

Hope Presbyterian Church's Reopening Preparedness Plan & Policy

Plan Administrator: Stephanie Bents

The Preparedness Plan & Policy is for all services – worship, weddings, and funeral. The plan will be permanently posted on the church's website, as well as being posted at the entrance of the sanctuary and the entrance area of the chapel. Before the church opens again, an email will be sent out to all the parishioners as well as placed in the church's monthly newsletter to remind the parishioners of the plan and procedures.

Cleaning

- The entire building needs to be thoroughly deep cleaned **before** the building can be opened to the public and services can commence.
- All surfaces will be cleaned thoroughly each week. Doorknobs, countertops, railings, handles, pews, chairs, and any other surfaces that are high-touch items will be cleaned after each event/surface.
- All air filters in the furnaces will be changed out with HEPA filters. These filters will be changed every 3 months maximum to keep the air flow as clean as possible.
- Cleaning and Disinfecting Procedure
 - Fireside Room – Weekly general cleaning including the use of disinfectant cleaner on tabletops and edges, as well as the metal backs and edges of chairs. Will disinfect the room after each use if used more than once a week.
 - Restrooms – Weekly general cleaning including the use of disinfectant cleaner on toilets, sinks, faucets, stall doors, and doorknobs.
 - Fellowship Hall – Weekly general cleaning including the use of disinfectant cleaner on tabletops and edges, as well as the metal backs and seats on all chairs. Will disinfect the chairs and tables after each use if used more than once a week.
 - Kitchen – Weekly general cleaning including the use of disinfectant cleaner on all countertops, sinks, faucets, door handles, and all appliances. Will disinfect after each use if used more than once a week.
 - Offices – Weekly general cleaning including the use of disinfectant cleaner on the phone receiver, keyboard and mouse, copy machine, chairs, and all hard surfaces.
 - Sanctuary – Weekly general cleaning including the use of disinfectant cleaner on railings, door handles, pew backs, and all hard surfaces. Will disinfect after each use if used more than once a week.
 - Narthex – Weekly general cleaning including the use of disinfectant cleaner on railings, door handles/knobs, and all hard surfaces. Will disinfect after each use if used more than once a week. There will be a table with disinfectant wipes and sprays outside the sanctuary against the sound booth wall for the use by ushers if needed during services.
 - Outdoor chapel – Wipe down doorknobs on Gazebo and railings in the chapel with disinfectant wipes. There will be disinfectant wipes in the Gazebo for use by the ushers if needed.

Revised August 3, 2020

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- Youth Center – General cleaning after each use of the building, which includes using disinfectant cleaner on toilets, sinks, faucets, tables, hard chairs, stools, doorknobs/handles, and all hard surfaces.

Attendance/Seating

- We will start to worship together again when a maximum of 50% occupancy can gather in an area.
 - Chapel occupancy is 200 people under normal circumstances.
 - Sanctuary occupancy is 250 under normal circumstances.
 - Youth Center occupancy is 100 under normal circumstances.
- Seating will be taped off in the sanctuary and in the chapel with a number of people that can sit in an area, to maintain the 6'-0" social distancing.
 - Maximum taped off seating in the chapel is 85.
 - Maximum taped off seating in the sanctuary is 82.
 - Anyone coming after the maximum capacity has been filled will be directed to go back to their cars and listen on the radio and/or watch on Facebook Live if it is the 10:00 am service.
- Parishioners are encouraged to stay home if they feel at risk or aren't feeling well.
- The 10:00 am service will continue to be broadcast on the radio (96.9 FM) as well as on Facebook Live, and later posted on the church's website (hopechurchspicer.org) for viewing, as well as sent to WRAC 8 tv for viewing on Thursdays.
- Ushers will seat everyone before the service starting at the front working towards the back and dismiss everyone after the service starting at the back and working towards the front.
- Everyone needs to wear a mask. Some disposable masks will be available for those that don't have a mask. Children that are 5 years old or younger are not required to wear masks but encouraged to wear a mask, and children 2 years old or younger do not have to wear masks due to the increased risk of suffocation.

Fellowship

- There will be no coffee/treats and a fellowship hour until the pandemic is over.
- Parishioners are encouraged not to mingle before or after the worship service; to come, sit down, participate, and then leave right away when ushered out after the service is done.
- There will be no "Passing of the Peace" during the service until the pandemic is over.

Worship services

- We will have 2 worship services. The number and location of services will be reassessed as needed during each season.
 - Sunday at 8:30 am in the outdoor chapel Memorial Day weekend through Labor Day weekend (directed more towards families). If it rains, the service will be cancelled.

- Sunday at 10:00 am in the sanctuary (directed more towards those that are “at risk” and can’t handle steps).
- These 2 services will be the same, so people only need to attend one – and encouraged to only attend one service a week.
- A list of people will be made as people walk in to identify who is at each service, in case someone comes down with COVID-19, so we can contact those people to take precautions and put themselves in quarantine.
- The offering plates will be placed at the back of the sanctuary by the double doors/top of chapel steps for people to put their offering in, rather than passing the plates.
- Children’s Sermon – Xs are placed for the spots for kids to sit. Pastor will mask up to talk with the kids and encourage the kids to have their masks on as well.
- We will put up a sign with questions that people need to answer themselves before entering the worship space.
- Outdoor services
 - There will be no chairs set up at the top of the chapel.
 - The Gazebo will remain closed. No one will be allowed in except the Music Director, the ushers, and the Pastor.
 - A “Enter Only” sign will be on the right side of Gazebo, and “Exit Only” sign on the left side of Gazebo
 - Seats will be marked to maintain a 6’-0” social distancing.
- Indoor services
 - The double doors at the back of the sanctuary will be propped open (during warmer months) and the only entrance/exit for parishioners. All other doors to the church will remain locked. The emergency exit side door of the sanctuary will be propped open (during warmer months) and the fans will be on to help with air circulation.
 - During colder months, the ushers will open the doors for people coming in. The doors will be propped open at the end of the service for people to exit.
 - X’s will be placed on the sidewalk to keep the 6’-0” social distancing.
 - All hymnals, Bibles, fellowship pads, offering envelopes, and pens/pencils will be removed from the pews.

Music/Singing

- Congregational singing will be at a minimal – humming or singing softly are OK as long as they have their mask on but singing out loud will be discouraged. The Music Director will play the hymns and the words will be put on the screen for people to sing along softly.
- There will be no choir until the pandemic is over.
- We will continue to have a maximum of 3 singers leading the songs. Singers will have plexi-glass shields in front of them. Singers will take their microphones with them and put them away after sanitizing them with a sanitizing wipe after the service.
- It is also a possibility to have instrumentalists playing rather than singers.

Ushering

- Elders and their spouses will be the ushers during the pandemic.
- Ushers will wear masks. Gloves are available for those that want to glove up.
- Ushers will keep everyone in the Narthex and sanctuary. If someone needs to use the restroom, the usher will escort them to the restroom, wait, and escort them back up to the Narthex.
- Bulletins will be distributed but will not be collected after each service for reuse. Each parishioner can make the decision to throw it in the available trash can or take it home to discard it.
- One of the ushers will be in charge of monitoring the table with the hand sanitizer, bulletins, and when needed, the prepackaged communion cup and wafer. Each person is encouraged to take one squirt of hand sanitizer before they enter the sanctuary.

Parishioner with COVID-19

- If a parishioner that was at one of the services comes down with or finds out that they have been exposed to COVID-19, the parishioner needs to contact the church office immediately. An email will be sent out and phone calls made telling everyone that attended that service to go get checked. The church will be closed down for 2 weeks and have a deep sanitizing done. No one will be allowed into the building until the 2 weeks are over. A message stating the closure will be emailed out to everyone, posted on the church's websites and Facebook page, and calls made to those that don't use computers.
- We will emphasize to all that if they feel like they are coming down with something, to stay home, rest, and get tested if they have any symptoms of COVID-19.

Staff with COVID-19

- Staff members that don't feel well are encouraged to stay home and get tested if they have symptoms of COVID-19.
- If a staff member comes down with or is exposed to COVID-19, they are to report to the Head of Staff/Pastor. They are to follow the sick leave policy already in place. If additional time off is needed to recuperate and/or if someone needs to be temporarily hired to take the place of that sickened staff member, a request needs to be brought to the Session.
- Church will be closed down for 2 weeks, following the same procedure outlined above in the "Parishioner with COVID-19".