



FPC Reentry Policy

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Introduction

This document is intended to define First Presbyterian Church's policies for the phased resumption of in-person activities on church grounds. Staff, officers, and volunteers will use these policies to develop detailed plans. Session has set July 1 as the date to *begin* the resumption of in-person activities. It is too difficult to predict with any degree of certainty what the situation will be on July 1, so we will not plan for the full resumption of activities on that date. The phased approach will give us the flexibility to adapt to changing circumstances.

The policies described below are based on current best practices and recommendations from public health agencies, other churches, and religious organizations. The medical understanding of the virus and best practices will change over time. This is a living document that will be reviewed and updated on a regular basis to incorporate those changes. Even after we have been able to maintain Phase 3 activities for a sustained period of time, policies and practices will evolve as the "new normal" takes shape. We must all be patient and flexible over the coming months.

Planning Outcomes

All planning efforts must work toward the following outcomes.

- Protect the health and safety of activity participants by limiting the spread of infection, particularly to:
 - High-risk individuals.
 - Church staff.
- Clearly communicate policies with members of the FPC community.
 - Ensure members know which activities are resuming and when.
 - Ensure members know best practices to keep themselves, families, and other participants healthy.
 - Ensure members know and understand the requirements for individual participation.
- Create an environment that supports the steps needed to limit the spread of infection by providing:
 - Adequate space for physical distancing.
 - Appropriate protective equipment.
 - Processes for health checks of individuals, as appropriate.
 - Opportunities for individuals to practice good hygiene.
 - Regular disinfection of common and high-traffic areas.
- Establish a process and schedule for evaluating and revising this policy document as new information becomes available.

Requirements for Phased Resumption of Activities

FPC will follow the Federal, State, and local guidelines for a phased resumption of activities, mirroring Johnson County's transition through the phases. **FPC will proceed to the next phase of the guidelines two weeks after the County transitions to that phase.**

- FPC will begin Phase 1 activities on July 1 if the County has been in Phase 1 for at least two weeks.
- FPC will begin Phase 2 activities on August 1 if the County has been in Phase 2 for at least two weeks. Session will evaluate circumstances on July 21 and vote whether to proceed with the move to Phase 2 on August 1.

- FPC will begin Phase 3 activities on September 1, provided:
 - Staff members are fully able to return to work on church grounds and feel comfortable within reason that they are not at risk. All staff persons, personally or due to significant others, are vulnerable persons.
 - Johnson County has been in Phase 3 for at least two weeks.

Session will evaluate circumstances on August 18 and vote whether to proceed with the move to Phase 3 on September 1.

- FPC will remain in Phase 3 indefinitely, until the COVID Response Team, Session, and staff define the new normal and the risk of spreading the COVID 19 infection is low.

If the County reverts to an earlier phase for any reason, FPC will immediately revert to that earlier phase as well.

Phase One

(Key Criterion: Except for life events, no in-person contacts)

Equipping

- Small groups will continue to meet online.
- Mission trips or travel for conferences will not be permitted.
- No youth group, Sunday school, Vacation Bible School, Parents' Night Out, or nursery events will be held unless done online.
- No large gatherings in the building or on the grounds will be permitted.

Administration and Pastoral Care

- Staff will continue to work remotely except during appropriate church activities.
- Office functions will be limited to essential operations involving individual staff members with attention to sanitization and hygiene while on church grounds.
- In-person pastoral or Deacon visits to senior living facilities or hospitals will not resume. Online pastoral calls are encouraged.

Worship

- Worship services will continue to be available online only.
- No singing groups will be allowed.

Other Church Fellowship Groups

- No church fellowship groups will be allowed in the church building.
- Fellowship groups are strongly discouraged from meeting anywhere other than online.
- Gatherings to which the public is invited are prohibited.

Outside Groups

- Outside building users/renters will not be allowed to resume activities.

Life Events

- Life Events (weddings and funerals specifically) will be limited to fewer than 10 attendees.
 - Consider limiting to immediate family.
 - Publicize the date and location only to those who will attend to avoid awkward situations.

- No receptions or receiving lines will be permitted.
- No birthday parties or anniversaries will be permitted.

Participation Requirements

- Worship leaders will be continuing to provide worship. They will maintain physical distancing and will wear facemasks when not actually leading worship.
- Other high-risk individuals will continue to shelter in place and participate via online activities.
- The sanctuary will remain open for prayer, yet the rest of the building will remain closed. FPC will communicate risks and *strongly encourage* members of households with high-risk residents to not enter the grounds or building. Those who come for prayer must wear masks and practice physical distancing

General Building

- The building is officially closed other than the sanctuary for prayer.

Phase Two

(Key Criterion: Except for life events, less than 10 participants allowed)

**Note:* Non-computer user exceptions may be made with staff for some in-person gatherings:
Worship Leadership, Zoom Session and Zoom Deacon meetings

Equipping

- Small groups may meet in person or online. Groups meeting in person are *encouraged* to maintain online options for individuals who are high-risk or do not feel comfortable attending in person.
- Youth group activities on church grounds may resume. The Equipping Ministry is *encouraged* to maintain online options for individuals who are high-risk or do not feel comfortable attending in person.
- In-person Vacation Bible School will not be permitted. Online options are *encouraged*. While the risk to children is somewhat lower, there is a risk of them carrying the virus back home and sharing with more vulnerable family members.
- The nursery will remain closed.
- Mission trips are *discouraged*.
 - Consider options for local missions.
 - All church-sponsored travel must be approved by Session.
 - Individuals who travel will be required to isolate themselves for 14 day before participating in activities on church grounds.

Administration and Pastoral Care

- Staff begins to meet in the building.
- Ministries and committees of less than 10 persons will meet with distancing and masking precautions.
- In-person pastoral or Deacon visits to senior living facilities or hospitals will not resume. Online pastoral calls are encouraged.

Worship

- Worship services will continue to be available online only.
- No group singing practice or events will be allowed.

Other Church Fellowship Groups

- Fellowship groups will be allowed to meet with the required physical distancing and masking.

Outside Groups

- Building users/renters will be allowed to resume activities, provided they observe the requirements that all gatherings must be 10 people or less.
- High-risk individuals should continue to shelter in place and participate via online activities.
- FPC will communicate risks and strongly encourage members of households with high-risk residents to not participate in activities on church grounds.
- Participants will be required to maintain at least six feet physical distancing.
- Participants will be required to wear face coverings.
- Post signs indicating symptoms and urging people to stay home/seek medical attention if they have symptoms.
- Maintain a good stock of tissues, soap, hand sanitizer and disposable paper towels for drying hands.
- Clean and scrub down surfaces in parts of the building used.

Life Events

- Life rituals (weddings and funerals) will be limited to fewer than 50 attendees.
 - Physical distancing will be required.
 - Facemasks will be required.
 - No birthday, receptions, or anniversary parties will be permitted.

Participation Requirements

- High-risk individuals should continue to shelter in place and participate via online activities.
- FPC will communicate risks and strongly encourage members of households with high-risk residents to not participate in activities on church grounds.
- Participants will be required to maintain at least six feet distancing.
- Participants will be required to wear face coverings.

General Building

- Post signs indicating symptoms and urging people to stay home/seek medical attention if they have symptoms.
- Maintain a good stock of tissues, soap, hand sanitizer and disposable paper towels for drying hands.
- Clean the building regularly and between user groups, paying extra attention to high-touch surfaces.
- We will communicate in the case that we become aware of someone in the church or a building user has become infected. Staff will cooperate fully with public health agencies.
- Only the upstairs hallway restrooms will be available.

Phase Three

Key Criterion: All gatherings limited to less than fewer than 50 participants.

Equipping

- Small groups may meet in person or online. Groups meeting in person are *encouraged* to maintain online options for individuals who are high-risk or do not feel comfortable attending in person.
- Mission trips are allowed.
 - Consider options for local missions.
- In-person Vacation Bible School may be allowed.
- The nursery may resume operating with attention to sanitization and hygiene.

Admin and Pastoral Care

- All hospital and nursing home constraints will be honored.
- Individual caring ministry will be allowed at the church or in emergencies, at home. Telephoning will still be encouraged as preferable.
- Deacons and Session are permitted to meet while online options should be offered to those who do not feel safe meeting.

Worship

- In-person worship services will resume while maintaining online options.
 - Consider offering multiple services to ease crowding.
 - Watch for public health recommendations on communion and group singing.
 - Use no-touch alternatives to passing the peace and collecting the offering.
 - Remove hymnals and Bibles from the pews. Line out music, use bulletins (but not reused), or use screens instead.
 - Fellowship/coffee will not be offered. People will be encouraged to leave the building rather than mingling. Outside interacting with advised precautions permitted.

Other Church Fellowship Groups

- Fellowship groups will be allowed to resume activities. Online options should be offered to those who do not feel safe gathering.
- High-risk individuals should continue to shelter in place and participate via online activities.
- FPC will communicate risks and *strongly encourage* members of households with high-risk residents to not participate in activities on church grounds.

Outside Groups

- Building users/renters will be allowed to resume activities with the permission of the church's Minister of Stewardship and Management, and provided they observe the requirements that follow:
- High-risk individuals should continue to shelter in place and participate via online activities.
- FPC will communicate risks and *strongly encourage* members of households with high-risk residents to not participate in activities on church grounds.
- Post signs indicating symptoms and urging people to stay home/seek medical attention if they have symptoms.
- Maintain a good stock of tissues, soap, hand sanitizer and disposable paper towels for drying hands.
- Clean and scrub down surfaces in parts of the building used.

Life Events

- Life rituals (weddings and funerals) may resume provided steps are taken to avoid crowding.
- Birthdays, receptions and anniversary parties may be celebrated in the building.

Participation Requirements

- High-risk individuals may participate in in-person activities. They are encouraged to continue wearing face covering.
- Participants will be encouraged to maintain at least six feet distancing to protect high-risk individuals.

- Those who are singing will be required to maintain a greater distance than normal physical distancing. Healthcare advice should be obtained prior to allowing either singing, practice or events
- Participants will be encouraged to wear face coverings in situations where physical distancing is difficult.

General Building

- Post signs indicating symptoms and urging people to stay home/seek medical attention if they have symptoms.
- Maintain a good stock of tissues, soap, hand sanitizer and disposable paper towels for drying hands.
- Clean the building regularly and between user groups, paying extra attention to high-touch surfaces.
- If we become aware of someone in the church or a building user infected, put communication plan into action, and cooperate fully with contact tracers from public health agencies.

Requirements for Individual Participation

The following are the requirements for individuals to participate in activities on church grounds. The church will communicate these requirements to members before the phased resumption of activities begins and during the transition to each phase. The church will also post reminders/instructions throughout the building for best practices to limit the spread of infections.

Participant Responsibilities

Individual participants are responsible for ensuring they:

- Practice good hygiene
 - Wash hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
 - Avoid touching your face.
 - Sneeze or cough into a tissue or the inside of your elbow.
 - Disinfect frequently used items and surfaces as much as possible
 - Strongly consider using face coverings while in public
- People who feel sick should stay home.
 - Do not participate in church activities.
 - Contact and follow advice of medical provider

Participation Restrictions

Individuals in the following categories cannot participate in in-person activities on church grounds.

- Symptomatic individuals. The following symptoms may appear 2-14 days after exposure (this list is subject to change).
 - Cough
 - Shortness of Breath
 - Or at least two of the following
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain

- Headache
 - Sore throat
 - New loss of taste or smell.
- Individuals with known exposure within the previous 14 days.
- High-Risk individuals as indicated in the phased plan above.
 - Individuals 60 years and older.
 - Individuals with underlying chronic health conditions, including
 - High blood pressure
 - Chronic lung disease
 - Heart disease
 - Diabetes
 - Obesity
 - Asthma
 - Those whose immune system is compromised such as by chemotherapy for cancer or other conditions.

Environmental Requirements

- Maintain (and mark?) social distancing of at least six feet.
- Keep restrooms well-stocked in anticipation of increased hand washing.
- Provide hand sanitizer in key locations.
- Have a back-up supply of masks at entry ways for individuals who do not have one?
- Individuals will keep the mask for future use.
- Close areas that cannot accommodate six feet social distancing and/or post maximum occupancy for each room.

Planning Details

At the beginning of the planning process, questions about specific aspects of implementing this policy were logged. Below are the responses to those questions. More questions will be identified as planning work progresses.

Worship

- Worship online options are permanent.
- During Phase 3, efforts will be made for two worship services of 50 persons each.
- It is anticipated that Services will be one hour in length and separated by one hour.
- No fellowship or Nursery will be offered.
- Overflow can be provided in Ryerson Hall.
- Persons will be asked to telephone/email the phone to sign up for one or the other worship services.
- Those with symptoms or underlying health issues will be urged to stay away.
- Any social interaction must be outside the building, with physical distancing and masking required and no blocking of parking traffic.
- Staff should enter and exit by chancel exit.
- No communion will be served or baptisms performed until Phase 3.
- Choir cannot practice or sing until Phase 3, and only at greater than 6 foot physical distance.
- There will be no ushers, greeters or valet service until after Phase 3.
- Attendance for statistical purposes will be ended until after Phase 3.

Equipping & Small Groups

- Invitation to participate will be in the Daily FPC.
- -As time progresses, new programs will need to be offered.
- Most online options will end in Phase 3 except for worship.
- Classes less than 10 participants can begin in Phase 2, with physical distancing and masks. Handouts will be one time use and handed out by someone who has scrubbed hands first.
- Sanitizer will be available at all meetings and classes.
- Meals and beverages will not be allowed until after Phase 3 but delaying further will be a Session decision.
- No Nursery will be offered.

Church Business

- As long as we stick with County restrictions our insurance should be okay.
- Staff needs to be self-regulating – persons with symptoms need to shelter at home.
- A staff member diagnosed with Coronavirus will lead to all staff persons sheltering at home and the building closed.
- Until Phase 3, staff needs to practice physical distancing and masking.
- Every staff person except for Finance and cleaning has back up. For Finance, consideration of backup was in process when the virus hit.
- Most volunteer activities will be discontinued if a volunteer gets sick. Required duties will be picked up by a staff person or someone that staff recruits.
- We need to encourage members to share with us: 1. Any signs that they may have the virus and 2. About needs that the church can safely address.

General Building

- Bibles and hymnals will not be used until Phase 3, if at all.
- Assistance of a cleaning service might have to be enlisted as determined by the Minister for Management and Stewardship.
- Scheduling of room use should allow for 24 hours of non-use until Phase 3.
- Any meetings held in Phase 2 will require participants to clean thoroughly any flat surfaces and doorknobs thereafter.
- If two worship services are utilized in Phase 3, volunteers will be solicited from the services to disinfect the back of seats after each worship service.
- If any member tests positive for the virus following church attendance at any function, the building will be closed for 14 days.

It is probable that the church will need to give serious consideration to use of screens for worship in the future. Screens do not dictate style of worship to be done. The goal will be to eliminate unnecessary paper products for environmental reasons and the possibility for transmission.

Communication

- This policy, once approved by Session, will be posted online.
- Members will be alerted to look for it through email. It will be sent by postal service to those who do not have email.
- We will communicate through the FPC Daily, online announcements at worship, special mailings, telephone calling, Facebook, YouTube, etc.
- REALM Planning/Covid-19 task force will provide the congregation with up-to-date health information and Phase changes by passing information to the staff which will communicate the information.
- Church participants exhibiting symptoms will be requested to leave the premises.
- If anyone develops the virus and informs the church (and congregants should be urged to do so), the church will be closed for 14 days and all congregants will be warned of possible infection as the virus is air-borne and stay live on for some hours.
- The County and state will be informed if someone is infected with the virus who is a church participant.