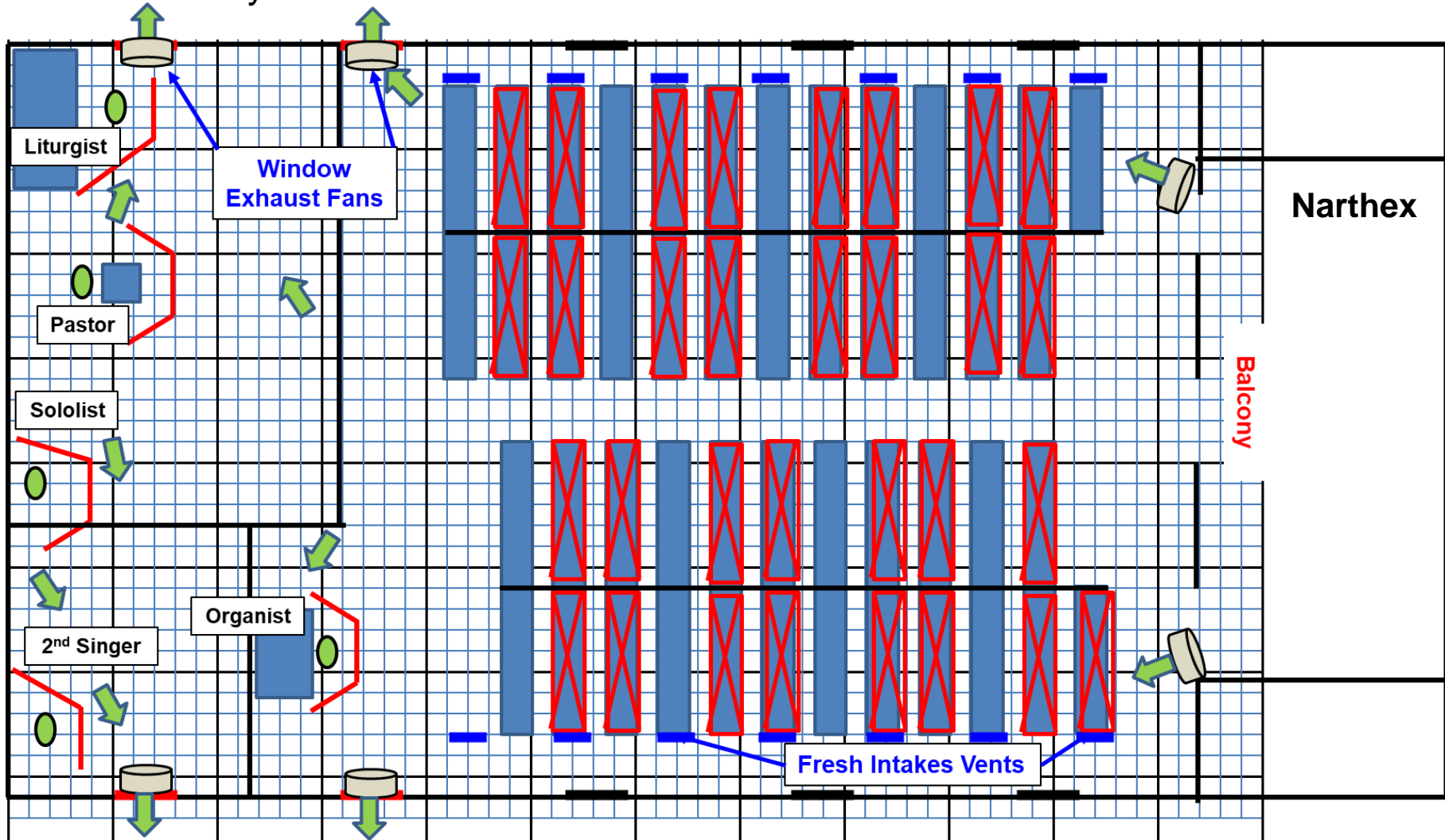


- **The virus is thought to spread mainly from person-to-person.**
  - Between people who are in close contact with one another (within ~6 feet)
  - Through respiratory droplets/aerosols produced when an infected person coughs, sneezes, talks or sings.
  - These droplets/aerosols can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - COVID-19 may be spread by people who are not showing symptoms.
- **Droplets versus aerosols.**
  - Larger droplets remain airborne only briefly before settling because of gravity (reason for 6-foot social distancing without masks)
  - Smallest aerosol particles are too small to settle and are carried by air currents and dispersed by diffusion and air turbulence. Some aerosol particles can pass through masks.
  - Aerosols from infected persons may therefore pose an inhalation threat even at considerable distances in enclosed spaces
- **Risk mitigation.**
  - Risk from droplets minimized by social distance and masks
  - Aerosols addressed with masks; plexiglass partitions around Pastor, liturgist, and singers; and active ventilation bring in fresh air and exhaust air to outside
  - Risk of infection increases with density of aerosol droplets and time of exposure
  - Ventilation helps decrease density and time of exposure

\*See Backup slide with letter published 4/15/20, at NEJM.org.  
N Engl J Med 2020; 382:2063  
DOI: 10.1056/NEJMc2009324

# Selected Active Ventilation Concept #1

- Fresh air brought in from Fellowship Hall (cooler in summer, warm in winter)
- Potentially contaminated aerosols exhausted to outside





# Notes for Ventilation Concept – Option 1

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- Plexiglass barriers (red-lined icons) used to contain generation of droplets/aerosols generated by Pastor, Singers, and Liturgist and to protect these individuals and organist from those generated by others, allowing them to speak and sing without masks
- Fresh/clean air brought in from lower level (Fellowship Hall, which is closed to people) and blown into sanctuary using heating system ducts. Heating of air deactivated in Summer. Location of fresh air intake grills represented by short blue lines at end of every other pew along outside walls.
- Potentially contaminated aerosols in sanctuary air exhausted out windows closest to worship team by standard box fans (grey cylindrical icons)
- Remaining windows remain closed to reduce ambient heating (or cooling in winter) and noise if were to use fans for exhaust



# Proposed Church Facility Signage

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- Clearly visible check-in points; small cones or tape at 6-ft intervals delineating waiting line positions at each check-in point
- One-way foot traffic flow pattern
- Sanctuary map showing foot-traffic flow pattern and back-to-front seating, assuming that Option 1 from Figure 6 is pattern approved by NYAC.
- Sanctuary map showing allowable seating patterns (and seat numbers if a process for assigning seats is established)
- Requirements for mask and social distancing; no singing
- Obvious availability of hand sanitizer and reminder to use hand sanitizer before entry to and after exit from sanctuary
- Warnings to stay at home and take advantage of online services for sick or vulnerable members
- Request that people unable to remove their own masks and children under 2 remain home



# Indoor Services – Check-In Process

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- Ushers/greeters (wearing same color shirts, masks, name tag; socially distanced)
  - One ‘Usher’ to facilitate intermixing flow from primary check-in and check-in for limited mobility
  - Two ‘Greeters’ at each of two check-in points
- Admission Criteria
  - Quick non-contact temperature check
  - Query regarding exposure to COVID or symptoms
- Attendance
  - Check name off pre-registration list
  - Record name(s) and primary phone contact for unregistered families
- Communication (using signage)
  - Reminder of mask and social distancing requirements
  - Reminder of restrictions on service (see ‘Restrictions’ slide)
  - Reminder of availability of hand sanitizer
  - Guidance on seating (‘front-to-back’) and ‘free-form’ exit process
- Handouts
  - Stack of bulletins for those who did not print at home
  - Spare masks
  - Communion ‘kit’ on first Sunday of month (once approved)





# Indoor Services – Restrictions

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- Masks must be worn at all times, except for the Pastor, liturgist, and singer(s), when speaking or singing; No more than two singers
- Maintain social distance
  - 15 to 20-foot between each worship team member and the congregation
  - 8-ft social distance between worship team members, augmented with Plexiglass partitions
  - 7.5 feet front-to-back social distance and at least 6 feet side-to-side distance between families
- Children to remain with parent(s) at all times
- No praise band beyond an organist and socially distanced bell ringers. The latter would replace the 2nd singer in the traditional choir loft. The number of allowable bell ringers depends on family ties.
- Separate microphones and lecterns/stands for all worship team members
- No congregational singing
- Personal Bibles/hymnals only (available for long-term loan from the church)



# Phase B Risk Mitigation Plan

## Indoor Services



Risk Description	Primary Risk Mitigation(s) Planned
Contact transfer of virus	<ul style="list-style-type: none"> <li>– Pre-service cleaning of sanctuary</li> <li>– Restriction of use of sanctuary for non-service use</li> <li>– Closure of all areas of the church other than entrances, sanctuary, bathroom</li> <li>– Stacks of ‘clean’ handouts available for pickup by attendees at two check-in points</li> <li>– Central locked box to drop off donations</li> <li>– Central basket at check-in points to collect visitor cards</li> <li>– Separate microphones for each worship team member</li> <li>– Restrictions on service</li> </ul>
Airborne transfer of virus	<ul style="list-style-type: none"> <li>– Masks to be worn at all times by congregation to eliminate larger droplets and reduce volume of aerosols released to ambient air</li> <li>– Greater than 6-ft social distance between families in congregational seating areas</li> <li>– 15-20 ft social distancing between worship team members and congregation and plexiglass barrier so can remove masks when speaking/singing</li> <li>– Active ventilation approach to dilute potentially contaminated air with fresh source and dissipate via exhaust to outside</li> <li>– Marked one-way foot-traffic pattern; marked waiting line points at check-in points</li> <li>– Restrictions on worship service</li> <li>– Trained ‘ushers/greeters’ and ubiquitous signage to remind attendees of guidelines/restrictions and correct any deviations</li> </ul>
Lack of awareness of risk mitigation guidelines & requirements	<ul style="list-style-type: none"> <li>– Training of church family with online information sessions; posting on guidelines/restrictions, training material, FAQs, etc. on website; ubiquitous signage</li> <li>– Ubiquitous signage; Training of ‘ushers/greeters’</li> </ul>
Outbreak despite best efforts to minimize risk	<ul style="list-style-type: none"> <li>– Check-in points to facilitate tracking of attendance and contact tracing if outbreak occurs</li> <li>– Registration process to facilitate tracking of attendance and contact information</li> </ul>



# Plan Submittal Document Outline

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- **Introduction**
- **Overall Strategy and Approach**
- **Communication Strategy and Church Family Survey**
- **Risk Management and Compliance**
- **Phased Reopening**
- **Phase A Plan Description – Outdoor Worship Services**
- **Phase B Plan Description – Indoor Worship Services and Church Meetings**
- **Concluding Remarks**
- **Appendices**
  - A. **WUMC Important Announcement: Response to Rising COVID-19 (Coronavirus) Concerns**
  - B. **WUMC Church Compliance Certification**
  - C. **WUMC CRT/BOT COVID-19 Recovery Strategy & Plan (slide deck summary)**
  - D. **Church Family Survey**
  - E. **Church Mutual Insurance Recommendations for Safe Reopening**
  - F. **Phase A Plan Compliance**
    - **NYAC ‘Worksheet for Protocol Planning & Reopening’**
    - **Master Compliance Matrix**
  - G. **Phase B Plan Compliance**
    - **NYAC ‘Worksheet for Protocol Planning & Reopening’**
    - **Master Compliance Matrix**



# Backup

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# Ingress/Egress, Seating, & Accessibility

## Critical to Social Distancing & Cleaning Workload

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- **Ingress/Egress Process**

- NYAC strongly encourages one-way ingress/egress people traffic
- Somewhat conflicting requirements to implement one-way flow, encourage > 6-ft social distancing, and minimize zones requiring regular cleaning
  - Longer egress route better avoids egress bottle necks, while enabling 6-ft distancing during wait to exit; but may require larger cleaning zones
  - Front-to-back (or back-to-front) seating avoids need for pre-assignment of seating location, but will require trained users
  - Trained ushers could potentially reduce need for one-way flow
  - NYAC guidance currently precludes use of ushers/greeters, which seems impractical and requires clarification

- **Facility Accessibility**

- Non-sanctuary portions of facility unnecessary to ingress/egress should be closed to general attendees to maximum practical extent to minimize extent of cleaning zones
- Ideally would close downstairs completely (leaving only one bathroom)

- **Seating**

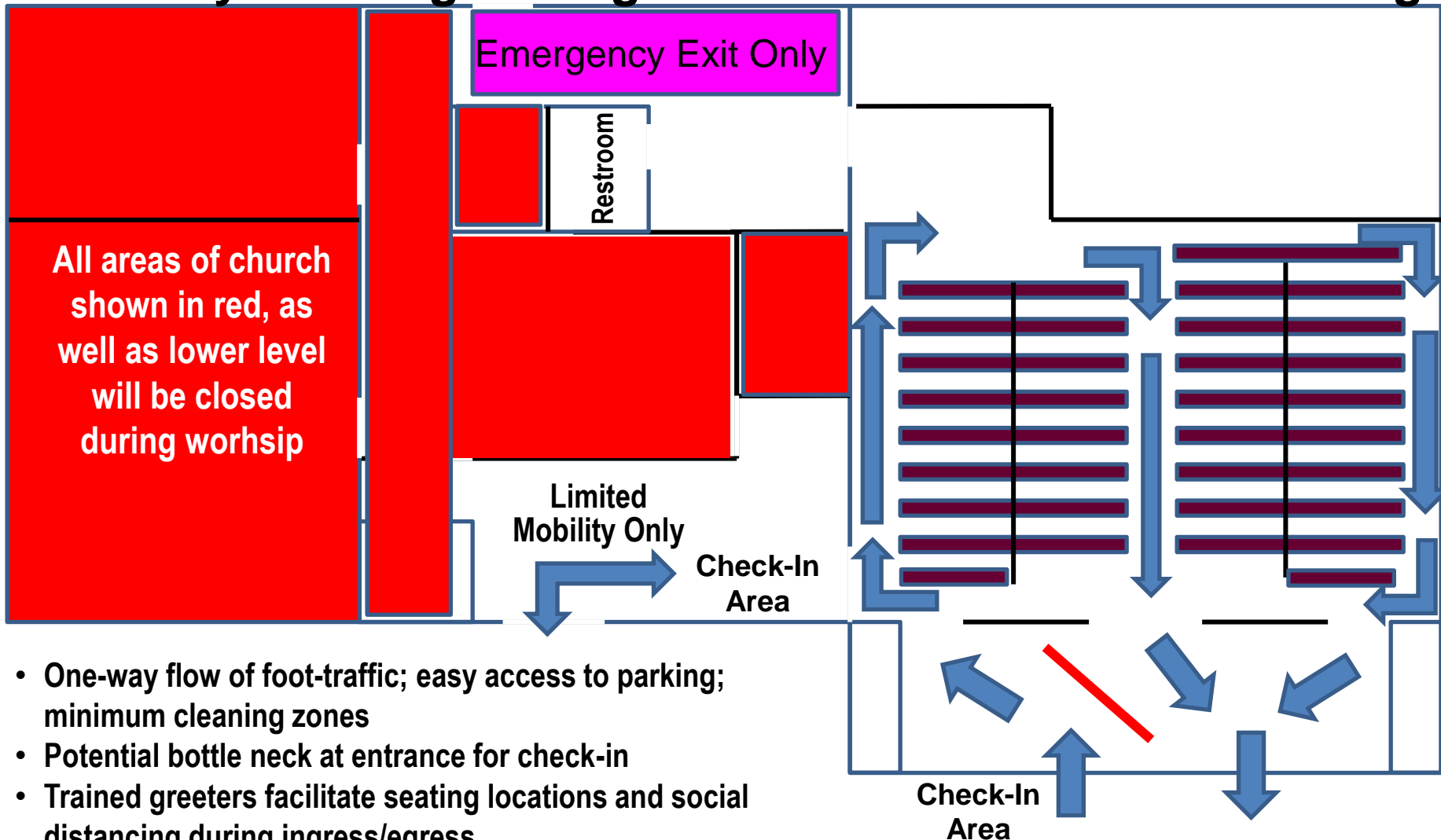
- Every other pew seating is min requirement, but does not meet 6-ft distancing
- Every third pew with careful seating of 3+ family units and some non-traditional seating accommodates 50-person max capacity with better than >6-ft social distancing



# WUMC Floor Plan – Option 1



## One-Way Flow Ingress/Egress to Ensure Social Distancing

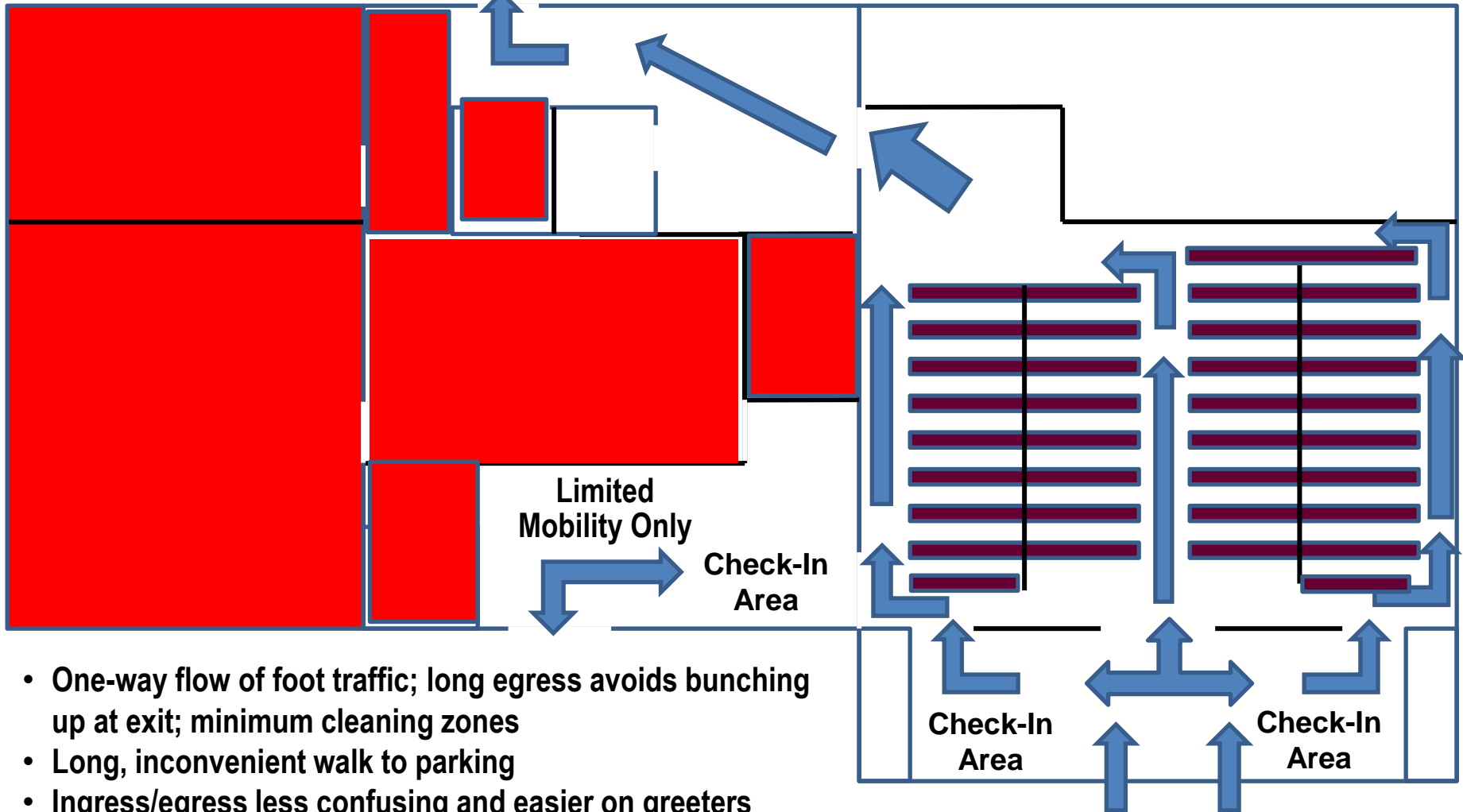




# WUMC Floor Plan – Option 2



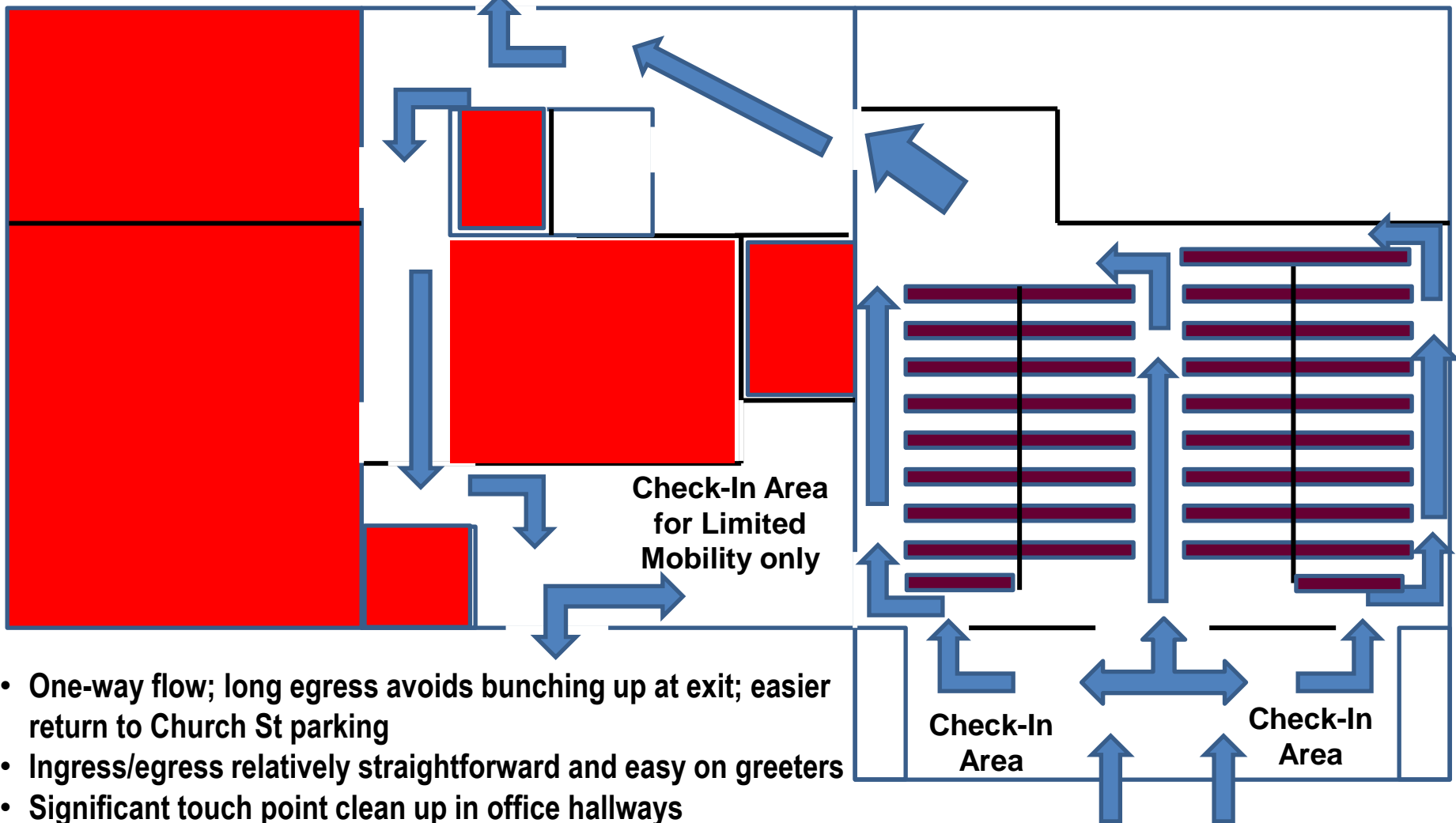
## One-Way Flow Ingress/Egress to Ensure Social Distancing



- One-way flow of foot traffic; long egress avoids bunching up at exit; minimum cleaning zones
- Long, inconvenient walk to parking
- Ingress/egress less confusing and easier on greeters

# WUMC Floor Plan – Option 3

## One-Way Flow Ingress/Egress to Ensure Social Distancing

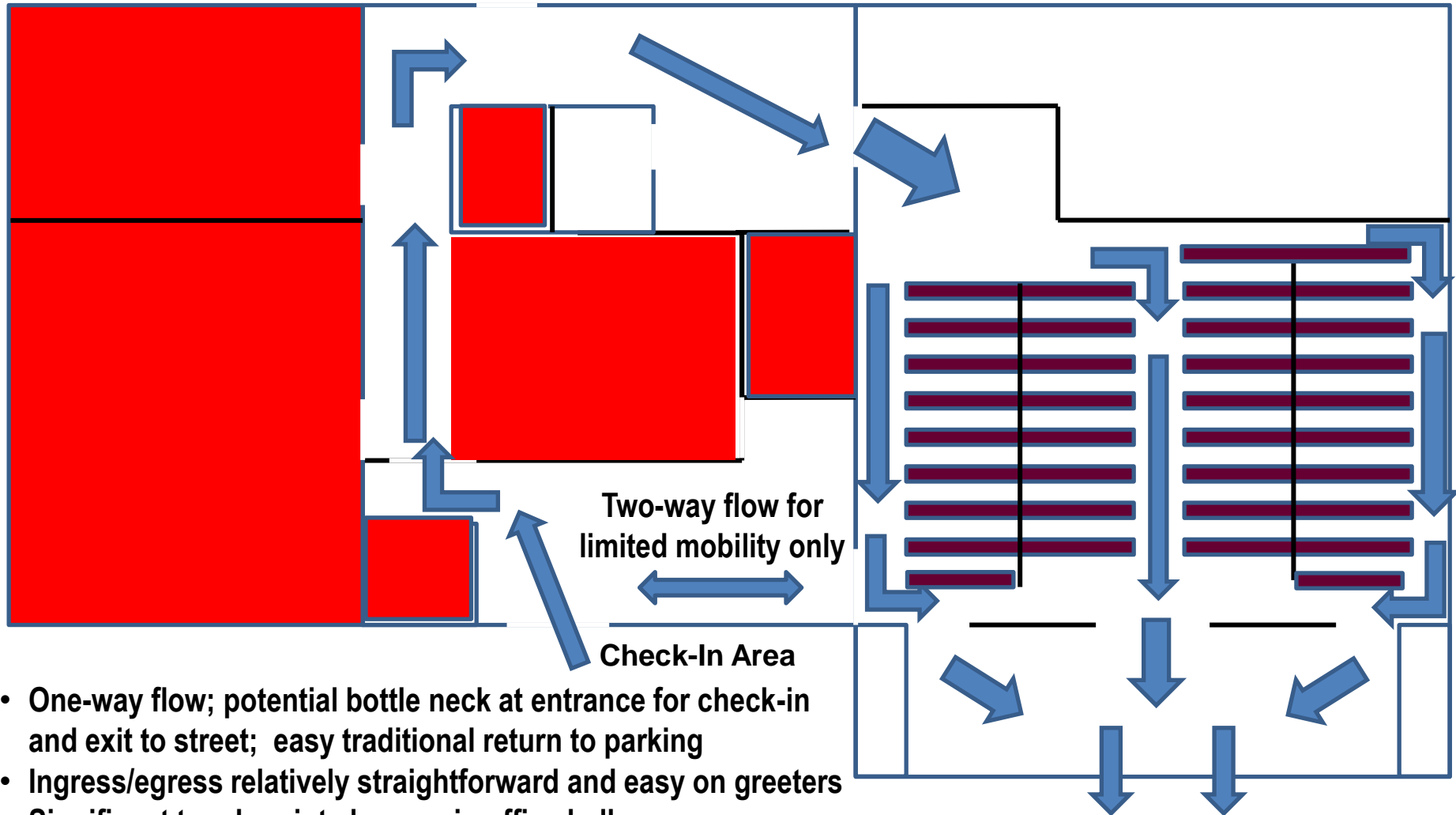


- One-way flow; long egress avoids bunching up at exit; easier return to Church St parking
- Ingress/egress relatively straightforward and easy on greeters
- Significant touch point clean up in office hallways



# WUMC Floor Plan – Option 4

## One-Way Flow Ingress/Egress to Ensure Social Distancing



- One-way flow; potential bottle neck at entrance for check-in and exit to street; easy traditional return to parking
- Ingress/egress relatively straightforward and easy on greeters
- Significant touch point clean up in office hallways



# Droplets and Aerosols in the Transmission of SARS-CoV-2

Letter published on 4/15/20, at NEJM.org.  
N Engl J Med 2020; 382:2063  
DOI: 10.1056/NEJMc2009324

Anfinrud et al. now illustrate in the Journal<sup>1</sup> how liquid droplets exhaled during speech can linger in the air. The large particles to which they refer remain airborne only briefly before settling because of gravity; these particles may pose a threat of infection if they are inhaled by persons close by as well as a contact hazard if they are transferred to another person's nasal or oral passages. In this way, persons infected with severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) may contribute to the spread of the infection.

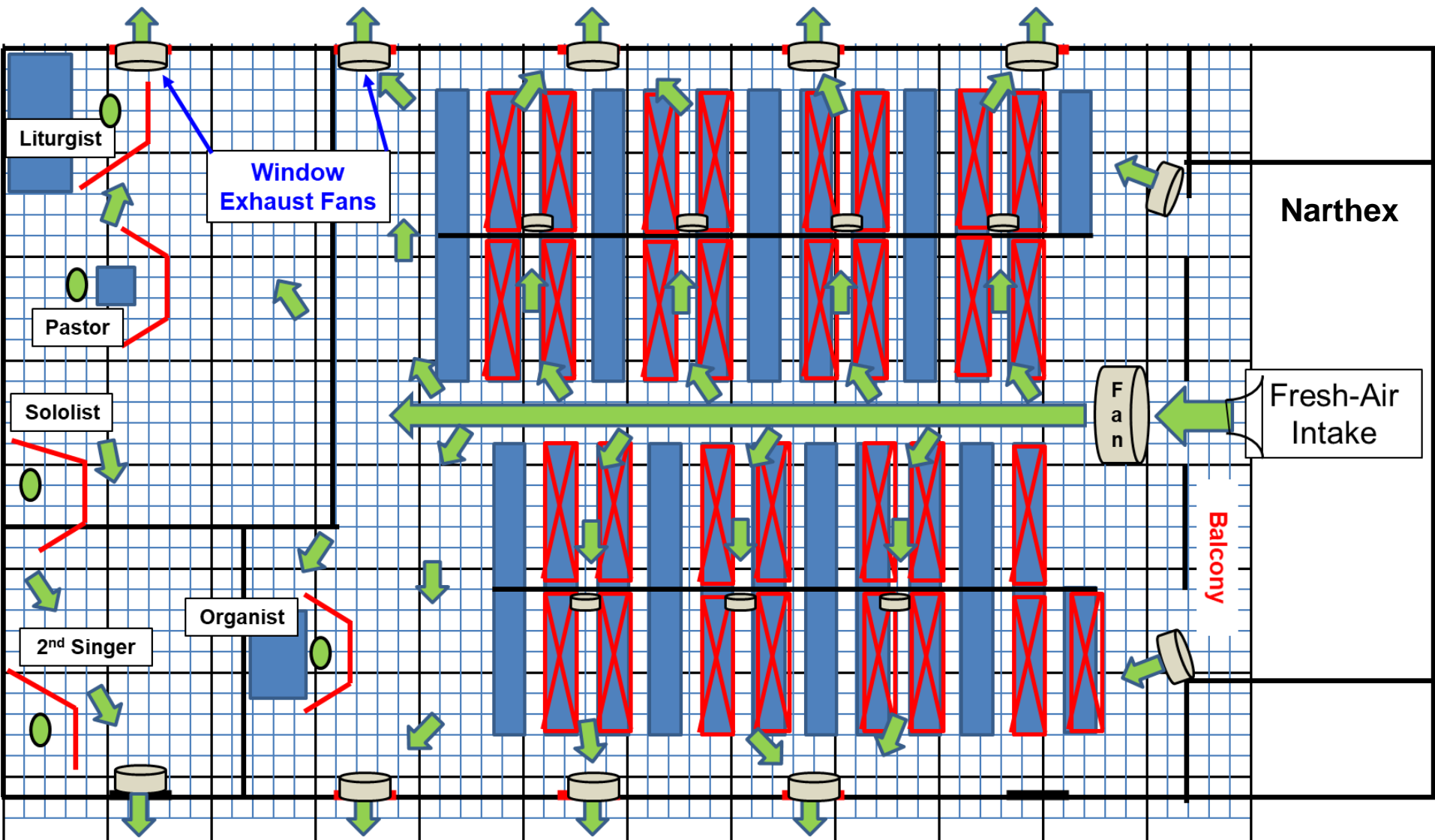
Breathing and talking also produce smaller and much more numerous particles, known as aerosol particles, than those visualized in the laser experiment of Anfinrud and colleagues.<sup>2-4</sup> Certain persons called "super spreaders" produce many more aerosol particles than other persons. The diameters of these particles are in the micron range. These particles are too small to settle because of gravity, but they are carried by air currents and dispersed by diffusion and air turbulence.

Inhaled droplets and aerosol particles have different sites of deposition in the recipient. Inhaled droplets are deposited in the upper regions of the respiratory tract, from which they may be removed in nasal secretions or carried upward by the mucociliary escalator, to be expelled or swallowed. In contrast, inhaled aerosolized particles can penetrate to the depths of the lungs, where they may be deposited in the alveoli.

A recent study, the results of which were also published in the Journal, showed that experimentally produced aerosols containing SARS-CoV-2 virions remained infectious in tissue-culture assays, with only a slight reduction in infectivity during a 3-hour period of observation.<sup>5</sup> Aerosols from infected persons may therefore pose an inhalation threat even at considerable distances and in enclosed spaces, particularly if there is poor ventilation. The possible contribution of infective aerosols to the current pandemic suggests the advisability of wearing a suitable mask whenever it is thought that infected persons may be nearby and of providing adequate ventilation of enclosed spaces where such persons are known to be or may recently have been.

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# Active Ventilation Concept #2





# Notes for Ventilation Concept – Option 2

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- Plexiglass barriers (red-lined icons) used to contain generation of droplets/aerosols generated by Pastor, Singers, and Liturgist and to protect these individuals and organist from those generated by others, allowing them to speak and sing without masks
- Fresh air brought in from main entrance by relatively large, low flow fan (grey cylindrical icon)
- Potentially contaminated aerosols exhausted through all windows by standard box fans (grey cylindrical icons) set on low
- Flow pattern (from inlet to exhaust fans) shaped by small low flow fans located in each pair of unoccupied pews, creating amongst other things ‘air curtains’ (similar to grocery store no-door refrigerated displays) between occupied rows of pews
- Downside to this concept potential noise of fans located in pews and all windows and impracticality during colder months.