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7/24/20 – DS Note: Phase 1 approved – thoughtfully written, covers all the bases. Thank you!

Phase 1 Reopening Plan

07/07/2020

Rev. # 2

Purpose of this document is to outline Phase 1 procedures for Wesley United Methodist Church. These procedures are designed so that reopening may be accomplished in a safe manner and achieve our overall goal of Do No Harm as we reopen.

### **High-risk populations**

— At times, high risk populations, as described in the Reopening Document may be participating in Phase 1 activities. Participants have been informed of the increased risk that the coronavirus and COVID-19 poses to high risk populations. This is communicated via an information sheet posted at appropriate locations in the Church as well as through our Wesley Weekly email.

### **Physical distancing**

— The goal is to maintain a minimum of 6 ft of distance between persons at all times. There may be limited times in which a distance of less than 6 ft is unavoidable. If this is the case, deviation in distance must only be for the shortest amount of time as possible.

### **Maximum group size**

— The standard maximum size is 5. There is a limited number of groups that have been authorized to use the building. These groups, at times, may exceed 5 persons. We have determined that there is enough room in the areas that these groups use to accommodate 6' of physical distancing. The leader of each group is responsible for limiting the number of people present at any given time so that proper physical distancing can be maintained.

### **Leadership responsibilities**

-- A Reopening Team has been established. This team is responsible for establishing reopening procedures, communicating these procedures to the congregation and other appropriate individuals. This team is also responsible for initiating continual improvement by reviewing this document and procedures as they are carried out and for making changes when needed.

## **Safety actions**

- Face masks must be worn at all times when two or more persons are in the building at one time. Children under two years old are excluded from this requirement.
- Hand wash sinks are supplied with soap and paper towels to facilitate proper hand washing.
- Hand sanitizer is available at appropriate locations to facilitate hand sanitizing. Hands must be sanitized when entering the building and when leaving the building at the conclusion of any given activity.
- Individuals must wipe down touched bathroom fixtures after each use. Sanitizer wipes will be stored in each restroom for this purpose.
- Frequently touched surfaces are cleaned and sanitized after each group's use by designated group member and daily by the custodian's schedule.
- Restrooms are cleaned daily on the custodian's work schedule.
- The information in this section is included in our weekly online newsletter and website in addition to signs posted at each entrance. Hand sanitizer is available at each entrance and touchless hand sanitizer stations to be placed in main entrances are ordered.

## **Staff & volunteers**

- The majority of work is being done from home by all staff. The custodian comes in 5 times a week to clean and sanitize. The pastor, business administrator and office receptionist come in as needed for short periods of time.
- Staff have received instruction regarding the procedures contained in this document.
- Staff are responsible for sanitizing their personal work space (i.e. phone, computer) at the end of their work day.

## **Worship**

- Worship is virtual at this time with no more than 5 persons assembling to produce the service. Each person sanitizes hands when entering the sanctuary and wears a mask the entire time. No live singing is being performed.

## **Ministry activities & events**

- All ministry activities are virtual at this time.

## **Building use**

- There is a limited number of groups that have been authorized to meet in the building and/or use the facilities therein. It has been determined that these groups are community outreach and provide essential services in our community. The Pastor, in consultation with the reopening team and with District Superintendent approval, is responsible for authorizing any given group to use the building.
- Each group has a designated leader who is responsible for communicating the requirements contained in this document to members of the group. The group leader is also responsible for seeing that the group members adhere to the requirements.

- Group members are responsible for checking themselves for COVID-19 symptoms as listed in the COVID-19 Guidelines that have been posted in the church. Members having any of the symptoms listed are not to enter the Church or participate in the group activity.
- No coffee or food to be consumed by group participants in the building at this time. Coffee brought in by individuals can be consumed outside.
- The group leader or designee is responsible for wiping down all contact surfaces at the conclusion of the group activity.

### **Community connections & outreach**

— Groups that are community outreach providing essential services for our community and, therefore, are authorized to use our facilities at the present time are:

Sunrise AA

Food Ministries (preparation of meals for the homeless and Sandwich Sunday)

Wesley Recyclers

Other appropriate groups may be granted authorization as described in the Building Use section above.

-- Unforeseen crisis services may be offered on a case-by-case basis as directed by the Pastor and approved by the District Superintendent. Procedures listed in this document are followed while providing these services.

### **Essential services**

— Essential services are listed in the Community connections and outreach section above.

### **Other ministry settings**

— None identified at this time. Any future participation follows physical distancing and safety actions described above.

### **Continual improvement**

— Review the plan, activities that are being conducted, take action if corrections are needed, modify plan if needed.

### **Addendum of Agreement with Sunrise AA**

--As Sunrise AA had a few people attending who were new to sobriety, Pastor Shane agreed to allow them to continue to meet under the following conditions:

- The meeting will be no larger than 8 individuals.
- The leader will arrive early to wipe down all doors, handles, bathrooms and other places that will be touched during the meeting.
- All individuals will wear masks and sanitize hands upon entering the building.
- Social distance of a minimum of 6 feet will be maintained at all times.
- No food or refreshments will be allowed to be consumed inside the building.
- When the meeting is over the leader will wipe down all doors, handles, bathrooms and other places that were touched during the meeting.

## **Reopening and Safe Operating Protocols for Wesley United Methodist Recycling Center**

There are two groups who are at the center, those who bring materials to the center herein called customers and those who work at the center who are called volunteers.

### **Customer Protocols**

There are a total of 10 bins and 4 trailers for customers to sort and place their recycling materials.

The bins and trailers are separated by many feet in different sections of the center. See the enclosed picture.

Since generally only 1 - 3 individuals occupy the center at any one time, natural space separation

occurs. The process of placing materials in bins or trailers requires that nothing is opened, moved or touched. Materials brought in sacks are dumped and then the sack taken home. Customers generally do not know one another. They drive in, do their recycling and leave, a 3 - 5 minute process. Natural separation occurs throughout the process.

Customers shall be instructed by signage to:

1. Wear mask or face covering
2. Maintain social distancing
3. Follow all other signage in regard to proper recycling procedures

### **Volunteer Protocols**

Volunteers are generally present only a few hours each day. On Mondays and Fridays 4 - 6 individuals will be there about 2 hours. On other days only 1 or 2 people will be there for less than one hour.

Volunteers stomp cardboard in the trailers, rearrange cardboard into a more compact surface and place cans into plastic sacks. Volunteers work separately, one or two in separate trailers, maybe one sacking cans. Working together does happen but it is brief, only a minute or two.

Volunteers do not take materials from customer's vehicles. Volunteers only help customers by answering the occasional question. Most customers have been using the facility for years and know what is expected.

Volunteers shall:

1. Refrain from coming to help any day they feel ill
2. Apply hand sanitizer before beginning work. Sanitizer is stored on site in shed
3. Wear masks or face covering
4. Wear work gloves
5. Maintain social distancing with themselves and customers