

**Centreville United Methodist Church (CUMC)
and
Korean United Methodist Church of Koinonia (KUMC-K)**

Plan for Indoor Worship Services During Stage 2

(Approved by the District Superintendent on XXXXXX)

INTRODUCTION

On September 1, 2020, the CUMC Church Council approved the Healthy Church Team (HCT) recommendation to plan for indoor worship in Stage 2, with all health and safety protocols in place. Holy Communion may be included as part of the service.

The health and safety of members and guests are of paramount concern in preparing this plan for indoor worship. For indoor worship services, everyone will apply and abide by all the standards, protocols, and requirements of the TAM. The TAM is available on the Virginia Conference of the United Methodist Church website (<https://vaumc.org/return/>).

Initially, attendance will be limited to 50. The clergy, worship volunteers, and Healthy Church Team will continually evaluate worship participation and may raise the numbers in attendance, as appropriate, up to the maximum of 150 persons at 50% capacity.

Every individual planning to attend an indoor Worship service is strongly encouraged to use the online Sign-Up Genius form provided by the church on the website, through the E-News link, or complete a pre-registration form at Exhibit A.

Child-care is not part of this plan and will not be offered during Stage 2 at this time. Should we decide later to add nursery, CUMC/KUMC-K will submit a "Limited Childcare Plan" (LCP) as described in the Technical Assistance Manual for Local Churches (TAM), dated June 15, 2020, as amended.

COMMUNICATIONS

This plan will be made available on the Church website, under the "Resources" tab at "healthy-church" so that participants may review it prior to attending indoor in-person Worship services. **Participants are strongly encouraged to review this plan prior to attending an indoor service.**

GATHERING REQUIREMENTS

CUMC/KUMC-K Staff Member(s) and/or Worship Volunteers will have the following responsibilities and will ensure that each of the requirements described below and contained in the TAM is complied with by all in attendance:

- Every member who attends the service should pre-register using Sign-up Genius. First time worshipers should pre-register using the form at Exhibit A.
- The Staff member will provide a copy of the pre-registration information to a Worship Volunteer who will be checking in those attending for the purposes of contact tracing. The volunteer will retain the forms and provide a headcount of individuals who attended the service to the assigned Staff member immediately after service has been completed.
- The Worship Volunteer will also retain the Walk-up registration forms (Exhibit A) and provide a headcount of individuals who attended the service to the assigned Staff member immediately after service has been completed.
- The Staff member will coordinate with the Facilities Team for cleaning all high-touch surfaces in the areas used with a CDC approved cleaning solution. (e.g. 1/3rd cup of household bleach per one gallon of water.)
- The Worship Volunteer will ensure the removal of all trash, rubbish, and disposable materials that have been touched from the gathering place. Gloves should be worn.

PRE-REGISTRATION

Pre-Registration shall be used by the Staff member and the “facilities team” to ensure that the seating capacity is less than 50% and that the number of individuals at the gathering can comply with the requirement to maintain physical social distancing i.e., staying six (6) feet or more away from others at all times.

Alternatively, they may complete a “Pre-registration Form” (Exhibit A) which is available on the CUMC website <https://centreville-umc.org/resources/healthy-church>. This completed Form shall be submitted to the Staff member or his or her designee not later than the 10 a.m. two days prior to the event or Worship service. The Staff member must provide a projected headcount of individuals planning to attend the service to the Pastor(s) by 3 p.m. after the Pre-registration period closes.

Hardcopy Pre-Registration forms shall be retained by the Staff member until further notice and shall be available to others on the CUMC/KUMC-K Staff or the Healthy Church Team upon request. A single Pre-Registration Form may include family members residing at the same location. A single Pre-registration Form may be submitted for multiple or reoccurring meetings within a seven-day period provided that the information is current and accurate and that the multiple and/or reoccurring meetings are noted on the form.

The Staff member will prepare an Attendance List containing the names and contact information for all individuals who have pre-registered to attend the Service and provide it to the assigned Worship Volunteer who will use it to check-in participants attending the service.

Depending on weather conditions, registration as described above on the day of the service may take place outside or in the Narthex. Under no circumstance, will anyone be allowed into the service until the registration and health acknowledgment process has been satisfactorily completed.

HEALTH ACKNOWLEDGEMENT

It is the responsibility of every individual planning on attending any event or service to review their own health using the “Health Acknowledgement Form” (Exhibit B) as a Guide. No one with symptoms of COVID-19 or known exposure to COVID-19 in the prior 14 days may attend in-person Worship. The Form is available on the church website (<https://centrevilleumc.org/resources/healthy-church>).

INDIVIDUAL SAFETY

Those individuals gathering for Worship under this plan will comply with the following:

- Sick individuals must stay home.
- Individuals must take their temperature the day of the service and may NOT attend if their temperature is greater than 100.4 degrees Fahrenheit.
- Face coverings are required for all individuals at indoor in-person Worship and must be worn for the entire duration of the service (the only exception is when Holy Communion is served outdoors, members may remove their masks briefly to consume the Communion elements).
- Disposable gloves will only be provided to Worship Volunteers.
- The church has three stand-alone Hand Sanitizer stations which may be available, but attendees should also consider bringing a supply of their own.
- Strict physical distancing, i.e., a minimum of six (6) feet between individuals or individual family/household groups must be maintained at all times, especially in the Sanctuary, the Fellowship Hall, the Narthex and hallways of the church.
- Food and beverages will not be consumed in the building unless water is absolutely necessary for reasons such as suppressing coughs.

ENTRY and EXIT INTO/FROM Worship

- All doors will be prominently marked with signage.

- Entry to the building will be through the Main Entrance **ONLY** for Sanctuary and signs will be posted to show Entry doors.
- Weather permitting, the entrance doors will be propped open a minimum of 15 minutes before the event or service begins.
- Egress from the Sanctuary will be through the MARKED set of doors in the Sanctuary and then through the Fellowship Hall to the outside of the building and into the parking lot.
- Signage will be posted on the Main doors and outside the sanctuary reminding participants about proper mask usage, social distancing, staying home if sick, and not entering the building or sanctuary if exhibiting symptoms of COVID-19 or if they have had exposure in the last 14 days to COVID-19
- Restrooms will be available for use will be designated by prominent signage.
- Water fountains will be turned off.
- Persons that have NOT pre-registered may be admitted on a first come, first served basis if space is available.
- A Worship Volunteer will greet all participants using six (6) feet social distancing to check that each person is wearing a face mask, are on the pre-registration list and can answer “YES” to all of the health questions. If they are not wearing a face mask, they will not be allowed to enter the building. If the individuals are on the pre-registration list, once they have been checked-in, the greeter will escort them to an usher who will seat them in the Sanctuary using strict social distancing protocols. However, if the participants are not on the pre-registration list but can answer “YES” to all the health questions, the greeter will escort them to the Walk-Up registration desk.
- A second Worship Volunteer will greet those individuals who HAVE NOT pre-registered after they have answered “YES” to all of the health questions and collect their names, e-mails, and telephone numbers for contact tracking purposes. Once checked in, the second greeter will escort them to an usher who will seat them in the Sanctuary using strict social distancing protocols.

Worship Volunteers will monitor the service to ensure face masks are kept on and social distancing is maintained during the duration of the service.

WORSHIP

- Ushers will seat participants in the Sanctuary using a prepared seating chart and seating will be strictly six (6) feet apart from those that are not immediate family or those sharing the same household.
- Pews will be marked with colored tape to indicate compliance with the six (6) foot regulation.
- Families with children over 2 years of age will be encouraged to sit near the exits in case the child removes the face covering and will not put it back on. If the child and parent/guardian need to leave the sanctuary and can secure the mask they are welcomed to come back into the sanctuary.

- If someone removes his/her face covering and refuses to put it back on, the service will end, and everyone will leave.
- No shared worship materials will be used including hymnals, Bibles, and bulletins. However, congregants are encouraged to bring their own Bibles.
- There will be no congregational or choir singing. There will most likely be pre-recorded audio or video singing.
- No refreshments or fellowship time will take place.
- No handshakes, hugging, or personal contact.
- Ushers will dismiss one row at a time from **BACK TO FRONT** to allow for social distancing at the conclusion of the service when Holy Communion is not served.

HOLY COMMUNION (when planned as part of the worship service)

- The communion table will be prepared by volunteers using gloves and face masks/coverings.
- Only pre-packaged communion elements will be used. Gluten-free pre-packed elements will be available as well.
- Pre-packaged Communion elements should be on the Communion table during the service and communion liturgy.
- The Communion table should be at least 6 feet from where worshippers are seated.
- Before partaking of the elements, worshippers should practice good hand hygiene.
- Following the consecration, all in attendance will be invited to come up one household unit at a time to receive the communion cup and then will be directed to exit the sanctuary. Those who don't wish to receive will also be invited to exit the sanctuary as well.
- The Pastors will give directions of where and when to consume the elements, but under no circumstances are the elements to be consumed inside the building.

CLEANING

- Church facility teams will perform the INITIAL cleaning of the requested space, entry/exit points and high-touch areas PRIOR to the Worship service, including the NEAREST set of restrooms.
- Restrooms, if used, must be cleaned with a CDC approved cleaning solution e.g., 1/3rd cup of household bleach per one gallon of water.
- The Staff member will request volunteers for this purpose who will be responsible for cleaning all high touch areas (restroom, chairs, tables, etc.) at the conclusion of the service.

PARKING

- If practical, park in every other space and if someone is parked beside you, wait for them to get out of their vehicle and wait for them to get six (6) feet away.
- Put your face mask on before you leave your vehicle and keep it on until you are back in your vehicle, unless specified otherwise.

EMERGENCY SITUATIONS

In the event that any individual attending the Worship service becomes ill during that service, it is the responsibility of the ushers or greeter to immediately take steps to address the situation. As a reminder, **everyone is required to wear face masks or a covering even in an emergency**. Those immediate steps include, but are not limited to, the following:

- If absolutely necessary, remove the individual and take them to the blocked off open hallway just outside of the Chapel.
- Immediately provide whatever care may be required for the individual, including notifying emergency responders if necessary.
- Immediately end the Worship service and gradually dismiss all of the congregation, while maintaining social distance protocols.
- Continue to care for the ill person and allow access to him/her by their immediate family members who may be needed for support.
- Should any attendee test positive with Covid-19, have contact with someone who has now tested positive with Covid-19, or developed 2 or more symptoms of Covid-19, they are to notify the CUMC Office Administrator who will follow the procedures outlined in Exhibit D, attached hereto.

EXHIBIT A

PRE-REGISTRATION FORM FOR INDOOR WORSHIP

(complete only if the Sign-up Genius, as the preferred-method, is not used)

Please complete all information (Please print clearly)

DATE OF ATTENDANCE FOR INDOOR WORSHIP: _____

NAME OF INDIVIDUAL OR FAMILY: _____

POINT OF CONTACT (POC): _____

POC E-MAIL: _____

POC PHONE #: _____

NAME OF EACH FAMILY ATTENDEE : _____

EXHIBIT C

HEALTH ACKNOWLEDGEMENT POSTER

Health Acknowledgement

Welcome! We're glad you're here.

In order to keep you and other congregants safe and healthy, read and respond to the health questions below. Please affirm to the greeter that you acknowledge the following items are true for you and provide your name and contact number. All persons are required to keep physical distancing of 6 feet or more (from persons outside your household group) and to wear a face covering.



I have not had 2 or more of the following symptoms of COVID-19 in the past 14 days:

- Fever
- Shortness of breath or difficulty breathing
- Chills
- Persistent cough
- Flu-like symptoms
- Diarrhea or intestinal upset
- Fatigue
- Sore throat
- Headache
- Muscle pain
- Recent loss of taste or smell

1.

I have not been in contact with anyone experiencing symptoms of COVID-19 (identified in #1) in the past 14 days.

2.

I have not tested positive for COVID-19, nor am I awaiting test results, nor have I tested positive and have not subsequently had complete resolution of COVID-19 symptoms.

3.

4. I will immediately notify the pastor if, after attending this event, I develop 2 or more symptoms of COVID-19, will avoid contact with others, and will seek medical attention.

EXHIBIT D

Procedures to be followed in the Event of a Confirmed case of Covid-19 in a CUMC ministry

1. Who is responsible for notifying the Health Department and securing the Health Acknowledgement Forms needed for their contact tracing?

- Designate a Staff Member to be responsible for responding to COVID-19 concerns. All staff and attendees should know who this person is and how to contact them. **Responsible Party: CUMC Office Administrator**
- All Health Acknowledgement Forms should be turned over to the **CUMC Office Administrator** for contact tracing.
- In accordance with state and local laws and regulations, the **CUMC Office Administrator** should notify local health officials, staff, and potentially exposed stakeholders of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and other applicable laws and regulations.
- Additional COVID-19 information and guidance may be found on the website of the Virginia Department of Health at **<https://www.vdh.virginia.gov/coronavirus/>**.
- Contact information for Loudoun and Fairfax County Health Departments:
 - **Fairfax County Health Department**
 - (703) 246-2411 (main telephone number)
 - (703) 267-3511 (telephone number for **all** COVID-19 calls)
 - **Prince William County Health Department**
 - (703) 792-6300 (main telephone number)
 - (703) 872-7759 (telephone number for **all** COVID-19 calls)
 - **Loudoun County Health Department**
 - (703) 777-0234 (main telephone number)
 - (703) 737-8300 (telephone number for **all** COVID-19 calls)

2. How will we notify people who might have been exposed?

- Require staff and attendees to self-report to the CUMC Office Administrator if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days, in accordance with health information sharing regulations for COVID-19 and other applicable privacy and confidentiality laws and regulations.

- To maintain confidentiality, only the Pastor(s) of the Church, the CUMC Office Administrator and the local Health Department will be notified of the identity of the individual.
- The attendee will be recommended to seek medical attention from their primary care physician in accordance with the CDC recommendations for COVID-19 Contact tracing.
- Phone Calls would be made to advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, to check in with their primary care physician and follow CDC guidance if symptoms develop. This is will be the form response **for the phone calls to those attendees with direct contact:**

“Good afternoon, An attendee at the recent CUMC Event _____ (insert event here) _____ has (choose one: tested positive with Covid-19, had contact with someone who has now tested positive with Covid-19, or developed 2 or more symptoms of Covid-19). You have been identified as someone who may have had close contact with this individual and we recommend that you contact your Primary Care Physician for medical advice and next steps. You may be contacted by the Health Department officials for contact tracing purposes. Please follow all CDC guidelines at this time and keep us informed as to your health status.”
- **A form response email will be sent to all those in attendance of the event where the outbreak occurred after the direct contact phone calls have been made.** This form response email will be as follows:

“Good afternoon, An attendee at the recent CUMC Event _____ (insert event here) _____ has (choose one: tested positive with Covid-19, had contact with someone who has now tested positive with Covid-19, or developed 2 or more symptoms of Covid-19). You have been identified as someone who may have had close contact with this individual and we recommend that you contact your Primary Care Physician for medical advice and next steps. You may be contacted by the Health Department officials for contact tracing purposes. Please follow all CDC guidelines at this time and keep us informed as to your health status.”
- Communicate to staff members and volunteers from the event that they should not return to the church until they have met CDC criteria to discontinue home isolation.

3. How will things be cleaned?

- **Close off areas** used by the person who is sick until proper cleaning procedures have been followed (at least 48 hours from the end of the Event).
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours from the end of the Event before you clean or disinfect.
- **Cleaning and disinfecting indoor areas:** After the 24-hour waiting period, clean and disinfect all areas used by the person who is sick, such as: offices,

bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.

- Vacuum the space as needed. Do not vacuum a room or space that has people in it.
- Wear disposable gloves to clean and disinfect.
- For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on soft and porous materials, like carpet. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- **Cleaning and disinfecting outdoor areas:** Outdoor areas, such as the playground, outdoor worship area, etc. will require **normal routine cleaning**, but **will not require disinfection**.
- Do not spray disinfectant products (Clorox, bleach, etc.) on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) are not recommended.

4. What would be shut down and for how long?

- If it has been more than 7 days since the person who is sick has visited or used the facility, additional cleaning and disinfection is not necessary.
- The area(s) used by the identified participant should be shut down for at least 48 hours (24 hour holding period plus at least a 24-hour cleaning period).
- Once the area(s) has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

5. What will you do if someone develops symptoms but no diagnosis yet?

- In the presence of symptoms, assume the individual is positive until proven otherwise and follow all details above. The individual would self-quarantine until a diagnosis has taken place and able to return following a negative test.

6. Afterwards, what steps would be taken to review how the HCT plan had worked? Are any changes in any plans needed to prevent future issues post-Covid diagnosis?

- All Leaders and Responsible Parties would meet to review the procedures. If there are any procedures that need to be amended, those changes would be made at that time. The Healthy Church Team would review all the changes and complete the final report.