

12 May 2020

## **PLANS AND GUIDELINES FOR RESUMPTION OF FBCK ON-SITE SERVICES AND ACTIVITIES**

### **PURPOSE**

This is a working document to capture FBCK's plans to resume on-site services as the COVID-19 pandemic subsides and restrictions are lifted. The scope includes all church-sponsored activities involving "in-person" contact, whether they take place on the church campus or elsewhere (e.g., members' homes, other public areas). The plan will be updated regularly to reflect new guidance from healthcare and legal advisors, as well as lessons learned throughout the resumption process.

### **BACKGROUND**

Churches are essential to America. The importance of faith and spiritual well-being is more obvious now than ever before, and FBCK serves a vital role in our community. We do not need to "re-open" because, as an essential service, we never closed. However, we did voluntarily modify the formats of our ministries, including the suspension of on-site services and activities, to comply with the recommendations of health and government officials and to promote the safety and well-being of our members and guests.

As this health crisis passes, we will resume "in-person" services and activities as soon as we can. However, we will do this resumption in a phased manner, consistent with the advice we receive from healthcare and legal professionals. Some services and activities will resume before others. As we resume, we will seek to balance several objectives, including:

- Execution of the mission that we as a church have been given to perform (Matthew 28:18-20),
- Minimizing risk for our members and guests (including those that are most vulnerable) as they worship and serve, and
- Compliance with reasonable constraints placed on us by federal, state, and local governments.

This plan was developed with these tenets in mind.

### **PHASES**

The federal government's "Opening Up America Again" guidelines define a three-phased approach to the lifting of COVID-19 restrictions. To date, our state and local authorities have provided some guidance as to the first phase, but no guidance as to subsequent phases. Therefore, the federal government's guidelines will be used as a framework for FBCK's plans. FBCK intends to comply with state and local guidance when that guidance becomes available.

Important points from the federal government's guidelines include:

### Phase 1: STRICT PROTOCOLS

- All individuals in public should maximize physical distance from others, practice social distancing protocols, and avoid socializing in groups more than 10 people in circumstances where appropriate social distancing is not possible.
- Common areas where people are likely to congregate should be closed.
- Vulnerable individuals should continue to shelter in place.
- Churches can operate under strict physical distancing protocols.
- Organized youth activities remained closed.

### Phase 2: MODERATE PROTOCOLS

- All individuals in public should maximize physical distance from others, practice social distancing protocols, and avoid socializing in groups more than 50 people in circumstances where appropriate social distancing is not possible.
- Common areas where people are likely to congregate should be closed or enforce moderate social distancing protocols.
- Special accommodations for vulnerable individuals.
- Churches can operate under moderate physical distancing protocols.
- Organized youth activities can reopen.

### Phase 3: LIMITED PROTOCOLS

- All individuals in public should maximize physical distance from others, practice social distancing protocols, and avoid socializing in groups more than 50 people in circumstances where appropriate social distancing is not possible.
- Common areas where people are likely to congregate should be closed or enforce limited social distancing protocols.
- Vulnerable individuals can resume public interactions but should practice physical distancing and minimize exposure unless precautionary measures are observed.
- Low risk individuals should consider minimizing time spent in crowded environments.
- Churches can operate under limited physical distancing protocols.
- Organized youth activities can be open.

## PLAN SUMMARY

This table summarizes the plan to resume on-site ministries across the phases. Details are given in the following sections. The end of the document contains tailored social distancing and hygiene protocols for each phase.

### Summary of Ministry Phasing

	Current	Phase 1A	Phase 1B	Phase 2	Phase 3	End
		Strict protocols (pilot)	Strict protocols	Moderate protocols	Limited protocols	No restrictions
Sunday AM Worship	On-line	On-line	On-site + On-line	On-site + On-line	On-site + On-line	On-site + On-line
Wednesday Worship	On-line	On-site + On-line	On-site + On-line	On-site + On-line	On-site + On-line	On-site + On-line
Adult/teen Bible studies	On-line	On-line	On-line	On-site + On-line	On-site + On-line	On-site (+on-line?)
Children's SS & church	On-line	On-line	On-line	On-site	On-site	On-site
Nursery	None	None	None	Yes	Yes	Yes
AWANA	On-line	On-line	On-line	On-site	On-site	On-site
Teen GLOW	None	None	None	On-site	On-site	On-site
Choir	None	None	None	Yes	Yes	Yes
Meetings	On-line	On-line	On-line	On-site + On-line	On-site (+on-line?)	On-site (+on-line?)
Coffee and Conversation	None	None	None	None	Yes <50 people	Yes
Church fellowships	None	None	None	None	Yes <50 people	Yes
Small groups, discipleship, outreach	Non-contact only	Yes <10 people	Yes <10 people	Yes <50 people	Yes <50 people	Yes

Color Key:

None
On-line/non-contact only
On-site with restrictions
On-site with no restrictions

## PREPARATION FOR PHASE 1

For now, FBCK will continue to operate in the current manner, with no on-site services or activities.

- Worship services, Sunday 11:15 am and Wednesday 7:00 pm – delivered on-line (livestream)
- Adult/Teen Bible studies on Sunday mornings and evenings – delivered on-line (Zoom)
- Sunday School/Children’s church – delivered on-line (recorded videos)
- AWANA – delivered on-line (recorded videos and Zoom)
- Teen GLOW – suspended
- Choir - suspended
- Meetings – on-line (Zoom)
- Church fellowships - suspended
- Small groups and one-on-one discipleship – some as possible via non-contact means

To prepare for Phase 1, FBCK will also do the following:

- Check on guidance from insurance company *[completed]*
- Develop seating plans, traffic flow patterns, and other regulations that ensure social distancing *[completed]*
- Configure fellowship hall for overflow seating, consistent with social distancing and hygiene protocols *[action: John Walker, Phil Helfenbein]*
- Develop instructions for greeters and ushers, train them *[action: John Walker]*
- Set up a “no touch” collection box for offerings *[action: John Walker]*
- Obtain non-contact thermometers *[action: Lisa Walker]*
- Develop plans for deep cleaning procedures and recruit/train a cleaning crew and/or negotiate with our paid cleaning staff *[action: TBD]*
- Obtain sanitizer, disposable masks *[action: Phil Helfenbein]*
- Develop language for signs *[draft completed]*
- Develop signs *[action: Mike Duncan]*
- Document overall plan *[completed]*
- Communicate to the congregation *[action: Pastor Mix/Steve Moore]*

## PHASE 1A – RESUME WEDNESDAY NIGHT SERVICES WITH STRICT PROTOCOLS

In Phase 1, FBCK will resume limited on-site ministries in accordance with Phase 1 (strict) social distancing and hygiene protocols. The resumption will happen in two parts: a Phase 1A pilot that will allow us to exercise the new protocols while continuing the bulk of our ministries through non-contact methods, and a Phase 1B that resumes additional ministries on-site under the new protocols. The Phase 1 protocols can be found at the end of this plan.

The Phase 1A pilot will be limited to:

- Wednesday night on-site worship services (no nursery or children’s activities) with the Phase 1 social distancing and hygiene protocols in place. Wednesday night worship services will continue to be livestreamed for vulnerable individuals and others who cannot or choose not to attend in person.
- Small group ministries on church property, such as the Men’s Fellowship, limited to no more than 10 participants. Participating individuals will be responsible for social distancing and hygiene consistent with the Phase 1 protocols.
- Small gatherings in people’s homes (e.g., discipleship programs, home Bible studies, shared meals), limited to no more than 10 participants. Participating individuals will be responsible for appropriate social distancing and hygiene standards.

Other ministries will remain unchanged.

Criteria for entering Phase 1A include:

- Sufficient loosening of restrictions by government and healthcare authorities,
- Completion of all activities necessary for Phase 1 (as listed in the previous section),
- A staffing plan for trained greeters, ushers, and cleaners to cover Wednesday services,
- A recommendation by the trustees and decision by the Senior Pastor to enter Phase 1A, and
- Communications to the congregation about updated status, guidelines, and procedures.

## **PHASE 1B – RESUME SUNDAY MORNING SERVICES WITH STRICT PROTOCOLS**

The Phase 1B builds on the Phase 1A pilot by adding:

- Sunday morning on-site worship services (no nursery or children’s activities) with the Phase 1 social distancing and hygiene protocols in place. Both the 8:30 and 11:15 services will be held on-site. In addition to the sanctuary, additional seating will be provided in the fellowship hall as necessary; the same Phase 1 protocols will apply to that area. Additional services may be added as necessary to comply with social distancing protocols. The Sunday 11:15 worship services will continue to be livestreamed for vulnerable individuals and others who cannot or choose not to attend in person.

Other ministries will remain unchanged.

Criteria for entering Phase 1B include:

- Sufficient loosening of restriction by government and healthcare authorities,
- Successful conduct of at least 2 Wednesday night on-site services under the Phase 1 protocols, and incorporation of any lessons learned,
- A staffing plan for trained greeters, ushers, and cleaners to cover Sunday and Wednesday services,
- A recommendation by the trustees and decision by the Senior Pastor to enter Phase 1B, and
- Communications to the congregation about updated status, guidelines, and procedures.

## **PHASE 2 - RESUME CHILDREN'S ACTIVITIES AND SOME ON-SITE BIBLE STUDIES**

Phase 2 will build on Phase 1B by adding:

- Adult/teen on-site Bible study classes. Some classes will retain an on-line presence (or remain wholly on-line) for vulnerable individuals and others who cannot or choose not to attend in person.
- Children's on-site Sunday School and Children's Church classes. Class sizes and locations may need to be adjusted to be consistent with Phase 2 moderate protocols. We may continue producing on-line lessons for families that cannot or choose not to attend in person.
- AWANA and Teen GLOW, unless during their summer hiatus.
- Nursery for worship and Bible study times.
- Choir, including rehearsals.
- Meetings may be held on-site, on-line, or a combination. For most meetings, on-line will still be the preferred format. If possible, on-site meetings will also have an on-line component to serve vulnerable individuals and others who cannot or choose not to attend in person.

All on-site services and activities will be conducted in accordance with the Phase 2 (moderate) social distancing and hygiene protocols. The Phase 2 protocols can be found at the end of this plan.

Criteria for entering Phase 2 include:

- Sufficient loosening of restriction by government and healthcare authorities,
- Successful conduct of at least 2 Sundays of on-site services under the Phase 1 protocols,
- Review and updating of the Phase 2 protocols based on lessons learned and latest guidance from healthcare and legal professionals,
- A staffing plan for trained greeters, ushers, and cleaners to cover Sunday and Wednesday services,
- A staffing and room utilization plan for on-site classes consistent with Phase 2 protocols,
- Recommendation by the trustees and decision by the Senior Pastor to enter Phase 2, and
- Communications to the congregation about updated status, guidelines, and procedures.

## **PHASE 3 - RESUME CHURCH FELLOWSHIPS**

Phase 3 will build on Phase 2 by adding:

- "Coffee and Conversation" fellowship between early service and Bible study/Sunday School.
- Church fellowships, limited to 50 people or less.

All on-site services and activities will be conducted in accordance with the Phase 3 (limited) social distancing and hygiene protocols (see the appendix).

Criteria for entering Phase 3 include:

- Sufficient loosening of restriction by government and healthcare authorities,
- Review and updating of the Phase 3 protocols based on lessons learned and latest guidance from healthcare and legal professionals,
- Recommendation by the trustees and decision by the Senior Pastor to enter Phase 3, and
- Communications to the congregation about updated status, guidelines, and procedures.

### **EXITING PHASE 3**

Exiting Phase 3 will mark the formal end of COVID-19 restrictions for FBCK, to include:

- Removal of entrance screening criteria,
- Removal of limited social distancing criteria, and
- Opening of previously closed common areas.

However, the church may continue to use some methods and protocols adopted during the restricted period if it feels the church would benefit, such as:

- Use of on-line classes, when appropriate,
- Recording video lessons,
- Increased use of on-line meetings,
- Decreased personal contact during services (no handshakes, no printed bulletins, no offering plate).

Criteria for exiting Phase 3 include:

- Removal of restriction by government and healthcare authorities,
- Recommendations on permanent changes coming out of the restrictions,
- Recommendation by the trustees and decision by the Senior Pastor to exit Phase 3, and
- Communications to the congregation about updated status, guidelines, and procedures.

## PHASE 1 (STRICT) SOCIAL DISTANCING AND HYGIENE PROTOCOLS

1. High-risk individuals and their care-givers are strongly urged to stay home.
2. Signage at the entrance and throughout the building will be used to explain guidelines.
3. Greeters will be stationed at the main doors to control entrance. Greeters will:
  - wear masks and gloves at all times.
  - use a no-contact thermometer to take the temperature of anyone entering the building.
  - inquire whether individuals are displaying symptoms or have been in contact with a known infected person.
  - deny entrance to anyone with an abnormal temperature or displaying symptoms.
  - ensure that everyone has a mask and supply a mask to anyone without one.
  - ask people to use hand sanitizer before entering the building.
4. Unmanned doors will not be used, except for emergency exit.
5. Everyone entering the building must have a mask or face covering – no exceptions.
  - Masks must be worn in common areas and while traveling to/from seats.
  - Masks may be taken off once services start and people are seated.
6. Physical contact, such as handshakes and hugs, is prohibited.
7. Families must enter, sit, stand, and exit as a group, and no one should stray from their family group.
8. Ushers will seat families in accordance with social distancing guidelines
  - Seating will start at the front of the church and work back.
  - Seating will include 6-foot separation in all directions between family groups.
9. When services conclude, ushers will dismiss families.
  - Masks must be worn while exiting.
  - Dismissal will begin at the back of the church and work forward.
  - Families are asked to exit promptly without socializing to prevent unnecessary crowding.
10. Doors will be propped open to minimize contact with door handles, to the extent possible.
11. Windows will be opened to promote air circulation, if weather permits.
12. Chairs will be removed from the foyer to discourage congregating.
13. Hymnals and other materials will be removed from pew racks.
14. Child check-in system will not be used.
15. Restrooms should not be used except in case of an emergency.
16. The nursery will be locked and will not be used except in an emergency. If it is used, the ushers will notify the cleaning crew.
17. The downstairs areas will be used for overflow seating in accordance with the same restrictions. Any group using the downstairs areas other than Sunday morning (e.g., Men's Fellowship) will be responsible for social distancing during their event and sanitization afterwards.
18. Printed church bulletins will not be distributed.
19. Church offerings will be collected at a single point using non-contact methods. No collection plate will be passed. Attendees are strongly urged to use on-line giving.
20. After services, the cleaning crew will wipe down common surfaces with sanitizing wipes, to include door handles, flat surfaces in the foyer, restroom surfaces, and pew backs and sides. Cleaning crews will wear gloves and masks while working.

**PHASE 2 (MODERATE) SOCIAL DISTANCING AND HYGIENE PROTOCOLS**  
***SUBJECT TO REVIEW AND REVISION PRIOR TO ENTERING PHASE 2***

1. High-risk individuals and their care-givers are urged to stay home.
2. Signage at the entrance and throughout the building will be used to explain guidelines.
3. Greeters will be stationed at the main doors to control entrance. Greeters will:
  - use a no-contact thermometer to take the temperature of anyone entering the building.
  - inquire whether individuals are displaying symptoms or have been in contact with a known infected person.
  - deny entrance to anyone with an abnormal temperature or displaying symptoms.
  - provide masks to anyone that requests one.
  - ask people to use hand sanitizer before entering the building.
4. Unmanned doors will not be used, except for emergency exit.
5. Masks are optional but encouraged when practical
6. Physical contact should be minimized.
7. Sanctuary seating will be restricted in accordance with moderate social distancing guidelines.
8. Seating in classrooms and the fellowship hall seating will be in accordance with moderate social distancing guidelines.
9. Doors will be propped open to minimize contact with door handles, to the extent possible.
10. Windows will be opened to promote air circulation, if weather permits.
11. Chairs will be removed from the foyer to discourage congregating.
12. Hymnals and other materials will be removed from pew racks.
13. Child check-in system will not be used.
14. Printed church bulletins will not be distributed.
15. Church offerings will be collected at a single point using non-contact methods. No collection plate will be passed. Attendees are strongly urged to use on-line giving.
16. After services, the cleaning crew will wipe down common surfaces with sanitizing wipes, to include door handles, flat surfaces in the foyer, restroom surfaces, pew backs and sides, and classroom surfaces. Cleaning crews will wear gloves and masks while working.

### **PHASE 3 (LIMITED) SOCIAL DISTANCING AND HYGIENE PROTOCOLS**

1. High-risk individuals and their care-givers are asked to use caution and maintain proper social distancing while attending.
2. Signage at the entrance and throughout the building will be used to explain guidelines.
3. To be determined

