

St. Paul Fellowship COVID-19 Preparedness Plan & Building Use Guidelines

As of 10/22/2020

*Plan subject to change

CAUTION:

- **If you have or have had a fever, cough or difficulty breathing, stay home and seek medical care.**
- **Stay home if you feel unwell.**

SUNDAY SERVICES

Entering the Building

- **WAIT!** An usher will greet you at the bottom of the stairs when you enter the building.
 - If a person is with the usher, please wait in the entry way inside while the usher directs the person to the sanctuary.
- **Masks** are required upon entry into the building and **MUST** be worn at all times.
 - Please bring your own, but a mask will be provided by an usher upon entry if you do not have one.

- **Spray sanitizer** is available and recommended upon arrival.

Entering the Sanctuary

- Doors open at 9:50am. Doors will be closed if we reach capacity (with signs indicating such posted).
- **WAIT!** The usher at the bottom of the stairs will direct you to the usher who is upstairs at the sanctuary door when they are ready to receive you.
- **Contact Tracing Procedures:** Someone will ask you to confirm and/or provide your name(s) and phone number to ensure we can provide tracing information should anyone in the church receive a positive Covid-19 test.
- **Seating:** The sanctuary usher will then seat you and/or your family by showing you to the pew available to you.
 - The usher will seat families who live together in the same place
 - The usher will ensure that social distancing of 6 feet will be ensured based on where you are seated
 - **If you do not live together, we must seat you 6 feet apart from another person**
- Once seated, please stay in your seat throughout the service, unless you are in need of the restroom or there is an emergency

- **All children ages 12 and under** must be accompanied by a parent at all times before, during, and after the service, including to the restrooms.

During the Service

- We will be starting the service promptly at 10:10am and will complete the service at 11:15am each Sunday
- All services will be available to stream online
- Please limit beverages during service in order to maintain mask use as much as possible.
- We will be limiting our singing indoors during this season as we know the spread of the virus is primarily airborne
 - If a song is sung, it will be sung **only** by the worship leader as special music
 - We ask that during this time you receive the gift of music, and worship through quiet reflection and contemplation
- If you must use the restroom, please exit your pew and see the sanctuary usher before heading downstairs
- Pastors and people on stage will all use separate microphones

Communion

- On the first Sunday of the month, we will come together by practicing the sacrament of communion
- Communion elements will be provided upon entrance to the sanctuary.
- Please keep the items on hand until we all partake together.

Tithing

- Upon leaving the church, a basket will be in the back for you to drop off your tithe.
- Tithes may also be dropped off in the mailbox on the front door.

Exiting After the Service is complete

- **WAIT!** Please stay in your seat until the sanctuary usher comes to dismiss you
- The usher will dismiss people from the back of the sanctuary then move upward to the front
- Exit through main entry doors or doors to outside stairs
- Upon leaving the church, please **do not congregate** in the back of the church, or downstairs
- Feel free to connect with one another outside after exiting
- There will be one usher at the bottom of the stairs, one at the doors in the copy/prayer room, and one dismissing people in the sanctuary

Cleaning after Sunday service is complete

- A team of 2-4 people will be scheduled to clean and sanitize the building after the service
 - The backs of pews must be wiped down
 - All sound equipment will be sanitized
 - Bathrooms will be cleaned and disinfected
- The building will go through a regular cleaning/disinfecting on Wednesday/Saturday of each week

Building Use

- Church Basement is only available for bathroom use.
- The kitchen, fellowship hall, classroom, and nursery are not available for use without prior written consent from St. Paul Fellowship.
- Please avoid close gatherings while in the building.
- No food is to be prepared or served while in the building. Please limit beverages in order to maintain mask use as much as possible.

Bathroom Usage

- Only 1 person will be allowed to use the restroom at a time
- Stalls will be designated for use
- Bathrooms must be cleaned and disinfected after every building use.

Accountability for Community Safety

- A Building Use Checklist form must be completed after every building use
- Contact tracing methods are strongly encouraged.
- Cases of COVID (positive tests) should be reported to St. Paul Fellowship.
- In the case of positive COVID tests, building closure precautions will be taken.