

# Galilee United Methodist Church

## Stage 2 Funeral/Memorial Services Policy

As of July 16, 2020

### Prior Notification and Approval

- When a family contacts Galilee UMC about the possibility of a doing a funeral or memorial service at Galilee UMC, they will be provided with the most recent version of this policy.
- If the family is willing to abide by the necessary protocols, and will help to ensure these policies are met, a service will be scheduled.
- No reception or gatherings will be held on church property after the service. We are only able to conduct Funerals and Memorial services at this time.
- Since this is a worship service, the state of Virginia currently allows attendance that does not exceed 50% of Sanctuary capacity. Seating will be held at thirty-two (32) family units. This does not exceed 50% capacity of the sanctuary and assures strict physical distancing. The maximum capacity is 96 people including clergy and staff and volunteers.

### Registration for Events

- **Every person** who attends an in-person service (clergy, staff, volunteers and guests) **must register** with the church **at least four days before the service**. This may be done through the Church Website <https://Galileeumc.org> or calling the church office at (703) 430-2203.
- Any person who can comply with the requirements of this plan may attend the service regardless of age.
- Registration provides Galilee UMC with a record that can be used to follow up if someone tests positive for COVID-19 so proper contact tracing can take place.

### Health Acknowledgement Form

- **Every person** who attends an in-person service (clergy, staff, volunteers, and guests) **must complete** the Health Acknowledgement Form **at least four days before the service**. The form can be found on the Virginia Conference UMC webpage: <https://www.evc.vaumc.org/open/worshipregistration/Index.cfm>
  - When completing the form, please note that **Galilee UMC is part of the Arlington District.**
- Anyone that has had 2 or more of the listed symptoms or has been in contact with someone experiencing COVID-19 symptoms in the past 14 days cannot attend at this time.
- The form is valid for seven (7) days.
- Attendees will be asked to reaffirm this information by a Greeter upon entering the church on the day of the service
- The Health Acknowledgement form is used to screen for people who could transmit the virus causing COVID-19. The information will remain confidential and reviewed only by local clergy, the District Superintendent, the Bishop, or the Department of Health for possible contact tracing.

## Facility Preparation Plan

### **Cleaning/Sanitizing:**

- The facility will be cleaned and sanitized according to CDC recommendations before and after the service. The cleaning vendor should be given a minimum of (4) four days advance notice of the service.
  - Touchable and common surfaces, especially all door handles and light switches, will be disinfected in the narthex, office, multi-purpose room, music director office, associate pastor office, sanctuary, and restrooms near Adult Flex room and Adult Flex room.
  - All handrails, tables and chairs, bathrooms, and the back of pews, and the pulpit will be disinfected.
- Working with our cleaning vendor, the church will have adequate amounts of cleaning and disinfecting products that meet CDC guidelines to be effective against coronaviruses.
- Disinfecting wipes will be available for use as needed in the narthex, restrooms, AV booth, and sanctuary.
  - AV and computer equipment will be cleaned and disinfected after each use. Wipes will be provided for staff and volunteers to clean all touched surfaces after they are done.
  - Restrooms access and use will be limited. Disinfecting wipes will be available in the restroom. Signage will instruct guests to wipe down every surface touched, including the door handles. See more information below in Day of Service details.
  - Wipes will be available in the pulpit to clean it as needed between speakers. See more information below in Day of Service details.
- Individuals should bring their own personal hand sanitizer. The church will make reasonable efforts to have sanitizer stations available in the Narthex but cannot guarantee it will be available.
- Disposable gloves will be provided for greeters and staff only.

### **Limited Contact:**

- Touchable items will be reduced in all areas. Hymnals, Bibles, and all worship materials have been removed from the sanctuary. Paper bulletins will not be used. An electronic version of the bulletin will be available.
- Doors will be propped open by the Ushers and Greeters to minimize the reasons persons would touch common surfaces.

### **Signage:**

- Parking lot signage will direct guests to the main entrance of the church, near the main office.
- Signage will be posted at the preschool entrance and original building entrance encouraging all attendees to enter through the main entrance.
- Health Acknowledgement posters will be posted at the entrance and attendees will be asked affirm to the Greeter that they acknowledge the following items are true:
  1. They have not experienced 2 or more symptoms of COVID-19 in the past 14 days.
  2. They have no known exposure to COVID-19 in the prior 14 days.
  3. They have not tested positive for, nor are they waiting for test results, nor have they tested positive and not subsequently had a complete resolution of COVID-19 symptoms.

4. They will immediately notify the pastor if, after attending the service, they develop 2 or more symptoms. If this should happen, they further agree to avoid contact with others and seek medical attention.
- Signage will be posted near water fountains indicating that the water has been turned off.
  - Signage will be posted in narthex directing guests to the sanctuary to be seated.
  - Signage will be posted on seating in sanctuary so that seating arrangements maintain social-distancing of 6 feet.
    - Every other row will be closed, and seating will only occur at the end of the aisles.
  - Signage will be posted on bathroom doors and inside bathrooms to ensure protocols are followed.
  - Signage will be posted in the Adult Flex Room indicating that it is an isolation room and emergency information will be posted inside the room as indicated below.

#### **Usher and Greeter Information:**

- Ushers and Greeters must register and complete the HAF as indicated above.
- Ushers and Greeters should not be at high risk due to exposure to COVID-19.
- Ushers and Greeters will be sent this policy in advance and training will occur as needed. In some cases, these roles may be filled by staff.
- Ushers and Greeters must arrive no later than 45 minutes prior to the worship service.
- Ushers and Greeters will be scheduled as indicated.
  - For small gatherings (less than 20):
    - 1 Greeter at main entrance (Registration)
    - 1 Greeter in narthex (General Assistance)
    - 1 Usher in sanctuary (Seating, Management)
  - For larger gatherings (more than 20):
    - 1 Greeter in parking lot (Traffic Flow)
    - 2 Greeters at main entrance (Registration)
    - 1 Greeter in narthex (General Assistance)
    - 2 Ushers in sanctuary (Seating, Management)

## Day of the Service

### **Before Arriving at Church**

#### **For all guests, clergy, staff and volunteers:**

Before leaving to attend the limited in-person worship service, each attendee must:

1. Take their temperature. It must be less than 100.4 degrees Fahrenheit to attend.
2. If someone is feeling ill, they cannot attend.
3. Bring a face covering that covers nose and mouth completely. Masks will not be provided, and no one will be allowed to enter the building without an appropriate face covering.
4. Bring hand sanitizer. Some hand sanitizer will be available on site, but participants are encouraged to bring their own.
5. Bring gloves, if desired. These will not be provided on site.
6. If a person is not able to wear a face-covering for any reason, or removes their mask, they will be asked to leave.

### **Arriving at Church**

#### **For all guests, clergy, staff and volunteers:**

When arriving at church:

1. Cars must leave an empty space on each side to minimize the chance of violating the social distancing space with other people leaving or getting into their vehicles.
2. Attendees should put on their masks before leaving their vehicle.
3. Parking lot signage will direct attendees to one entrance, the main entrance of the church, near the main office.
4. Doors will be propped open by the Greeter to minimize touching common surfaces.

### **Inside the Church**

#### **For all guests and volunteers:**

Once inside the building:

1. Attendees will be greeted just inside the building by a Greeter (observing proper physical social distancing of 6 feet or more). This **Greeter** will:
  - a. Cross reference the name of the attendee with a pre-printed registration list as well as a list of all those who completed a HAF.
  - b. Will ask if anything has changed with the Health Acknowledgement Form since submission. If attendee has COVID symptoms, they will not be allowed to enter.
  - c. With discretion, register and complete a HAF for those who have not done so in advance.
  - d. Inform attendees that if they refuse to submit a HAF or wear a face-covering they may not enter the building.
  - e. Direct attendees to Ushers for seating inside the sanctuary
2. No physical contact, to include handshakes or hugging, will be allowed.
3. Conversations must take place with proper social distancing.

4. Greeters/Ushers will make sure everyone wears the face covering and ensure that proper distancing is maintained the entire time on church property until guests get back in their vehicle.
5. Access to the building will be limited to the Narthex and Sanctuary and Restrooms.
6. Restroom access will be limited. Only the restrooms opposite the Adult Flex room (which are closest to the sanctuary) will be open, and only one occupant is allowed in the restroom at a time. A restroom monitor will be provided, if possible.
  - a. Disinfecting wipes will be available in the restroom.
  - b. Signage will instruct guests to wipe down every surface they touch, including the door handles.
  - c. Signage will also instruct guests not to flush wipes.
  - d. Trash cans will be available in the one stall that is in use.
  - e. Trash cans will be placed outside of the restrooms to dispose of used wipes.

### **Worship Protocols**

- Digital bulletins will be provided for the service.
- Childcare will not be provided
- No choirs will be allowed.
- No in-person singing - including congregational singing – will be allowed.
- Clergy and other worship leaders will be masked, except when speaking, and will observe all social distancing rules at all times.
  - No mic sharing will occur between worship leaders.
  - Worship leaders will not share any objects.
  - If the pulpit is shared between speakers, frequently touched surfaces will be cleaned in the midst of the service.
- AV personnel will be masked and will observe all social distancing rules at all times.
  - AV personnel will provide projected words, scripture, and other visuals as needed for worship.
- An accompanist will be masked and will observe all social distancing rules at all times.
- **Ushers** will be masked and will observe all social distancing rules at all times.
  - Ushers will seat guests as indicated in Signage above and as follows:
    1. Family units will be seated together since family members who have been together the entire time are not required to be more than 6 feet apart.
    2. The front pews on each side will be marked for seating at the ends. Then a row will be skipped.
    3. A minimum of 6-foot spacing will be maintained between family units.
    4. Families with children in attendance at a worship service should sit near the exits during the in-person service in the case the child removes the face covering and will not put it back on. This allows a parent or guardian to remove the child from the service, if necessary. The child and parent/guardian that leave the service cannot come back into the service once they leave over a face covering issue. The service will not end if a child has issues keeping the face covering on his/her face.

5. Sanctuary capacity will be held at thirty-two (32) family units. This does not exceed 50% capacity of the sanctuary and assures strict physical distancing. **The maximum capacity is 96 people including clergy and staff and volunteers.**
    - Ushers will dismiss guests as follows:
      1. The immediate family will exit through the center aisle, followed by the clergy.
      2. The Ushers will then begin dismissing the other attendees from the back rows one section at a time.
    - Additionally, ushers will be asked to ensure that our protocols are met. **The safety of everyone is of utmost importance and we will not allow anyone to endanger the safety of our members, guests, and the community.**
      1. If someone begins to sing, they will be asked to stop. If the person refuses, they will be asked to leave the service. If that person still refuses to comply, the service will be stopped, and everyone will leave. The person that violates the “non-singing rule” will not be allowed back on church property until he/she agrees to comply with all of the requirements.
      2. If someone removes his/her face covering, they will be asked to put the face-covering back on. If the person refuses, they will be asked to leave the service. If the person still refuses to comply, the service will be stopped, and everyone will leave. The person that violates the “mandatory face-covering rule” will not be allowed back on church property until he/she agrees to comply with all of the requirements.
      3. If someone fails to comply with the physical, social distancing requirement, they will be asked to do so. If the person refuses, they will be asked to leave the service. If the person still refuses to comply, the service will be stopped, and everyone will leave. The person that violates the “physical, social distancing rule” will not be allowed back on church property until he/she agrees to comply with all of the requirements.
- At the close of the worship service, the clergy will instruct the attendees to wait to be dismissed by the ushers and request that they immediately exit the building, return to their cars maintaining social distancing and the use of the face coverings.
  - Staff and clergy will monitor the Narthex and exit assuring face mask and social distancing is maintained.

### **Emergency Preparation Plan**

- The Adult Flex room across from the restrooms will serve as an isolation or holding room for those who may become symptomatic after entry into building.
  - Contact information for medical professionals and local public health authority, 911 address of the church, and local emergency departments, will be posted in a visible place in the isolation room.
  - Copies of an Emergency Questionnaire will be available in this room. This questionnaire will ask for contact information, symptoms, locations visited in the building, and people contacted while in the building. It will also include written confirmation that the individual will seek the advice of a medical professional, and if tested for COVID, they will share those test results with the pastor as soon as the results are available.

- If someone becomes symptomatic after entry into the building, a staff member will escort the individual to the isolation room.
  - If it is an emergency, 911 will be called.
    - At a minimum, contact information will be obtained.
    - Additional Emergency Questionnaire information and consent will be obtained onsite, if possible, or as soon thereafter as is feasible.
    - A staff member will ensure the individual gets onsite medical attention and is escorted from the building.
  - If it isn't an emergency, the staff member will complete an Emergency Questionnaire before escorting the individual from the building.
- Depending on the circumstances and severity, at the discretion of the pastor:
  - all events may be immediately canceled until further notice
  - all guests, staff, and clergy may be asked to quarantine for 14 days
  - the building may be evacuated and closed to all staff, clergy, and volunteers until a full cleaning and disinfecting protocol has taken place
- A full cleaning and disinfecting protocol will be implemented as soon as possible.