



COVID19 Plan and Guidelines

First Christian Church
1345 Potomac Avenue
Hagerstown, MD

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Prepared by FCC Welcome Back Team

Effective: Sept 10, 2020

Revision A: October 21, 2020

Section 1: Wellness Check for staff members, church members, or visitors

1. If you answer **YES** to having any of the following symptoms you are requested **NOT** to enter the facility for the continued health and safety of Staff Members, church members, and visitors. If you are experiencing these symptoms, please contact your Physician for further direction on testing for COVID19.
 - Have a fever greater than or equal to 100.0 F.
 - Loss of smell or taste.
 - New cough or worsening cough.
 - Chills.
 - Sore throat.
 - Muscle pain.
 - Shortness of breath/difficulty breathing.
 - Nausea/vomiting/diarrhea.
2. If you answer **YES** to any of the following questions you are requested **NOT** to enter the facility for the continued health and safety of Staff Members, church members, and visitors. Two week self-quarantine is warranted.
 - Tested positive or have been in contact with anyone who has tested positive for COVID19 in the last 14 days.
 - Traveled via Cruise line or internationally in the last 14 days.
 - Traveled to any states considered to have significant community spread of COVID19.
Significant spread is defined as >10% new tests positive on a 7 day rolling average. See link: states in red/pink are problematic. No color or blue are below threshold.
<https://coronavirus.jhu.edu/testing/tracker/map/percent-positive>
3. A word on temperature monitoring:
 - Staff members, prior to reporting for work, as well as any small group meeting being held at the Church should plan to monitor their own temperature prior to entering the church.
 - Groups with attendees of 50 or more should expect to have temperature checks when entering the church doors by a person designated by the meeting Facilitator. FCC will provide test equipment.
4. Anyone using the church facility will be required sign a participant list. This is mandatory. The form can be found in each meeting room of the Church, the attendance sheet would then need turned into the Church office after each meeting. It is the responsibility of the meeting Facilitator to ensure that they have reviewed the COVID19 questionnaire with each participant and returned the participant sheet to the Church Office at the end of their meeting. Phone numbers should be obtained if there is a participant present that is not on a master list. Maintaining attendance lists with dates will allow ease of access for participants if there was a positive exposure within the group. Exposures would be notified to the Health Department.
5. If a member or visitor tests positive for COVID19 **AND** has been at a church activity within past 14 days - You are you requested to notify Church Office at 301.733.0144 and leave message for Mark Goller.

Section 2: Social Distancing

1. Social distancing of at least 6-feet is required at all times indoors and outdoors.
2. Families may sit together but social distancing between families must be observed.
3. Handshakes, hugs, fist bumps, and elbow bumps, etc. are not permitted.

4. The group leader must place tables and chairs before the group arrives in a manner that provides for 6-feet of social distancing. It is recommended the leader know the expected attendance to ensure 6-feet of social distancing is possible in the room.
5. Signs will be posted directing groups to the room they are meeting. Access to other areas is not permitted.
6. Refreshments are not permitted at Fellowship time (if occurring).
7. Elevator use is limited to one person at a time.
8. Restrooms will be occupied by only one person at a time. Signage will be placed on restroom doors clearly indicating this requirement. A trash will be placed outside restroom door to dispose of paper products that may be used for as a door handle barrier. Some restrooms may be locked and inaccessible.

For Worship or large groups (e.g. weddings, funerals) using facility (see Addendum 3)

1. If possible, establish physical barriers or traffic flow patterns within a space as appropriate to the activity being conducted. For example, if food is being served, there should be clear pathways with one directional flow.
2. In sanctuary and balcony every other pew will be roped off.
3. No congregating in Tower Room, Narthex, Parlor, sanctuary aisles, and hallways before and after service.
4. A hall monitor person should be stationed in narthex and tower room before and after service to assist in control of excessive gathering. Doesn't have to be authoritarian, but must remind folks to avoid congregating, close contact and to continue movement. Promote that discussions better for outside.
5. No handshake line or fellowship time after service

Section 3: Personal hygiene, hand-washing, face coverings, and other PPE

1. Introduction/Rationale:
Personal hygiene, including handwashing and general cleanliness, is important for minimizing the spread of disease. Decreasing the amount of infectious germs on a person's hands can prevent that person from transferring the germs to themselves, to others, or to surfaces that people may encounter. Masks and other PPE function in a similar manner, by serving as a "road block" for transmission routes out of infected individuals and into non-infected individuals.
2. Guidelines for hygiene and handwashing:
 - a. Church responsibilities:
 - i. The church will ensure that each in-use room will have at least one hand-sanitizer station that will be well marked and easy to access
 - ii. Trash cans will have either no lid or have "no-touch lids"
 - iii. If/when restroom facilities are re-opened, soap and paper towels will be well stocked
 - b. Group/individual responsibilities:
 - i. Individuals using the facility shall maintain general personal cleanliness.
 - ii. Sneezes and coughs have the potential to spread large quantities of germs through the air. To prevent this, coughs and sneezes should be covered with a tissue or the inside of an elbow. After use, tissues should be thrown away and hands washed or sanitized.
 - iii. Individuals are encouraged to wash or sanitize their hands for at least 20-30 seconds, ensuring that all surfaces of hands and fingers are cleaned.

3. Guidelines for face-coverings and other PPE
 - a. Church responsibilities:
 - i. The church will make disposable masks available for individuals who forget or experience a malfunction of their own masks. (Note: if the church's supply of masks runs out, the requirement for individuals to wear a mask will still be in place.)
 - b. Group/individual responsibilities:
 - i. Individuals must wear a mask or face-covering at all times while indoors at the church.

Mandatory: all persons in MD over the age of five (5) years old.
Recommended, but not mandatory: children age three (3) to five (5) years old.
No Mask: children two (2) years of age or younger.

*Exception 1: for staff - mask use only necessary in shared areas, not necessary in individual offices.
***Exception 2: momentarily to receive communion or lead worship through an assigned speaking part.**

If appropriate social distancing is maintained, wearing a mask outdoors on church property is encouraged but not required. If social distancing of at least six (6) feet cannot be maintained, wearing of masks is required even for outdoor gatherings. To qualify, masks must be clean, in good condition, and well-fitting. Note: Masks should not be placed on children younger than 2 years old or anyone who has trouble breathing or has a medical condition in which wearing a mask or face-covering could cause harm.
 - ii. Other PPE: most events will not require other PPE. However, individuals and groups should carefully consider the nature of their activities and determine whether other types of PPE or barriers should be implemented. Church staff may recommend or require other PPE depending on the nature of the facility use. Examples of situations where other PPE or interventions would be appropriate include: wearing of gloves by those preparing or serving food or other items for distribution; serving food or other items in individual portions rather than having large "buffet" style containers, and the use of a microphone to project voices over a large area rather than shouting.
4. Additional PPE and hygiene guidance for worship services
 - a. Church responsibilities:
 - i. Worship leaders may remove their mask to facilitate communication. Individuals should put their masks back on when they step away from pulpit or lectern. Engineering and other PPE mitigation actions will be implemented to minimize spread of aerosols from speakers at pulpit or lectern.
 - ii. At present, choir performances will not be permitted. However, a soloist or duet may perform as long as they are either behind a plastic barrier or keep their mask on.
 - iii. The use of instruments that require blowing (i.e., woodwind or brass instruments) will not be permitted. However, instruments that do not require blowing (strings, bells, organ, etc.) may be used.
 - iv. Communion will only be served using individually packaged wafers and juice.
 - b. Congregation responsibilities:
 - i. At present, the congregation is asked to refrain from singing during church services.

Section 4: Facility Cleaning and Disinfecting

1. Our custodial company is My Precision Cleaning, Inc. (MPC)
2. Areas that are reported to be used will receive extra attention, however; staff will be asked to disinfect the areas they use if in a common space (i.e. copier, handrails)
 - a. MPC will especially concentrate on the list of places below in addition to the routine dusting, vacuuming, and wet mopping floors etc.
 - i. tables
 - ii. doorknobs
 - iii. light switches
 - iv. countertops
 - v. handles

- vi. desks
 - vii. phones
 - viii. keyboards
 - ix. toilets
 - x. faucets and sinks
 - xi. pews
 - xii. copier / folding machine
- b. Please refer to our cleaning check-list currently in place dated October 2017 (see Addendum 2)
3. MPC will be required to wear disposable gloves to clean and disinfect.
 4. MPC will be asked to clean surfaces using soap and water, then use disinfectant.
 - a. It is shown that cleaning with soap and water reduces number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.
 - b. MPC will also implement air cleaning with HOCl spray.
 5. FCC will continue to provide our own specific cleaning supplies to be used. Currently we provide the cleaning supplies that are used, i.e. Clorox, Pledge, Windex, etc., MPC does not provide cleaning supplies.
 - a. Clorox wipes / spray / liquid
 - b. Electronic safe disinfecting wipes
 - c. Hand Sanitizer
 - d. Hand Soap
 - e. HOCl liquid disinfectant for air (Hypochlorous Acid)
 - f. Ion Cordless Chemical Sprayer
 - g. HEPA Certified Vacuum Cleaner
 6. Cleaning services will be done after staff / congregational members leave the Church building to ensure sanitization is completed for the next day.
 7. If a space is exposed to an infection:
 - a. The space will be closed off
 - b. Open outside doors and windows to increase air circulation in the area.
 - c. Wait 24 hours before the area is cleaned or disinfected. If 24 hours is not feasible, wait as long as possible.
 - d. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.
 - e. Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - i. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - f. Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - i. Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
 - ii. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
 - g. Once area has been appropriately disinfected, it can be opened for use.
 - h. Workers without close contact with the person who is sick can return to work immediately after disinfection.

Section 5: Entry and Exit Control

1. Main entry will be south door. North door for handicapped entry. East and West doors locked and no entry. South and north doors will be propped open for entry/exit and closed during service.

2. Sanctuary exiting will be controlled by an usher in center aisle by rows left to right starting in back. No exiting by side aisles unless emergency.

Section 6: Managing Occupancy Level, Enforcement of Non-Compliant Entry Attempts

FCC Occupancy Guidelines

1. The Sanctuary will be limited to 100 persons for any group (18% of 550 capacity)
2. Fellowship Hall will be limited to 30 persons w/tables or 50 persons w/chairs only (17% of 300 capacity).
3. All other rooms will be limited to 5-15 persons depending on room used including Youth House.
4. Staff meeting with visitors will be limited to 3 persons.
5. Staff member children can be brought on premises for meetings. Supervision must be parental only.
6. Adherence to social distancing guidelines supersede all occupancy numbers.
7. Occupancy numbers can be reviewed and revised by the WBT based on state & local guidelines.

Enforcement by City of Hagerstown and Washington County

1. Sanctions for violations of the Governor's Order can be imposed through the Health Department for the Church or Law Enforcement for Individuals.
2. Law Enforcement deals with refusal to wear face coverings on a limited basis and puts the responsibility of enforcement back on the establishment (i.e.: "No shirt, no shoes, no face covering - no service."). If Law Enforcement is called and the establishment has asked for compliance it is then treated as a trespass issue and should the person refuse to leave the location they can be cited.

FCC Enforcement Plan

1. FCC promotes self-awareness and ownership of plan guidelines through the "Covenant for Regathering." This document has been shared with all FCC members. (See addendum 1)
2. Responsibility for the Enforcement of the Plan will be the responsibility of the designated group leader.
3. Any attendee at a group function refusing to comply with portions of the plan will be asked to comply by the Group Leader. The Group Leader should be prepared to immediately cancel the function and vacate the premises should any person refuse to comply.

Section 7: Facility Building and Ventilation

1. Heating and AC is controlled automatically with adequate air rotation. Filter changes per set schedule.

Section 8: Drop Off, Pick-up, and Delivery

Current:

1. The US Mail is being held at the US Postal Office – for both the Church and Youth House addresses.
2. Dianna picks-up the mail on Friday's at the US Post Office

- a. Mail is put into the appropriate mailboxes, if items are of any urgent or FYI, they are scanned and emailed to the appropriate person.
 - b. Mail is mailed to the appropriate person if necessary.
3. There is currently a sign on the Church Main Doors under the Parking Lot Portico that states that the Church Office is closed and if leaving a package, please call the Church Office Number – 301.733.0144.
 4. Once alerted that a package has been left at the Church, Dianna coordinates with the Custodian or other individuals to place the package inside the doors of the Church.
 5. When Dianna arrives on Friday's the packages are taken to the Church Office and the recipient of the package is made aware of its arrival and a scheduled pick-up time is scheduled.

Future:

1. Once the US Postal employee rings the buzzer, Dianna will meet the US Postal Employee at the Front Main Doors of the Church under the Parking Lot Portico.
 - a. Dianna will bring the mail into the Church Office and distribute accordingly.
 - b. The door handles and buzzer will be disinfected by Dianna.
2. Once the delivery person (UPS, FED-EX, Supply Driver, etc.) rings the buzzer, Dianna will meet the delivery person at the Front Main Doors of the Church under the Parking Lot Portico.
 - a. Dianna will bring the packages into the Church Office and distribute accordingly.
 - b. The door handles and buzzer will be disinfected by Dianna.
3. Pick-up of mail or packages will be met at the Front Main Doors of the Church under the Parking Lot Portico.
 - a. The door handles and buzzer will be disinfected by Dianna once the pick-up has occurred.

Section 9: Communications and Training

The "Plan" –

1. Has the strong commitment of church leadership / staff and was developed with the participation of staff and FCC member expertise.
2. Shall be communicated to all church members via the FCC Weekly E-blast or by mail if requested.
3. Shall be posted in written form (at accessible church entrances) in a manner that is available for all to review.
4. Shall be utilized by any individual or group who has secured prior approval for church use from either the Trustees and/or Leadership Board.

Training –

1. Shall be mandatory for any individual or group who wishes to access the church facility.
2. Shall be provided for group leaders by the WBT leader or designee and will be delivered either in-person at church or virtual.
3. Completion will be documented by short review questionnaire and signature.

* It will be the responsibility of the individual or group leader accessing the church facility to ensure implementation of the "Plan."

Covenant for Regathering

Addendum 1

In response to the current COVID-19 pandemic, I promise, with God's help and to the best of my ability, to abide by the guidelines of First Christian Church for participation in the life of my congregation. I'm part of the Plan.

I will strive to:

Love my neighbor as myself; I will...

- **Wear a mask or scarf over my nose and mouth at all times in church buildings, except momentarily to receive communion or lead worship through an assigned speaking part, and follow public health guidelines for hand sanitizing and disinfecting.**
- **Only attend worship and receive communion if I am non-symptomatic for the COVID19 virus or any other transmittable disease that could compromise the health of another congregant.**
- **Will abstain from attending if doing so would put me at greater risk due to my own health status.**
- **Follow and abide with all guidelines of the COVID19 Plan prepared by FCC Hagerstown.**

Respect the dignity of every human being, I will...

- **Make no physical contact with people beyond the members of my own household.**
- **Maintain a six foot or more distance from other members of the congregation.**
- **Respect any requests for distance, masking, and cleaning to ensure the safety and comfort level of others.**
- **Avoid close congregating in Tower Room, Narthex, Parlor, Sanctuary aisles, and hallways.**

Seek and serve Christ in all people...

- **Trust and support the decisions of both my congregational leaders and staff.**
- **Stay connected with others in my community by telephone, video chat, or mail.**

Effective: September 8, 2020

First Christian Church, Hagerstown, Disciples of Christ

Custodial Checklist - Job Specifications – Week of: _____

Location	Task	Please place a check mark to confirm when completed							
		Service Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Entrances	Detail Dust – High and Low Areas, including all chair rail, window sills, door window frames	Monthly							
	Spot Clean All Walls, Light Switches, and Doors	2 days / wk							
	Dust Mop Hard Surface Floors	5 days / wk							
	Damp Mop Hard Surface Floors (using appropriate cleaner)	5 days / wk							
	Detail Vacuum / Damp Mop Corner and Edges	6 days / wk							
	Clean both sides of Door Glass and Wipe Frames	1 days / wk							
	Spot Clean Entrance Glass	4 days / wk							
	Vacuum Walk-Off Mats	5 days / wk							
Offices	Dust All Horizontal Surfaces within Normal Reach (i.e. desks, bookshelves, mailboxes, coffee counter – accessible areas only)	2 days / wk							
	Detail Dust – High and Low Areas, including all chair rail, window sills, door window frames	Monthly							
	Spot Clean All Walls, Light Switches, and Doors	2 days / wk							
	Damp wipe Horizontal Surfaces (using appropriate cleaner)	2 days / wk							
	Empty and remove Trash, replace liner if needed	5 days / wk							
	Spot Vacuum All Carpet	2 days / wk							
	Detail Vacuum All Carpet (including under desks, chairs, etc.)	6 days / wk							
	Detail Vacuum Corner and Edges	6 days / wk							
Nursery School Area Classrooms	Detail Dust – High and Low Areas, including all chair rail, window sills, door window frames	Monthly							
	Dust All Horizontal Surfaces within Normal Reach (i.e. desks, bookshelves – accessible areas only)	5 days / wk							
	Spot Clean All Walls, Light Switches, and Doors	5 days / wk							
	Damp wipe Horizontal Surfaces (using appropriate cleaner)	5 days / wk							

Custodial Checklist - Job Specifications – Week of: _____

	Empty and remove Trash, replace liner if needed	5 days / wk							
	Spot Vacuum All Carpet	4 days / wk							
	Detail Vacuum All Carpet (including under desks, chairs, etc.)	1 day / wk							
	Damp Mop Hard Floor Surfaces	5 days / wk							
	Dust Mop Hard Floor Surfaces	5 days / wk							
Hallways	Detail Dust – High and Low Areas, including all chair rail, window sills, door window frames	Monthly							
	Spot Clean All Walls, Light Switches, and Doors	2 days / wk							
	Dust Mop Hard Floor Surfaces	5 days / wk							
	Spot Mop Stains and Spill using appropriate cleaner	4 days / wk							
	Damp Mop Hard Surface Floors using appropriate cleaner	1 day / wk							
	Auto Scrub Hard Surface Floors with 24" Scrubber	Annual							
	High Speed Burnish Waxable Floors	As Needed							
	Clean and Polish Drinking Fountains	5 days / wk							
Sanctuary Areas (including Balcony)	Spot Clean All Walls, Light Switches, and Doors	2 days / wk							
	Spot Clean Pews, Chairs, Sills, including all other Horizontal Surfaces	3 days / wk							
	Detail Dust – High and Low Areas, including all pews, chairs, chair rail, window sills, door window frames	Monthly							
	Spot Vacuum All Carpet	2 days / wk							
	Detail Vacuum All Carpet, including under the pews	1 day / wk							
	Spot Dry Mop all Cork Board Flooring	2 days / wk							
	Detail Dry Mop all Cork Board Flooring	1 day / wk							
Sacristy	Spot Dry Mop Hard Flooring	2 days / wk							
	Detail Damp Mop Hard Flooring	1 day / wk							
	Empty and remove Trash, replace liner if needed	2 days / wk							
	Dust All Horizontal Surfaces within Normal Reach (i.e. counters, tables, etc. – accessible areas only)	1 day / wk							

Custodial Checklist - Job Specifications – Week of: _____

Meeting / Activity Areas	Detail Dust – High and Low Areas, including all chair rail, window sills, door window frames	Monthly							
	Dust All Horizontal Surfaces within normal reach	2 days / wk							
	Spot Clean All Walls, Light Switches, and Doors	2 days / wk							
	Damp wipe Horizontal Surfaces, including tables/chairs, with appropriate cleaner	2 days / wk							
	Arrange Furniture (Meeting/Activity Set-Ups)	As Needed							
	Empty and remove Trash, replace liner if needed	5 days / wk							
	Spot Vacuum All Carpet	5 days / wk							
	Detail Vacuum All Carpet (including under desks, chairs, etc.)	1 day / wk							
	Detail Vacuum Corner and Edges	Monthly							
	Dust Mop Hard Surface Floors	2 days / wk							
	Spot Mop Stains and Spill using appropriate Cleaner	1 day / wk							
	Damp Mop Hard Surface Floors using appropriate cleaner	1 day / wk							
	Auto Scrub Hard Surface Floor with 24" Scrubber	Annual							
	High Speed Burnish Waxable Floors	As Needed							
Parlor/Narthex	Detail Dust – High and Low Areas, including all chair rail, window sills, door window frames, benches, chairs, etc.	Monthly							
	Dust All Horizontal Surfaces within normal reach, including benches, chairs, etc.	2 days / wk							
	Spot Clean All Walls, Light Switches, and Doors	2 days / wk							
	Damp Wipe Horizontal Surfaces, including tables/chairs, lamps, with appropriate cleaner	2 days / wk							
	Vacuum or Brush Upholstered Furniture	1 day / wk							
	Arrange Furniture (Meeting/Activity Set-Ups)	As Needed							
	Empty and remove Trash, replace liner if needed	2 days / wk							
	Detail Vacuum All Carpet (including under tables, chairs, etc.)	2 days / wk							
	Detail Vacuum Corner and Edges	2 times / mth							

Custodial Checklist - Job Specifications – Week of: _____

Restrooms (including restrooms behind the stage)	Empty and remove Trash, replace liner if needed	5 days / wk							
	Refill Supply Dispensers, including paper towels, toilet paper, soap, etc.	5 days / wk							
	Clean and Disinfect Restroom Fixtures, including counters, partitions, and chrome	5 days / wk							
	Clean Mirrors, including sink and doors	5 days / wk							
	Damp Mop Hard Surface Floors using appropriate cleaner	5 days / wk							
	Clean All Walls, Light Switches, and Doors	5 days / wk							
	Detail Damp Mop Corner and Edges of flooring	5 days / wk							
Fellowship Hall / Stage	Detail Dust – High and Low Areas, including all chair rail, window sills, door window frames	Monthly							
	Dry Mop Stage Flooring	Monthly							
	Damp Mop Hard Surface Floors using appropriate cleaner	1 day / wk							
	Dust All Horizontal Surfaces within normal reach	1 day / wk							
	Spot Clean Vending Machines, Walls, and Light Switches	5 days / wk							
	Arrange Furniture (Meeting/Activity Set-Ups)	As Needed							
	Dust Mop Hard Surface Floors	5 days / wk							
	Spot Mop Stains and Spill using appropriate Cleaner	3 days / wk							
	Damp Mop Hard Surface Floors using appropriate cleaner	2 days / wk							
	Empty and remove Trash, replace liner if needed	5 days / wk							
	Damp Wipe All Lunchroom Tables and Chairs (all white tables and all metal chairs)	Monthly							
	Damp Wipe Counter Tops using appropriate cleaner	3 days / wk							
	Vacuum Walk-Off Mats	3 days / wk							
	Damp Wipe Eating Area Chairs	Monthly							
Kitchen	Detail Dust – High and Low Areas, including all chair rail, window sills, door window frames	Monthly							
	Spot Clean All Walls, Light Switches, and Doors	3 days / wk							

Custodial Checklist - Job Specifications – Week of: _____

	Sweep Hard Surface Floors	3 days / wk							
	Damp Mop Hard Surface Floors using appropriate cleaner	3 days / wk							
	Clean All Ceiling Vents	Monthly							
	Empty and remove Trash, replace liner if needed	5 days / wk							
	Clean Sinks using appropriate cleaner	5 days / wk							
	Vacuum Walk-Off Mats	5 days / wk							
	Refill Supply Dispensers, including paper towels, toilet paper, soap, etc.	5 days / wk							
Stairwells	Damp Mop Hard Surfaces using appropriate cleaner	1 day / wk							
	Spot Mop Hard Surface Stairs using appropriate cleaner	1 day / wk							
	Detail Dust – High and Low Areas, including all chair rail, window sills, door window frames	1 day / wk							
	Dust Stair Railings, Ledges, and Spot Clean	1 day / wk							
The Regenold House	Detail Dust – High and Low Areas, including all chair rail, window sills, door window frames	Monthly							
	Dust All Horizontal Surfaces within normal reach	2 days / wk							
	Spot Clean All Walls, Light Switches, and Doors	2 days / wk							
	Damp Wipe Horizontal Surfaces using appropriate cleaner	2 days / wk							
	Arrange Furniture (Meeting/Activity Set-Ups)	As Needed							
	Empty and remove Trash, replace liner if needed	2 days / wk							
	Detail Vacuum All Carpet (including under tables, chairs, etc.)	2 days / wk							
	Detail Vacuum Corner and Edges	Monthly							
	Dust Mop Hard Surface Floors	2 days / wk							
	Damp Mop Hard Surface Floors using appropriate cleaner	2 days / wk							
General	Turn Off Lights that were left on	6 days / wk							
	Shut and Lock Doors, Set Alarms – Per Instruction	6 days / wk							

COVID19 Worship Specific Guidelines

Addendum 3

The following listing provided by the WBT includes basic guidelines if worship service were to be offered at FCC.

General items listed below are covered in significant detail in the “Plan,” just giving brief here:

1. There will be temperature checks for persons entering the facility. Entry will be denied for non-compliance with mask guidelines.
2. Recording attendance and contact info is mandatory.
3. Social distancing will apply. Family units may sit together. Every other pew roped off.
4. No hugging or handshakes permitted.
5. Hand sanitizer will be readily available and visible.
6. Mask use mandatory at all times in facility (except for minister and elder see exception below).
7. Main entry will be south door. North door for handicapped entry. East and West doors locked and no entry. South and north doors will be propped open for entry/exit and closed during service.
8. The Sanctuary will be limited to 100 persons for any group (18% of 550 capacity)
9. Fellowship Hall will be limited to 30 persons w/tables or 50 persons w/chairs only (17% of 300 capacity).
10. “Plan” training mandatory for leadership members of Worship Committee (conducted by WBT).

These items are specific to worship service:

1. Hymnals and bibles removed from each pew front.
2. No childcare will be provided.
3. No congregating in Tower Room, Narthex, Parlor, Sanctuary aisles, and hallways before and after service.
4. A hall monitor person should be stationed in narthex and tower room before and after service to assist in control of excessive gathering. Doesn't have to be authoritarian, but must remind folks to avoid congregating, close contact and to continue movement. Promote that discussions better for outside.
5. No greeters and bulletins not handed out. Each person will pick-up their own bulletin.
6. No choir and no hymn signing in pews. Organist, pianist, soloist, or recorded playbacks are acceptable forms of offering music and are encouraged. Song lyrics can be placed in bulletin to follow along.
7. No offering plates will be passed. Plates will be located for members to drop their offerings.
8. No deacon or Intinction communion. Personal communion in pew is encouraged by using an individual packet of wafers & cups.
9. Worship leaders may remove their mask to facilitate communication. Individuals should put their masks back on when they step away from pulpit or lectern. Engineering and other PPE mitigation actions will be implemented to minimize spread of aerosols from speakers at pulpit or lectern. One assigned elder can give opening prayer, communion invitation and communion prayers from lectern. This elder serves as assisting and communion elder. Offertory words optional. There will be no personal contact between the minister and elder with congregation members.
10. Sanctuary exiting will be controlled by an usher in center aisle by rows left to right starting in back. No exiting by side aisles unless emergency.
11. No handshake line or fellowship time after service.
12. All FCC members will be provided copy of the “Covenant for Regathering”. This document lists and promotes personal ownership of the guidelines.
13. Worship Committee may consider a reservation system for worship attendance to assist in control of numbers of worshippers. The Catholic Churches in town do this for each mass. This is not mandatory.



FCC Member SAFETY is priority #1





First Christian Church

is a loving and inclusive community who seek the way of Christ through meaningful worship and selfless service.

DATE: _____

ACTIVITY: _____

LENGTH OF TIME: _____

Name of Leader/s:

Name of Participants:

Please place this sheet in the office mail door slot when you leave.