

Sleepy Hollow United Methodist Church (SHUMC) HCT Plan for one-time event:

1. DRIVE-THRU BLESSING OF THE PETS/COSTUME PARADE

- a. Dates: October 31, 2020**
- b. Time Frame: Afternoon**
- c. Location: Parking Lot**

SHUMC Healthy Church Team (HCT)

SHUMC's HCT consists of the members of the SHUMC Church Council. Volunteers that will staff this event may also include members of our congregation who are able and willing to help with the setup, with managing the event and with the cleanup.

Volunteers and Leaders

All volunteers and leaders will pre-register (see below) and will submit either the online Health form or the verbal acknowledgment before beginning their assigned tasks. **Face masks will be worn at all times.** Leaders/volunteers and participants must bring their own face masks and hand sanitizer; the church will provide gloves and approved cleaner such as Clorox wipes/Clorox cleaner.

A list of persons who agree to volunteer at this event will be maintained, and there will be at least two (or more) alternates on call in case a volunteer does not or cannot participate.

Volunteers will be assigned to: Setup and clean before the event and take down and clean after the event; Direct parking and traffic movement, and make sure everyone maintains 6' distance at all times (1); Greet participants as drive through the event area that rings the parking lot (one-way traffic coming in and going out; Some volunteers may take part in more than one of these tasks.

Purpose of the Events

Christian outreach to our community; blessing of animals; fun. Participants (humans and pets) will be invited to wear costumes and decorate their cars.

Capacity

SHUMC's parking lot is the location for this event. Volunteers (possibly dressed in costume or face-painted as animals) will be stationed at intervals around the outside edge of the lot to:

- 1) keep traffic moving one-way around the edge;
- 2) greet participants (who stay in their cars) and affirm or obtain names, contact info and emails to send pictures and follow-up information;
- 3) hold signs or posters with greetings/blessings and take pictures;
- 4) pastor will bless the pets (from a distance) and
- 5) we will hand out a goodie bag with gift items such as pet snacks, gift coupons from pet stores, info about the church, etc.) and treat bags for kids, with proper distancing observed at all times.

Safety for All

All participants will:

Remain in their cars and wear face masks at all times.
Leaders/volunteers will maintain 6' distancing between all other participants (except family/household groups).

Setup

Leaders/volunteers may set up tables/chairs around the edge of the parking lot for displays. The tables will be disinfected before use and cleaned and disinfected prior to return to their storage location in the Social Hall by leaders or volunteers. No other entry into the building will be permitted.

A one-way traffic lane will be clearly marked (cones, tape, other appropriate means) for participant cars to stay in and move through the course around the parking lot, as directed by leaders/volunteers.

Registration

Participants will be asked to pre-register for this event using Signup Genius and church phone/email.

Registrants will be informed at registration of the requirements and restrictions that will be in place for this event: participants and pets will remain in their cars at all times; human participants will wear face masks; there will be no access to the inside of the church building; traffic will be directed by volunteers. It is anticipated that some participants may come in from the banner/signs on display without having pre-registered. Greeters will ask them to stay in their cars and wear face masks, and ask for names and contact information for followup.

All leaders/volunteers and participants will be informed that if they will not or cannot comply with every restriction/requirement of this event, that they will be asked to leave the premises.

Health Forms/Entryway Acknowledgment

Each leader/volunteer will either submit an online health form or give positive verbal responses to the poster/entryway form to affirm their health as they arrive at the church.

There will be at least one leader/volunteer at the entrance to check in the other volunteers and affirm that their health form/acknowledgment is current. If any leader/volunteer cannot or will not give positive responses to affirm their good health, they will be asked to please leave.

The pastor will be responsible for keep the Health Forms/Acknowledgments, names and contact information for all leaders/volunteers in the event of post-event infection, and will make them available to the Health Department if required, for contact-tracing.

Parking

As they enter the parking lot, leaders and volunteers will be directed by a leader/volunteer to park in designated, every-other parking spots and to keep 6-foot distancing between others as they move through the lot to their assigned areas/stations. These parked cars will be away from the event area.

Participants who drive-through will be directed by leaders/volunteers. Traffic will be one-way and kept moving at an appropriate pace.

If registrations indicate a large number of participants, SHUMC may engage the services of a police officer for traffic control, as cars may be moving slowly.

Building Access

Only one door (from parking lot to Education Wing) will be open or unlocked for entry by leaders/volunteers only. All other entry doors will remain locked. Except for the single-use restrooms in the main hallway and the Narthex area or pastor's office in case of emergency, all other areas of the church will be off limits.

At the End of the Event

All participants (in their cars) will be directed around the parking lot, past each "station" and out through the driveway to Sleepy Hollow Road. Leaders and volunteers will disinfect and put away any tables/chairs used, as well as disinfect any surfaces inside the church that were used.

Posting of Safety Protocols

There are tables set up at each entrance to the church building that have signs posted to wear masks, wash hands, and observe 6' distancing. Hand sanitizer and paper towels are provided on each table.

The Entryway version of the Health Acknowledgment Form will be posted at the entry door.

Each restroom has a sign asking users to wash hands, and use paper towels to open the door and to turn off the lights. Waste baskets are next to the doors.

The water fountains will be taped off and have signs posted not to use them.

All areas of the church building will be off limits to participants with the exception of the designated restrooms and the Narthex area or Pastor's office in case of emergency).

Cleaning Plan

All areas of the church that are within the use of leaders/volunteers for this event will be cleaned ahead of the event: door handles (narthex entrance and patio entrance), designated bathrooms, any church chairs/tables that were used, as well as any surfaces in the Narthex, pastor's office, door knobs and surfaces. All other areas of the church will be off limits.

Church leaders/volunteers will be responsible for cleaning these areas before the event and after the event is over, using gloves and approved cleaning products. All trash will be bagged and taken outside to the dumpsters/or taken off premises by leaders/volunteers.

Communication Plan

Information about this event will be sent out by SHUMC leadership to the church community using email, banners, social media, and/or verbal communication. Information will include all

requirements and restrictions for participants as listed above, as well as the safety protocols that will be in place so that everyone will know that every precaution will be taken to assure safety.

Bad Weather Plan

In the case of inclement weather, it will be stated that the event will be cancelled. Church leadership will make the decision to cancel. Participants will be informed of such cancellation by message on the church phone and a cancellation notice will be posted on the Education wing entry door, the church facebook page and website.

Emergency Plan

If any person at the event becomes sick or symptomatic during the event, they will be directed by leaders/volunteers to the inside of the church and into the Narthex area or the pastor's office. The address of the church (for 911 calls) will be posted by Church leadership on the tables by the Narthex and Education Wing doors.

In the Event of Post-event Infection

The pastor will hold the health forms of all leaders/volunteers, and in the event of a post-event infection, will make them available to the Health Department for the purpose of notification and contact tracing.

In the event of a post-event infection, the Pastor (Rev. Jennifer Ailstock, 703-508-0747) will notify the SHUMC Healthy Church Team (SHUMC Church Council) as well as all event leaders/volunteers.

The SHUMC HCT will gather the facts about the event/infection aftermath and will evaluate whether to pause the scheduling of outdoor events.

Submitted by Rev. Jennifer Ailstock
SHUMC Healthy Church Team (HCT)
September 15, 2020