

Faith Presbyterian Building Re-opening Plan

This plan has been developed to prepare Faith Presbyterian Church to reopen the building for use. In order to complete each phase, a Covid-19 Task Force will be formed to advise the staff about reopening. The task force will be guided by best practices and advice offered by local officials, the CDC and our insurance company. The task force consists of the following church members: Cory Hill, Andee Harrison, Kevin Peters, Jill David, Marilyn Capps, and Brad Clayton.

Phase 1- Office Re-opening Plan

Phase 1 will begin when our full staff is in place, volunteers are secured, and the church staff and task force advise that we are ready to open.

- All doors will remain locked with the exception of the main office door. Electronic locks will be disabled.
- Doors will be posted with entrance requirements: masks must be worn, temperature must be checked to enter the building during normal business hours.
- Anyone entering the office will be required to wear a mask (covering both nose and mouth, sanitize hands, and have a temperature check.
- If their temperature ranges below 100.4 degrees, he/she will be admitted and can meet with staff either in the conference room, or in their office. If it is above 100.4 degrees he/she will not be admitted.

All staff and volunteers will sign-in upon completion of the temperature check.

- A volunteer must be seated at the main office to welcome visitors.
- Staff will be able to work from home and may not have regular office hours. Appointments are highly recommended.
- All other parts of the building will remain closed (for Faith Preschool, please see their separate reopening plan.¹

Phase 2- Small group re-opening plan

Phase 2 will begin when staff and the task force advise that we are ready to move to the next phase.

- Doors remained locked and electronic locks disabled.
- Small groups will be organized at three locations: Gazebo, Fire pit, and in the Parlor.
- Small groups will be limited to 10 people per CDC guidance.

¹ <http://www.faithpreschooltally.org/wp-content/uploads/2020/07/Preschool-News-Safety-Plan-1.pdf>

- Doors will be posted with requirements for entry: Mask, temperature check, and hand sanitizer. If a member's temperature is above 100.4 degrees the member will not be admitted for small group participation.
- For Parlor groups: All those entering the building must come to the office. They will be required to wear a mask (covering both nose and mouth) sanitize hands, and have a temperature check.
 - o Group leaders are expected to come early and wipe down door knobs, light switches, remote controls in the parlor. They will also be asked to wipe down these items after the meeting is over. EPA approved cleaning supplies² will be provided at the office.
 - o Group leaders must take attendance at each meeting. They must turn in attendance sheets at the office after the meeting is over.
 - o Chairs will be set up six feet apart. No tables will be available.
- Bathrooms will be available in the office area. The rest of the building will remain closed.
- No food will be allowed at group meetings.

-Outside Mission Partners

-Under phase 2, only two outside mission partners will be allowed use of the building- **NA Groups**, and **The Boys Scouts**. The NA groups typically have less than 10 people and the Boy Scouts meet outdoors near the fire pit. These groups will be required to sign a new **Facility Use Agreement Form** that includes new requirements for COVID-19 safety. They will not be required to turn in attendance sheets, but they will be required to notify Senior Administrator, Randy Zepp, if any attendee tests positive for COVID-19.

Phase 3- Sanctuary Open for Prayer—We will move to phase three when staff and the task force advise us to do so.

- We will provide three opportunities per week for prayer in the sanctuary. These sessions will be 30 minutes each. A staff member or volunteer must be present to make sure all attendees follow safety measures.
- Sanctuary doors will be posted with requirements for entry: Masks (covering both nose and mouth) must be worn and hands sanitized.
- Members must sign up to attend in order to ensure space for social distancing. The balcony will be closed, alternate rows will be roped off to provide space between members, and those entering will be expected to socially distance throughout the main floor. The number will be capped at 20 people, following the best practices of other churches in our area.
- Attendees must use the main sanctuary doors or the handicapped entrance. All other entrances will remain closed.

²<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

- Each prayer session will include time for silent prayer and may offer recorded music. The session leader will close the time in prayer and ask attendees to leave for cleaning.

Phase 4—Sanctuary Re-opened for Sunday Worship—We will move to phase four when advised to do so by staff and task force, and **when approved by the session.**

- There will be two identical worship services at 8:30am and 10:30am. The 10:30am service will be streamed live on Youtube so members can continue to worship from home. Livestreams are recorded and will continue to be available after the service is over.
- Requirements for entry will be posted at main sanctuary doors. Congregants will be required to use hand-sanitizer and wear masks (covering both nose and mouth) to enter the sanctuary.
- Alternate Rows will be roped off to provide space between members and space will be clearly marked for each family. Once the sanctuary is “full,” others will be asked to worship online from home.
- All words will be projected and bulletins, bibles and hymnbooks will be available upon request. They will need to be cleaned after worship has concluded.
- Offering plates will be at each door and not passed during the service.
- Communion will not be served.
- Passing of the peace will be verbal only and social distancing should be maintained.
- There will be no congregational singing and no choir. Soloists and instrumental music will be provided.
- Ushers will dismiss after the service to ensure social distancing is followed.
- Between services, volunteers will wipe down pews, and disinfect high-touch surfaces within the sanctuary as much as possible. We will need at least 8 volunteers to help with cleaning each week.
- We will also need volunteers to run audio/video equipment for live streaming.
- The restrooms will be available in the narthex and behind the sanctuary. The rest of the building will be closed.
- **Childcare will be provided for children 3 and under.** Parents will drop off children at the blue breezeway and children will be taken by staff to the nursery. Parents will not be allowed to enter the nursery. Each child will have their temperature checked before entry and will be signed in/out by parents. Child-care staff will wear masks or face shields and be trained to keep space clean. Children 4 and older will be expected to worship in the sanctuary.

WHAT TO DO IF COVID-19 IS DETECTED

(Please see Preschool reopening plan for preschool procedure.)³

If it is determined that someone has tested positive for COVID-19 and has entered the building:

1. The building will be closed for cleaning consistent with CDC guidance.⁴
2. The congregation will be notified that the building is closed for cleaning.
3. At the request of the Florida Department of Health in Leon County, Faith Presbyterian Church will provide copies of sign-in sheets and attendance sheets for small groups to assist the Health Department in identifying possible contacts. It will be the determination and responsibility of Florida Department of Health in Leon County to contact a specific individual potentially exposed to COVID-19.

³ <http://www.faithpreschooltally.org/wp-content/uploads/2020/07/Preschool-News-Safety-Plan-1.pdf>

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>