



---

*DS Approved: 10/14/20 Phase 2 approved.*

Phase 2 Reopening Plan  
10/13/2020  
Rev. # 1

Purpose of this document is to outline Phase 2 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 2 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 10. We have determined that there is enough room in the areas that these groups use to accommodate 6 ft 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. Groups will be assigned space based off of group size and space that meets requirements of plan.

### **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. The church has masks available for use. Individuals and groups that need masks can make a request through the church office.
- 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 members and by the custodian's schedule.
- Restrooms are cleaned 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 have been placed in main entrances are ordered.
- All rules and regulations set by the state and/or county health department will supersede this plan.

## **Staff & volunteers**

- Staff and designated volunteers are allowed to work in the building. The pastor and business administrator will designate those who are authorized the work in the building during Phase 2.
- Our goal during Phase 2 is to limit office functions as much as possible.
- The majority of work is being done from home by all staff. The custodian comes in minimum 5 times a week to clean and sanitize. The pastor, business administrator, office receptionist and music director 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.
- Volunteers are responsible for cleaning the space they use when they leave the building.

## **Worship**

- Worship is virtual at this time with no more than 10 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. People will keep a distance of 6 feet as much as possible.

## **Ministry activities & events**

- All ministry activities are virtual at this time. If a ministry activity or event needs to happen in person it must be cleared with the pastor and a plan discussed how the activity/event will adhere to this plan.

### **Building use**

— While groups are encouraged to continue meeting virtually, groups can meet with permission. 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**

— 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 covered 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.