

**SAFETY GUIDELINES FOR SERVICES AND MEETINGS DURING**  
**COVID-19**  
(Revised 10/14/20)

Until it is determined by Health Authorities that the COVID-19 pandemic has passed, please understand that we will be exercising caution and concern for the health of all. Therefore, our worship and other services and meetings together will look a little different. Note that it is understood that not everyone may feel comfortable attending services at this time. If you are someone who is sick, shows symptoms of sickness, or you do not feel comfortable in returning, recordings of the worship services, worship bulletins, and other materials will be posted online (i.e. website, Facebook, and YouTube). We look forward to the time when everyone will feel safe to worship and fellowship as an entire church family but, until that time, everyone's personal decision concerning attending will be respected and no one will be looked down upon for not attending. Until such time as it is considered that the COVID-19 risk has diminished and we can return to normal, please adhere to the following safety guidelines for your own safety and the safety of others:

To avoid the need to disinfect the church prior to the Sunday services, entry into the building will be minimized during the week prior to Sundays. Entry into the sanctuary on days other than Sunday should be avoided except for cleaning. Use of other building spaces should be minimized, to the extent possible, to space out the use of the Fellowship Hall and other spaces to allow for as much time as possible to elapse between uses.

**Sunday School**

1. Sunday School will be held in the Fellowship Hall. Those attending Sunday School should enter the building through the Fellowship Hall door next to the handicap ramp.
2. Prior to entry inside the church we will require temperature checks with a thermometer. In addition to the temperature checks, we will ask a series of short questions to evaluate if anyone may be sick or may have contracted COVID-19.
  - a. Questions are laid out in the Worship Service Guidelines below.
  - b. Anyone who answers yes to any of the questions will be advised to seek medical care and/or COVID-19 testing and will not be allowed in the building.
3. Markers in a line, on the sidewalk and under the awning, will be placed six feet apart.
  - a. Families may stand together.
  - b. If all markers are occupied, please remain inside your vehicle until a marker is vacant.
4. We encourage all to arrive early to allow for this process.
5. Any person with a with a temperature greater than 100 degrees will not be allowed inside.
  - a. If the temperature check indicates a temperature of 100 degrees or more, we will politely ask you to cool off for a few minutes and go through another temperature check.
6. Hand sanitizer will be available at the table just inside the door.
7. Everyone should maintain at least a six-foot separation between non-family members when entering and leaving the Fellowship Hall.
8. A collection plate will be placed at the front of the Fellowship Hall for all offerings to be dropped off upon entering or leaving.

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9. Masks will be available but not required. However, when a six-foot separation cannot be maintained, masks should be worn.
10. Close physical contact (hand shaking, hugging, etc.) should be avoided even when wearing a mask.
11. Everyone should remember to cover all coughs and sneezes with their sleeve or a handkerchief. Those who must cough or sneeze repeatedly should excuse themselves until the episode has passed.
12. Chairs will be placed six feet (two arm-lengths) apart. Families may sit together.
13. There will be no singing during Sunday School. Recorded music or the playing of the piano will be allowed.
14. Restrooms will be restricted to one person at the time. More than one person is allowed if they are of the same household. Occupants must lock the door upon entry to the restroom and thoroughly wash hands before exiting the restroom.
15. At the end of the Sunday School time, everyone should exit while maintaining at least a six-foot separation. Those closest to the exits should exit first, followed by the next closest, etc.

**Worship Services**

1. Prior to entry inside the church we will require temperature checks with a thermometer. In addition to the temperature checks, we will ask a series of short questions to evaluate if anyone may be sick or may have contracted COVID-19. If you attended Sunday School at 10am, you will not need to be re-checked.
  - a. Questions:
    - i. Do you have any of the following symptoms: cough, shortness of breath or difficulty breathing OR at least two of the following: fever (100.0 °F), chills, repeated shaking with chills, muscle pain, headache, sore throat or new loss of taste or smell?
    - ii. To your knowledge, have you been within 6 feet (2 meters) of a COVID-19 positive patient for a prolonged period of time?
    - iii. Have you had direct contact with infectious secretions (e.g. being coughed on by a COVID-19 positive patient) of someone diagnosed with COVID-19 while not wearing a face mask?
  - b. Anyone who answers yes to any of the above questions will be advised to seek medical care and/or COVID-19 testing and will not be allowed in the building.
2. Markers in a line, on the sidewalk and under the awning, will be placed six feet apart.
  - a. Families may stand together.
  - b. If all markers are occupied, please remain inside your vehicle until a marker is vacant.
3. Those who need to use the handicap ramp should have someone notify the person at the main (side) entry so that their temperature can be taken before entering the handicap ramp.
4. We encourage all to arrive early to allow for this process.
5. Any person with a temperature greater than 100 degrees will not be allowed inside.

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- a. If the temperature check indicates a temperature of 100 degrees or more, we will politely the person to cool off for a few minutes and go through another temperature check.
6. Hand sanitizer will be available at stations
  - a. next to entryway outside,
  - b. at the top of the steps in the sanctuary,
  - c. and at the bottom of the main steps next to the pastor's office.
7. Those who need to use the handicap ramp should find a seat on the right side of the sanctuary (same side as the door to the ramp).
8. A collection plate will be placed in the back of the church and at the front exit for all tithes and offerings to be dropped off upon entering or leaving the church sanctuary.
  - a. An announcement will be made of this change during the offertory portion of the service. This announcement will also be a reminder to those who missed the plate on the way in.
9. Masks will be available but not required. However, when a six-foot separation cannot be maintained, masks should be worn.
10. Close physical contact (hand shaking, hugging, etc.) should be avoided even when wearing a mask.
11. Everyone should remember to cover all coughs and sneezes with their sleeve or a handkerchief. Those who must cough or sneeze repeatedly should excuse themselves until the episode has passed.
12. Pews will be taped off every two rows and every six feet (two arm-lengths apart)
  - a. Families may sit together.
  - b. Overflow seating will be available in the choir area. If necessary, chairs may be set up at the rear of the sanctuary as well.
13. During the service there will be no congregational singing. However, Ben will play the piano.
  - a. Hymnals will still be available for those who want to follow along in singing in your heart and mind.
14. Passing of the Peace will still be observed, but only that. Please refrain from moving around and remember to remain six feet apart. Therefore, the following are appropriate:
  - a. Peace sign, air fist-bump, and or the blowing a kiss gesture, etc.
15. When Communion is a part of the service, the elements will be offered in single-serve, pre-packaged form as the congregation leaves the sanctuary after the benediction.
16. Restrooms will be restricted to one person. More than one person is allowed if they are of the same household. Occupants must lock the door upon entry to the restroom and thoroughly wash hands before exiting the restroom.
17. Dismissal after the benediction will be in order, row by row. Those to the right of the pulpit should exit using the door to the handicap ramp. Those to the left of the pulpit will exit using the front double doors. Those closest to the exits will be dismissed first.
18. Fellowship after the worship service should be held outside while maintaining at least a six-foot separation and the wearing of masks when this separation cannot be maintained.

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**Other Meetings**

1. Use of the sanctuary should be limited to Sundays.
2. Use of other building spaces should be minimized, to the extent possible, to space out the use of the Fellowship Hall and other spaces to allow for as much time as possible to elapse between uses.
3. Extra cleaning/disinfecting of tables, doorknobs, etc. may be needed prior to and after use, depending on how long it has been since the use of the facility and expected use after the meeting.
4. Prior to entry inside the church we will require temperature checks with a thermometer. In addition to the temperature checks, we will ask the same list of questions as outlined in the Worship Services section above to evaluate if anyone may be sick or may have contracted the coronavirus.
5. The same precautions as outlined in the Worship Services section above, including maintaining at least a six-foot spacing, use of the rest room, use of hand sanitizer, and the wearing of masks, should be observed.
6. Singing should not be allowed, but other music may be played.