

THE FPCH COVID-19 OPENING PLAN

COMMUNICATIONS:

- The Pastor and Clerk of Session shall communicate to the congregation about the Opening Plan, the need for supplies, and special worship instructions.
- Deacons shall help contact members about the Opening Plan.

TRAINING:

- The Ministries of Worship and Music and Hospitality shall help to train the Ushers and others to properly execute the plan, install appropriate signage, gather supplies and guide worshipers during worship service.
- Training for ushers shall emphasize the following:
 - Greeting people while standing 6 feet distant.
 - Limiting the number of people in the Narthex.
 - Directing people to proper seating .
 - Monitoring the offering plate or basket in the Narthex.
 - Directing people to wear face coverings. (gloves optional).
 - Apply signage as necessary to limit use of pews, safety precautions, mark doors, etc.

BASIC SUPPLIES:

- Members and guests supply their own PPE. (Some PPE shall be available if a worshiper forgets their own PPE)
- Seek volunteers to donate face coverings for members and guests who forget.
- Members are encouraged to donate a container of hand-wipes, box of tissues, a spray bottle of Lysol and a roll of paper towel for each end of the pew. (Have supplies dropped off at church prior to opening for worship—ushers will distribute.)
- Trash cans with plastic liners shall be supplied for disposal of paper products and cleaning supplies. Worshipers keep face coverings on when they leave the building.

BASIC MITIGATION GUIDELINES:

- If ill or exhibiting any CDC-identified symptoms, stay at home.
- Worshipers and meeting participants shall wear face coverings while in the church building (infants are exempt).
- Employees are exempt from face coverings while in the church building during normal business and conducting business in the offices.
- If employees are involved with or near a gathering of ten or more persons, face coverings are mandatory.
- Maintain social distance of six feet. No touching unless to treat a medical emergency.
- Practice hand washing frequently using soap and water or hand sanitizing solution. Gloves are optional.
- Ushers shall lovingly enforce the mitigation rules including use of PPE, social distancing and use of cleaning supplies.
- Members and guests shall use good judgement and follow the guidelines. Ushers or Session members shall assist with questions.
- Worshipers shall be recorded by name, phone number and email address. In the event someone tests positive for the virus, the authorities and attendees can be notified.

GUIDELINES FOR WORSHIP SERVICE

- To facilitate social distancing and avoid the need to frequently clean large areas, the balcony shall be closed, unless worship exceeds sixty persons.
- Gatherings during or after worship, in the Narthex, choir room, kitchen and fellowship hall are prohibited.
- The Choir is encouraged to limit group singing (not more than six persons provided social distancing can be maintained) and encouraged to rely primarily on musical instruments, solo singing performances, recordings, etc. to enhance the worship experience. At least initially, we will only have instrumental music, soloists and chanting.

- Sunday school and child care may resume during the Fall session, if it is healthy to do so. During the summer session, gatherings with food and drink are prohibited.
- Church shall open for worship service not before 10 am and the building closed by noon.
- Members with keys may access the building using appropriate judgement, but on Sundays only the sanctuary doors and handicap accessible doors should be used.
- The worship service shall be limited to one hour duration.
- Restrooms across from the Office shall be open for use. Other restrooms shall be closed.
- Alternate forms of Communion shall be offered, not to include communal plates. (Virtual communion/hybrid services are options)
- Families may sit together, but individuals should social distance. (Seating can be measured out and demarcated with masking tape or painter's tape)
- The liturgist shall be positioned at a safe distance from the pastor.
- Prior to each worship service, the cleaning service shall disinfect the sanctuary, including pews, tables, chairs and frequently touched surfaces.
- An offering plate or basket will be placed in the Narthex to enable people to drop their offering off as they come in or leave. We will still pray for the offering as part of the service.
- Provided the weather and temperature permits, windows and doors will be open to help circulate air flow.
- Outdoor worship services may be offered, weather permitting. Social distancing and face covering rules apply.
- As the operation permits, we will record or stream the worship service for members who choose to stay home.
- We may offer two worship services (9:30 and 11) to limit gathering size.

- We may put bulletins in the pews or go bulletin-free with directions coming from the pulpit and lectern.

THIRD PARTY BUILDING USAGE:

- Except for the Board of Elections, third party groups shall be allowed access only after the Opening Plan takes effect.
- Groups, limited to not more than twelve persons, shall provide their own PPE supplies, maintain social distancing (generally use the Session room or lower level of south building) and sanitize areas using disinfectant after use. Waste shall be placed in plastic bags, bags removed from the building and then bags placed in the dumpster.) Except for bottled water, food and drink are prohibited.
- If group members are not able to use stairs and with prior approval, we may offer the use of the sanctuary or fellowship hall.

Please sign here to acknowledge receipt of this document and responsibility for compliance: