

## **Newnan Presbyterian Church**

### **Session's Plan for Reopening of the Church following COVID-19**

07.09.2020

A task force was put in place to address the Reopening of the Church in the aftermath of COVID-19. The task force included church members, John Bermingham (CDC), Maegan Brass (practicing nurse anesthetist), Dr. Kay Crosby (Medical Director of Coweta Samaritan Clinic), Neal Davis (Elder of Property Ministry), Audrey Spragins (Clerk of Session), and was joined ex-officio by Rev. David Jones (Pastor). The task force submitted a report to the session on June 11th, outlining their discussion points and recommendations for guidelines. The task force report was discussed at length and the following strategy and guidelines were adopted by the Session. Be advised that reopening is subject to change based on the ever-evolving pandemic situation in Newnan, Coweta County, and Georgia.

The strategies contained herein shall be used in conjunction with guidance developed and promulgated by the Centers for Disease Control and Prevention as well as the Georgia Department of Public Health.

The Reopening Strategy discussed herein maintains adherence to the following objectives:

- Protect employees, congregants, and visitors
- Reduce the spread of disease
- Protect people at higher risk of complications
- Maintain critical operations
- Minimize impact on employees, congregants and visitors
- Be proactive, rather than reactive, by taking incremental measures to mitigate risk

The Reopening Strategy will be shared utilizing a comprehensive communication plan and feedback from members will be solicited.

It is important to note that the Reopening Strategy may be adjusted as necessary, and may be tempered or toughened as the situation evolves.

### **General Guidelines for Individuals**

Use Physical Distancing Whenever Possible

- Remain at least 6 feet away from others not from your household whenever possible. Remember "farther is safer."

Continue to Practice Good Hygiene

- It is required that individuals over the age of two (2) wear a face covering (mask) while in the church building for worship.
- Wash your hands with soap and water or use hand sanitizer (containing at least 60% alcohol), especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue or the inside of your elbow. Dispose of tissues after a single use.

#### People Who Feel Sick or Have Been Told to Isolate/Quarantine Should Stay Home

- Stay home if you feel sick or have been told to isolate/quarantine due to potential exposure, illness, or while awaiting test results. Please join us online for worship.
- If you are concerned about your health, please contact and follow the advice of your medical provider.

#### Higher-risk Individuals

- While this document provides guidance to allow our church to begin reopening, individuals must consider their personal risk and determine whether to increase their interactions in the community as reopening moves forward. During reopening, higher-risk individuals are strongly encouraged to follow the guidance specifically for them. Higher-risk individuals include those over the age of 65, and those with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised.

### **General Guidelines for Organization**

Newnan Presbyterian Church will implement appropriate policies, in accordance with federal, state, and local regulations and guidance, and informed by industry best practices, regarding:

Physical distancing and protective equipment. These practices may include:

- Suggesting that employees consider wearing face coverings (or PPE in certain settings or where industry guidance instructs its use) when unable to consistently maintain 6 feet of physical distancing.
- For as long as possible, allowing telecommuting, especially for higher-risk individuals.
- Allowing flexible hours and staggered shifts to increase physical distancing for employees as they enter and leave the workplace.

General Sanitation. These practices may include:

- Encouraging employees to engage in handwashing (or the use of hand sanitizer if hands are not visibly soiled) after each personal interaction.
- Having hand sanitizer available at the entrances of the facilities.

- Discouraging workers from using other employees' equipment, including phones, desks, offices, or other work tools, when possible. When not possible, hand sanitizer should be used both prior to the use of communal items and immediately after.
- Routinely sanitizing shared surfaces and equipment throughout the day and between users.
- Use and disinfection of common and high-traffic areas. (Follow guidance from the CDC for Cleaning and Disinfecting Your Facility, Cleaning and Disinfection for Community Facilities, and Cleaning and Disinfecting Non-emergency Transport Vehicles). These practices may include:
  - Having a clear plan for enhanced cleaning protocols, including who is responsible for each task.
  - Modify business hours if necessary to allow for cleaning.

### **Guidelines for Hosting Worship Services**

Newnan Presbyterian Church has installed Ultraviolet (UV) lights in the HVAC units in the sanctuary to provide the cleanest possible airflow for the worship environment

Newnan Presbyterian Church will host "soft opening" worship services according to the following:

- Sunday worship service at 11:00 am on July 12, 2020, and at 11:00 am on July 19, 2020
- Worship services will continue to be live-streamed via Facebook
- Elders, Deacons, and their families will be able to attend in person, allowing staff and officers to test and confirm best practices for hosting worship services

Newnan Presbyterian Church will begin hosting regular worship services according to the following:

- Sunday worship service at 10:00 am beginning on July 26, 2020
- Thursday worship service at 7:00 pm beginning on July 30, 2020
  - Thursday evening services will begin as identical to Sunday mornings, but will also serve as an opportunity to experiment with new ideas.
- Worship services will continue to be live-streamed via FacebookLive
- An upgraded Audio-Visual system will soon be installed to facilitate efficient online streaming that will integrate with and enhance our in-person worship experience.

Newnan Presbyterian Church will begin hosting Sunday school programming according to the following:

- Sunday school classes may resume utilizing teleconferencing.

- Please contact Rev. Jones for facilitation. However, we will not resume in-person Sunday school classes just yet.

### **Additional Guidelines for Worship**

- Newnan Presbyterian Church will utilize the Realm Connect App to gather reservations for Sunday and Thursday services.
  - Paper and telephone reservations will be utilized as needed, for certain individuals
  - Contact tracing techniques will be employed through the use of the Realm Connect App and paper/telephone reservation systems.
    - § Congregants will be trusted to promptly communicate with staff regarding any known COVID exposure and/or positive test result. Thereafter, church leaders will communicate potential exposures to fellow members, etc.
- Worshipers will enter the sanctuary through the front doors on the garden side, the doors at the top of the ramp, and the door by the R. O. Jones room
  - An Usher team will be managed by the Diaconate
    - § Ushers will be at all of the entrances to record information for contact tracing, direct the seating of families with a plan for overflow, elderly, and visitors; offer worship guides, face-coverings, hand sanitizer, and single-use children's worship kits.
- Face coverings will be required for those medically able to wear one, including children over the age of two (2).
  - Face coverings will be made available at all entrances for worshipers that do not already have one
- Hand sanitizer will be available at all entrances
- Members are encouraged to print worship guides at home or utilize electronic devices to access the worship guide.
  - A limited number of worship guides will be printed and made available
  - Wifi is made available for all worshippers via NPC Guest (no password required)
- Hymnals and Bibles will be removed from the pews
  - Members are encouraged to bring their own bible
  - All hymns will be printed in the worship guide
- Pew cushions will be removed to facilitate ease of sanitization
  - If needed, individual pew cushions may be secured (please contact the Worship Ministry Elder for assistance)

- Children have the option to remain with their families in the pew throughout the full service.
  - Children are encouraged to join Rev. Darcie Jones on the playground following “A Time For Young Disciples”
  - Single-Use children’s worship packets will be available
- Nursery services are not currently available (this service will return in time)
- Passing of the Peace will take place, yet remain “contactless”
- The Choir will not perform (customary during the summer season)
  - Special music will be provided
- Communion will be served in pre-packed, gluten-free, recyclable individual packets
- Offering Baskets/Boxes will be available at the entrances
  - Members are encouraged to continue giving via the Realm Connect App, mail, or secure website (use QR Code in the worship guide)
- Please consider utilizing our lovely cornerstone garden for personal prayer and reflection time. The garden is normally open to the public during normal business hours and all day Sunday.