



Plan for Resumption of Full Service

Final Revision 0 - June 8, 2020

Kennewick First United Methodist Church (KFUMC) is guided by three simple principles – do no harm, do good, and stay in love with God. To that end, this plan has been developed and is endorsed by the KFUMC Emergency Planning Team and Church Council.

The Emergency Planning Team consists of:

Pastor

Mark McMurray

Worship Task Force

Rob Stafford
Amberley Almarode
Chuck Smith

Friendship/Fellowship Task Force

Cynthia Bement
Jill Berg

Administration and Facilities Task Force

Dana Bryson
Dave Hare
Rich Nelson

Christian Education Task Force

Starlite Bucholtz
Rachel Loomis

Community Outreach Task Force

Kathy Bryson
Bob Kelly
Michelle Hare
Kristi Thien

The **Church Council** consists of:

Jill Berg – Council Chair
Dave Hare – Facilities Ministry Steward
Michelle Hare – Staffing/Personnel Ministry Steward
Rich Nelson – Finance Ministry Steward
Kristi Thien – Member at Large
Mark McMurray – Pastor

The Church Council hereby authorizes the Emergency Planning Team to implement this plan.



06/09/2020

Jill Berg, Council Chair

Date

Due to the high transmission rate of the coronavirus disease 2019 (COVID-19) virus, a thoughtful and measured approach must be taken to reduce the potential of magnifying the issue. This document is specific to the ministries and facilities of Kennewick First United Methodist Church (KFUMC). Prior to implementation, this plan must be approved by the KFUMC governing Council and the responsible District Superintendent (DS) working under the authority of the Bishop.

Reopening and resuming in-person worship for local churches and ministries of the Greater Northwest (GNW) Area will occur in a four-phase process in accordance with the Reimagining Life Together document dated May 20, 2020. Three requirements must be met before advancing from one phase to the next of reopening:

Requirement One

Bishop Stanovsky ends or relaxes suspension of in-person worship and building closures, allowing movement to the next phase.

Currently, Bishop Elaine JW Stanovsky has extended her “suspension of in-person worship in United Methodist Churches and other ministries and the closure of church facilities to all but essential services throughout the Alaska, Oregon-Idaho, and Pacific Northwest Conferences through June 15, 2020.” Based upon the best information available, this suspension may be extended further, as necessary to do no harm.

While this suspension is in effect, local churches and other ministries should prepare for the next phase of reopening.

Requirement Two

State and local public health guidance permits intended activities in the next phase.

The governor of each state is responsible for the decision to reopen their state, easing mitigation efforts and physical distancing requirements as they go. With the governor’s consent, some counties or regions may do so more quickly than others, though only with the governor’s consent.

United Methodist local churches and other ministries must always meet state and community sanitation and physical distancing requirements, at a minimum. If there is dispute between local requirements and those required by state officials, the church should err on the side of the more restrictive of the two. If there is significant disagreement between public health officials and political leaders, again, err on the more restrictive side.

Requirement Three

A local church or organization reopening plan has been approved and implemented by the responsible DS or Director of Connectional Ministries (DCM) working under the authority of the Bishop.

No United Methodist local church or ministry across the Greater Northwest Area may reopen without approval of its plan by their assigned District Superintendent or DCM working under

the authority of the Bishop. Each church and ministry setting needs to prepare a plan for a phased reopening that details how they will address the required ministry and safety-related items identified in this document.

The GNW Area of the United Methodist Church Phases

Phase I

A group of 5 or less is permitted to gather in the building to record or produce online worship resources or perform essential maintenance and/or repairs, while practicing physical distancing, wearing face coverings, and observing other hygiene practices. High-touch surfaces must be sanitized after each use. Facilities are closed for all other activities until further notice.

Phase II

A group of 10 or fewer can gather in the building to record or produce online worship resources, while practicing physical distancing, wearing face coverings, and observing other hygiene practices. Access to Church buildings is limited to **designated** staff, volunteers, meetings, and services.

Phase III

Phase III allows for in-person worship, weddings, and funerals for up to 50 people while wearing face coverings and utilizing proper sanitizing and physical distancing. No communion, live singing or food service is allowed, and high-risk populations must continue to worship from home. Outside of worship, access to Church buildings is limited to **designated** staff, volunteers, meetings, and services. Fellowship and education activities for adults, children and youth must remain virtual and in-person vacation bible school and mission trips remain cancelled.

Phase IV

Communion may be shared and limited “coffee hour” or “fellowship time” may resume with increased hygiene practices. **Live singing is still not permitted.** Access to church buildings is open, while maintaining appropriate safety practices.

The following matrix identifies the required actions and authorization to proceed to the next phase. Requirements were refined from the Reimagining-Life Together document and address both church and ministry resumption.

GNW Authorization Prerequisites for Phased Reopening

Key Requirements	Phase I	Phase II Prerequisites	Phase III Prerequisites	Phase IV Prerequisites
1) State and Local Authorization		State governor and local officials approve affected county(ies) for Phase II	State governor and local officials approve affected county(ies) for Phase III	State governor and local officials approve affected county(ies) for Phase IV
2) Conference Authorization		DS approves Church Reopening Plan or DCM approves Ministry Reopening Plan. Bishop approves churches to move to Phase II with maximum group size of 10 or less	Bishop approves churches to move to Phase III, relaxes maximum group size limit to 50	Bishop approves churches to move to Phase IV removing maximum group size limitations
3) KFUMC	Develop phased plan for reopening Church and ministries	Implement plan for Phase II	Implement plan for Phase III	Implement plan for Phase IV

The GNW Area of the United Methodist Church – Reimagining Life Together – A Safe Reopening Matrix

A Safe Reopening at a Glance

PHASE	1	2	3	4
HIGH-RISK POPULATIONS	Stay Home, Save Lives	Stay Home, Save Lives	Stay Home, Save Lives	Discretionary
PHYSICAL DISTANCING	Strict	Strict	Moderate	Limited
MAXIMUM GROUP SIZE	5	10	50	No size limit
LEADERSHIP RESPONSIBILITIES	<ul style="list-style-type: none"> Assess church or ministry capacity Develop plan re-imagining ministry together Create communication strategy 	<ul style="list-style-type: none"> Assess church or ministry capacity Review & update plan reimagining ministry together Communicate progress or updates 	<ul style="list-style-type: none"> Assess church or ministry capacity Review & update plan reimagining ministry together Communicate progress or updates 	<ul style="list-style-type: none"> Assess church or ministry capacity Review & update plan reimagining ministry together Communicate progress or updates
SAFETY ACTIONS	<ul style="list-style-type: none"> Face masks & physical distancing required Hand washing or sanitizer used consistently Sanitize after each use 	<ul style="list-style-type: none"> Face masks & physical distancing required Hand washing or sanitizer used consistently Sanitize after each use 	<ul style="list-style-type: none"> Face masks & physical distancing required Alternatives to typical worship practices Provide hygiene supplies Sanitize after each use 	<ul style="list-style-type: none"> Alternatives to typical worship practices Provide hygiene supplies Sanitize regularly
STAFF AND VOLUNTEERS	<ul style="list-style-type: none"> Staff and volunteers work from home Limited access for essential functions allowed 	<ul style="list-style-type: none"> Staff and designated volunteers may work in building 	<ul style="list-style-type: none"> Staff and designated volunteers may work in building 	<ul style="list-style-type: none"> Staff and designated volunteers resume work in building
WORSHIP	<ul style="list-style-type: none"> Virtual only Group of 5 or less may gather in building for worship recording, no singing 	<ul style="list-style-type: none"> Virtual only Group of 10 less may gather in building for worship recording, no singing Drive-in type gatherings permitted 	<ul style="list-style-type: none"> Virtual plus in-person worship up to 50 people, weddings and funerals No communion, live singing, or food service 	<ul style="list-style-type: none"> Virtual plus in-person worship, weddings and funerals No live singing Limited coffee hour
MINISTRY ACTIVITIES AND EVENTS	Virtual only	Virtual plus limited in-person designated meetings & services	Virtual plus limited in-person designated meetings & services	Virtual and in-person
BUILDING USE	Closed	Limited to staff, volunteers & designated services	Limited to staff, volunteers & designated services	Open
COMMUNITY CONNECTIONS AND OUTREACH	<ul style="list-style-type: none"> Virtual Limited essential crisis services offered outdoors 	<ul style="list-style-type: none"> Virtual Limited essential crisis services offered outdoors 	<ul style="list-style-type: none"> Virtual Limited services in building 	<ul style="list-style-type: none"> Virtual Services in building
ESSENTIAL SERVICES	Following strict state & local guidelines	Following strict state & local guidelines	Following strict state & local guidelines	Following strict state & local guidelines
OTHER MINISTRY SETTINGS	<ul style="list-style-type: none"> Closed Consistent with guidelines above & contextualized for unique ministry 	<ul style="list-style-type: none"> Limited Consistent with guidelines above & contextualized for unique ministry 	<ul style="list-style-type: none"> Limited Consistent with guidelines above & contextualized for unique ministry 	<ul style="list-style-type: none"> Open Consistent with guidelines above & contextualized for unique ministry

KFUMC Reopening Phases

KFUMC Groups/Phases	Phase I	Phase II	Phase III	Phase IV	Beyond Phase IV
Worship	<ul style="list-style-type: none"> • Develop and support virtual worship plan • Provide virtual services 	<ul style="list-style-type: none"> • Provide virtual services • Develop and support virtual worship plan maximum group size 10 • Provide in - person mission critical ministries with COVID-19 precautions 	<ul style="list-style-type: none"> • Provide virtual services • Develop and support virtual worship plan • Develop In-person worship plan maximum group size 50 • Provide in-person mission critical ministries with COVID-19 precautions • Develop wedding and funeral plan maximum group size 50 • Training of staff and volunteers 	<ul style="list-style-type: none"> • Provide virtual services • Develop and support virtual worship plan • Develop In-person worship plan maximum group size unlimited • Provide in-person mission critical ministries with COVID-19 precautions • Develop wedding and funeral plan maximum group size unlimited • Training of staff and volunteers • No live singing • Communion allowed 	<ul style="list-style-type: none"> • Provide virtual services • Develop and support virtual worship plan • Develop In-person worship plan maximum group size unlimited • Provide in-person mission critical ministries with COVID-19 precautions • Develop wedding and funeral plan maximum group size unlimited • Training of staff and volunteers • Live singing?
Friendship/ Fellowship	<ul style="list-style-type: none"> • Virtual • Initiate Lay Shepherd outreach 	<ul style="list-style-type: none"> • Continue and refine Phase I • Offer virtual capabilities to other church organizations 	<ul style="list-style-type: none"> • Continue and refine Phase II • Expand virtual presence • Promote service opportunities 	<ul style="list-style-type: none"> • Continue and refine Phase III • Limited “coffee time” • Add “Dinner Church” • Resume fellowship groups 	<ul style="list-style-type: none"> • Continue virtual • Mission trips allowed with COVID-19 precautions
Administrative & Maintenance	<ul style="list-style-type: none"> • Properties closed • Necessary maintenance 	<ul style="list-style-type: none"> • Continue and refine Phase I • Begin building preparations (cleaning, occupancy loads, posting signage) 	<ul style="list-style-type: none"> • Continue and refine Phase II • Continue building preparations (cleaning, sanitizing, posting signage) 	<ul style="list-style-type: none"> • Property opened • Continue and refine Phase III • Continue building preparations (cleaning, occupancy loads, posting signage) 	<ul style="list-style-type: none"> • Properties Opened • Maintenance • Continue building preparations (cleaning, occupancy loads, updating signage)
Christian Education	<ul style="list-style-type: none"> • Virtual 	<ul style="list-style-type: none"> • Virtual 	<ul style="list-style-type: none"> • Virtual 	<ul style="list-style-type: none"> • Virtual • Childcare/adult and youth Sunday school allowed with COVID-19 precautions 	<ul style="list-style-type: none"> • Virtual • Childcare/youth and adult Sunday school allowed with COVID-19 precautions
Community Outreach	<ul style="list-style-type: none"> • Mission Critical with COVID-19 precautions 	<ul style="list-style-type: none"> • Mission Critical with COVID-19 precautions 	<ul style="list-style-type: none"> • Mission Critical with COVID-19 precautions 	<ul style="list-style-type: none"> • Mission Critical with COVID-19 precautions 	<ul style="list-style-type: none"> • Mission Critical with COVID-19 precautions

KFUMC Plan

Reopening and resuming in-person worship for KFUMC will occur in accordance and compliance with State and local governmental requirements as well as the guidelines established by the GNW Area of the United Methodist Church and the recommendations established by the Emergency Planning Team and Church Council of the KFUMC.

The Emergency Planning Team and Church Council have determined the five mission critical ministries of our congregation as: Worship, Friendship/Fellowship Development and Maintenance, Administrative and Facilities/Properties Maintenance, Christian Education, and Community Outreach and Support. The five functional ministries have been further refined into specific groups or activities as follows:

Worship – includes Sunday services, Saturday Night Life services, virtual services, choir and praise teams (including practice sessions), handbell choir, ushers, liturgists, media technicians, etc.

Friendship/Fellowship – includes God’s Fellows, Piecemakers, Prayer Shawl Group, United Methodist Women, M&Ms, annual all-church campout, etc.

Administrative and Facilities/Properties Maintenance – includes Facilities Ministry Team, Safety & Security Team, Contractors, Church Council, Staffing/Personnel Ministry Team, Financial Ministry Team, etc.

Christian Education – includes Cornerstone, youth ministries, UMY activities, etc.

Community Outreach – includes Community Ministry, Soul Soup, Boys Scouts, Narcotics Anonymous, Holly Daze, Old Fashioned Christmas, Rummage Sale, etc.

KFUMC will be prudent and measured in the reopening of our church and ministries utilizing the phased approach as defined by state, local and conference authorities before returning to in-person worship and gatherings. *If there is a conflict in the recommendations of the aforementioned authorities, the stricter of the recommendations will be followed.*

Key Terms

High Risk Populations - The Centers for Disease Control (CDC) states everyone is at risk of getting COVID-19. **Older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19. Those at higher-risk for severe illness from COVID-19 are:

- People 65 years of age or older
- People who reside in nursing homes or long-term care facilities

- People of all ages with underlying medical conditions, particularly if not well controlled. These include those with chronic lung disease or moderate to severe asthma, serious heart conditions, compromised immune systems, severe obesity, diabetes, chronic kidney disease undergoing dialysis, and liver disease.

Physical/Social Distancing - Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Physical distancing, also called “social distancing,” means keeping space between yourself and other people outside of your home. To practice physical distancing:

Strict Social Distancing – requires that individual stay at least 6 feet apart from other people (except family groups), do not gather in groups, stay out of crowded places and avoid mass gatherings.

Moderate Social Distancing – For the purposes of this plan, moderate social distancing is defined as 50% of room or space occupancy load as defined by the International Building Code.

Limited Social Distancing – For the purposes of this plan, limited social distancing is defined as 75% of room or space occupancy load as defined by the International Building Code (IBC).

IBC Formula = square footage of space / 15 = number of occupants

Note: divisor determined by table 1004.1.2 – Maximum Floor Area Allowance per Occupant, International Building Code 2015 Edition.

Maximum Group Size - This is the maximum number of people – including children and those leading the gathering – who may gather at one location at any given time. In addition to worship this is relevant to committee meetings, educational activities, or other events. The size of space you are using will also impact your group size.

Public Protective Equipment (PPE) - commonly referred to as "PPE," is equipment worn to minimize exposure to hazards that cause serious injuries and illnesses.

- Wear a face covering to help protect others in case you’re infected but don’t have symptoms
- Keep the covering on your face the entire time you are in public
- **Do not** put the covering around your neck or up on your forehead
- **Do not** touch the face covering, and, if you do, wash your hands

COVID-19 Awareness

Know how it spreads

- There is currently no vaccine to prevent COVID-19.
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).

- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone Should

Wash your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - **Stay at least 6 feet (about 2 arms' length) from other people.**
 - Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.
 - Keeping distance from others is especially important for **people who are at higher risk of getting very sick.**

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the covering without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.

- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work.

Monitor your health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
 - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.

KFUMC Phase I Key Actions	
Action	Responsible
Plan development	Emergency Planning Team and Church Council
Plan endorsement	Church Council and Conference Bishop (or designee)
Plan communication <ul style="list-style-type: none"> Communicate and ensure social distancing requirements to congregants and stakeholders 	Emergency Planning Team, Pastor, Staff
Develop and ensure logistical supply	Administrative and Facilities Ministry
Develop cleaning and sanitizing requirements and schedules	Administrative and Facilities Ministry

Plan Development

Provide virtual meeting time for Emergency Planning Team and Church Council to discuss planning options and outcomes. This plan is foundational to managing three key criteria – limiting exposure time, maximizing distancing opportunities, and encouraging shielding options.

Plan Endorsement

Upon completion of this plan, it shall be endorsed by the KFUMC Church Council and forwarded to The GNW Conference of the United Methodist Church for approval. Upon approval of the plan, and in accordance with state, local and conference guidelines and recommendations, the church may proceed to Phase II.

Plan Communication

Upon approval of this plan, it shall be communicated to all congregants and stakeholders (see Attachment 1 – Plan Notification Checklist) that currently use the church for various activities. Communications shall include, but are not limited to, social distancing requirements, sanitation requirements, PPE requirements, group size limitations, and property control areas (see Attachment 1 – Property Control Areas). Communication avenues include, pulpit, social media, weekly email, special email, personal phone call, on-site signage, personal letter, etc.

Develop and Ensure Logistical Supply

Assigned to Administrative and Facilities Ministry Team. Identify options for the continued provision of sanitation supplies, including PPE. Acquire and post specific COVID-19 informational signage and room occupancy signage (based upon social distancing requirements and “phase” association) on church properties.

Develop Cleaning and Sanitizing Requirements and Schedules

Identify best practice cleaning and sanitizing options as recommended by the CDC and Benton Franklin County Health District (BFHD). See Attachment 3 – How to Clean and Disinfect for

sanitizing. Determine what level of sanitization is required based upon room occupancy and use.

Phase	I
Worship <ul style="list-style-type: none"> • Sunday Services • Saturday Night Life • Virtual Services • Praise Teams/Choirs • Ushers • Liturgists • Media Technicians 	Virtual Cancelled/Virtual Limit 5 (including technicians) – strict social distancing and PPE requirements enforced Virtual (to support virtual services) Cancelled Virtual (to support virtual services) Virtual (except to support virtual services)
Friendship/Fellowship	Virtual – Lay Shepherding Phone Calls
Administrative and Facilities <ul style="list-style-type: none"> • Church Properties • Church Staff/Volunteers 	Closed to the public Virtual/Limit 5 for necessary maintenance
Christian Education	Virtual
Community Outreach <ul style="list-style-type: none"> • Boy Scouts • Narcotics Anonymous • Holly Daze • Old Fashioned Christmas • Rummage Sale • Soul Soup 	Virtual Cancelled Pending Pending Cancelled Limit 5 – strict social distancing and PPE requirements enforced

Phase I Summary

- Church facilities and properties remain closed except for essential functions (maintenance, Soul Soup, and development of virtual worship services).
- Strict social distancing, attendance tracking, maximum gathering size and use of PPE are required when in the building. High risk and symptomatic populations are encouraged to worship virtually.
- Staff works remotely.

Phase I Checklist

Promote healthy hygiene practices	
	Require use of a cloth face covering at all gatherings and when in the building by everyone (including pastors and worship leaders) except children aged less than 2 years old, until Phase IV. Each person may remove their face covering while they are speaking during active recording.
	Have a supply of clean face coverings to hand out to those who show up without one.
	Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, tissues, and no-touch trash can.
	Post signs on how to stop the spread of COVID-19 and promote everyday protective measures.
Teach, model, and ensure proper physical distancing	
	Stay at least 6 feet (about 2 arms' length) from other people – strict social distancing.
Limit maximum group size	
	Phase I = 5.
Intensify cleaning, disinfection, and ventilation	
	Clean and disinfect frequently touched surfaces and shared objects between use.
	Remove bibles, hymnals, other materials from the seats or pews.
	Avoid use of items that are not easily cleaned, sanitized, or disinfected.
	Ensure safe and correct application of disinfectants.
	Ensure that ventilation systems operate properly.
	Take steps to ensure that all water systems and features (sinks, drinking fountains, etc.) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

KFUMC Phase II Key Actions

Action	Responsible
Evaluate plan communication	Emergency Planning Team, Pastor, Staff
Evaluate communication and enforcement of social/safety requirements to congregants and stakeholders	Pastor, Staff
Evaluate cleaning and sanitizing requirements and schedules, begin building preparations	Administrative and Facilities Ministry
Determine designated staff and volunteers who may work in the building. Begin staff/volunteer training	Pastor, Staffing/Personnel Ministry Team
Determine essential “in-person” ministries and policies	Pastor, Church Council

In Phase II in-person worship suspension continues and church properties are still closed to the public. It allows a group of 10 or fewer to gather in the building to record or produce online worship resources, while practicing physical distancing, wearing face coverings, and observing other hygiene practices. High risk populations are encouraged to stay home. Each person may remove their face covering while they are speaking during active recording. The production of in-person vocal music remains prohibited in facilities. High-touch surfaces must be sanitized after each use. Access to Church buildings is limited to designated staff, volunteers, meetings, and services. Ministries are strongly encouraged to continue to meet, serve, and worship together, remotely, striving to include vulnerable persons making healthy choices to participate in virtual ways.

Evaluate Plan Communication

Communications shall include, but are not limited to, phase status, updates (if any) to social distancing requirements, sanitation requirements, PPE requirements, group size limitations, and property control areas. Communication avenues include, pulpit, social media weekly email, special email, personal phone call, on-site signage, personal letter, etc.

Evaluate Communication and Enforcement of Social/Safety Requirements

Determine effectiveness of social distancing, group size limits, and safety (PPE) recommendations through observation. Consider options to meet social distancing and group limit requirements by reassigning/relocating meeting venues within the building. Groups that have 10 members or less and are designated by the Church Council must meet strict social distancing, group limits, safety and sanitation requirements, and record attendance. Meetings must be pre-scheduled with the Administrative Office to accommodate cleaning schedules.

Evaluate Cleaning and Sanitizing Requirements and Schedules

Identify best practice cleaning and sanitizing options as recommended by the CDC and BFHD. See Attachment 3 – How to Clean and Disinfect for sanitizing. Determine what level of

sanitization is required based upon room occupancy and use. Initiate building preparation (signage, cleaning, etc.)

Determine Designated Staff and Volunteers who may Work in the Building

Collaboratively the Church Council, Pastor, and Staffing/Personnel Ministry Team will determine the scope, schedule and space needs of staff and volunteers for the performance of essential business functions. Considerations shall include social distancing, group limits, safety (PPE), sanitation requirements and any “at risk” personnel. Accommodations should be made for “at risk” staff to perform essential business functions while maintaining the “stay home” profile.

Determine Essential “In-Person” Ministries and Procedures

The determination of essential ministries will be made by the Pastor and Church Council. In-person ministries will require the use of PPE, proper social distancing by the employee/volunteer and proper sanitation practices by the employee/volunteer (see Attachment 3 – How to Clean and Disinfect for handwashing guidelines). In-person essential ministries may include, but are not limited to:

- Death and dying situations
- Immediate life-saving counseling
- Scheduled in-person counseling
- Soul Soup
- Essential church ministries that cannot be accommodated through virtual meetings. These ministries may include, but are not limited to:
 - Staffing/Personnel
 - Finance
 - Maintenance
 - Care for marginalized populations
 - Other Pre-designated meetings (approval of the Church Council is required)

Phase	II
Worship <ul style="list-style-type: none"> • Sunday Services • Saturday Night Life • Virtual Services • Praise Teams/Choirs • Ushers • Liturgists • Media Technicians 	Virtual Cancelled Limit 10 (including technicians) – strict social distancing and PPE requirements enforced Virtual (to support virtual services) Cancelled Virtual (to support virtual services) Virtual (except to support virtual services)
Friendship/Fellowship	Virtual/as designated by the Church Council (see KFUMC Reopening Phases Table pg. 6)

Phase	II
Administrative and Facilities <ul style="list-style-type: none"> Church Properties Church Staff/Volunteers 	Closed to the public Virtual/Limit 10 as determined by the Church Council
Christian Education	Virtual
Community Outreach <ul style="list-style-type: none"> Boy Scouts Narcotics Anonymous Holly Daze Old Fashioned Christmas Rummage Sale Soul Soup 	Virtual Cancelled Pending Pending Cancelled Limit 10 – strict social distancing and PPE requirements enforced

Phase II Summary

- Church facilities and properties remain closed except for essential functions – which allow a maximum of 10 participants and must be designated by the Church Council (maintenance, Soul Soup, and development of virtual worship services)
- Social distancing, recording attendance, maximum gathering size and use of PPE are required when in the building or conducting “in-person” ministries. High risk and symptomatic populations are encouraged to worship virtually.
- Staff work locations and schedules determined by the Staffing/Personnel Ministry, Pastor, and Church Council.
- Begin building preparation and staff/volunteer training regarding plan
- Friendship/Fellowship Groups must obtain designation and permission from Church Council/staff. Must adhere to social distancing, PPE, group size and sanitation requirements. Must pre-schedule with staff to accommodate cleaning and sanitation schedule(s) and determine meeting location within the facility.

Phase II Checklist

Promote healthy hygiene practices	
	Require use of a cloth face covering at all gatherings and when in the building by everyone (including pastors and worship leaders) except children aged less than 2 years old, until Phase IV. Each person may remove their face covering while they are speaking during active recording.
	Have a supply of clean face coverings to hand out to those who show up without one.
	Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, tissues, and no-touch trash can.
	Post signs on how to stop the spread of COVID-19 and promote everyday protective measures.
Teach, model, and ensure proper physical distancing	
	Stay at least 6 feet (about 2 arms' length) from other people – strict social distancing.
Limit maximum group size	
	Phase II = 10.
Intensify cleaning, disinfection, and ventilation	
	Clean and disinfect frequently touched surfaces and shared objects between use.
	Remove bibles, hymnals, other materials from the seats or pews.
	Avoid use of items that are not easily cleaned, sanitized, or disinfected.
	Ensure safe and correct application of disinfectants.
	Ensure that ventilation systems operate properly.
	Take steps to ensure that all water systems and features (sinks, drinking fountains, etc.) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
KFUMC actions	
	Evaluate plan communication.
	Evaluate communication and enforcement of social/safety requirements.
	Evaluate cleaning and sanitizing requirements and schedules.
	Determine designated staff and volunteers who may work in the building.
	Determine essential "in-person" ministries and procedures.

KFUMC Phase III Key Actions

Action	Responsible
Evaluate plan communication	Emergency Team, Pastor, Staff
Evaluate communication and enforcement of social/safety requirements to congregants and stakeholders	Pastor, Staff
Re-evaluate cleaning and sanitizing requirements and schedules, with consideration to public access of church and office	Administrative and Facilities Ministry
Determine designated staff and volunteers who may work in the building. Begin staff/volunteer training on plan expectations, state, local and conference guidelines	Pastor, Staffing/Personnel Ministry Team
Determine essential “in-person” ministries and policies	Pastor, Church Council
Development of worship services	Pastor, Worship Committee
Development of wedding and funeral plans	Pastor, Wedding and Funeral Coordinators
Education and training of volunteers and “stakeholder” groups	Pastor, Staff

Phase III allows for in-person worship, weddings, and funerals for up to 50 people while wearing face coverings and utilizing proper sanitizing and physical distancing. Each member of the wedding or funeral party may remove their face covering at the discretion of the Pastor during the ceremony. No communion, live singing or food service is allowed, and high-risk populations must continue to worship from home. Outside of worship, access to Church buildings is limited to designated staff, volunteers, meetings, and services. Fellowship and education activities for adults, children and youth must remain virtual and in-person vacation bible school and mission trips remain cancelled.

Evaluate Plan Communication

Communications shall include, but are not limited to, phase status, updates (if any) to social distancing requirements, sanitation requirements, PPE requirements, group size limitations, and property control areas. Communication avenues include pulpit, social media, weekly email, special email, personal phone call, on-site signage, and personal letter, etc.

Evaluate Communication and Enforcement of Social/Safety Requirements

Determine effectiveness of social distancing, group size limits, and safety (PPE) recommendations through observation. Consider options to meet social distancing and group limit requirements by reassigning/relocating meeting venues within the building. Groups that have 50 members or less and are designated by the Church Council must meet social distancing, group limits, safety and sanitation requirements. Meetings must be pre-scheduled with the

Administrative Office/staff to accommodate cleaning schedules. Attendance must be taken at each meeting.

Evaluate Cleaning and Sanitizing Requirements and Schedules

Identify best practice cleaning and sanitizing options as recommended by the CDC and BFHD. See Attachment 3 – How to Clean and Disinfect for sanitizing. Determine what level of sanitization is required based upon room occupancy and use. Initiate building preparation (signage, cleaning, post room occupancy limits, etc.)

Determine Designated Staff and Volunteers who may Work in the Building

Collaboratively the Church Council, Pastor, Staffing/Personnel Ministry Team and Emergency Planning Team will determine the scope, schedule and space needs of staff and volunteers for the performance essential business functions. Considerations shall include social distancing, group limits, safety (PPE), sanitation requirements and any “at risk” personnel. Consider “business flow” schemes to maintain social distancing requirements. Consider methods of recording attendance. Accommodations should be made for “at risk” staff to perform essential business functions while maintaining the “stay home” profile. Training of staff and volunteers regarding plan expectations, state, local and conference social distancing and safety guidelines will be provided.

Determine Essential “In-Person” Ministries and Policies

The determination of essential ministries will be made by the Pastor and Church Council. In-person ministries will require the use of PPE, proper social distancing by the employee/volunteer and proper sanitation practices by the employee/volunteer (see Attachment 3 – How to Clean and Disinfect for handwashing guidelines), and methods of recording attendance. In-person essential ministries may include, but are not limited to:

- Death and dying situations
- Immediate life-saving counseling
- Scheduled in-person counseling
- Essential church ministries that cannot be accommodated through virtual meetings. These ministries may include, but are not limited to:
 - Staffing/Personnel
 - Finance
 - Maintenance
 - Care for marginalized populations
 - Pre-designated meetings (approval of the Church Council is required)

Development of In-Person Worship Services

Phase III allows for in-person worship for up to 50 people while wearing face coverings and utilizing proper sanitizing and moderate physical distancing. No communion, live singing or food service is allowed, and high-risk populations must continue to worship from home.

Considerations may include, but are not limited to:

- Sanctuary seating arrangements (see Attachment 2- Property Control Areas)

- Alternatives to Holy Communion
- Alternatives to live singing
- Processes and management of maintaining maximum group size
 - Virtual worship
 - Alternative worship spaces on campus that are configured for social distancing requirements
 - Methods of recording attendance

Development of Wedding and Funeral Plans

Phase III allows for in-person weddings, and funerals for up to 50 people while wearing face coverings and using proper sanitizing and physical distancing. Each member of the wedding or funeral party may remove their face covering at the discretion of the Pastor during the ceremony. No communion, live singing or food/drink service is allowed. Considerations may include but are not limited to:

- Sanctuary seating arrangements (see Attachment 2 – Property Control Areas)
- Alternatives to Holy Communion
- Alternatives to live singing
- Processes and management of maintaining maximum group size
 - Alternative spaces on campus that are configured for social distancing requirements
 - Methods of recording attendance

Education and Training of Volunteers and Stakeholder Groups

Training of volunteers and stakeholders regarding plan expectations, state, local and conference social distancing and safety guidelines will be provided. Consider including hold harmless agreements. Training and education shall include but not be limited to:

- KFUMC plan expectations
- Moderate social distancing, PPE, maximum group size and sanitation expectations – consider tactful ways to enforce requirements
- Basic COVID-19 awareness
- Emergency procedures and notifications
- Methods of recording attendance

Phase	III
Worship <ul style="list-style-type: none"> • Sunday Services • Saturday Night Life • Virtual Services 	Virtual/Limit 50 w/PPE, moderate social distancing, and sanitation requirements <i>NO SINGING OR FOOD SERVICE (including communion)</i> Limit 50 w/moderate social distancing/PPE/sanitation requirements <i>NO SINGING OR FOOD SERVICE (including communion)</i> Limit 50 (including technicians) – moderate social distancing and PPE requirements enforced

Phase	III
<ul style="list-style-type: none"> Praise Teams/Choirs Ushers Liturgists Media Technicians 	<p>Virtual (to support virtual services) <u>NO IN-PERSON SINGING</u></p> <p>PPE, moderate social distancing, sanitation requirements enforced</p> <p>PPE, moderate social distancing, sanitation requirements enforced</p> <p>PPE, moderate social distancing, sanitation requirements enforced</p>
<p>Friendship/Fellowship</p> <ul style="list-style-type: none"> Weddings Funerals 	<p>Limit 50 as designated by the Church Council - PPE, Moderate Social Distancing, Sanitation requirements enforced or Virtual (see Matrix on pg. 6)</p> <p>Limit 50 w/moderate social distancing/PPE/sanitation requirements, <u>NO SINGING OR FOOD SERVICE</u></p> <p>Limit 50 w/moderate social distancing/PPE/sanitation requirements, <u>NO SINGING OR FOOD SERVICE</u></p>
<p>Administrative & Facilities</p> <ul style="list-style-type: none"> Church Properties 	<p>Limit 50 as designated by the Church Council - PPE, moderate social distancing, sanitation requirements enforced or virtual</p>
Christian Education	Virtual
<p>Community Outreach</p> <ul style="list-style-type: none"> Boy Scouts Narcotics Anonymous Holly Daze Old Fashioned Christmas Rummage Sale Soul Soup 	<p>Limit 50 as designated by the Church Council - PPE, moderate social distancing, sanitation requirements enforced or virtual</p> <p>Limit 50 as designated by the Church Council - PPE, Social Distancing, Sanitation requirements enforced or Virtual</p> <p>Pending</p> <p>Pending</p> <p>Cancelled</p> <p>Limit 10 – Moderate Social Distancing and PPE requirements enforced (Continue as in Phase II)</p>

Phase III Summary

- Church facilities and properties remain closed except for in person worship services, weddings, funerals and essential functions which allow a maximum of 50 participants and must be designated by the Church Council (maintenance, Soul Soup, Narcotics Anonymous, and development of virtual worship services).
- Moderate social distancing, tracking processes, maximum gathering size and use of PPE are required when in the building or conducting “in-person” ministries. High risk and symptomatic populations are encouraged to worship virtually.
- Staff work locations and schedules as determined by the Staffing/Personnel Ministry, Pastor, and Church Council.
- Implementation of staff, volunteer, and stakeholder training regarding plan.
- Friendship/fellowship groups must obtain designation and permission from Church Council. Must adhere to social distancing, PPE, group size and sanitation requirements. Must

pre-schedule with staff to accommodate cleaning and sanitation schedule(s) and determine meeting location within the facility.

- “High touch” activities such as passing the peace, handshakes, passing offering plate are not allowed.
- Communion, food service and live congregational singing are not allowed.
- Fellowship and education activities for adults, children and youth must remain virtual and in-person vacation bible school and mission trips remain cancelled.

Phase III Checklist

Promote healthy hygiene practices	
	Require use of a cloth face covering at all gatherings and when in the building by everyone (including pastors and worship leaders) except children aged less than 2 years old, until Phase IV. Each person may remove their face covering while they are speaking during active recording. Members of the wedding or funeral party may remove their face covering at the discretion of the Pastor during the ceremony.
	Have a supply of clean face coverings to hand out to those who show up without one.
	Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, tissues, and no-touch trash can.
Teach, model, and ensure proper physical distancing	
	Stay at least 6 feet (about 2 arms’ length) from other people – moderate social distancing.
Limit maximum group size	
	Phase III = 50.
Intensify cleaning, disinfection, and ventilation	
	Clean and disinfect frequently touched surfaces and shared objects between use.
	Avoid use of items that are not easily cleaned, sanitized, or disinfected.
	Ensure safe and correct application of disinfectants.
	Ensure that ventilation systems operate properly.
	Take steps to ensure that all water systems and features (sinks, drinking fountains, etc.) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.
KFUMC Actions	
	Evaluate plan communication.
	Evaluate communication and enforcement of social/safety requirements.
	Evaluate cleaning and sanitizing requirements and schedules.
	Determine/update designated staff and volunteers who may work in the building.
	Determine essential “in-person” ministries and procedures.
	Development of in-person worship service.
	Development of wedding and funeral plans.
	Education and training of volunteer and stakeholder groups.

KFUMC Phase IV Key Actions

Action	Responsible
Evaluate plan communication	Emergency Team, Pastor, Staff
Evaluate communication and enforcement of social/safety requirements to congregants and stakeholders	Pastor, Staff
Re-evaluate cleaning and sanitizing requirements and schedules, with consideration to public access of church, office and childcare areas	Administrative and Facilities Ministry
Determine designated staff and volunteers who may work in the building. Begin staff/volunteer training on plan expectations, state, local and conference guidelines.	Pastor, Staffing/Personnel Ministry Team
Determine essential “in-person” ministries and policies	Pastor, Church Council
Development of worship services	Pastor, Worship Committee
Development of wedding and funeral plans	Pastor, Wedding and Funeral Coordinators
Education and training of volunteers and “stakeholder” groups	Pastor, Staff
Resumption of Childcare, Sunday school, and children’s church	Pastor, Education Task Force, Church Council
Resumption of Mission Trips, UMY and Other Fellowship Activities	Pastor, Youth Director, Education Task Force, Church Council

Phase IV returns to more “regular” worship and other gatherings with no size limit. High risk populations are invited to join at their discretion. Symptomatic persons are encouraged to worship virtually. With increased hygiene practices communion may be shared and limited “coffee hour” or “fellowship time” may resume while maintaining social distancing recommendations. Live congregational and/or group singing is still not permitted. Access to church buildings is open, while maintaining appropriate safety practices.

Evaluate Plan Communication

Communications shall include, but are not limited to, phase status, updates (if any) to social distancing requirements, sanitation requirements, PPE requirements, group size limitations, and property control areas. Communication avenues include pulpit, social media, weekly email, special email, personal phone call, on-site signage, and personal letter, etc. Consider statement(s) requiring symptomatic children to “stay home and stay safe.”

Evaluate Communication and Enforcement of Social/Safety Requirements

Determine effectiveness of social distancing, group size limits, and safety (PPE) recommendations through observation. Consider options to meet social distancing and group limit requirements by reassigning/relocating meeting venues within the building. Groups that

have 50 members or less and are designated by the Church Council must meet social distancing, group limits, safety and sanitation requirements. Meetings must be pre-scheduled with the Administrative Office/staff to accommodate cleaning schedules.

Re-Evaluate Cleaning and Sanitizing Requirements and Schedules

Identify best practice cleaning and sanitizing options as recommended by the CDC and BFHD. See Attachment 3 – How to Clean and Disinfect for sanitizing. Determine what level of sanitization is required based upon room occupancy and use. Consideration given to frequent and extensive sanitation processes for childcare areas.

Determine Designated Staff and Volunteers who may Work in the Building

Collaboratively the Church Council, Pastor, Staffing/Personnel Ministry Team and Emergency Planning Team will determine the scope, schedule and space needs of functions. Considerations shall include social distancing, group limits, safety (PPE), sanitation requirements and any “at risk” personnel. Training of staff and volunteers regarding plan expectations, state, local and conference social distancing and safety guidelines will be provided.

Evaluate Essential “In-Person” Ministries and Policies

The evaluation of essential ministries will be made by the Pastor and Church Council. In-person ministries may require the use of PPE, proper social distancing (by the employee/volunteer) and proper sanitation practices (by the employee/volunteer) (see Attachment 3 – How to Clean and Disinfect for Handwashing Guidelines). In-person essential ministries may include, but are not limited to:

- Death and dying situations
- Immediate life-saving counseling
- Scheduled in-person counseling
- Visitation Ministries
- Soul Soup

Refinement of In-Person Worship Services

Phase IV allows for in-person worship while wearing face coverings (discretionary) and using proper sanitizing and limited physical distancing. No live congregational and/or group singing is allowed, and high-risk populations are invited to attend at their discretion. Limited food service and in-person communion is allowed. Considerations may include, but are not limited to:

- Sanctuary seating arrangements reflecting limited social distancing
- Alternatives to live singing
- Processes and management of maintaining
 - Virtual worship
 - Methods of recording attendance

Refinement of Wedding and Funeral Plans

Phase IV allows for in-person weddings, and funerals while wearing face coverings (discretionary) and utilizing proper sanitizing and limited physical distancing. No live congregational and/or group singing is allowed. Limited food/beverages may be provided at receptions and in-person communion is allowed. Considerations may include but are not limited to:

- Sanctuary seating arrangements reflecting limited social distancing
- Alternatives to live congregational or group singing
- Processes and management of maintaining maximum group size
 - Methods of recording attendance

Education and Training of Volunteers and “Stakeholder” Groups

Continued training of volunteers and “stakeholders” regarding plan expectations, state, local and conference social distancing and safety guidelines will be provided. Consider including hold harmless agreements. Training and education shall include but not be limited to:

- KFUMC plan expectations
- Social distancing, PPE, maximum group size and sanitation expectations – consider tactful ways to enforce requirements
- Basic COVID-19 awareness
- Emergency procedures and notifications

Resumption of Childcare, Sunday School, and Children’s Church

Phase IV allows for the re-establishment of childcare, Sunday School and children’s church utilizing proper sanitizing and moderate physical distancing. No live singing is allowed. Limited food service and in-person communion is allowed. Considerations may include but are not limited to:

- Adult supervision or caregivers maintain PPE standards (discretionary)
- Space occupancy limits will be enforced
- No Touch Snacks (pre-packaged)
- Provide alternative experiences for symptomatic children (virtual, care packages, etc.)
- Thorough sanitation of space and high touch items (toys, chairs, tables, etc.).
- Encourage frequent and proper handwashing of children and adults/caregivers.

Resumption of Mission Trips, UMY and Other Fellowship Activities

Mission trips (going FROM or TO your congregation) requiring overnight travel may be suspended. Determination of the resumption of mission trips, all church campouts, and other fellowship activities that are sponsored by KFUMC will be the responsibility of the Church Council. Considerations may include but are not limited to:

- The purpose of the activity
- COVID-19 acuity of Benton/Franklin Counties **and** destination
- Sanitation/social distancing processes
- Decontamination of transportation vehicles
- Emergency procedures including isolation options for symptomatic or exposed participants

Phase	IV
Worship <ul style="list-style-type: none"> Sunday Services Saturday Night Life Virtual Services Praise Teams, Choirs Ushers Liturgists Media Technicians Childcare/Sunday School/Children's Church 	<p>Virtual with PPE, limited social distancing, and sanitation requirements, no live singing or communion allowed</p> <p>Virtual with limited social distancing, PPE, sanitation requirements, no live singing or communion allowed</p> <p>Virtual (to support virtual services)</p> <p>PPE encouraged, limited social distancing, Sanitation requirements enforced</p> <p>PPE encouraged, limited social distancing, Sanitation requirements enforced</p> <p>PPE encouraged, limited social distancing, Sanitation requirements enforced</p> <p>PPE encouraged, limited social distancing, Sanitation requirements enforced</p> <p>Adult PPE encouraged, No Touch Snacks, monitor space occupancy, High Sanitation Requirements</p>
Friendship/Fellowship <ul style="list-style-type: none"> Weddings Funerals 	<p>As designated by the Church Council – PPE encouraged, limited social distancing, Sanitation requirements enforced or Virtual</p> <p>Limited social distancing, PPE, sanitation requirements, no live singing, communion, or food service</p> <p>Limited social distancing, PPE, sanitation requirements, no live singing, communion, or food service</p>
Administrative & Facilities <ul style="list-style-type: none"> Church Properties 	<p>Open - as designated by the Church Council – PPE encouraged, limited social distancing, Sanitation requirements enforced or Virtual</p>
Christian Education	<p>Resumption of childcare, Sunday school, and children's church, limited social distancing, sanitation requirements enforced or virtual</p>
Community Outreach <ul style="list-style-type: none"> Boy Scouts Narcotics Anonymous Holly Daze Old Fashioned Christmas Rummage Sale Soul Soup 	<p>As designated by the Church Council, PPE encouraged, limited social distancing, sanitation requirements enforced or virtual</p> <p>As designated by the Church Council, PPE encouraged, limited social distancing, sanitation requirements enforced or virtual</p> <p>As designated by the Church Council, PPE encouraged, limited social distancing, sanitation requirements enforced or virtual</p> <p>As designated by the Church Council, PPE encouraged, limited social distancing, sanitation requirements enforced or virtual</p> <p>As designated by the Church Council, PPE encouraged, limited social distancing, sanitation requirements enforced or virtual</p> <p>As designated by the Church Council, PPE encouraged, limited social distancing, sanitation requirements enforced or virtual</p> <p>Limited social distancing and PPE requirements enforced</p>

Phase IV Summary

- Church facilities and properties open to public and for in person worship services, weddings, funerals, and essential functions (functions must be designated by the Church Council).
- Social distancing, tracking processes, and use of PPE are required when in the building or conducting “in-person” ministries. High risk and symptomatic populations are encouraged to worship virtually.
- Staff work locations and schedules as determined by the Staffing/Personnel Ministry, Pastor, and Church Council.
- Implementation of staff/volunteer/stakeholder training regarding plan.
- Friendship/fellowship groups must obtain designation and permission from Church Council. Must adhere to social distancing, PPE, group size and sanitation requirements. Must pre-schedule with staff to accommodate cleaning and sanitation schedule(s) and determine meeting location within the facility.
- “High touch” activities such as passing the peace, handshakes, passing offering plate are not allowed.
- Live singing is not allowed.
- Childcare, Sunday school, and children’s church allowed with proper precautions as identified and training of staff and volunteers specific to COVID-19.
- In-person vacation bible school and mission trips must be pre-approved by the Church Council.

Phase IV Checklist

Promote healthy hygiene practices	
	Discretionary use by everyone of a cloth face covering/mask at all gatherings and when in the building.
	Have a supply of clean face coverings to hand out to those who show up without one and promote frequent handwashing, especially for childcare/Sunday School.
	Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, tissues, and no-touch trash can.
Teach, model, and ensure proper physical distancing	
	Limited social distancing .
Limit maximum group size	
	Phase IV = unlimited (align with maximum occupancy).
Intensify cleaning, disinfection, and ventilation	
	Clean and disinfect frequently touched surfaces and shared objects between use, paying special attention to childcare areas.
	Avoid use of items that are not easily cleaned, sanitized, or disinfected.
	Ensure safe and correct application of disinfectants.
	Ensure that ventilation systems operate properly.
	Take steps to ensure that all water systems and features (sinks, drinking fountains, etc.) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
KFUMC actions	
	Evaluate plan communication.
	Evaluate communication and enforcement of social/safety requirements.
	Evaluate cleaning and sanitizing requirements and schedules.
	Determine/update designated staff and volunteers who may work in the building.
	Determine/update essential "in-person" ministries and procedures.
	Refinement of in-person worship service.
	Refinement of wedding and funeral plans.
	Education and training of volunteer and stakeholder groups.
	Childcare, Sunday school, UMY, and children's church processes.

KFUMC Beyond Phase IV Key Actions	
Action	Responsible
Evaluate plan communication	Emergency Team, Pastor, Staff
Evaluate communication and enforcement of social/safety requirements to congregants and stakeholders	Pastor, Staff
Re-evaluate cleaning and sanitizing requirements and schedules, with consideration to public access of church, office, childcare areas, and buses	Administrative and Facilities Ministry
Determine designated staff and volunteers who may work in the building. Begin staff/volunteer training on plan expectations, state, local and conference guidelines.	Pastor, Staffing/Personnel Ministry Team
Determine essential “in-person” ministries and policies	Pastor, Church Council
Development of worship services	Pastor, Worship Committee
Development of wedding and funeral Plans	Pastor, Wedding and Funeral Coordinators
Education and training of volunteers and “stakeholder” groups	Pastor, Staff
Childcare, Sunday school, children’s church, adult education	Pastor, Education Ministry Team
Mission trips/other fellowship activities	Pastor, Church Council, Youth Program Director or Event Coordinator

Beyond Phase IV will include monitoring health indicators and guidance from government and health professionals. It will be important to establish new routines that are more protective of public health, and to take forward new practices that will provide resiliency if a similar challenge were to (re)emerge.

Evaluate Plan Communication

Communications shall include (but is not limited to) Phase Status, updates (if any) to social distancing requirements, sanitation requirements, PPE requirements, group size limitations, and property control areas. Communication avenues include, pulpit, social media, weekly email, special email, personal phone call, on-site signage, personal letter, etc. Consider statement(s) requiring symptomatic children to “stay home and stay safe.”

Evaluate Communication and Enforcement of Social/Safety Requirements

Determine effectiveness of social distancing, group size limits, and safety (PPE) recommendations through observation. Consider options to meet social distancing and group limit requirements by reassigning/relocating meeting venues within the building. Groups that are designated by the Church Council must meet social distancing, group limits, safety, and

sanitation requirements. Meetings must be pre-scheduled with the Administrative Office/staff to accommodate cleaning schedules.

Evaluate Cleaning and Sanitizing Requirements and Schedules

Identify best practice cleaning and sanitizing options as recommended by the CDC and BFHD. See Attachment 3 – How to Clean and Disinfect for sanitizing. Determine what level of sanitization is required based upon room occupancy and use. Consideration given to frequent and extensive sanitation processes for childcare areas.

Determine Designated Staff and Volunteers who may Work in the Building

Collaboratively the Church Council, Pastor, Staffing/Personnel Ministry Team and Emergency Planning Team will determine the scope, schedule and space needs of functions. Considerations shall include social distancing, group limits, safety (PPE), sanitation requirements and any “at risk” personnel as determined by state, local and conference recommendations. Training of staff and volunteers regarding plan expectations, state, local and conference social distancing and safety guidelines will be provided.

Evaluate Essential “In-Person” Ministries and Policies

The evaluation of essential ministries will be made by the Pastor and Church Council. In-person ministries may require the use of PPE, proper social distancing (by the employee/volunteer) and proper sanitation practices (by the employee/volunteer) (see handwashing appendix) as described by state, local and conference recommendations. In-person essential ministries may include, but are not limited to:

- Death and dying situations
- Immediate life-saving counseling
- Scheduled in-person counseling
- Visitation Ministries
- Soul Soup

Refinement of In-Person Worship Services

Beyond Phase IV allows for in-person worship. Communion, live singing, and food service may be allowed dependent upon state, local and conference recommendations. Considerations may include, but are not limited to:

- Sanctuary seating arrangements reflecting state, local and conference recommendations
- Processes and management of maintaining
 - Virtual Worship
 - Alternative Worship Spaces on campus that are configured for social distancing requirements
 - Tracking (attendance) capabilities

Refinement of Wedding and Funeral Plans

Beyond Phase IV allows for in-person weddings, and funerals as determined by state, local and conference recommendations. Considerations may include but are not limited to:

- Sanctuary seating arrangements reflecting state, local and conference recommendations
- Processes and management of maintaining maximum group size

Education and Training of volunteers and “Stakeholder” Groups

Continued training of volunteers and “stakeholders” regarding plan expectations, state, local and conference social distancing and safety guidelines will be provided. Consider including hold harmless agreements. Training and education shall include but not be limited to:

- KFUMC plan expectations
- Social distancing, PPE, maximum group size and sanitation expectations – consider tactful ways to enforce requirements
- Basic COVID-19 awareness
- Emergency procedures and notifications

Adult Education, Childcare, Sunday School, and Children’s Church

Beyond Phase IV allows KFUMC to offer childcare, Sunday School and children’s church reflecting state, local and conference recommendations. Considerations may include but are not limited to:

- Space occupancy limits will be enforced
- Provide alternative experiences for symptomatic children (virtual, care packages, etc.)
- Thorough sanitation of space and high touch items (toys, chairs, tables, etc.)
- Encourage frequent and proper handwashing of children and adults/caregivers
- Adult education – consider “high risk” populations and virtual classes

Mission Trips, UMY and Other Fellowship Activities

Mission trips (going FROM or TO your congregation) requiring overnight travel may be allowed. Determination of the resumption of mission trips, all church campouts, and other fellowship activities that are sponsored by KFUMC will be the responsibility of the Church Council.

Considerations may include but are not limited to:

- The purpose of the activity
- Consider “high risk” populations
- Consider “in-town” alternatives
- COVID-19 acuity of Benton/Franklin Counties and destination
- Sanitation/Social Distancing processes
- Decontamination of transportation vehicles
- Emergency procedures including isolation processes for symptomatic participants

Phase	Beyond IV
Worship <ul style="list-style-type: none"> • Sunday Services • Saturday Night Life • Virtual Services • Praise Teams, Choirs • Ushers • Liturgists • Media Technicians • Childcare/Sunday School/Children's Church 	Per state, local and conference recommendations Per state, local and conference recommendations Per state, local and conference recommendations Per state, local and conference recommendations Per state, local and conference recommendations Per state, local and conference recommendations Per state, local and conference recommendations Per state, local and conference recommendations, Monitor space occupancy, High Sanitation Requirements
Friendship/Fellowship <ul style="list-style-type: none"> • Weddings • Funerals • Mission Trips/Other Fellowship Activities 	As designated by the Church Council per state, local and conference recommendations or Virtual Per state, local and conference recommendations Per state, local and conference recommendations As designated by the Church Council per state, local and conference recommendations
Administrative & Facilities <ul style="list-style-type: none"> • Church Properties 	Open - as designated by the Church Council - per state, local and conference recommendations or Virtual
Christian Education	Per state, local and conference recommendations or Virtual
Community Outreach <ul style="list-style-type: none"> • Boy Scouts • Narcotics Anonymous • Holly Daze • Old Fashioned Christmas • Rummage Sale • Soul Soup 	As designated by the Church Council per state, local and conference recommendations or Virtual As designated by the Church Council per state, local and conference recommendations or Virtual As designated by the Church Council per state, local and conference recommendations or Virtual As designated by the Church Council per state, local and conference recommendations As designated by the Church Council per state, local and conference recommendations As designated by the Church Council per state, local and conference recommendations Per state, local and conference recommendations

Beyond Phase IV Summary

- Church facilities and properties open to public and for in person worship services, weddings, funerals, and essential functions (functions must be designated by the Church Council).

- Social distancing, tracking processes, and use of PPE are encouraged when in the building or conducting “in-person” ministries. High risk and symptomatic populations are encouraged to worship virtually.
- Staff work on campus as determined by the Staffing/Personnel Ministry Team, Pastor, and Church Council.
- Implementation of staff/volunteer/stakeholder training regarding plan.
- Friendship/fellowship groups must obtain designation and permission from Church Council. Must adhere to social distancing, PPE, group size and sanitation requirements. Must pre-schedule with staff to accommodate cleaning and sanitation schedule(s) and determine meeting location within the facility.
- “High touch” activities such as passing the peace, handshakes, passing offering plate are reviewed in accordance with state, local and conference recommendations.
- Childcare, Sunday school, children’s church allowed with proper precautions as identified and training of volunteers specific to COVID-19
- Fellowship and education activities for adults, children and youth may be allowed in accordance with state, local and conference recommendations.
- In-person vacation bible school and mission trips may be allowed at the discretion of the Church Council and in accordance with state, local and conference recommendations.

Beyond Phase IV Checklist

Promote healthy hygiene practices	
	Discretionary use of a cloth face covering/mask at all gatherings and when in the building.
	Have a supply of clean face coverings to hand out to those who show up without one and promote frequent handwashing especially for childcare/Sunday school.
	Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, tissues, and no-touch trash can.
Teach, model, and ensure proper physical distancing	
	In accordance with state, local and conference recommendations.
Limit maximum group size	
	Beyond Phase IV = unlimited (or in accordance with state, local and conference recommendations, whichever is more strict).
Intensify cleaning, disinfection, and ventilation	
	Clean and disinfect frequently touched surfaces and shared objects between use, paying special attention attention to childcare areas and buses.
	Avoid use of items that are not easily cleaned, sanitized, or disinfected.
	Ensure safe and correct application of disinfectants.
	Ensure that ventilation systems operate properly.
	Take steps to ensure that all water systems and features (sinks, drinking fountains, etc.) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
KFUMC actions	
	Evaluate plan communication
	Evaluate communication and enforcement of social/safety requirements.
	Evaluate cleaning and sanitizing requirements and schedules.
	Determine/update designated staff and volunteers who may work in the building.
	Determine/update essential "in-person" ministries and procedures.
	Refinement of in-person worship service.
	Refinement of wedding and funeral plans
	Education and training of volunteer and stakeholder groups.
	UMY, childcare, Sunday school, children's church and fellowship, mission trip processes

Attachment 1 - Plan Notification Checklist

Group Name	Contact Name	Contact #	Meeting Day	Facilities Use Permit	Plan Notification
Boy Scouts	Troy Lydeen	460-9382	Monday Night		
Choir/Praise Band	Amberley Almarode	947-5488	Wednesday Night		
Church Council	Jill Berg	491-0116	Thursday Night		
Community Ministry	Bob Kelly	528-9254			
Cornerstone	Mark McMurray	582-2163	Tuesday Night		
Facilities Ministry	Dave Hare	521-7767	2nd Thursday Night		
Finance Ministry Team	Rich Nelson	783-4817	3rd Thursday Night		
God's Fellows	Steve Tucker	430-6035	Every Other Friday		
Holly Daze	Susan Sandmeier	586-6241			
Narcotics Anonymous	Ray Tebeck	547-6888	Saturday Night		
Piecemakers	Phyllis Merrill	586-3784	2nd Wednesday		
Prayer Shawl Group	Pat Walker	585-5170	1st Saturday		
Safety & Security Ministry	Dave Hare	521-7767	1st Thursday Night		
Saturday Night Life	Sherry Arnold	542-0226			
Soul Soup	Bob Kelly	528-9254	Thursday Night		
Staff/Parish Ministry	Michelle Hare	531-6810	2nd Wednesday		
UMW	Kathy Wertman	586-4669	1st Tuesday/3rd Wednesday		
UMY	Rachel Loomis	378-7724	Sunday Night		
Youth Ministry	Kristi Thien	531-4553			
Handbell Choir	Amberley Almarode	947-5488	Thursday		
M&Ms	AJ Foster	783-2855	3rd Monday		

Attachment 2 – Property Control Areas



Attachment 3 - How to Clean and Disinfect

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
- More frequent cleaning and disinfection may be required based on level of use.
- Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Recommend use of EPA-registered household disinfectant.
- Follow the instructions on the label to ensure safe and effective use of the product.
- Many products recommend:
 - Keeping surface wet for a period (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Always read and follow the directions on the label to ensure safe and effective use.
- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets
- You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use
- Diluted household bleach solutions may also be used if appropriate for the surface.
- Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%.
- Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Follow manufacturer's instructions for application and proper ventilation.
- Never mix household bleach with ammonia or any other cleanser.
- Leave solution on the surface for at least 1 minute.

- To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
 - OR**
 - 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

Soft Surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- OR**
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.
- Vacuum as usual.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines
Consider putting a wipeable cover on electronics.

- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface
- thoroughly.

Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Cleaning and Disinfecting your Building or Facility if Someone is Sick

- Close off areas used by the person who is sick.
- Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

- 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, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- 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.
- 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.
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Cleaning and Disinfecting Outdoor Areas

Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.

- Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected. Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

When Cleaning

- Regular cleaning staff can clean and disinfect community spaces.
- Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.

Wash Your Hands Often with Soap and Water for 20 Seconds

- Always wash immediately after removing gloves and after contact with a person who is sick.

- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Additional key times to wash hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).
- Always read and follow the directions on the label to ensure safe and effective use.
- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets

See FDA Tips for Safe Sanitizer Use and CDC Hand Sanitizer Use Considerations

Additional Considerations for Employers

- Educate workers performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus.
- Develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks.
- Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200).
- Comply with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).

Alternative Disinfection Methods

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known. EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage. CDC only recommends use of the surface disinfectants identified on List N against the virus that causes COVID-19.

For Facilities that House People Overnight

Follow CDC guidance for colleges and universities. Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.

For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC guidance on disinfecting your home if someone is sick.

Appendix A – Signage

6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/11stn](https://www.epa.gov/11stn)



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://www.coronavirus.gov)