

Mount Olivet United Methodist Church

Gathering Protocols

Stage 2 Protocol -- June 29, 2020, Revised 8/2/20

Introduction

In preparation for beginning the stages of returning to in-person worship, Mount Olivet UMC created a **Healthy** (“HCT”) to prepare for the time when we are able to offer in-person worship. The HCT has decided that outdoor weddings and funerals/memorial services may begin now with safeguards in place. In this document, “in-person” only to weddings, funerals and memorial services. Outdoor gatherings is covered at the end.

The Bishop and District Superintendent have now stated that we are in Stage 2. We are following the directives in the Assistance Manual (TAM) for local churches. This plan will be submitted to the District Superintendent at least 14 days in advance of the first outdoor gathering, indoor wedding or funeral/memorial service.

Registration for Events

- All those who want to attend an outdoor event or in-person worship service must register with the church in advance. This will help determine capacity and other logistics. Any child who can comply with the requirements of this protocol may attend outdoor events and in-person services in this stage.
- Each person must register **at least four calendar days before** the service or outdoor gathering to allow for adequate planning. For weddings, the couple will provide the guest list which will cover registration for all gatherings, you may email (contactus@mtolivet-umc.org) or call the church (703) 527-3934. Registration is linked to the Health Acknowledgement Form (HAF) for each attendee. (See below.) Parents or guardians must register children under the age of 16.
- Registration provides the church with a record that can be used to follow up if someone tests positive for COVID-19 so that proper contact tracing can take place. It also allows the church to survey the persons who attend person service.

Health Acknowledgement Form

- Each attendee must review his/her own health using the Health Acknowledgment Form before attending person worship service or outdoor gathering.
- Persons may view the Health Acknowledgment information at the entry to the church on a posted board. If all statements are true, inform the designated event leader, representative or greeters who will maintain the response to the assessment, who attends, the date and contact information. These records will be maintained by Mount Olivet UMC clergy and under the same rules as noted below for Health Acknowledgment.

- Guests can provide information for the HAF on the church website: <https://mountolivetumc.com> will take you to the Virginia Annual Conference website. Choose Arlington when you are asked district, and Mount Olivet, when asked to specify a church) or by calling the church (703) 527- the online form is strongly encouraged versus the telephone process. Parents or guardians must assessment information for children under the age of 16. A verbal acknowledgement will be no those that can only complete this over the telephone.
- The HAF is valid for seven (7) calendar days after submission.
- The Health Acknowledgement Form will be reviewed by Mount Olivet UMC clergy and it will confidential folder in a locked file cabinet or other secure location. The Health Acknowledgem staff member, church member, guest, or vendor will also be available for review as necessary b Superintendent, the Cabinet, the Office of the Bishop, or the Chancellor. Also, the local church Superintendent, the Cabinet, the Office of the Bishop, or the Chancellor will cooperate with any local health agency that request the Health Acknowledgement Form or other health related info legitimate purposes, including, but not limited to, COVID-19 contact tracing by the Departmen
- Failure to register and/or to complete the HAF (or the alternative in-person Health Acknowledg in the person not being allowed to enter the church property, to participate in outdoor gathering in in-person worship.

Facility Preparation Plan

- The facility will be cleaned and sanitized according to CDC recommendations prior to and after Disinfecting wipes will be available in the restroom outside the preschool.
- The church will have adequate amounts of cleaning and sanitization products that are confirmed against coronaviruses.
- All handrails, tables and chairs, bathrooms, and the back of pews will be disinfected.
- Between uses and worship services (if applicable) touchable and common surfaces will be disin
- The AV and computer equipment will be cleaned and disinfected between services.
- Touchable items will be reduced in all areas.
- The water fountains will be turned off or marked as inaccessible. Unused restrooms will be lock as unavailable.
- Doors will be propped open to minimize the reasons persons would touch common surfaces.
- Sanitizer stations are available but may be empty. Individuals should bring their own personal h
- A limited number of face coverings will be on hand to dispense for those who arrive without or
- Signs (inside and outdoors) will be posted that read: No one with fever or symptoms of COVID exposure to COVID-19 in the prior 14 days is allowed to enter the building. Guests are expecte least 6 feet social distancing and must wear a face covering at all times until you get back into y
- The upper 16th Street North door will be marked as the entry. The Preschool Glebe Road door the exit. Those requiring an elevator will enter and exit from the marked North Glebe Road doc proper social distance.
- Arrows on the floor will direct people to enter from the 16th St. side of the sanctuary and to exit side.
- Seating arrangements will be marked and social-distancing instruction shall be given by greeter reminded to practice physical social distancing, hand washing, and not to touch their faces.
- Disposable gloves will be provided for greeters and staff only.

- Hymnals, Bibles, and all worship materials will be removed from the sanctuary.
- No choirs will be allowed.
- No in-person singing - including congregational singing – will be allowed.
- A digital bulletin and words for worship elements is an option.
- Services may be live streamed, for those who cannot attend, if previously arranged.
- Childcare is not provided.
- The balcony will be closed.
- No coffee or fellowship time will be held.
- Restroom usage is limited to the one outside the Preschool and will be clearly marked.
- No handshakes or hugging will be allowed.

Parking

- When arriving in the church parking lot, vehicles should be parked in a way to avoid contact with other vehicles or getting into the vehicle to minimize the chance of violating the social distancing space with others. Face coverings should be worn when leaving or getting into their vehicles. Cars must leave an empty space on each side. Face coverings should be worn before you exit your vehicle and remain on until you return to your vehicle.

Greeter training

- Greeters will be recruited from either the wedding/funeral/memorial hosts family and friends or the congregation.
- Greeters must complete the HAF and not be at high risk due to exposure to COVID-19.
- Prior to the worship service, greeters will be sent this policy and a video call will be set up to train them.
- Five greeters will be required for each wedding/funeral or memorial service: 2 at the 16th St. entrance, 2 at the 16th St. Rd entry/exit and 1 at the sanctuary entry. If one of the exterior entries is not used, 3 greeters will be required.
- Greeters must arrive no later than 1 hour prior to the worship service.

For all Attendees:

- Before leaving to attend any event on church property, each attendee must:
 - Take their temperature. It must be less than 100.4 degrees Fahrenheit in order to attend.
 - If someone is feeling ill, they cannot attend.
 - Bring a face covering with you, hand sanitizer (if you feel you need it), and gloves (if you need them). Face coverings must cover both the mouth and nose at all times.
 - If a person is not able to wear a face covering for any reason, the person may not attend.

- No clergy, member, guest, or volunteer will be allowed to attend an in-person service if:
 - They have two or more symptoms of COVID-19 in the last 14 days; or
 - They came in contact with anyone else with COVID-19 symptoms in the last 14 days; or
 - They have symptoms of COVID-19 and are waiting for the results of a test or are waiting for symptoms to subside to the point of being recovered; or
 - They tested positive for COVID-19 and are still suffering from COVID-19

Weddings, Funerals, and Memorial Services

- Guests will be greeted outside the building by a greeter (observing proper physical social distancing of 6 feet or more) who confirm that the guest is on the registered attendee list and will ask if anything has changed since submitting the Health Acknowledgement Form since submitting it and check that each person entering is wearing a face covering. For those who are using the alternative on-site Health Acknowledgement, the greeter will draw the guest's attention to the Health Acknowledgement poster or provide a printout and ask the guest to confirm that the statements are true. The greeter shall make a record of the response, the date and contact information, and all such records to the designated event representative. For those who arrive without a face covering, Olivet will have a few face coverings on hand. For those who failed to submit a HAF, one may be provided at the door. The greeter by the door will inform a guest, in a considerate manner, that if they refuse to wear a face covering they may not enter the building.
- A second greeter will meet each person inside the building (observing proper physical social distancing of 6 feet) to confirm the person is wearing the face covering; and make sure everyone wears the face covering the entire time in the property until they get back in their vehicle.
- Sanctuary capacity will be held at thirty-eight (38) family units. This does not exceed 50% capacity of the sanctuary and assures strict physical social distancing. **The maximum allowable in the sanctuary is 50 people.**
- The pews will be marked for family units since family members who have been together the entire service are required to be 6 feet apart. The front pews on each side will be marked for seating at the ends. The middle pews will be skipped. And the process repeats. Rope or tape will be run down the center of each of the four sides of the sanctuary.
- Those who need to use the elevator will sit near the Gathering Space door to the sanctuary since they will be exiting in the opposite direction than the rest of the congregation.
- Families with children in attendance at a worship service should sit near the exits during the in-person service in 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 return to the service once they leave over a face covering issue. The service will not end if a child has removed their face covering on his/her face.
- If someone removes his/her face covering, they will be asked to put the face covering back on. If they refuse, 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. The same is true for failing to abide by strict physical social distancing (staying 6 feet away from others). If someone fails to abide by the physical social distancing requirement, they will be asked to do so. If the person refuses, 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/they agree to comply with all of the requirements. 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.

- These on-site requirements, for any service or event officiated by clergy appointed to Mount Olivet, apply even when there is an off-site service or other event.
- For weddings, the clergy will remain at least six feet away from the couple, and wear a face covering. The wedding party will also need to wear face coverings. The floor will be marked with masking tape to indicate where the wedding party is to stand. Special attention will be given to minimize the exchange of flowers. The bride and groom are not required to wear face coverings.
- At the close of the worship service, the wedding party or family of the deceased will exit, then the clergy will direct the exiting of people – beginning with the row at the back of the front left section, then two rows back, that, etc. Then the back left section will follow suit beginning with the front row, then two rows back. Then the front right section will follow suit. Finally, the left rear section will exit.

Groups of 25 or Less in Building

- Registration, per above, is required.
- Health Acknowledgement, per above, is required.
- Parking protocols, per above, must be followed.
- **For All Attendees**, per above, applies.
- All attendees must wear face coverings and maintain a social distance of at least 6 feet.
- Preference should be given to using rooms with the best ventilation: Fellowship Hall, L-6, lobby outside preschool, youth area.
- If tables are used, they must not have tablecloths on them.
- Use only equipment that can be wiped down with a disinfectant prior to and immediately after use.
- Enter the building via the 16th St. entry and depart via the new Glebe Road entry outside preschool.
- The only available restroom is in the preschool lobby.

Emergency Preparation Plan Considering the Following:

- Room S-9 (former parlor) will serve as an isolation or holding room for those who are symptomatic or have a medical emergency.
- Contact information for medical professionals and local public health authority, 911 address of emergency departments, will be posted in a visible place in the isolation room;
- If a volunteer is absent, the host family for the in-person worship will provide someone to stay in Room S-9. The pastor will provide training as part of the greeter training.
- If an emergency occurs during an outdoor gathering, call 911 if immediate assistance is required.
- If a person who was inside the church building or attended an outdoor gathering at the church is diagnosed with contracted COVID-19 within two weeks of being on church property, the church administrator will notify the Arlington Health Department and follow their direction. One of the Mount Olivet UMC clergy will be designated to contact those who were in attendance for the event to advise them of the situation and encourage self-quarantine. A two week self-quarantine is mandatory for impacted staff persons. Although the church building is closed to the public, the church will continue to provide support for those impacted.

cleaned and sanitized, if the person who was diagnosed as having COVID-19 was in the building previous two weeks, the church facilities that were used for the event will be sanitized by custo

Outdoor Gatherings

- All outdoor in-person gatherings will be limited to no more than 50 persons with 6-foot social c all persons (excepting those who are in household groups) and face coverings.
- This section applies to all gatherings other than worship services, which have their own require
- The sections (above) covering Registration and Health Acknowledgement Form apply to outdo
- The church will be locked and persons attending the outdoor gathering may not enter the buildi will be available for use in connection with outdoor gatherings.
- Vehicles should be parked in a way to avoid contact with people leaving or getting into the veh the chance of violating the social distancing space with other people leaving or getting into thei must leave an empty space on each side.

Staff and Vendors

- Staff must complete a HAF every seven calendar days.
- Staff must wear face coverings when in the building and when attending an outdoor event.
- Vendors must complete a HAF no more than four calendar days before arriving and resubmit if seven calendar days.
- Vendors must wear a face covering when in the church building.
- Prior to entering the church property, staff and vendors must report to Marilyn Traynham that t church property and affirm that there are no changes to the information on the HAF.
- At departure, staff and vendors must report to Marilyn Traynham what areas and/or rooms they
- Staff and vendors must maintain social distancing of 6 feet or more.