

Church Unification Plan for the Health & Safety of Reno County Residents

|  | Phase "Ground Zero"   | Phase 1  | Phase 2   | Phase 3   | Phase "out"   |
|--|---|--|---|---|---|
| <b>Potential Dates</b>   | <b>Current</b>  | <b>Not before May 4th</b>  | <b>Not before May 18th</b>  | <b>Not before June 1st</b>  | <b>Not before June 15th</b>   |
| <b>Community Restrictions</b>  | Stay At Home Order  | Limited to 10 and under with Social Distancing   | Limited to 30 and under with Social Distancing  | Limited to 90 and under with Social Distancing  | TBD   |
| <b>Social Distancing</b>   | Maintain 6 foot distance<br>Masks strongly encouraged<br>Remain Home if sick                                | Maintain 6 foot distance<br>Masks strongly encouraged<br>Remain Home if sick   | Maintain 6 foot distance<br>Masks encouraged<br>Remain Home if sick   | Maintain person hygiene guidelines<br>Remain Home if sick   | Maintain person hygiene guidelines<br>Remain Home if sick   |
| <b>Travel Restrictions</b>   | Eliminate non-essential travel. Follow KDHE travel and quarantine guidelines for travel to high-risk areas. | Minimize or eliminate non-essential travel and follow KDHE travel and quarantine guidelines for travel to high-risk areas. | Minimize or eliminate avoid travel and follow KDHE travel and quarantine guidelines for travel to high-risk areas.  | Non essential travel may resume. Follow KDHE travel and quarantine guidelines for travel to high-risk areas.  | Unrestricted  |
| <b>High Risk Individuals (VP)</b>  | High risk individuals are advised to continue to stay home.   | High risk individuals are advised to continue to stay home except when conducting essential functions.                     | High risk individuals are advised to continue to stay home except for essential needs.  | High risk individuals may resume public interactions but should practice physical distancing and minimize exposure to large social settings when precautionary measures may be difficult. | High risk individuals may resume public interactions but should practice physical distancing and minimize exposure to large social settings when precautionary measures may be difficult. |
| <b>Office Staff</b>  | Telecommuting at all possible   | Telecommuting strongly encouraged when possible  | Telecommuting encouraged when possible  | Unrestricted  | Unrestricted  |
| <b>Worship Services</b>  | Online or Drive In Only   | Online or Drive in Only  | In person gatherings practicing social distancing and adhering to local and state guidance.   | In person gatherings practicing social distancing and adhering to local and state guidance.   | In person gatherings and adhering to local and state guidance.  |
| <b>Offering Collection</b>   | Online or mail only   | Online of mail only  | Modify Method   | Modify Method   | Resume Normal operations  |
| <b>Communion Elements</b>  | N/A   | N/A  | Modify Method   | Modify Method   | Resume Normal operations  |
| <b>Baptisms</b>  | N/A   | N/A  | Modify Method   | Modify Method   | Resume Normal operations  |
| <b>Bulletins and the like</b>  | Digital at all possible   | Digital at all possible  | Digital at all possible   | Digital at all possible   | Resume Normal operations  |
| <b>Coffee Stations &amp; Food Service</b>  | N/A   | Refrain from serving   | Refrain from serving  | Refrain from serving  | Modify Method - see CDC guidance for food industries and modify accordingly   |
| <b>Praise &amp; Worship Team</b>   | Must maintain 6 feet distance   | Must maintain 6 feet distance  | Must maintain 6 feet distance   | Must maintain 6 feet distance   | Resume Normal operations  |
| <b>Video &amp; Audio Team</b>  | Must maintain 6 feet distance   | Must maintain 6 feet distance  | Must maintain 6 feet distance   | Must maintain 6 feet distance   | Resume Normal operations  |
| <b>Other Small group gatherings including but not limited to; cell groups, Bible studies, home groups, Sunday school classes, meetings or children &amp; youth gatherings (3-18 years)</b> | Online only   | Online or Drive In Only  | In person gatherings may resume practicing social distancing and adhering to mass gathering guidelines. If church facility is used, coordination of sanitation is required. | In person gatherings may resume practicing social distancing and adhering to mass gathering guidelines. If church facility is used, coordination of sanitation is required.               | In person gatherings may resume practicing social distancing and adhering to mass gathering guidelines. If church facility is used, coordination of sanitation is required.               |
| <b>Birth to 3 years of Age</b>   | N/A   | N/A  | Remain with parent at all times   | Remain with parent at all times   | Resume Normal operations  |
| <b>Facility Usage</b>  | Limited to staff use  | Limited to staff use   | May be expanded to congregant use with detailed plan for sanitation.  | May be expanded to congregant use with detailed plan for sanitation.  | May be expanded to congregant use with detailed plan for sanitation.  |
| <b>Weddings/Funerals</b>   | Postponed   | Administer practicing social distancing and adhering to local and state gathering size recommendations                     | Administer practicing social distancing and adhering to local and state gathering size recommendations  | Administer practicing social distancing and adhering to local and state gathering size recommendations  | Resume Normal operations  |
| <b>Ministry Events</b>   | Postponed   | Postponed  | Postponed   | Proceed with caution, contact local health department with plan for further guidance if total expected attendance is more than 250  | Proceed with caution, contact local health department with plan for further guidance if total expected attendance is more than 500  |
| <b>Camps</b>   | Postponed   | Postponed  | Postponed   | Postponed   | Proceed with caution, contact local health department with plan for further guidance  |
| <b>VBS</b>   | Postponed   | Postponed  | Postponed   | Postponed   | Proceed with caution, contact local health department with plan for further guidance  |
| <b>Mission Trips</b>   | Postponed   | Postponed  | Postponed   | Postponed   | Proceed with caution, contact local health department with plan for further guidance  |

**Other Items to Plan & Implement for In Person gatherings:**

**1. Prepare your church**

- Deep clean entire church. Where will germs be transferred? Consider shampooing carpets, sanitizing pews or chairs, bathrooms, doorknobs, light switches and microphones
- Pay attention to the children areas. Consider removing everything nonessential from the room to limit surfaces for potential contamination and complete a thorough cleaning in between uses.
- Consider removing Bibles, hymnals, pens, information cards, etc from easy access
- Post signs about not shaking hands and doing non-contact greetings
- Consider increasing service options to encourage social distancing.
- Re-imagine worship seating arrangements that encourage social distancing.
- Communicate with your congregation through emails, social media, text messaging and phone calls about how you have prepared the church for their arrival and what they can expect. Be sure to use the words 'clean, safe and mindful of health needs and issues in preparation for a non-touch experience.'
- Encourage congregation if in the high risk or feeling ill to join online.
- Plan for new traffic patterns throughout facility. To maximize social distancing, intentionally plan traffic patterns at your facility that minimize crowds and bottlenecks. Specifically children's areas, bathrooms, entrances and exits.
- Consider propping all interior and exterior doors open to increase a 'no-touch experience'
- If a children's check in station is used, consider revamping the process to increase a 'no-touch experience'
- Redesign children and youth sizes and times. Keeping kids from sharing germs is near impossible. We can minimize the spread of germs by reducing the size of classes, activities and supplies used, and the sanitation process of areas used.

**2. Clarify and enhance communication lines to pass information regarding changes to operations and community information.**

**3. Intensify cleaning and disinfection efforts to include but not limited to:**

- Regularly sanitation throughout service times including but not limited to: door handles, light switches, restrooms, classrooms, equipment
- Regularly cleaning and sanitation of facilities between service times
- Have hand sanitizer available to attendees
- Ensure adequate supplies to support healthy hygiene practices.

**4. Teach and reinforce church members to adhere to the local and state guidances including but not limited to:**

- Adhering to social distancing guidelines of 6 feet distance
- Encouragement of wearing masks
- Limiting social gatherings and size of those gatherings
- Washing hands frequently
- Covering cough and sneeze
- Remaining home when ill
- Those at 'high risk' to adhere to the local and state guidances.

**5. Implement practices for identifying and responding to those who show signs and symptoms of COVID-19 or are made aware of including but not limited to:**

- Alert local health officials about large increases in absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the "flu," which have symptoms similar to COVID-19)
- Alert local health officials if you are made aware of someone or someone they know has been in the facility within the last seven days that has tested positive to COVID-19 or come in contact with someone who is a presumed positive.

**6. Develop a logistics plan for a "Second Wave" that allows your church to implement within a few days if needed. Consider including some of the following recommendations:**

- Build sustainable online groups strategy - online groups are a great option for those in a vulnerable category. Some may prefer the ease and convenience of online group meetings. Create a strategy to grow and sustain digital groups for long term use.
- Re-focus your programming on the essential - Consider which of your programs, ministries, and events that are fruitful in making and maturing disciples. Think critically about which ministries are truly primary. Can any of those programs, ministries or events be altered to an online experience, how can those items be altered to facilitate personal hygiene and sanitizing processes.
- Develop ministries to meet community needs - Our community has never been more open to the gospel than right now. Collaborate with other ministries and programs within the community or develop ways to meet the needs of those within our community.

**Disclaimer**

All recommendations listed above have been collected from various sources and simply put are recommendations. Churches by law are exempt from any limitations by the government locally, state and nationally and are free to gather as they choose. This format is simply a collaborative effort to resource guidances and recommendations set forth to ensure the health and safety of those with whom we live and serve alongside.