

**CLC PHASE 2 GUIDELINES**  
***Council Meeting 02-23-2021***

It is both loving and prudent that we patiently continue our phased “reopening” of worship and other church operations, ministries and activities. These Guidelines apply **only to PHASE 2** of church reopening and will be evaluated regularly and modified, as needed. Thank you in advance for your patience, prayers and compliance.

**1. THESE PHASE 2 GUIDELINES TAKE EFFECT SUNDAY, March 1 , 2021**, and continue until further notice, subject to the following conditions, procedures and guidelines:

**2. Sunday Worship services** will be offered at 9 and 11 am weekly, starting **SUNDAY, March 7, 2021**, with worship format alternating between services as before the pandemic.

**3. Other Ministries:** Parish education classes and activities, Adult studies and social activities, Grief Share, small group meetings (10 or less) and other ministry activities **HAVE RESUMED**. Larger group activities and events (exceeding 10 persons) may be held only upon advance approval by Church Council.

**4. Stay home if sick.** Those who are symptomatic for COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) or who have tested positive for COVID-19 within the prior 14 days or have had a known close contact (within 6’ for more than 15”) to someone with COVID-19 within the prior 14 days, should not enter the church for any reason. They should be tested for COVID-19 and self-isolate until: (a) They have had 1 negative COVID-19 test or 10 days have passed including 3 days without fever (and fever-reducing medication), and (b) their respiratory symptoms (cough, difficulty breathing) have resolved. A 14-day home isolation period is recommended for those who have been around a person with COVID-19 within 14 days. Essentially, anyone having to think twice about coming to CLC, should err on the side of caution and contact their physician or testing site for COVID-19 testing.

**5. Persons at higher risk** for severe illness from COVID-19, including older adults and people of all ages with underlying medical conditions identified by the CDC, should limit their exposure risk by staying home and watching the online service, attending an outdoor service or by keeping a greater distance from others (at least 10’ in all directions) and wear face-coverings/masks.

**6. Hand washing and sanitizing:** Every worship guest, staff and volunteer must wash their hands with soap and water for 20 seconds upon entering the building and after each restroom use. If not possible, they must use their own labeled hand sanitizer containing at least 60% alcohol before being seated for worship. Hand sanitizers will be provided for use by anyone who needs them.

**7. Face-coverings/masks** must be worn indoors during all CLC activities, as long as state and/or local authorities require it. If not required by such authorities, face-coverings/masks are *strongly encouraged to be worn* indoors by everyone over 5 years of age at all times and outdoors, if physical distancing is not practicable, unless the person is unable to medically tolerate wearing a face-covering. Individual masks are available for those who need them.

**8. Regular cleaning and sanitizing** of all high touch/traffic items/areas in the Sanctuary, narthex, sacristy, instrument room, music stands, microphones, sound board cabinet (esp. door and sliders), doors, knobs, handles, light and sound switches, projector station, entrance areas, hallways, restrooms, offices, gathering lounge, classrooms, educational unit, kitchen and all other indoor areas must be done following proper CDC guidelines **BEFORE AND AFTER EACH worship service, meeting, ministry activity or event.**

**9. Physical distancing** of at least **six (6) feet (in all directions)** should be observed by all building/facility users (except between members of the same household) indoors within the church and on church grounds at all times.

**10. Indoor Worship Seating capacity** shall not exceed **70 persons at one time in the Sanctuary and the Narthex combined**, counting all worship leaders and servants. Outdoor worship seating capacity is limited to 100 persons. Congregating with others before or after any indoor or outdoor church activity is highly discouraged.

**11. Overflow Space:** The Gathering Lounge may be used as “overflow” for those desiring to attend a worship service, but room capacity may not exceed **15 persons** at the same time, requiring masks and physical distancing.

**12. Funerals, Memorial Services & Baptisms** may be held in the church under these same conditions, procedures and guidelines. Advance application must be made to the Pastor and the Church office as early as possible. Extra fees for funerals and memorial services may apply. **Church funeral luncheons and weddings** remain suspended until further notice.

**13. The Educational Unit**, including open areas, offices, kitchen, classrooms, storage areas, nursery, hallways, restrooms, and “old” Kinder Korner, will be open and may be used **only for church-sponsored ministries, activities and events** and users must observe all terms, conditions and procedures of these Guidelines, including light cleaning and sanitizing of all high touch areas in the room immediately after each use. Indoor room capacity for non-worship events must follow State and/or local current restrictions. **Resumption of public use by outside groups, families or persons remain suspended until further notice.**

**14. Church food and beverage service**, including but not limited to, coffee hour and fellowship meals (no potlucks), may resume **Sunday, December 3, but only upon advance approval by church council.**

**15. Church committee and business meetings** may be conducted with no more than **fifteen (15) persons** present in one room at the same time, wearing masks (if required by authorities) and observing physical distancing, upon advance notice to the church office. Light cleaning and sanitizing of all high touch areas in that room are required after each such use.

**16. One Sunday worship service weekly** will be live-streamed or recorded and offered online for viewing.

**17. Staff Contact for COVID-19 Concerns:** **JAMIE CENTNER AND/OR TAMMY LOZEN** are designated as the staff persons responsible for responding to COVID-19 concerns relating to the church. Clergy, staff, leaders, volunteers and congregants should contact one of these contact persons if they become sick or have been around others diagnosed with COVID-19. These staff contacts should also be aware of state and local regulatory agency policies concerning group gatherings and other applicable state and local public health guidance and directives **recommended by the CDC.**

**18. If a Congregant/Visitor or Staff Member Becomes Sick At Church:**

- a.** Set apart an area to separate anyone who exhibits COVID-19 symptoms during hours of operation, and ensure that children are not left without adult supervision.
- b.** Establish procedures for safely transporting anyone who becomes sick at the facility to their home or a healthcare facility.
- c.** Notify local health officials if a person diagnosed with COVID-19 has been in the building and communicate with staff and congregants about potential exposure while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) or other applicable laws and in accordance with religious practices.
- d.** Advise those with exposure to a person diagnosed with COVID-19 at church to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- e.** Close off areas used by the sick person and do not re-use the area until after its cleaning and disinfection. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- f.** Advise staff and congregants/visitors with recognized COVID-19 symptoms, or who have tested positive for COVID-19 within the last 14 days, NOT to return to church until they have met CDC criteria to discontinue self-quarantine.

**19. Greeting rituals.** Hand-shaking, hugging, kissing, touching and any kind of physical contact with other congregants/visitors, clergy, staff and worship servants shall be avoided in Phase 2.

**20. Worship Services:** Mindful of the above seating limitations and physical distancing, all congregants/guests planning to attend a worship service will be allowed to attend that service **ON A FIRST COME, FIRST IN basis**. Worship guests will be admitted to worship until the maximum seating capacity for that day's service is reached in the Sanctuary and overflow areas, if needed. Building access for worship will be through Church entrance(s) designated by the Ushers. Entrance doors for congregants/visitors will open **25 minutes before the service**. Guests may arrive earlier but must wait outside while maintaining physical distancing and/or wearing masks. Once maximum indoor/outdoor worship seating capacity is reached for that service, guests not admitted to a particular service may wait outside and enter a later service that day.

**21. Attendance registration.** All staff, volunteers and congregants/visitors attending a worship service, indoor or outdoor, or any other indoor church meeting or activity must register their names and phone numbers upon entering the church facility, for the purpose of contact tracing if someone becomes ill while at church.

**22. Worship Seating.** Keeping physical distancing and/or wearing masks, the ushers shall promptly escort all worship guests to their seats, filling the Sanctuary from FRONT row to BACK row. Seating will be in alternating pews, with **1 empty pew between rows** of seated guests. "Buffer" pews should be visibly marked. **Seating for outdoor services (chairs)** shall keep physical distancing of 6 feet (in all directions). **Persons living in the same household** may sit together without physical distancing, but must maintain a distance of 6 feet from other guest(s) in the same pew who are NOT living in the same household.

**23. The Worship Service.** All worship guests will remain seated during the entire worship service except for the Gospel. **Following the dismissal**, attenders should wait in your seats until ushers dismiss all guests, starting with the back row to the front, row-by-row, alternating sides. No Greeting lines are allowed and avoid close congregating with others, indoors or within 30' of a building entrances/exits.

**24. Worship Leaders.** To the extent possible, all clergy and worship servants should remain at least ten (10) feet apart from each other at all times during the service and at least fifteen (15) feet from congregants/visitors.

**25. Clergy/Worship Servants' face coverings/masks.** Clergy, worship assistant(s), readers, music director, musicians and vocalists need not wear masks or gloves during participation in their assigned parts of the service, provided they remain at least fifteen (15) feet from the congregation at all times and keep a distance of at least ten (10) feet from each other.

**26. Offerings will be received** only at marked collection points (e.g., boxes) as congregants/visitors enter or exit the worship area or may be mailed in.

**27. Air circulation:** Areas used for worship service spaces should have the maximum fresh (outside) air possible circulating within the building through propped-open doors and windows, taking care to provide for children's safety. Air conditioning and heating filters should be frequently replaced and air ducts should be regularly cleaned and sanitized. **CEILING FANS SHOULD NOT BE ON DURING SERVICES.**

**28. Music:** All church choirs, praise teams/bands and other musical ensembles participating in a worship service should be kept as small as possible, not exceeding 5 persons, with each singer/instrumentalist spaced at least eight (8) feet apart (in all directions) from others. Worship accompaniment may be by organ, piano, **electronic** keyboard, stringed and percussion instruments. Wind and brass instruments must have shields in place.

**29. Other:**

- a. Worship bulletins will be placed in pews before each worship service. Printed newsletters, monthly devotionals, brochures, hand-outs, flyers and giving statements may be displayed/distributed in the building.
- b. Restroom capacity is 2 persons at one time.

**30. Communion frequency and distribution:**

Holy Communion will be offered at weekly services. 1 & 2 weeks at 9:00 a.m. 3 & 4 @ 11:00 a.m., 5<sup>th</sup> Sunday's @ both. Those serving Communion should wear face-coverings/masks and wash/sanitize their hands before serving. Communion may be distributed, as determined by the Worship Committee to be safe and in the best interests of congregants/guests, *by individual kits in the pews*) OR *(in ONE continuous line, down the center aisle, maintaining 6' physical distancing as much as possible and wearing masks until reception of communion elements. After communing, return to seats by a side aisle.* Altar guild will clean and disinfect all communion ware before and after each use.

**END OF PHASE 2 GUIDELINES**