



# PSCC Covid-19 Re-Entry Plan

# Poplar Springs Christian Church

## Phase-in Proposal for Re-Entry

This plan outlines precautions Poplar Springs Christian Church will take when we start having in-person service again. We have revised the plan to fit the current needs and since the vaccine has been produced and is in being obtained by many people at this time.

As we proceed through the phases, we will continue to evaluate the current trends and adjust accordingly. Please be understanding and flexible with us as we continue to navigate through this pandemic. We are reviewing data on the new variants of the virus and will move forward as appropriate. Your safety will always be our priority!

PSCC re-entry plan will tentatively begin with Phase 1 on August 1, 2021. Each phase will proceed with capacity and additional ministry events increased as may be deemed necessary to keep in line with current trends. We may have to adjust depending on any changes to the response to the vaccine.

Phase 1 (1 <sup>st</sup> month)	Phase 2	Phase 3
Sanctuary Worship	Sanctuary Worship	Sanctuary Worship
	Weddings (disciples)	Sunday School
		Weddings (disciples)
		Ministry Meetings/Events
		Funerals (disciples)

Covid-19 plagued the world in early March 2020, so the Executive Committee had a call meeting to discuss our options. We decided to cancel church on Sunday, March 15 as none of us had ever experienced a pandemic and wanted to take every precaution necessary to protect our disciples. We never want to hinder the worship experience for our disciples, so your safety became our priority. We decided to move to a virtual church experience after learning of the North Carolina guidance on “stay at home” orders. The Governor issued his first Executive Order limiting gatherings of no more than 100 people but that didn’t seem to slow down the spread of coronavirus. The very next week, the Order was streamlined to gatherings of no more than 50 people. The guidance has changed over the last four months but again, your safety is our primary concern, so we have continued to operate at the bare minimum for essential personnel only.

As North Carolina re-opens for business, it is necessary to consider how worship could be impacted. Certainly, every component has not been considered and this proposal is a suggestive document. As none of us has ever experience anything of this magnitude we ask for your prayers, support and understanding as we navigate through this new way of worship. We do understand everyone is not tech savvy, so we are working on ways to address the needs of those disciples as well.

This document proposes measures for consideration to be effective until the following have been met:

1. A vaccine for COVID-19 is proven and available for everyone.
2. There is a significant decline in the number of cases reported per day.
3. Parishioners can be tested regardless of visible symptoms since an individual can be asymptomatic.

## **Criteria for entering Phase 1:**

- The first month of Phase 1 will be a “lite” version with maximum attendees outside of essential workers as 100
- We want to “perfect” the process some before opening to full Covid capacity of 200
- Parishioners will have to call the office each Thursday between 11:30 – 1:30 to reserve their spot for the upcoming Sunday
  - All attendees must show proof of vaccination to attend in person service (physical card or have photo on phone)
  - Seats will be limited to one per month to make sure we give others an opportunity to attend

- If you reserve a seat and don't show twice, your name will be put at the end of the waiting list
- Each person will be given their attendee number to confirm they have signed up for that Sunday
- The 2 trustees that are working that Sunday will call to confirm attendance and the seat number on Friday
  - Parishioner will be told they need to stay in their car until confirmed by trustee to move to screening station
  - Parishioner will be provided info on online donations during this call as well to eliminate as many in person donations as possible; also will provide info on how to do in person if that is their preference
- The 2 trustees will also do a parking lot check on Sunday to confirm those attendees that signed up are there and ready to be screened
  - This info will be provided to the attendee during the Thursday call so they show up in ample time
- Transportation will NOT be provided until Poplar Springs goes into Phase 3

## Communication Plan / Training

- Planning team will communicate and share the proposal well in advance to ensure disciples are aware of the plan
- Ensure we have clearly defined roles / responsibilities
- Ensure personnel are trained and available for all necessary areas
  - HIPPA compliance
  - Knowledge of screening questions and procedures
- Screeners need to be in full Personal Protective Equipment (PPE)

## Building (Sanitizing/Cleaning Practices)

- Signs will be posted throughout the church (hygiene reminders, social distancing, etc.).
- Anyone who is sick should stay at home.
- Adequate hygiene supplies (soap, no-touch trash cans, hand sanitizer) will be available.
- Hand sanitizer at main entrances and masks for those who forget to bring one.
- Clean and disinfect frequently touched surfaces at least daily and shared objects between each use. Avoid use of items that are not easily cleaned, sanitized or

disinfected.

- Maintain cleaning logs
- Cleaning schedule/frequency; seating, high-touch areas
  1. Professional cleaning: Initial cleaning before first service to include carpet cleaning, upholstery cleaning and COVID-19 Protection
  2. Sunday sanitation team: To clean between services if additional services are added.
  3. Staff daily cleaning: Frequently touched surfaces and shared objects.
- Close off areas, restroom, etc. not being used to reduce cleaning
- Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Ensure ventilation systems operate properly and increase circulation of outdoor air, as much as possible, by opening windows and doors, using fans and so on.
- Ensure all water systems and features are safe to use after a prolonged facility shutdown to minimize risk of disease.
- Protocols for body-fluid clean-up followed.
- Identify area to separate anyone who exhibits COVID like symptoms during hours of operation.
- Establish procedures for safely transporting anyone who becomes sick to their home or a health-care facility.
- Notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with staff and congregants about potential exposure while maintaining confidentiality as required by the American with Disabilities Act (ADA) or other HIPPA applicable laws and in accordance with religious practices.
- Inform those with exposure to a person diagnosed with COVID-19 to stay home and self- monitor for symptoms and follow CDC guidance if symptoms develop.
- Close off areas used by the sick person and do not use the area until after cleaning and disinfection; wait 24 hours to clean and disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible before cleaning and disinfecting.
- Advise sick staff and congregants not to return to the facility until they have met CDC's criteria to discontinue home isolation.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Congregants should know who this person is and how to contact them.
- Communicate clearly with staff and congregants about actions being taken to protect their health.

## **Entry into the Sanctuary**

- Attendees need to arrive between 8:30 – 9:30 for screening and to be seated; no

admittance after 9:45.

- Masks will be required for entry and will be available for those who do not have one.
- Take temperatures before entry
  - Temperature greater than 100.2 will be directed to follow up with their physician
- Screening questions will be asked:
  - Have you been out of the country in the last 14 days?
  - Have you had a temperature or cough in the past 14 days?
  - Have you been near someone with COVID-19 or had Covid-19 yourself in the last two weeks?
- Entry will be through the front doors (narthex) for all attendees.
- From the front door and down the sidewalk, each person or family should stand 6 feet apart (markers on the ground).
- Worshippers will deposit their tithes and offering at the door in the tithe box upon exit.
- Entrance/Exit: Everyone will enter through front doors into sanctuary and exit through the side doors at front on sanctuary to keep foot traffic flowing in one direction.
- Sanctuary entrance doors will be propped open until service begins to reduce touching and reopened at the end of service.
- Keep a roster of each congregant for each worship/gathering event.

## **Seating & Social Distancing**

- Each person or group of persons constituting a family who has been in the same household during the quarantine can sit 6 feet apart. E.g. if there are three singles in line, then they can conceivably be seated on one pew 6 feet apart (estimated). If there is a family of 4, feasibly there may be room for one other person to sit on the pew 6 feet from the Fourth person in the family.
- One pew will be empty in between occupied pews.
- Capacity/seating; will do registration for service time to ensure we do not have to turn anyone away at the door.
- Tithing box will be placed at entrance as they need to be deposited upon exit to eliminate excess movement. Offerings will continue to be received electronically, by mail and in person at the church during office hours.
- Communion will be served virtually to everyone until further notice.
- Praise teams, small singing groups used until further notice

- No paper bulletins, programs or fans will be distributed
- Hymnals and bibles have been removed from the sanctuary until further notice. Disciples will be encouraged to bring their own.
- Prayers, songs, scripture, etc. will be projected on screen
- Microphones designated and social distancing placement of singers assigned
- Microphones disinfected after each service
- Virtual options will be used whenever possible for all non-worship activities (counseling, volunteer meetings, etc.)
- Clergy will do visits virtually (by phone or online) instead of in person or at the hospital except for certain compassionate care situations, such as end of life.
- Consider whether funerals, weddings, religious education classes, youth events, support groups and any other programming may need to have attendance limited.
- Follow specific CDC guidelines for childcare or educational programming for children and youth.
- No food will be served from the church until further notice.

## **Bible Study / Sunday School**

- Remain 100% virtual for now (more information coming in the near future)

## **COVID-19 Re-Entry Planning Team**

- Charles Brooks, Pastor
- Roy Clark, Assistant Pastor
- Ken Griffith, BOD Chair
- Monica Taylor, Administrator
- Terry Saddler, Trustee Ministry Leader
- Paul Stewart, Deacon Ministry Leader
- Joni Robbins, Christian Ed Leader
- Larry McClain, Church Council Leader
- Veronica Wall, Administrative Assistant
- Anthony Bolin, Finance Committee Leader/Treasurer
- Cathy Harris, Financial Secretary
- Anthony Chavis, Medical Professional
- Doza Primus, Medical Professional