

Newberg First United Methodist Re-imagining and Re-opening Plan

Phase 2

Goal: the goal of this committee is to serve our church parishioners and community safely during the midst of the COVID-19 pandemic, striving to meet the needs for spiritual growth, worship and fellowship, while protecting the physical health of those who attend and use our church.

- A. **Services:** during phase 2 weekly worship services will continue to be held virtually on Sunday mornings.
 - a. They will be provided over Facebook live and/or other similar digital media platform.
 - b. Services may be recorded at the church building, using specialized recording equipment that is not available outside the church
 - c. Recorded services will be broadcast over social media using internet and other broadcasting equipment at the church
 - d. During these recorded services, there will be no more people allowed, than the minimum necessary to complete perform, record and broadcast weekly services (pastor, video recorder, sound producer; with a max of 5 people)
 - e. Those assisting with recording services will abide by safety practices for entering/exiting, and maintaining social distancing, disinfecting etc which will be spelled out in further detail in this document.

- B. **Building Use:** during phase 2 there will be no more than 10 people allowed in the building at any one time.
 - a. The pastor and office administrator will be in the building daily, during their regularly scheduled hours of employment.
 - b. Those having regular business with the church, such as custodial services, trustees, finance committee members and those involved with daily building care and maintenance, will set a clear and regular schedule for visits to the church, and communicate this schedule with the office administrator, to avoid having more than 10 people in the building at one time.
 - i. There will be a sign in sheet posted near the entrance and exit door of the church. All volunteers and persons entering/exiting the church will sign in and sign out on this sheet, along with their time in/time out.

- c. All other members wishing to do business with the church will make an appointment with the office administrator. This will ease contact tracing if needed and ensure that the maximum of 10 people allowed in the building is closely followed.
 - i. The office administrator will track name, date, time in/time out for all appointments. This allows for clarity in the event contact tracing is needed.
 - d. Volunteer organizations: our committee is working closely with each volunteer group which uses our church space to develop a plan for continuing to use our building and serve the greater Newberg community, while strictly adhering to the safety rules and regulations set forth in this document, ensuring compliance with Church, state and local health guidelines. Each plan submitted by these volunteer groups will be vetted by this committee before allowing to resume activities (Examples include Clothing Closet and Tiny Pantry).
 - e. Any committees that deem it necessary to meet in the Church (limited to 10 people at a time), will 1st be approved by the RLTC. This could include committees such as the Trustees Committee, Finance Committee and Worship Committee. Precautions to ensure that proper social distancing space is allocated during the meetings will be mandatory, as well as all other precautionary measures not limited to facemasks and sanitizing. All committees will be encouraged to meet virtually unless absolutely necessary.
- C. **Building Restrictions:** all areas of the building not in regular use with the people and groups listed above will be taped, cordoned or blocked off to prevent people from entering that space. Visual aids and clear signage will be used as well to correctly direct people and traffic flow.
- a. The door in the “back parking lot” will be the only door used for entrance and exit during phase 2. All other doors will be locked, taped off with clear signs posted, asking patrons to call the church office for further assistance.
 - i. This entrance/exit door is positioned to allow for one person to pass through at a time. There is space on either side of the door to allow for 6 feet of social distancing, while taking turns, if more than one person is trying to use the door.
 - b. On all exterior doors signs will be posted. These signs will request than anyone with symptoms of illness return home and call to re-schedule their appointment. Signs will also explain all the social distancing, mask wearing, and sanitizing precautions that are mandatory for all persons entering the church. The office’s

phone number will be posted on the sign with a recommendation for visitors to call and make an appointment.

- D. **Sanitization:** As noted above, much of the church will be closed for usage. The areas closed will be taped off or made obvious by visual aids and signs. Areas of usage will be sanitized during and after every use.
- a. An alcohol or bleach solution proven to kill viruses will be utilized. Sanitizing will be done by spraying and wiping all exposed areas. A visual aid or sign will be placed in each area of the church that could be used, explaining proper sanitization procedures.
 - b. Bathroom usage and sanitization procedures:
 - i. Only one person will be allowed within a bathroom at a time.
 - ii. Sanitizer spray and/or wipes will be available inside and outside of the bathroom to utilize prior and after usage. Gloves will also be provided for those who wish to use them during the sanitization process.
 - iii. A visual aid or sign of how to sanitize properly, and proper hand washing techniques will be present within the bathroom.
 - iv. Only one stall and sink will be made available within the men's and women's bathroom. All other, non-use stalls or sinks, will be taped off as closed.
 - v. A separate waste bin for used sanitizer paper towels (from a "pull down/out dispenser") and wipes will be available and monitored for frequent disposal.
 - vi. Touchless mechanical soap and hand sanitizer units will be available in all bathrooms that are open for usage.
 - c. Mechanical hand sanitizer units will be readily accessible in all areas of the church that are open. Clear signs and visual aids on how to properly use hand sanitizer will be placed near the mechanical units.
- E. **Personal Protective Equipment:** PPE(e.g. masks and gloves) will be placed near the entrance/exit door for use by those patrons who did not bring their own equipment.
- a. Signs will be placed near the PPE distribution center explaining proper use of masks etc.
 - b.