

## EPWORTH UMC REOPENING PLAN

The well-being of those participating in activities at Epworth is of paramount importance. The goal of this plan is to put forth protocols that will ensure the safety of those coming into our facility. This plan will follow state and local community guidelines. The success of this plan relies on individuals and groups understanding their role in providing for their own welfare as well as that of others.

These guidelines will be updated as the situation changes.

### **GENERAL RULES**

#### For all entering

- A mask is required to be worn at all times. Groups should consider having masks available for those who come without one.
- Physical distancing of at least 6 feet
- Use hand sanitizer as you enter building.
- Avoid physical contact with people and objects.

There are signs placed throughout the building stating these rules.

If you or someone in your household is not feeling well in any way, please stay home.

If someone in your group tests positive for Covid-19, or has knowingly been exposed, they should not enter the building. You must notify the church office immediately.

Restrooms are closed except for emergency situations. Users are to disinfect the area after use.

People are not to congregate in hallways, the narthex or at entrances to the building.

If you are unwilling to follow these guidelines, please stay home.

### **WORSHIP**

The service will continue to be broadcast online.

People entering the building are requested to use the bell tower doors and the 5th Street door leading to the narthex. These doors, weather permitting, will be propped open beginning at 9:45am. Other doors are not to be used. At the beginning of service, at 10am, these doors will be closed. Interior doors to the sanctuary will remain propped open.

An usher will direct people to the next available seat(s). The pews will be filled front to back leaving distance on all sides. Once seated, we ask that people remain in place until they are dismissed following the service. Once the sanctuary is filled, people will be directed to another area of the church where they may view the service. Participants in the service will be seated in the chancel area.

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There will be no hospitality table or other refreshments including the water cooler.

There will be no bulletins handed out. The bulletin will be available online and can be viewed using your smart phone or tablet.

Hymnals, Bibles and other pew items have been removed.

Greeting one another should be restricted to a wave, smile and a nod. No handshakes or hugs.

Offerings boxes will be placed at the end of each aisle. Offerings can be deposited as you enter or as you leave.

On communion Sundays, a self-contained cup and wafer will be given to you as you enter the service. You will be directed on its use during the time of communion. You may also bring your own elements from home.

Once the service is over an usher will excuse people from the sanctuary from the back to the front. We ask that people do not linger in the aisles, narthex, bell tower, entrances or sidewalks. Please maintain social distancing and not block others.

When you leave, please remove all items from the pews that you have brought.

## **CHILDREN**

There will be no nursery or Sunday School at this time. Children will remain with their parents.

## **GROUPS AND MEETINGS**

Groups and meetings may gather in person and also via online sources.

Minutes, lesson sheets, and reference materials should be sent out via internet and not handed out.

Meeting rooms should be scheduled through the church office. When scheduling, the group leader will inform the office as to the number of expected attendees.

All surfaces should be disinfected (no bleach products) before and after use including tables, chairs, rails, and door. Upholstered furniture and cushions should not be used.

No refreshments are allowed.

## **BUILDING USE BY OUTSIDE GROUPS**

Outside groups using the building will be assigned an area to meet through the church office. They will use only the space assigned.

All guidelines and protocols applicable to church groups must be followed by outside groups.

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Outside groups must communicate with their members regarding the guidelines and all restrictions.

The outside door should be propped open with someone at the door to greet people coming, ensure they have taken proper precautions, and guide them to the meeting. Once meeting has started, the door should be closed.

Chairs and tables should be sanitized before and after use. Each group should provide its own cleaning supplies (no bleach products) and remove its own trash.

### **Office Procedures**

The outside doors will remain locked during office hours. Visitors should call ahead before coming to the church office.

Access to the office area will be limited. Business will be conducted at the office door at distance.

Office equipment should be disinfected after use.

All information such as minutes, lessons, handouts, etc., should be sent via email when possible limiting and minimizing hard copies.

### **Sexton Instructions**

Doors, door handles, railings and surfaces will be disinfected prior to and following worship service.

Sanitizing stations are to be strategically placed throughout the building and refilled as necessary.

### **Food Pantry**

All food coming into the pantry will be quarantined for at least four days.

No clients are to enter the building.

Distribution will be done through pre-bagged food. The bags will be placed in the back of vehicles. The occupants are to remain in their vehicle. Walk-ups receive their food in a socially distant manner.

Volunteers are to be masked and follow distancing guidelines.