



HOPE CHRISTIAN FELLOWSHIP CHURCH

Sowing... Transforming... Reclaiming

5132 Doubs Road
Adamstown, Maryland 21710

2020 Reopening Plan

This plan was developed in response to the Coronavirus Pandemic. It serves as a guide for reopening the church building for full use. It should be understood that this plan may change due to current state and local circumstances at the time of use.

WORK GROUPS / CHARGE

The COVID-19 pandemic crisis has impacted the worship and ministry services of our church. While the nation is beginning to reopen due to states having a greater handle on this pandemic, as a church body we must continue to be careful and diligent in providing high quality worship services while at the same time ensuring, to the greatest extent possible, the safety and well-being of our members and the community we serve. In order to ensure that Hope Christian Fellowship Church (HCFC) prioritizes the health and safety of our members and visitors as we reopen our church building, it is essential that we have workgroups of key leaders develop reopening plans that align with the guidance provided by the Center for Disease Control. That guidance can be accessed through the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html>

The Executive Leadership Ministry Fellowship (ELMF) served as the oversight committee for the reopening plan. Each work group chairperson reported directly to an ELMF member so that regular updates and feedback could occur. Pastor Keith Harris, Executive Pastor, was responsible for the development of the consolidated *HCFC Reopening Plan* that will incorporate the information provided by each work group.

There were four work groups charged with developing specific plans to guide our church as we reopen our building.

SAFETY AND WELLNESS WORK GROUP

The charge of this work group will be to plan the operational procedures necessary to:

- ensure our church building is properly cleaned and sanitized;
- identify any facility enhancements that need to be made;
- identify and prepare meeting spaces to facilitate ministry meetings and classes;
- ensure our transportation ministry is able to assist members and visitors in parking in a safe manner;
- facilitate safe entry and exit from our church building;
- provide fellowship refreshments to members in a safe manner;
- direct how to move through the church building during worship services, for classes, and during other times throughout the week;
- develop health protocols;
- address the process for screening members and visitors, if necessary, to minimize the spread of illness, and;

- address the identification of members and visitors who develop COVID-19 symptoms and/or test positive for COVID-19, ensuring the confidentiality of the individual while notifying others.
- Consider a method of recording the names of those in attendance for worship and other services, classes, and activities to facilitate contact tracking should it be necessary.

CHRISTIAN EDUCATION WORK GROUP

The charge of this work group will be to plan the operational procedures necessary to:

- ensure the HCFC Bible Institute is able to be facilitated in an engaging, yet safe manner;
- schedule bible study classes in a manner that is considerate of social distancing guidelines at the time of implementation;
- devise a plan that provides consistency of classes being held;
- eliminate or drastically reduce the need to share physical resources and materials;
- support virtual learning for members unable to make it physically to classes due to issues related to COVID-19;
- ensure necessary approaches to effectively and creatively facilitate bible study;
- provide various options for members to engage in bible study if they are uncomfortable with an established method of delivery, and;
- ensure bible study facilitators have the necessary training and tools they need to effectively facilitate classes.

WORSHIP SERVICES AND ORDINANCE ADMINISTRATION WORK GROUP

The charge of this work group will be to plan the facilitation of worship services and the ordinances of the church necessary to:

- ensure unnecessary contact with others while worship services are occurring, including giving procedures, praise and worship, leading worship, preaching, meet and greet, and other components of the worship service;
- ensure the proper administration of the ordinances of the church (Holy Communion and Baptism) in a manner to limit unnecessary contact with elements of these ordinances and members.
- establish procedures for seating attendees and movement throughout the sanctuary, and;
- establish procedures for responding to the emotional needs and responses of members including, but not limited to, providing water to attendees, providing for tissues and other similar aids, and use of individual fans.

COMMUNICATIONS WORK GROUP

The charge of this work group will be to plan communication protocols necessary to:

- identify and ensure proper signage to encourage church attendees to practice safe methods of engagement and ensuring healthy hygiene practices, such as washing hands, using hand sanitizer, minimizing contact, etc.
- identify adaptations necessary to existing bylaws and standard operating procedures, as appropriate;
- develop new standard operating procedures, as appropriate;
- recommend modifications to social media communications to ensure timely communication to members and the community about ongoing updates relative to church operations and services;
- develop procedures to keep members regularly informed about changes in worship services, classes, and other church activities;
- develop effective communication strategies to keep church members and the community informed as the reopening plan is implemented.

SAFETY AND WELLNESS

Objective 1: Cleaning and Sanitizing.

Develop instructions specific to HCFC, by area of the building, to ensure our church building is properly cleaned and sanitized.

1. Clean / disinfect the building each day after the building is in use. (refer to the church calendar to schedule)
 - a. Clean and disinfect frequently touched surfaces at least daily and shared objects in between use.
 - b. Develop a schedule of increased, routine cleaning and disinfection.
 - c. Avoid use of items that are not easily cleaned, sanitized or disinfected.
 - d. Ensure safe and correct application of disinfectants and keep them away from children
 - e. Cleaning products should not be used near children and staff should authorize adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
 - f. Confirm that ventilation systems operate properly and increase circulation of outdoor air, as appropriate, by opening windows and doors, using fans, etc. Windows and doors should not be opened if they pose a safety risk to children using the facility.
 - g. Regularly, clean filters in the air conditioning units.
 - h. Due to multiple services, consider scheduling services far enough apart to allow time for cleaning and disinfecting high-touch surfaces between services.
 - i. Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
2. The specific cleaning schedule will be captured on the church calendar based on scheduled events. Daily sanitizing and disinfecting required when church is used for any group activity.

Objective 2: Facility Enhancements.

Identify and document specific facility enhancements that needs to be made. Enhancements that are recommended:

1. HVAC service - provide ventilation rating for building
 - a. Clean duct work - set a scheduled ongoing cleaning
 - b. Open doors and windows when feasible
 - c. Run ceiling fans to improve air flow
 - d. Ensure proper ventilation/fans in bathrooms and office areas

- e. Professional review to advise of additional ventilation recommendations for HCFC
2. Consider the use of sneeze shields where deemed appropriate
 - a. Pulpit where Pastors deliver sermons
 - b. Pastors and speakers are not required to wear mask when delivering sermon or facilitating service from the pulpit
 - c. Pastors and speakers will wear mask other than that as required of all members

Objective 3: Meeting Spaces

Identify and prepare meeting spaces to facilitate ministry meetings and classes.

1. Sanctuary - social distancing for corporate bible study possible (AV already installed). See HCFC Sanctuary capacity file (6 ft Social Distancing Capacity 2 tab)
2. Install Audio Video system in the following areas: (Equipment spec's TBD)
 - a. Fellowship Hall
 - b. Meeting Room 1 - Room closest to restrooms
 - c. Meeting Room 2 - 1st office on right when heading towards Pastors office
 - d. Meeting Room 3 - 2nd office on right when heading towards Pastors office
 - e. Pastor's office - for pastoral use
 - f. Consider use of TV mount carts to avoid property damage issues and future repairs
 - g. Determine qty of chairs and tables needed for each room
 - h. Reference HCFC Sanctuary Capacity file: 1st Floor Facility Enhancements tab for visual of proposed enhancement (design subject to change with professional input).

Objective 4: Transportation

Establish specific guidelines for the transportation ministry to assist members and visitors in parking in a safe manner.

Guidelines: The transportation team members are the first contact that any arriving worshippers have for Sunday worship. In addition to the continuance of managing the flow of vehicles through the parking lot upon arrival to the church lot, the transportation team will adhere to the below guidelines:

1. Safety:
 - a. Dress with weather appropriate clothing to protect against the various weather conditions.
 - b. Weather resistant covering apparel should be worn (Hats, Jackets gloves, rain ponchos) when weather requires
 - c. Reflective vest /apparel should be worn for increased visibility of transportation team members to motorists entering and exiting the lot.
 - d. HCFC branded apparel may be provided, and is preferred for established transportation team members.

- e. Mask must be worn by all transportation team members prevent the spread of COVID-19
- f. Social distancing from each other and arriving worshippers must be maintained (6 ft minimum)
- g. Wash your hands frequently and use hand sanitizer in lieu of washing hands to disinfect hands. Refrain from touching face, mouth, nose and eyes before thoroughly cleaning hands (No touch sanitizer station to be made available)
- h. Transportation team will not park or get in any arriving vehicle. This is to protect both the arriving party and the transportation team members from the potential cross contamination that can occur if either party is unknowingly infected with COVID-19.

2. Communications:

- a. Indicate to arriving vehicles that mask must be put on before exiting vehicle
- b. Direct arriving vehicle to parking area determined by transportation team
 - Signage regarding mask requirements to be used to assist in non-verbal communication to arriving vehicles as they enter the lot
 - Verbal reminder is to be given to worshippers who exit vehicle without mask being worn. The use of masks are not optional.
 - Transportation team to provide masks to anyone who does not have a mask to wear. (Supply of mask to be made available in designated area outside of the church)
- c. Worshipper will then be directed to designated area for **Recording and Screening** before being directed to the designated entry area (Front entrance)

Objective 5: Recording and Screening

Develop and document a process to screen members and visitors before entry to the facility (temperature check, visual observation), to minimize the spread of illness. (applicable to all services, classes and activity attendance at HCFC facility)

In our efforts to facilitate communicating potential exposure to COVID-19 to attendees at services, bible study or other classes on church grounds we must keep records of attendees of all activities.

We also must ensure that anyone detected with known symptoms of COVID-19 are screened before entering the church building. To accomplish the above, a designated representative (TBD) of HCFC at any gathering at HCFC will perform the below functions to observe, screen and document attendees:

1. Recording:

The ministry lead or designee of the ministry will capture attendance list of all in attendance: Last and First name, Contact Number, Email Address

- a. Use printout from Fellowship One or Members Giving file (names only) a most members info already on file

b. Manually capture contact info for worshippers that are not on file

2. Screening:

When partial use of the physical church building, use of the “No Touch Thermometer” to ensure each arriving worshippers temperature is no higher than indicated by the CDC guidance.

- a. If the temperature of an arriving worshipper is outside of the CDC temperature guidance, worshipper and all occupants of the arriving vehicle should politely and discretely be asked to step to the waiting designation outside of the church for retesting.
- b. If the temperature of the worshipper remains higher than indicated by the CDC temperature guidance after a few minutes waiting period:
 - Contact additional support, if not physically there.
 - Provide the worshipper and all occupants of the arriving vehicle a pre-approved communication (prepared by the Communications Work Group) and politely advise that as a safety precaution, admittance to the building cannot be granted to the occupants of the vehicle even if the other occupants tested within CDC guidelines.

Objective 6: Entry and Exit Route

Develop and document entry and exit plans to facilitate safe entry and exit from our church building. Travel Pattern: Provide direction on how to move through the church building during worship services, for classes and during other times throughout the week.

Worship Services and large group activities in the sanctuary:

1. **Entry:**

- a. All worshippers must enter through the front entrance of the Sanctuary
- b. Worshippers will be directed/escorted to specific rows by Cares Ministry:
 - Diaconate seats will be reserved in front row(s)
 - 1st worshippers to arrive will be seated in the 1st available row at the front of the sanctuary, alternating between the right and left side of the sanctuary for each row. Once the capacity of each first row is met (following HCFC Sanctuary Capacity plan), 2nd rows are to be seated etc.

Note: This seating sequence will minimize congestion and worshippers “clustering together” in sanctuary while trying to enter the sanctuary

2. **Exit:**

- a. All worshippers must exit through the front entrance of the Sanctuary
- b. Worshippers will be directed/escorted by specific rows by Cares ministry:

- Exiting the sanctuary will start with the back rows first, alternating between the right and left side of the sanctuary for each row until the sanctuary is depleted of worshippers. **(Reversed row exit order can be discussed)**
- In order to minimize congestion in the hallway leading to the restrooms, the Pastors, Clergy, Officers and ministry members will leave the sanctuary using the door near the musicians.

NOTE: This exit sequence will minimize congestion and worshippers "clustering together" in sanctuary while trying to exit the sanctuary.

3. **Exception:** Use of restroom in facilities

a. Communication Requirement - Entry/Exit process prior to return to church facilities:

- Reminder communication at start of each service (Ordered movement plans)
- Visual indicators - Use of signage on interior sanctuary door which indicate restroom availability (i.e. Red/green Men and Women's signs to be managed by cares at that door.)
- Reminder communication of exit strategy before the benediction/dismissal
- Worshippers who use the restroom facilities after service as outlined below in section 3 will be required to exit the side door adjacent to the restrooms immediately after exiting the restroom.

b. During Service:

Everyone is expected to wash their hands with soap and water after use of the facilities. Sanitizing hand wash will also be available in the restroom area.

c. After Service:

- As rows are dismissed as outlined in the Exit section (2a) above, worshippers who need to use the restroom facilities should step to center aisle as if they are exiting to allow others in row to pass, then remain seated (or standing) in that row until all rows are dismissed.
- Once all rows are dismissed, worshippers remaining seated (or standing) in their rows with the need to use the restroom facilities should be directed by the cares team in the below manner:
 - Worshippers in rows closest to the front of the sanctuary 1st
 - They should use the main entry/exit door to the restroom area on the right side of the sanctuary.
 - This door should remain open after service for visibility of restrooms
 - Continue by row until all rows have been exited to the restroom area
 - Flow can be managed by the Cares team to ensure 6 ft spacing is available for qty of worshippers requiring use of restroom facilities
 - 6 ft spacing indicators to be placed in the hall between restrooms and interior sanctuary entrance door.

d. Fellowship Hall

- If worshippers are located in the Fellowship Hall, they may exit at the lower side door of the church building.

e. Emergencies

- If an emergency occurs, and worshippers must exit immediately, they may exit nearest the closest exit of the church.

Objective 8: Refreshments

Develop a plan to provide fellowship and refreshments to members in a safe manner.

The Culinary team will follow the below guidelines which may be in addition to the current (Pre COVID-19 virus) processes of maintaining sanitary practices while executing serving refreshments when services resume:

1. Follow all **Health and Safety Protocols** outlined within this recommendation file
2. Wash hands frequently
3. Wear rubber gloves when serving
4. Wear Mask while on church property
5. Serve pre-packaged refreshments which are not exposed to airborne particles until opened by person consuming refreshment

When we return to the Church for services there may still be restrictions to service and use of areas of the building in place which may impact where refreshments are served.

Refreshments and fellowship opportunities for members be governed based on the specifics of CDC guidelines at the time of return. At the moment, no refreshments will be provided after service.

Based on what we know now, the below will be every Sunday when we're open and two services are held:

1. Refreshments will be provided for Pastors, officers and ministry leaders who must stay for two services
2. If one service is held (i.e. 9:30 a.m. Summer Breeze service), no refreshments will be provided.

Objective 9: Health and Safety Protocols

Develop health protocols to communicate to HCFC and provide visual aides to be displayed.

1. Keep hands away from your facial area unless hands have been washed or sanitized
2. Wash or sanitize your hands frequently, especially after touching common touch points that include:
 - a. All entry and exit doors / door knobs
 - b. Handrails
 - c. Light switches
 - d. Counter tops and ledges
 - e. Use of restrooms: toilet handles, sink knobs and doors and door knobs
 - f. After handshakes or handling shared items

3. Maintain Socially Distance
4. Mask must be worn at all times on church property
5. Cloth face coverings are not required on children younger than 2 years old, anyone who has trouble breathing or is unconscious, and anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
6. Sanitize keyboards, mouse and desk areas before use (sanitizing wipes to be made available)
7. Rubber gloves must be worn when:
 - a. Preparing and handling refreshments - Culinary ministry
 - b. Preparing and handling communion - Diaconate ministry
 - c. Distributing sheets of tissue to worshippers - Cares ministry
 - d. Cleaning and sanitizing church facilities - Cleaning service, all
 - e. Handling commonly touched items - all ministries

Procurement Recommendations:

1. “No Touch” hand sanitizer dispensers (qty TBD)
2. Secure Metal Storage cabinet for supplies and PPE
 - a. No Touch Infrared Thermometers (qty TBD)
 - b. Lysol Wipes
 - c. Sanitizer refills for dispensers
 - d. Disinfectant spray sanitizer
 - e. Rubber Gloves
 - f. Mask
 - g. Face shields (on hand qty TBD)
 - h. Sneeze shields for specific area
 - i. Touchless paper towel dispensers
3. Global Industrial Crowd Control Stanchions (2)
 - a. For use in hallway to:
 - block the office hallway off on Sundays from restroom hallway
 - block the stairway to the side ground level exit door
4. Hazardous waste cans for sanctuary (garbage cans for use when exiting)

Summary

The Safety and Wellness Work group met over the course of 4 weeks in both individual and group meetings to review the below stated objectives set for this team (1-10). Our considerations and recommendations revolved around following the guidance of the CDC, review of our recommendations with the collective HCFC Re opening Chairpersons team and what we, the Safety and Wellness Work Group, believed to be in the best interest of the Safety

and Wellness of anyone who attends services or activities at HCFC, located at 5132 Doubs Rd, Adamstown MD.

Team objectives:

1. Define cleaning and sanitizing requirements
2. Determine Facility enhancements required
3. Define meeting spaces and enhancements required
4. Define Transportation team guidelines
5. Define Entry and Exit route for services and classes (when scheduled at church)
6. Develop strategies to provide Refreshments and fellowship
7. Define travel pattern within the facility
8. Health and safety protocols for all attendees
9. Define a Recording and Screening method
10. Develop an Infection / Exposure Communication plan / process - (Communications Team)

Based on our discussions of the above subjects, our efforts to establish effective and sustainable procedures during the current state status of this COVID-19 global pandemic and current understanding of the medical and scientific communities, the Safety and Wellness Work group came to consensus agreement on the below matters as stated below:

1. Re-entry to the HCFC building will be restricted to essential personnel to provide required support for HCFC's virtual services, Pastoral meetings and support as needed, the management and support of the HCFC facilities and business management.
2. HCFC to continue virtual worship services for the foreseeable future (through YE 2020)
3. Or, until such time that the status of the COVID-19 global pandemic within the U.S. is such that the guidance of the CDC - Center for Disease Control and Prevention supports large gatherings. However, HCFC leadership will continue to be led by the Holy Spirit to make the decisions for HCFC for final determination of when large gatherings i.e. Sunday services can safely resume.

CHRISTIAN EDUCATION

Fall 2020

1. Virtual Bible Study

- a. All Bible Study courses will be offered virtual ONLY for the fall. This will be re-evaluated after each semester due to the state of the pandemic.
- b. The courses offered should be: Corporate, Marriage, Men, Women, Young Adult, Youth.
- c. What Christians Believe may be offered at a later time in the year.

2. Virtual Platforms

- a. Facilitators will be offered Google Meet as the virtual platform to facilitate virtual Bible Study. Google Meet offers:
 - Face-to-face live interaction
 - Chat in text box for live interaction
 - Phone-in option
- b. For pre-school students, pre-recorded video lessons may be recorded on YouTube for later viewing and engagement with a family member.

3. Training for Facilitators

- a. Facilitators will be offered training on the use of the virtual platform and facilitating virtual Bible Study.
- b. As typical, the Christian Education Ministry will be responsible for the final determination of Bible Study session materials and will work with facilitators to determine these materials.

4. Materials

- a. If the course requires hard materials, then there will be a drive-thru pick up at the church at the end of August.
 - Participants will drive up to the church and MUST remain in their vehicles.
 - A mask must be worn while requesting their materials.
 - If they did not pay online, they must have the EXACT amount in cash or write a check. NO change will be given to limit contact.
 - Participants will receive written instructions on how to access the platform for their particular course. These instructions will also be posted on the church website.

5. Transition to Reopening

- a. No Bible study courses should take place outside of the church. Considerations may be considered in the future once society returns to a persistent state of normalcy. Reasons for this include:
 - We can only ensure the CDC guidelines are being followed when everything operates within the church building.
 - Safety comes before convenience & feelings.
 - *People can meet outside of church on their own time at their OWN risk if it is not attached to the HCFC name.*
- b. *In-Person Locations that allow the following of CDC Guidelines*
 - **Women:** Fellowship Hall
 - **Corporate:** Sanctuary OR Fellowship Hall
 - **Youth:** Sanctuary, Fellowship Hall, OR split in the 3 different classrooms depending on # of children.
 - **What Christians Believe:** Fellowship Hall
 - **Marriage:** Fellowship Hall
 - **Men:** Fellowship Hall
- c. For participants that are uncomfortable or immunocompromised, instructors should still offer a virtual option where they can log on to the virtual platform & engage virtually.
 - Instructors would only need to log on to the platform & have it live during the Bible Study.
- d. If the government announces that places may open at full capacity in the middle of a semester:
 - Courses must finish how it started
 - Avoids unnecessary confusion
 - The next semester may resume in person
- e. If the government announces that places must close again due to another wave.
 - One week break is needed for the transition back to remote learning to finish the semester for facilitators to prepare for the transition.
 - This will be easier to transition because the groundwork will have already been done in the fall of 2020.

WORSHIP SERVICE

During worship services, the following are recommended:

1. Fans

- h. It is recommended that the church purchases folding fans to distribute to members, which they will keep as a keepsake to bring with them for use each week they attend. If a member forgets or loses his/her fan, they will not be distributed a new folding fan. Instead the typical paper fan with wooden handle will be provided to them.
- i. Visitors will be provided the typical paper fan with wooden handle for use. They will keep them once given.

2. Masks

- h. Masks should be purchased by the church and worn whenever CARES Ministry Members or others are serving during worship services.
- i. CARES Ministry Members may explore purchasing custom masks for CARES ministry members with the HOPE logo for identification of supports by guests.

3. Gloves

- h. Disposable gloves will be worn by CARES Ministry Members and others when serving during worship services.

4. Tissue

- a. When administering tissue, CARES Ministry Members will allow guests to get their own tissue.
- b. If members are “in the spirit,” CARES Ministry Members will stand there with them until they are able to get their own tissue or if they arrived with a family member to let them get the tissue for that person.
- c. Trustees will be responsible for the purchasing of disposable gloves, masks, and tissues.

5. Water

- h. Water will be available for the Pastors, praise team, musicians, diaconate, AV, and the congregation if needed.
- i. When administering water to the congregation, gloves will be worn to distribute to guests and offer them a tissue for them to open the water.
- j. The empty bottles should be disposed of by the recipient. Additional small trash cans should be ordered for each side of the sanctuary.

6. Offering

- h. It is recommended that members use the black offering boxes for giving their tithes and offering when entering exiting the church or have the congregation walk to the front of the sanctuary (being dismissed by CARES)

- i. First-time visitor cards can be placed in the black offering boxes when leaving the church.

7. **Manifestation of the Holy Spirit**

- h. When a member is in the spirit, CARES Ministry Members should try to keep them from hurting themselves by forming a circle around them.

8. **Holy Communion**

- h. While Physical Distancing is still in place
 - While the church building remains closed contactless pick-up of communion elements should be considered. Diaconate should develop a schedule where members could come to the church to request communion elements.
 - Members would pre-register to pick-up communion elements and when members arrive, Diaconate would place the elements in the trunk or the back seat for contactless distribution.
 - Having contactless distribution of communion elements would allow for some sense of normalcy for members.
- i. Upon returning to the sanctuary
 - Maintain current practice but have one side come to receive their elements at a time. The fellowship hall can be set up and current practices as/in the same format as the Sanctuary.
 - We could consider having members come around to the front and allow the Diaconate member to hand the elements to the members.

9. **Baptismal**

- a. Baptize should be reserved for one candidate per service.
- b. Disposable gloves should be worn when dealing with set up and clean up.
- c. Shower liners should be added to the sheets that create the dressing rooms. (do a modification to the curtains to sew shut all sides)
- d. Baptizing – Pastor(s) will continue to facilitate baptismal service with the assistance of at least one Diaconate Member.
- e. Communion – Pastor(s) will serve communion after the baptismal
- f. Diaconate members assisting will place the candidate in a robe and serve to all present. This would allow the service to continue flowing.
- g. Immediate family members may attend the service, up to the number allowed to ensure social distancing. Others may watch virtually.
- h. Baptismal Service will be pre-recorded and can be included with the Communion Service when it is aired.
- i. Further discussion should be held regarding baptizing more than one candidate during an individual service as guidelines and restrictions are relaxed.
- j. The chemicals currently used is for not allowing a ring to be formed around the pool. Further research must be done as to what other chemicals are available for a small amount of water.
- k. The floor padding in the dressing rooms should be removed after each candidate, if needed.
- l. Disinfect dressing rooms in between each candidate's use.

- m. Modifications completed to the dressing room walls and to start washing them after each service.

10. Membership Orientation

- a. Membership Orientation will be held virtually, at least once a month. If a member is not available, assigned Diaconate representative will work with the member to schedule a one-on-one virtual session.
- b. As part of Membership Orientation, the following should be included:
 - c. Using Fellowship One and updating information
 - d. Making online payments
 - e. Using Chatroll during online services

11. Worship Services Changes

- h. Worship services should continue in a 90-minute service to the greatest extent possible. Suggestions for reducing the length of the service include, but not limited to:
 - Remove Meet and Greet
 - Use collection boxes for offering and remove “Offering” from the Worship service.
 - The worship leader will conduct all facilitation of the service.
- i. Alter call should be significantly minimized. Most members should remain in their seats.

12. Youth Dance Ministry

- a. Both dance ministry leaders should minimize the number of dancers to allow for proper social distancing.
- b. With the congregation not being in the building, more space can be increased by moving the chairs back for rehearsal space and extra space when rehearsing and preparing for recording.
- c. To accommodate the bigger space needed for the dancers, a wider lens when recording the live services would help fit the group(s).

13. Praise Ministry

- a. Praise ministry members who are sick or who have had close contact with a person with COVID-19 to stay home.
- b. Rehearsals for praise team members should remain closed, attended only by Praise Team Members.
- c. Church should purchase disposable mic covers to be used per rehearsal/service and then disposed.
- d. Microphones and common areas used for rehearsal/services should be sanitized in between rehearsals/services.
- e. Each praise team ministry member will be assigned a mic. The assigned mic will be used by that praise team member for the duration of the rehearsal/service.
- f. The musical instrumental (keyboard and bass guitar) should be reconfigured and repositioned to accommodate the 6ft social distancing guidelines.

- g. The mic stands will be repositioned to satisfy the (at least) 6ft social distancing guidelines.
 - Recommend as a standard 4 member praise team and a maximum of 6 will be allowed to minister in the church at the same time, as long as physical distancing can be maintained.
 - No more than 4 musicians will be allowed to minister in the church at the same time.
 - Praise Team & Musicians will record the praise & worship selections.
 - Day of the recording TBD.
 - Option #1: Wednesday prior to Saturday's recording of the preach word.
 - Option #2: Saturday in conjunction with recording of the preach word.
- h. As part of the mic sanitation process, gloved Praise Team member(s) will
 - Remove the used mic cover
 - Sanitize the rest of the mic,
 - Replace the mic cover and
- i. A similar strategy for mic sanitation after rehearsals will be utilized.
- j. AV equipment should also be sanitized after each use. This includes proper sanitation of iPads.

COMMUNICATIONS

Signage

Identify and ensure proper signage to encourage church attendees to practice safe methods of engagement and ensure healthy hygiene practices, such as washing hands, using hand sanitizer, minimizing contact, etc.

The following signage be implemented at HCFC at minimum:

1. Communities of Faith literature, as displayed on the CDC [website](#)
2. Floor decals, instructing and encouraging safe social distancing
3. Correct entry and exit of HCFC
4. Location and use of hand sanitizing stations
5. Whom to contact when supplies run low
6. Socially distant tithing/offering
7. “Mask Required for Entry”
8. Infection/exposure Communication
9. Recommendations from other work groups (bathroom, kitchen, fellowship hall, classrooms)
10. Health and safety messaging (various)
11. Office/meeting room identifiers
12. Entry/Exit indicator
13. Parking area: “Mask Required”
14. Authorized Personnel Only

Furthermore, signage should:

1. Be brightly colored and easily identifiable,
2. Placed on the outer church doors,
3. Comply with all CDC guidelines and recommendations,
4. Be centrally displayed on the church’s website and social media pages,
5. Emailed to the membership when notification of when in-person services will resume,
6. Referenced often (but not excessively) from the pulpit

Bylaws and SOP:

Identify adaptations necessary to existing bylaws and standard operating procedures, as appropriate.

1. A COVID-19 page on the website should be created that can hold all relevant information and be deleted at the end of the pandemic
2. A method should be developed and utilized to collect contact information of all visitors

- a. All communication should be timely and effective.
 - a. Electronic communication (i.e. email) will be distributed immediately.
 - b. Social media updates should be posted within the hour of the decided change
 - c. An update to the phone system will be made within the hour of the decided change

Social Media:

Recommend modifications to social media communications to ensure timely communication to members and the community about ongoing updates relative to church operations and services.

- 1 Direct attendees to the most up to date information.
 - a. Website
 - b. Instagram page
 - c. Facebook
 - d. Twitter
- 2 Any changes to regularly scheduled services, bible studies, fellowships, etc. will be communicated immediately via email, all social media and the website. For any special, scheduled fellowships and services, updates will be given on a monthly basis leading up to those events.
- 3 Modifications should be considered to the existing [2016] Social Media Guidelines to ensure that they take into consideration the current pandemic.

Ongoing Communications:

Develop effective communication strategies to keep church members and the community informed as the reopening plan is implemented

Infection Exposure Communication:

Individuals who have been suspected to be infected with COVID-19 should confidentially communicate this with HCFC a Diaconate Ministry Fellowship Member. The person notified should contact the Chair of the Trustee Ministry to reference recorded attendance of church activities to determine others who may have been exposed to infected individuals.

In the event someone is infected with the Coronavirus, either from attending a service at HCFC or from external matters, the following plan would be implemented:

- a. If someone become ill during a meeting, class or any HCFC event, the participant should notify the respective facilitator.
- b. If a member becomes ill during a worship service, attendees should contact the church phone or email to notify us.

Diaconate Fellowship Ministry Members should reach out to the member/guest and use the CDC's contact tracing model to maintain safety of greater membership Infection/Exposure Communication letter and Possible Sick Persons Communication Letter.