



HAYGOOD UMC PROTOCOL FOR RETURN TO IN-PERSON WORSHIP



A. Strict Protocol Requirements: Generally

• Individual Safety

- Persons who feel ill or have underlying health conditions are encouraged to stay home and watch the service live on Haygood UMC's Facebook page or recorded on our website, www.haygoodumc.com.
- Face coverings are required at all times. Face masks in plastic bags will be available from the parking lot attendants for those who forget to bring their own.
- Signage will be posted at the entrance that states "For everyone's safety, no one with a fever or symptoms of COVID-19 or known exposure to COVID-19 in the last 14 days is allowed. Please worship with us on Facebook Live or on our website."
- Greeters, Ushers, Communion Helpers, and Counters will wear disposable gloves.
- Sanitizer stations will be available for members and guests. Individuals are also encouraged to bring their own hand sanitizer.
- Strict physical distancing - six feet or more always.
- A video explaining safety protocols will run on monitors as people are being seated and during announcements to remind everyone to continue to social distance, even after the service ends.
- Haygood will have two services (approximately 30-45 mins each) at 8:30am and 11:00am in the Sanctuary on Sunday morning. If the need arises, Haygood may offer a weeknight service in the sanctuary with a space for overflow in a different part of the building.
- AC must be turned from AUTO to FAN the day before Worship Service.
- Hymnals, Bibles, and all paper worship materials have been removed.
- No live choirs. Choral and Praise music can be pre-recorded and shown on the monitors. Instrumental music without a vocalist may also be used during the service. No wind or brass instruments will be used during the service.
- No in-person singing - including congregational singing.

- Digital bulletin.
- Digital words for worship liturgy.
- Children welcome in worship with same protocols as adults.
- Limited childcare is available during worship with additional requirements. See Section C. Limited Childcare.
- Sunday School in Stage 2 is not allowed.
- No coffee or fellowship time in Stage 2.
- Limited restroom usage.
- No handshakes or hugging in Stage 2.
- Drop-off only (offering) in Stage 2. A portable offering box will be placed in a central location for people to drop-off as they enter or leave.
- Baptisms may occur in Stage 2 if all other requirements for in-person worship are observed. All persons will be required to wear a face covering during the baptism except the child being baptized.
- Weddings may occur in Stage 2 as long as physical distancing (6 feet or more) and all other requirements for in-person worship are observed. The bride and groom may remove their mask for the kiss. No receptions will be held in the church at this time.
- Funerals may occur in Stage 2 if physical distancing (6 feet or more) and all other requirements for in-person worship are observed.
- Strict physical distancing (6 feet or more) in seating in Stage 2, leaving the pew in front and behind everyone empty. Observing social distancing, the Sanctuary can hold 70 people, the Chapel 26 people, and the Social Hall 20 people, give or take with the size of families.
- Reserve ample seating for those with special needs or for families with young children that may need to leave early. These requirements should be addressed by advanced registration. Signage for these reserved seats will be displayed. Reserved seating must maintain 6 feet distancing and face covering requirements.
- Continue live-stream on Facebook and post recordings of service on our website for most vulnerable.

B. Strict Protocol Requirements: Specifically

- **In-Person Worship Logistics**

- All protocols will be followed as stated in section A.
- All those planning to attend in-person service in Stage 2 must register with the church at least four days in advance by calling the office and by filling out the required health form. Please let the office know if you have special needs: ie, gluten free communion, handicap accessible parking, nursery, or limited childcare needs, other considerations. etc. This gives time for adequate planning. Persons can fill out the health form online or by calling the office and speaking with the Pastor or the nurse on duty. These forms are confidential and kept in the Pastor's office.
- Registration provides the church with a record that can be used to follow up if someone tests positive for COVID-19 so that proper contact tracing can take place. It also allows the church to survey the persons who attend an in-person service.
- On the day of the service, everyone should take their temperature before arrival. It must be less than 100.4 degrees Fahrenheit to attend worship.
- If a guest arrives on the day of the worship service who has not pre-registered, a Health Assessment Poster will be displayed at the entrance for Non-registered Guests. They will be asked to read it and affirm that they are healthy to worship. Their name and contact information will be taken by a volunteer at this time. This information will be stored in the Pastor's Office.
- All parking will be in the parking lot near the Pastor's Office as this will be the only entrance and exit doors used, unless there are special needs. Signage and parking attendants will be posted in the parking lots.
- Parking Attendants will direct people to park every other space, ensure people have masks, provide extra masks as needed, and direct people to the entrances
- Pre-Registered and Need to Register will have separate entrances and will be directed there by Parking Attendants (Pre-Registered - Staff Entrance and Need to Register – Main Office Entrance)

- ⊖ Doors will remain open, weather permitting, to offer contactless access and reduce exposure by greeters and guests.
- The hallway leading to the Sanctuary will be marked with lines every 12 feet to maintain social distancing as one waits to be seated.
- The volunteer will instruct persons to walk down the hallway and stand behind the last empty line closest to the Sanctuary.
- A host/hostess (volunteer) with registration information (names and number in party) on a clipboard will meet individuals at the lobby door to check off names.
- Once persons reach the entrance to the Sanctuary, an usher will direct them to their seat.
- All persons or families will be directed to sit on the end of the pew. There will be no sliding over to the center of the pew to allow another person or family to sit next to them.
- Ushers will begin seating persons down the center aisles front to back until the halfway mark. Next, the ushers will seat persons down the end aisles until the halfway mark. Once the front half of the church is full using six feet social distancing, the ushers will continue to seat persons down the center aisles front to back until all center aisles are full while social distancing. The ushers will then seat persons front to back down the side aisles until full.
- Reserve ample seating for those with special needs or for families with young children that may need to leave early. These requirements should be addressed by advanced registration. Signage for these reserved seats will be displayed. Social distancing and masks are required for reserved seating.
- Once we have seated our maximum number of persons while maintaining at least six feet of social distancing, no other persons will be allowed in the Sanctuary.
- Everyone must wear a face covering and social distance at all times. If someone removes their face covering, ushers will remind them to put it back on for the safety of everyone present. If the person refuses to put the face covering back on, they will be asked to leave the service to keep everyone safe. If they still

refuse to put their face covering on, the Pastor will announce that 'we are not in compliance with the protocols' and will end the service.

- The Pastor and Lay Speaker will wear a mask while performing all duties including preaching, administering the sacraments, and reading Scripture.
- When Communion is offered, only pre-packaged communion elements will be used.
- The Communion table will be prepared by volunteers using gloves and face masks/coverings.
- Pre-packaged Communion elements will be placed on carts that can be wheeled to the front during the service and communion liturgy and then wheeled to the lobby for individuals to pick up as they leave the worship space (these should not be handed out by volunteers/staff, as the 6 feet social distancing would be challenging).
- The Communion table will include a loaf of bread and cup of juice to be visibly blessed, broken, and lifted by the Pastor
- The Communion table will be at least six feet from where worshippers are seated.
- Worshippers are invited to partake of the elements once they are in their cars or at home, where they can safely remove their masks. Empty containers will be disposed of at home.
- We will offer prepackaged gluten-free elements for those with gluten allergies/sensitivities.
- At the end of the service, exit protocols video will play for those waiting to be dismissed.
- At the end of the service, ushers/hosts/volunteers will go directly to their posts to assure worshippers do not congregate.
- Individuals will be directed out the main exit doors one at a time just as they entered but in reverse. Persons will be directed to walk continuously down the hallway to the exit to the parking lot. The ushers will work together to ensure safe social distancing in the building.

- **Assessment of Volunteers and Staff**
 - Provide volunteers to clean and prepare the church for in-person worship. The custodian's hours will be rescheduled to assist in this cleaning the first month.
 - Volunteers will wear an easily identifiable arm band.
 - Staff and volunteers will also need to comply with all requirements as stated in this document.
 - Volunteers with pre-existing conditions are encouraged to worship from home at this time.
 - Staff and volunteers are required to complete a health form prior to Sunday.
 - Staff and volunteers must do a self-assessment prior to arriving at church.
 - All volunteers (greeters, ushers, hosts, and parking lot attendants) will receive training on all protocols and entry and exit plans.
 - Ushers, greeters, hosts/hostesses, and worship team will meet at least 60 minutes prior to services to exercise situational awareness and address any exigencies.
- **Cleaning Plan**
 - The building will be sanitized and prepared before worship to ensure that people can adequately comply with physical social distancing (stay 6 feet or more away from others) from the time they enter the property until they leave. Signage will offer clear directives to attendees on protocols.
 - All handrails, pews and the back of pews, tables and chairs, and bathrooms will be sanitized.
 - Bathrooms will provide sanitation wipes for people to clean after their use. Signage will be posted with directives on how to keep area sanitized.
 - AV and computer equipment will be cleaned after every use.
 - All hymnals, Bibles, cushions, paper, and pencils have been removed from the sanctuary. Instead, we will use projected slides and verbal instruction.
 - Water fountains have been turned off.

- Entrance/exit doors will remain open while entering, weather permitting. Entrance/Exit doors will remain close during the duration of the service. The inner doors to the sanctuary will remain open during the service to minimize contact with doorknobs and doors.
- Sanitizer stations will be placed by the entrance to the building and entrance to the sanctuary. Individuals may also bring their own personal hand sanitizer.
- Signage (inside and outside) will be displayed to offer clear directives to attendees.
- Designated entrances and exits will be sanitized during the gathering with a hand wipe.
- **Communication Plan**
 - A townhall meeting was done in June in order to answer questions and concerns about re-opening. An additional Town Hall will be held before the first in-person worship service.
 - A survey was distributed to the congregation giving them a voice in the decisions regarding re-opening worship.
 - A letter will be sent out to members with the plan for services offered and outlining protocols for attendance.
 - The letter will be posted on our website and Facebook page along with the protocols for attendance.
 - A soft opening experience will be the week prior to the first in-person worship service to walk through the process and fine tune each aspect of the service and to highlight entering and exiting strategies.
 - The soft opening experience will employ volunteers from church staff, Leadership Board, Prayer Team, and Sunday School classes.
 - Develop and post signage: Directional, washing hands/sanitizer locations, seating, and suggested alternate forms of greetings.
 - Bulletin will be posted on the website and Facebook several days before the service.
 - If a person who has worship or been present in a gathering at HUMC tests positive for COVID-19, they must notify the Pastor immediately. This includes if they contracted the virus inside or

outside of the building. The Pastor must notify the health department and the District Superintendent. A notification will be sent to everyone that attended that event stating 'On X date you may have been in contact with a person who has been diagnosed with COVID-19. IF you have any symptoms or questions, please contact your personal doctor'.

- **Church and Outside Group Meetings (50 people or less)**

- All persons must complete a self health assessment based on the Health Assessment Poster.
- Names and contact information for all person must be recorded and stored in the Pastor's Office.
- All persons must wear a face covering at all times.
- Social Distancing of 6 feet must be maintain at all times.
- No food or beverages will be allowed at this time.
- The Social Hall is open for groups with a maximum number 20 of people.

- **Emergency Preparation Plan**

- The parlor will be used as an isolation or holding room for those who are symptomatic.
- All volunteers will have an armband, vests, and/or nametag to identify them.
- Contact information of medical professionals, the dept of health, 911, address of the church, local emergency departments will be available on each table in the lobby.
- Procedure to accommodate for volunteers who are absent is to be nimble with additional volunteers prepared to step in at any time.

C. Limited Childcare and Children in Worship

Children of all ages are welcome in church during this time. There are two possible options for children to attend worship – either in worship with their families or in the designated limited childcare area.

- **Children in Worship Service**
 - All protocols will be followed as stated in Section A – Individual Safety and Section B – In Person Worship.
 - Children must be registered to attend service when their parents/guardians register.
 - Children must wear their masks through the entire service. If a child cannot keep their mask on, the family must leave the service.
 - Families with children will be seated near the ends of the pews, close to exits.
 - Children cannot start in the service and then move to the Designated Limited Childcare Area; they must remain in the place they started the entire time.
 - Clipboards with coloring pages and crayons will be available for children in Worship Service only.
 - When you leave, drop the clipboard and crayons in the designated Used Clipboard Bin.
- **Children in Designated Limited Childcare Area (Social Hall)**
 - Children who CANNOT wear their mask through the entire worship service should be in the Designated Limited Childcare Area.
 - Children must be registered for Limited Childcare when the parent/guardian registers for service.
 - Designated Limited Childcare Area
 - Safe Sanctuary Guidelines and Section B – Assessment of Volunteers and Staff must be followed.
 - Children must be potty-trained to be in the Designated Limited Childcare Area.
 - Prior to children arriving, Volunteers/Staff will:
 - Ensure the room is marked for children to participate 6 feet apart.
 - Ensure cleaning supplies and activity supplies are available and ready for use.

- One Parent/Guardian will drop their child off at the designated Check-In/Out Area (Kitchen) BEFORE the Worship Service.
 - Volunteer/Staff will escort the child to the Designated Limited Childcare Area.
 - Designated Limited Childcare Area is the Social Hall where children can be spaced 6 feet apart for the entire worship experience.
 - Volunteers/Staff must wear their mask.
 - No snacks will be provided.
 - No outside items (i.e. electronic devices, toys, stuffed animals, etc.) will be allowed in the Designated Limited Childcare Area.
 - One Parent/Guardian will pick up their children from the designated Check-In/Out Area AFTER service (or when they are leaving the church).
 - After the children leave, Volunteers/Staff will:
 - Wipe down all surfaces used/touched by children and/or staff.
 - Put all used supplies in the Used Supply Bin for cleaning.
- Nursery
- Safe Sanctuary Guidelines and Section B – Assessment of Volunteers and Staff must be followed.
 - Nursery is available for children who are in diapers (not potty-trained or still in the progress of potty-training).
 - Prior to children arriving, Nursery Staff will:
 - wipe down tables and services the children will be using.
 - ensure cleaning supplies, designated toys, and activity supplies are in the room and ready.
 - One Parent/Guardian will drop their child off at the Nursery door.
 - Parents/Guardians will not enter the Nursery.

- Diaper bags will be stored spaced apart on a table on the sleeping side of the nursery.
- If possible, cribs/beds should not be used.
- Nursery Staff must wear masks.
- Nursery Staff may take the children outside to play.
- No snacks will be provided.
- One Parent/Guardian will pick up their child from the Nursery AFTER service (or when they are leaving the church).
- After children leave, Nursery Staff will:
 - Wipe down all surfaces that were used/touched by children and/or staff.
 - Put toys in the designated Dirty Toy bin for cleaning.
 - Clean up remaining supplies.