

Reopening Plan for
St. Mark's United Methodist Church
September 2, 2020
(Version 3.0)



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INTRODUCTION

Early in March, Reverend Sharon Ragland assembled a team of leaders to discuss how St. Mark's United Methodist Church should respond to the challenges presented by the emerging pandemic caused by COVID-19. The members of the team included Reverend Stuart Salvatierra, Reverend Doctor Evy McDonald, Ruth Kester (Administration and Finance Coordinator), Margaret Synhorst (Christian Formation Coordinator.), Kim Ogle (Youth and Outreach Pastor), Ken Dunlap (Chair SPRC), Bill Zermuehlen (Chair Finance), Brenda Hunter (Chair Covenant Council, Lay Leader), John Cecilia (Chair Trustees, Lay Leader) and Don Booth (Chair Technology Committee, Lay Leader). On March 14, the team reluctantly decided to hold the last in-person worship on March 15th, at which time the congregation would be informed. This decision was confirmed when Bishop Hoshibata, in conjunction with leaders from other denominations, made the following announcement on March 19:

Church is not cancelled!!!

But in-person worship is. As leaders of our respective Christian denominations, we have all had to instruct our congregations to cease in-person worship and meetings.

Bishop Hoshibata stated this again on March 31st, advising us that all of our churches continue to be closed to all in-person gatherings, including worship, classes, meetings, social service ministries and outside groups. He continues to reaffirm this stance on a regular basis.

In the meantime, the team started to meet weekly to address the immediate concerns of how to worship in a virtual manner. These discussions grew to include planning for the future: considering new ways of doing things as well as designing a process for reopening the St. Mark's campus. Because so much was going to be new, we named ourselves the Genesis Team.

While [Appendix 14](#) describes some of the new gathering ideas to be implemented as we go through the different phases of reopening under the guidance of Bishop Hoshibata and our own reopening criteria, this document's focus is on the reopening of the campus. The topics discussed include: beginning in-person worship, opening the church office, allowing small groups to meet, and letting outside groups share our space, all in a manner designed to keep everyone safe and healthy. We anticipate opening in stages, with the first activities being small group worship activities and limited office hours.

I. Guidelines

General Comments

There are three guidelines we are following during this process.

- A. We answer to Bishop Hoshibata and will do everything as he directs. We have also created a checklist for reopening, based on the Desert Southwest Conference (DSC) Guidelines ([Appendix 15](#)).
- B. We will follow all recommended and required actions coming from elected officials and public health organizations.
 1. At the present time, the Mayor of Tucson and the Pima County Supervisors have mandated face masks when physical distancing is not possible.
 2. The Centers for Disease Control (CDC) gave specific criteria for organizations to follow as part of a three-phase reopening process.
 - a. Before each phase transition, the number of documented cases must decrease over a 14-day period.

- b. Before each transition, there must be adequate supplies of personal protection equipment (PPE) and in-patient and ICU bed occupancy must decrease:
 - i. To enter Phase 1: PPE for more than 4 days and beds less than 80% occupied.
 - ii. To enter Phase 2: PPE for more than 4 days and beds less than 75% occupied.
 - iii. To enter Phase 3: PPE for more than 15 days and beds less than 70% occupied.
- c. There must be adequate testing.
 - i. To enter Phase 1: less than 20% positive and results returned in 4 days.
 - ii. To enter Phase 2: less than 15% positive and results returned in 3 days.
 - iii. To enter Phase 3: less than 10% positive and results returned in 2 days.
- C. We will also be guided by the Biblical principles of loving and caring for our neighbors, as well as the guidelines from our Wesleyan heritage to “Do Good” and to “Do No Harm.” These values might cause us to implement practices that are more stringent than our elected officials or the leaders of the Desert Southwest Conference ask us to follow.
- D. Before reopening our campus, we will ask all people to review and adhere to a Reopening Covenant and waiver that will be emailed shortly before opening, as well as being available on our website. ([Appendix 1](#)) We will ask that they bring a signed copy with them when they come onto campus the first time. If they do not have a copy or did not know about the Covenant, we will have copies available. After explaining the purpose, ask that they sign it. If they do not want to, we need to ensure that they understand that they are assuming a risk by joining us, and that while we are taking reasonable precautions, we cannot guarantee that they will not be infected by COVID-19.

II. Cleaning, Sanitizing, Disinfecting and Contact Tracing Procedures and Protocols

General Comments

Every reasonable effort will be made to create and maintain a safe environment on St. Mark’s campus and to implement cleaning, sanitizing, and disinfecting procedures as appropriate based on the latest guidelines and best practices. Disinfecting procedures should be viewed as part of an overall system. Disinfecting is different than sanitizing in that a disinfectant is meant to “kill” nearly 100% of what it is made to eliminate. Everyone must demonstrate a high degree of self-responsibility and awareness of their surroundings.

A. Personal protection

- 1. All people will be asked to stay away if they are ill or have been in contact with people who have tested positive for COVID-19.
 - a. St. Mark’s Safety Committee will arrange for temperature and wellness checks of all people meeting in groups. However, before people come onto campus, they will be asked to review the health questions in [Appendix 2](#). If they answer yes to any of the questions, they are asked to stay home. Once they arrive on campus, they will be asked a similar set of questions.
 - b. All persons three years and older will be required to wear facemasks. Facemasks will be provided if people do not have their own. If they refuse, they will be asked to leave the campus. We will remind them that there are worship services available online.
 - c. If they force entry, the event is terminated, and everyone is sent home.

2. Campus hand sanitizers

- a. Locations have been identified for the installation of *permanent* dispensers containing hand disinfecting liquid. ([Appendix 3](#)) These units have been ordered and will be installed upon arrival. In the interim, individual bottles of disinfecting gel and foam are available.
- b. Four mobile hand dispensers (on stands) will be used at entrances to larger gathering areas like the Sanctuary and Fellowship Hall.
- c. Individual classrooms and meeting rooms that do not have permanently mounted dispensers will have bottles of disinfecting gel and foam available.

B. Physical Plant

1. The first step will be to maintain general cleanliness of all surfaces on campus so that they are free from dirt, grease, and grime. The currently contracted cleaning services will continue so that subsequent disinfecting processes can be most effective.
2. Occupants of offices will be asked to wipe down hard surfaces in their workspaces when they leave after finishing their work.
3. Common spaces
 - a. Equipment that is used by more than one person must be wiped down after each use. This will include items such as microphones, piano keyboards, computer keyboards, phones, copy machines, printers, telephones, etc.
 - b. All soft toys will be removed from nurseries and classrooms.
 - c. The Safety Committee will arrange for proper physical distancing in seating arrangements. When classrooms begin to be used for small groups, chairs will be pre-set. Painters tape will be used to mark seating on the pews in the sanctuary.
 - d. If a room is vacant for fewer than seven consecutive days, it must be disinfected between uses. Using disinfecting wipes is sufficient for groups of 10 or fewer. If a larger group has met in a space, the space will be disinfected using a Victory Backpack or handheld electrostatic sprayer. ([Appendix 4](#)) Special training on use to be provided as needed. A log for recording localized sanitization has been created by the Safety Committee. ([Appendix 5](#)) One will be placed in each room.
 - e. Signs describing COVID-19 symptoms will be posted in all meeting rooms and classrooms. ([Appendix 6](#))
 - f. Signs reminding of the need for masks and physical distancing will be posted on all entrances. ([Appendix 7](#))
 - g. All drinking fountains will be turned off and covered.

C. Logs for assisting the health department with contact tracing have been designed.

1. Logs will be kept for visitors to the office. ([Appendix 8](#), Sections [IV.B.4](#) and [IV.C.5](#))
2. Facilitators and chairpersons will keep attendance records for classes and meetings. These can be submitted electronically after each space use.
3. Registration from online in-person worship will be stored electronically. (Section [V.C.3.a](#))

D. Plans for a positive COVID-19 test

1. When a person reports to the office that they have tested positive for COVID-19, this will trigger a two-week shutdown.

2. Office personnel will contact all persons present at the event to tell them they were possibly in contact with someone (anonymous) who subsequently tested positive.
3. If a positive test is reported by an individual that was present on campus, the Genesis Team will use all available information to determine the scope of the two-week shutdown. Much will depend on what information the person reporting can give regarding his/her movements while on campus.

III. Compliance

- A. Members for a Compliance Team will be recruited from outside the Genesis Team and Safety Committee to serve as compliance auditors.
- B. The role of the Compliance Team will be to monitor the standards and protocols defined in this document. While a specific guide is in [Appendix 9](#), the general goals are listed below.
 1. They will spot-check gatherings.
 2. They will examine logs and attendance records for completeness.

IV. Reopening the Church Office

General Comments

The church office is currently closed. During this time, the staff is working from home as much as possible and handling all meetings via Zoom. If someone does need to go on campus, they are to follow the CDC guidelines for PPE and physical distancing when others are present. Sanitization protocols from [Section II.B.3](#) will be followed in all phases of reopening.

A. Phase 1

1. All employees and volunteers are to continue to work from home. In-person services will continue to be suspended.
2. Pastors and staff will continue to meet virtually or by phone.
3. If personnel or volunteers must be on campus, there should be no more than two or three at any one time.

B. Phase 2

1. When the decision is made to open the church office, surfaces will be cleaned nightly. Disinfecting of rooms and surfaces will be done by the employee(s) present. ([Section II.B.3.c](#))
2. Office will be open only limited hours each day.
3. Only five employees will be present at any one time. They will follow the guidelines in [Section II](#), with the addition of checking their temperature before going into work.
4. A visitors' log will be maintained to aid the health department with contact tracing.
5. If a staff member tests positive for COVID-19, they will follow the guidelines as recommended by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

C. Phase 3

1. Regular office activities may be resumed, with at-home work being allowed.
2. Employees who share an office will coordinate work shifts when possible to reduce contact.

3. Careful attention will be given to create safe work environments in smaller spaces. For example, perhaps Plexiglas may be used as a partition.
4. All sanitizing and disinfecting protocols will remain in place.
5. A visitors' log will be maintained.

V. Opening the Sanctuary for Worship

General Comments

We are in Phase 0. Bishop Hoshibata announced the following on June 24th:

For worship planning, preparations, live streaming or recording in the church building, no more than 5 persons may be present at the same time in the same space. Strict adherence to the safety precautions in accordance with your church's re-opening plan must be observed. These should include but are not limited to observing physical distancing, washing hands frequently, wearing masks, cleaning and disinfecting touched surfaces such as the pulpit, podium, no sharing of microphones. In order to use the sanctuary for such worship activities, an exception needs to be requested from our District Superintendent.

We asked for an exception to be allowed to go into our Sanctuary for pre-recording of worship service segments. It was granted on June 29th. Reservations must be made with office staff so that people do not overlap in the Sanctuary. All guidelines for PPE, physical distancing, and sanitization must be followed. We are interpreting this to mean no singing, no group recitations (e.g., The Lord's Prayer), and no wind instruments or instruments that require breath to operate.

We will not hold in-person worship services until Phase 3, so as to be able to invite the largest number possible people into our Sanctuary while maintaining six-foot physical distancing. We feel that worship is a communal experience, and we want to do our best to create the feeling of community while implementing the recommended health and safety guidelines.

A. Phase 1

1. There will be no in-person worship in the Sanctuary. Pre-recorded services will continue to be offered.
2. Recording of different parts of the worship service can be done on campus, including instrumental music.
 - a. One can be assisted in recording by other people. However, there must be five or fewer people present, and they must remain six feet apart.
 - b. All people present must wear masks unless they are being recorded while speaking. (NO SINGING OR GROUP RECITATIONS OR INSTRUMENTS THAT REQUIRE BREATH TO OPERATE.)
 - c. Sanitizing and disinfecting protocols as outlined in [Section II](#) will be followed.

B. Phase 2

1. The primary form of worship will continue to be pre-recorded services.
2. A larger group of instrumental musicians (exact number TBD) will be able to gather in the Sanctuary.
 - a. Masks will continue to be required.
 - b. Physical distancing of six feet will be required.

- c. Sanitizing and disinfecting protocols as outlined in [Section II](#) will be followed.

C. Phase 3

1. Tasks before opening sanctuary for worship.
 - a. All hymnals, Bibles, paper products and pens must be removed from the racks on the pews.
 - b. Painter's tape will be used to mark appropriate physical distancing on the backs of the pews. We need to factor in that there will be singles, pairs, and larger groups.
 - c. Narthex restrooms will be closed.
 - d. Six-foot markings will be made near all entrances (Welcome Center, Sanctuary doors, external restroom doors).
 - e. Additional personnel/volunteers will be required. Many of our current Sunday morning volunteers are in a high-risk group and will not be available.
 - i. We will need hosts/hostesses to take temperatures. They will be under the supervision of and trained by the Safety Committee.
 - ii. We will need ushers to guide people into and out of the Sanctuary. They will be under the supervision of and trained by the Safety Committee.
2. There will be only one in-person worship service in the beginning. It will have blended music. The pre-recorded service will continue to be created.
3. The number of attendees will be determined by the maximum seating available using a six-foot physical distancing rule, as well as any limits set by the DSW Conference and state and local regulations. ([Section II](#)) There will be no congregational seating in the choir loft, or in the bell choir area.
 - a. Attendees will be asked to register online if they are planning on attending, thus doing away with attendance pads. If more people than the predetermined number want to register, a rotation schedule will be determined.
 - b. Hosts and ushers will also be asked to register online so that we account for required seating. Pastors and musicians will be included in the count.
 - c. A few seats will be left for visitors, although we will ask on our website and on our external sign that people pre-register.
4. Flow into and out of the sanctuary will be controlled.
 - a. Attendees will be asked to arrive at staggered times.
 - b. Attendees will be asked to go first to the Welcome Center for a temperature and wellness check. If temperature is too high, they will be allowed to sit in Fellowship Hall to see if temperature will be reduced.
 - c. They will enter the Sanctuary through the main doors.
 - d. They will exit after the service as guided by the ushers, using established routes. ([Appendix 10](#))
 - e. Pastors will not greet people as they leave the Sanctuary, so as not to create congestion.
 - f. There will be no greeting time and no physical contact between nonfamily members or people who are not members of the same household before, during and after worship services.
5. All persons three years old and older will be required to wear masks. Attendees will be asked to bring their own masks, but we will have a small supply for those who forgot their mask.

6. The pastors will wear masks when they are interacting with people, for example, in the pews before worship or possibly on the patio. During the worship service, a safe zone of more than 20 feet will be created in the chancel area to separate the pastors and worship leaders from the congregation. The area must also be large enough to allow for 6+ feet between all individuals. If necessary, people will not be allowed to sit in the front pews.
7. A dedicated and sanitized microphone will be provided for each speaker so that there will be no sharing.
8. We have ensured adequate stations with hand sanitizer. Gloves will not be required, although if people want to wear them, they will not be prohibited from doing so.
9. Bulletins will be electronic only.
10. Offerings will be collected in closed boxes near the entrances and exits.
11. There will be NO SINGING OR GROUP RECITATIONS during the worship service, although non-wind instrumentalists may be present.
12. A vocal musician may pre-record music in the Sanctuary, with proper disinfection afterwards.
13. There will be NO refreshments, although we will have small bottles of water available because the water fountains will be off.
14. Communion elements will be purchased prepackaged. They will be picked up by attendees when they check-in through the Welcome Center. (The elements will be arranged on the counter with space between them so only one is touched at a time.) Communion may be offered every week, if different people will be attending on the different Sundays. (The pre-recorded service will offer Communion only on the first Sunday of the month.)
15. Baptisms will continue to be on hold (although there are historical examples of water being sprinkled with an olive branch).
16. First time visitor gifts will be mailed.
17. Nurseries, children, youth and adult Sunday school classes will not initially be resumed.
18. Worship at the Dove Mountain site is on indefinite hold. We will need to learn what the Marana School District protocols will be.
19. Weddings and Memorial Services can be held on campus, taking into account all physical distancing and disinfecting protocols.

VI. *We Gather Together: First Planned Community Worship (Phase 2)*

- A. Although worship is the primary focus of the church and the return to campus, many people have expressed longing to see their church family. Our initial reuniting in worship will be in the form of small groups meeting daily during the week.
- B. Utilizing the online registration system, groups of eight can register to come to campus. Groups will meet in rooms other than the Sanctuary during their scheduled time. (The group will be no more than 10 people, counting facilitator and Safety Committee delegate.)
- C. All of the safety practices outlined in [Section II](#) must be followed.
- D. No food or beverages will be served.

- E. Adult Spiritual Growth will provide a simple format which might include sharing a few Bible verses, questions to share, etc that the groups can chose to use or not. The purpose of these gatherings will be to allow dear church friends to see each other for the first time in months.

VII. Reopening the Church Campus for Committee Meetings and other Church Groups

General Comments

We do NOT expect to resume most groups until Phase 3. Groups that may be among the first to meet are listed in [Appendix 11](#). All of the safety practices outlined in [Section II](#) must be followed, with the following additions:

- A. The office must be informed when a room is occupied, even with a standing reservation.
- B. The room layout will follow the recommendations established by the Safety Committee for proper physical distancing.
- C. The organizer of the group using the room will sanitize room when activity is over, and record the completion of sanitization in a log provided.
- D. No food or beverages will be served or shared during these gatherings.

VIII. Resuming Nursery, Children's, and Youth Ministry

General Comments

Our goal is to provide a safe space for our children to learn, and for the adults in their lives to be comfortable letting their children be out of their sight.

- A. We will limit the number of people for most children and youth classes to ten people per room. Because our Safe Sanctuary Policy requires two childcare workers in each room, that means no more than eight children or youth in each classroom (a ratio of 8:2). The exception is for our one year old and younger babies. We will have only five babies in each room, following the lead of our Early Childhood Center. Nursery and Children's Ministry.
 - 1. Before taking children to their classrooms, the adults will have gone through the screening process in the Welcome Center. Adults will be able to answer for the children. If the children pass the Temperature and Wellness Check described in Section II.A.2 ([Appendix 2](#)), they will be given a permission slip for each child to take to the classroom.
 - 2. Six foot spacing will be marked at the entrances of the classrooms. At the entrance of each classroom, parents will use clean pens to fill out the form that is the regular part of our Safe Sanctuary Policy while maintaining physical distancing.
 - 3. All persons three years old and older will wear face masks. Face masks will be available if people do not have their own.
 - 4. All persons (except babies) will use hand sanitizer before entering the classroom. Everyone in the classroom will be asked to use it again periodically throughout the class.
 - 5. Class materials will not include anything that cannot be sanitized, thus limiting the use of shared materials. There must be a set of pens/pencils for each child. Only a limited number of pieces of paper will be used per child, and they must be distributed with a staff person wearing gloves.
 - 6. Snacks will be provided on a limited basis. Those distributing the snacks will wash hands before and after and will wear gloves while distributing the snacks.

7. For children needing their diapers changed: gloves will be provided for the staff, and the diaper changing station will be sanitized after each use.

B. Youth Ministry

1. Seating in the Wesley House will be arranged to allow six foot spacing between chairs or on benches.
2. Groups will not exceed 10 persons (nine youth and one adult) for the large room and five persons (four youth and one adult) for the back room. This will satisfy our Safe Sanctuary requirements for at least two adults present in the building.

IX. Reopening the Church Campus for Use by Outside Organizations

General Comments

Opening our campus to community groups will be the last action we take.

- A. Existing contracts/agreements with current renters need to be reviewed and perhaps renegotiated. It should be revised to include the following waiver requirements as well as indicating compliance with St. Mark's procedures and CDC guidelines. These could be covered in a signed and dated addendum.
- B. The signed waiver in [Appendix 12](#) is to be signed by all members of outside groups and submitted to the church immediately after the group's first meeting on campus. The group leader should provide the church with a list of group members, indicating why a particular member did not sign the waiver. For example, perhaps the member was absent. A parent or guardian can sign on behalf of a child. This waiver can be used by individuals who are coming onto campus to work, such as a repair person.
- C. The signed waiver in [Appendix 13](#) is to be signed by the group leader for groups like AA where confidentiality is required.
- D. Determinations if new room capacities will accommodate any and all existing renters need to be made.
- E. Contact existing groups using space:
 1. Those that can be accommodated under current conditions.
 2. Those that might be allowed as room capacity is increased or reduced.
 3. Those that cannot be accommodated due to the reduction in room capacity size under the new requirements.
- F. No food or beverages will be served or shared during these gatherings.
- G. There are no known third party user agreements that would require access to campus space before reopening. Current user agreements will be reviewed in light of the COVID-19 situation and potential liabilities.
- H. There is a special relationship with our counselor in residence, Lane Harmon. Her office is in a separate, stand-alone building and will abide by established protocols and procedures. In addition, she will have her professional practices to guide her. The counselor in residence, along with her clients, will be asked to sign the church waiver in [Appendix 12](#).

X. Appendices

- Appendix 1:** Reopening Covenant
- Appendix 2:** Temperature and Wellness Checks
- Appendix 3:** Map of Permanent Hand Sanitizer Locations
- Appendix 4:** Information About Victory Backpack Electrostatic Sprayer
- Appendix 5:** Room Sanitization Log
- Appendix 6:** Sign Describing COVID-19 Symptoms
- Appendix 7:** Sign Requiring Masks and Physical Distancing
- Appendix 8:** Visitor Log for Office
- Appendix 9:** Checklist for Compliance Verification
- Appendix 10:** Plan for Exiting Sanctuary After Worship
- Appendix 11:** Small Groups from St. Mark's that Will Resume Meeting in Phase 3
- Appendix 12:** Assumption of the Risk, and Waiver of Liability Relating to Coronavirus/COVID-19
- Appendix 13:** Assumption of the Risk, and Waiver of Liability Relating to Coronavirus/COVID-19/Hold Harmless
- Appendix 14:** Creative Ways to Engage People, Following Health and Safety Guidelines
- Appendix 15:** Checklist for Safe Return to Worship Guidelines

APPENDIX 1: Reopening Covenant

[\(Return to section I.D\)](#)



OUR COVENANT THE PEOPLE OF ST. MARK'S UMC

Theological Foundation:

Care for the Other: The people of God have been called by Christ to share in a deep abiding love for one another, demonstrated in a commitment to love like Jesus, act for justice, and remain united in hope.

Our Covenant Relationship: It has long been the history of God's people to enter into a covenant with God and with one another. A covenant is more than a normal agreement. It is a chosen way of living together in which the people involved freely and voluntarily make binding promises to one another.

COVID-19 Reality: We are well aware of the fact that the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. This reality is what calls us to enter into this covenant at this time.

Our Church Covenant: We are people who care for one another, and we care for the stranger among us. In love and faith, and with God's help, we commit to one another to protect each other's health and safety as we seek to prevent the spread of COVID-19. In the spirit of John Wesley's proclamation of "Do no harm, do good and stay in love with God," we covenant to the following actions:

Do No Harm

- In accordance with Romans 13, I/we will abide by the directives of the Bishop of the Desert Southwest Conference and his guidance on the extent and ability to open our church campuses and offer in-person gatherings for activities.
- With care for the vulnerable among us, I/we will refrain from attending any activities on the church campus if I am/we are sick with any of the common COVID-19 symptoms, believe I/we have been exposed to someone who is sick, or have attended another activity of 50 or more people in an enclosed setting over the last two weeks.
- Because of the love I/we have for others, within two weeks after attending an activity on the church campus, if I/we test positive for COVID-19, I/we will let church office know of a diagnosis. I/we also understand that the church may keep our identity confidential.
- Considering the health needs of others as being important, I/we commit to wear a face mask at all church gatherings to protect the health of our siblings in Christ.

Do Good

- Knowing that there are those people who are unaware they have an active case of COVID-19, in humility I/we pledge to maintain a minimum distance of six feet from other members. This means that as an act of love I/we will not hug, shake hands, or engage in direct physical contact when I am/we are with others in the church or at church-sponsored activities. I/we will find other ways to greet one another with joy.
- Because of my/our commitment to care for others, I/we agree to use good preventive measures, especially the wearing face coverings, in addition to other measures, to prevent the spread of the virus through touching common surfaces.
- As an act of grace toward others, when in-person worship resumes, I/we agree to be seated by in a designated safe distance seat, even if it is not my 'regular' seat at church. I/we further covenant not to ask for special treatment or seating accommodations unless physical needs require it.

- I/we will graciously leave campus if a temperature check determines my temperature is 100.4°F or higher, or if I have answered yes to any of the wellness questions.
- In every effort to care for others, when in-person worship resumes, I/we affirm the need to inform any guests I/we bring to church about our covenant and seek to secure their cooperation in abiding by the covenant.

Stay in Love with God

- Because I/we believe God is with me/us always, I/we seek to honor my/our faith commitment to God and to the church by continuing to give as I/we can.
- In living the principles found in scripture, I/we commit to be patient and gracious with each other as we all seek to address the COVID-19 health and safety challenges and the changing information about the spread and nature of the coronavirus.
- I/we commit to be equally patient with others outside our St. Mark's community as we go through this journey together.

Acknowledgement and Waiver

Grounded in the love of God, I/we acknowledge that the instruction from scripture is that we, as covenant people, deal with disagreements and concerns in grace-filled ways, and, therefore, agree that we accept responsibility for our own choices, and the risk that goes along with them. I/we waive any claim against the church in the event that I/we or my/our children, if any, contract COVID-19.

Date: _____

Signed: _____

**Printed
Name:** _____

Signed: _____

**Printed
Name:** _____

Philippians 4:5-7 NRSV

Let your gentleness be known to everyone. The Lord is near. Do not worry about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus.

APPENDIX 2: Temperature and Wellness Check

(Return to [Section II.A.2](#))

Everyone who plans to participate in a group activity or meeting will have their temperature checked before entering the room. A log will be kept of all individuals and their temperatures (See below). The temperature must be below 100.4°F (37.8°C) in order to enter the room. If their temperature is above 100.4°F (37.8°C), they will be escorted to another area to wait for five minutes to see if their temperature falls. If their temperature remains high, they will be asked to leave the campus.

Temperatures will be taken using a contactless forehead thermometer. St. Mark's UMC has four available.

A member of the Safety Committee, or persons that have been trained by the Committee, will be present at all events to take temperatures.

Health Questionnaire and Acknowledgement Form

These questions are to screen for people who *could* transmit the virus causing COVID-19. The information will remain confidential and be reviewed only by the program administrators or the Department of Health for possible contact tracing. Please return the completed form to the church administrators at least _____ days before you attend church.

1. Travel: Have you traveled away from Arizona to another state or outside the country in the past 14 days? _____ Yes _____ No

If yes, where did you go?

2. Symptoms: Please check Yes or NO as to whether you are now experiencing, or have experienced during the past 14 days ANY of these symptoms:

Fever, feeling hot, or feverish	___Yes	___No
Shortness of breath or difficulty breathing	___Yes	___No
Fatigue	___Yes	___No
Cough	___Yes	___No
Sore throat	___Yes	___No
Congestion or runny nose	___Yes	___No
Headache	___Yes	___No
Muscle or body aches	___Yes	___No
Recent loss of taste or smell	___Yes	___No
Nausea or vomiting	___Yes	___No
Diarrhea	___Yes	___No

3. Contact: Have you come in contact with someone experiencing symptoms of COVID-19 identified in #2 above in the past 14 days? _____Yes _____No

If yes, please explain who you came in contact with, where you came in contact, and why you came in contact.

4. Testing:

I tested positive for COVID-19.	___Yes	___No
I have or had symptoms of COVID-19, and am waiting for results of COVID-19 testing.	___Yes	___No
If tested for COVID-19, I agree to provide the results of my tests to the church administrators.	___Yes	___No

Reopening Plan for St. Mark's United Methodist Church V3

Acknowledged and Agreed:

Name: _____ Date: _____

Signature: _____

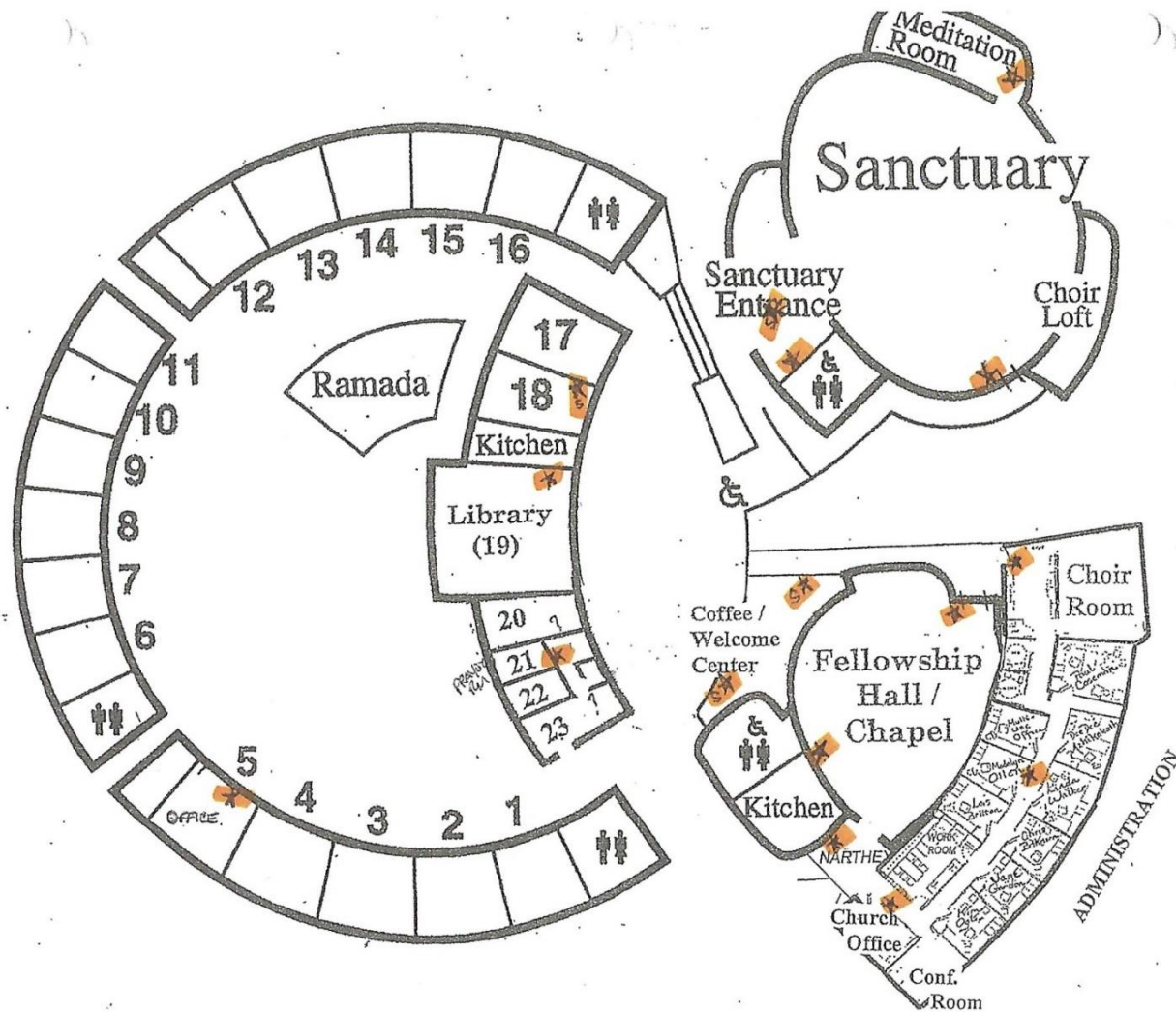
Phone Number: _____ Email: _____

Answering “Yes” to any of these prompts further screening. For us, it may be asking them to leave the campus.

[illegible]

APPENDIX 3: Map of Permanent Hand Sanitizer Locations

(Return to [Section II.A.3](#))



APPENDIX 4: Information About Victory Backpack Electrostatic Sprayer

(Return to [Section II.B.3.d](#))

The Trustees ordered both a Victory Backpack Electrostatic Sprayer and a handheld sprayer through Brady. Initially, St. Mark's maintenance person will be trained to use it, but the training will be expanded to include people who may frequently use a room on campus. The Backpack Sprayer is on backorder until this fall. However, the handheld sprayer has been received and will work for the offices and facilities used by small groups.

Electrostatic is based on the principle that opposite charges attract and like charges repel. Two positively charged things will repel each other. Using this natural electrostatic phenomenon, Victory has developed a patented breakthrough cordless application technology. The Victory Innovations Cordless Electrostatic System places a positive charge on the liquid before entering the nozzle allowing the maximum levels of liquid to be charged and sprayed at negatively charged surfaces (most surfaces are either negative or neutral) allowing for a more complete coverage of the targeted surface.

The link below demonstrates the system. Vital Oxide (MSDS below) has been approved by the EPA for use against COVID-19 and will be used as the disinfecting solution. It has been ordered, and has arrived on campus.

[Victory Backpack use video 1](#)



Vital Oxide_Safety
Data Sheet.pdf

APPENDIX 5: Room Sanitization Log

(Return to [Section II.B.3.d](#))

[illegible]

APPENDIX 6: Signs Describing COVID -19 Symptoms

(return to [II.B.3.e](#))

Available in two different sized from the CDC:

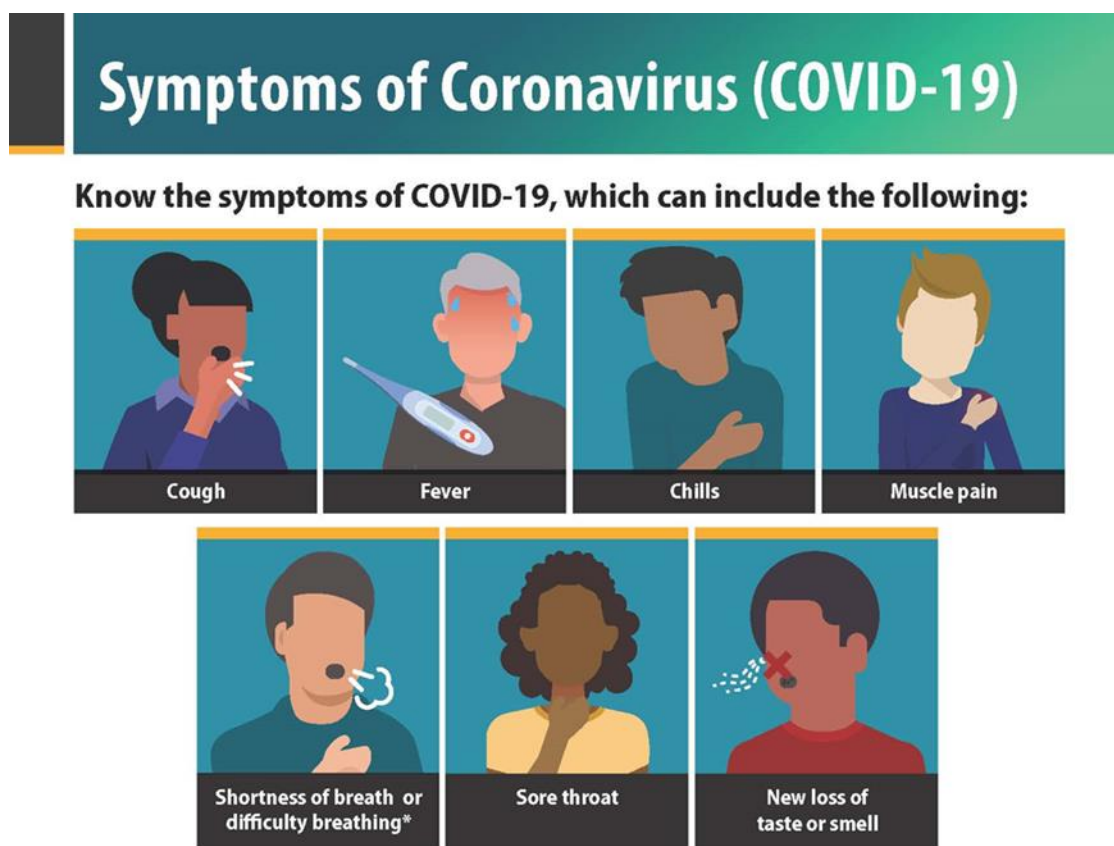
11"W x 17"H

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-en.pdf>

or

8.5"W x 11"H

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

317142-A May 20, 2020 10:44 AM

APPENDIX 7: Sign Requiring Masks and Physical Distancing

(return to section [II.B.3.f](#))

First poster: Available at CDC website:

(8.5"W x 11" H)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings.pdf>

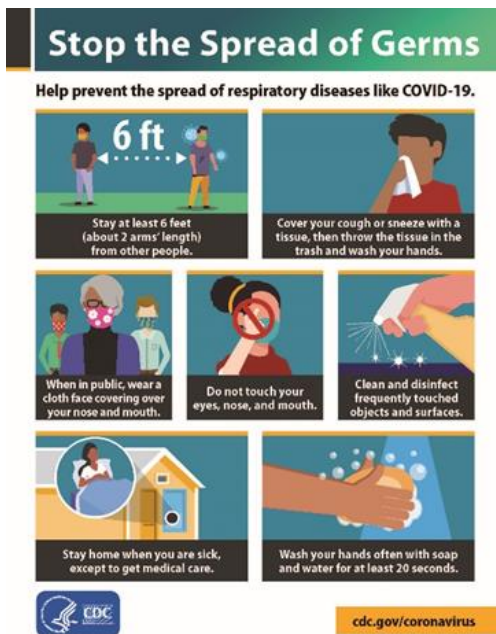
Larger size

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster.pdf>



Second poster: Small <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Large <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>



APPENDIX 8: Visitor Log for Office

(Return to [Section II.C.1](#))

[illegible]

APPENDIX 9: Checklist for Compliance Verification

(Return to [Section III.B](#))

St. Mark's COVID-19 Compliance Team

- A. **Purpose:** The purpose of the St. Mark's COVID-19 Compliance Team is to periodically audit the activities outlined in the St. Mark's Reopening Plan, and report their findings to the Genesis Team for review for corrective action if required.
- B. **Composition of Team:** The team will be comprised of 3-5 individuals that are not members of the Genesis or Safety Teams.
- C. **Methodology:** The team will utilize the approved St. Mark's Opening document and all named appendices and forms to conduct their periodic audits. The team will utilize the Compliance Checklist form to conduct their audits. Completed audit forms will be submitted to the Lead Pastor and The Chairperson of the Board of Trustees for review.
- D. **Scope of audit:** Audits will include, but are not limited to, the following:
 - 1. Review of individual room/space/visitor logs.
 - 2. Face covering compliance.
 - 3. Availability of hand sanitizer.
 - 4. Temperature checks being conducted.
 - 5. Compliance to allowed number of gatherers in a space.
 - 6. Disinfecting being performed per the guidelines.
 - 7. Entry/exit procedures being followed (Sanctuary).
 - 8. Waivers being completed and filed.
 - 9. General compliance to plan.
- E. **Records Retention:** After audit forms are reviewed by the Lead Pastor and the Chairperson of the Board of Trustees, they are to be submitted to the Administrative Assistant for filing (can be done electronically).

Reopening Plan for St. Mark's United Methodist Church V3

St. Mark's COVID-19 Audit Form

Date of Audit: _____ Area/Event Audited: _____

Names of Auditors: _____

Areas/items audited: (check all that apply)

- 1) Room use logs _____
- 2) Availability of hand sanitizer solution _____
- 3) Disinfecting space logs _____
- 4) Waiver Forms being utilized _____
- 5) Use of face coverings _____
- 6) Social distancing practices _____
- 7) Entry/exit procedures from large spaces _____
- 8) Temperature checks _____
- 9) Availability of extra face coverings _____
- 10) Compliance with no singing & group recitation _____ (based on phase of reopening)
- 11) Compliance with overall attendees as designated for the space _____
- 12) Main Office compliance _____ (e.g., shared offices, wiping down of shared equipment, etc.)
- 13) Other _____ Specify: _____

General Observations:

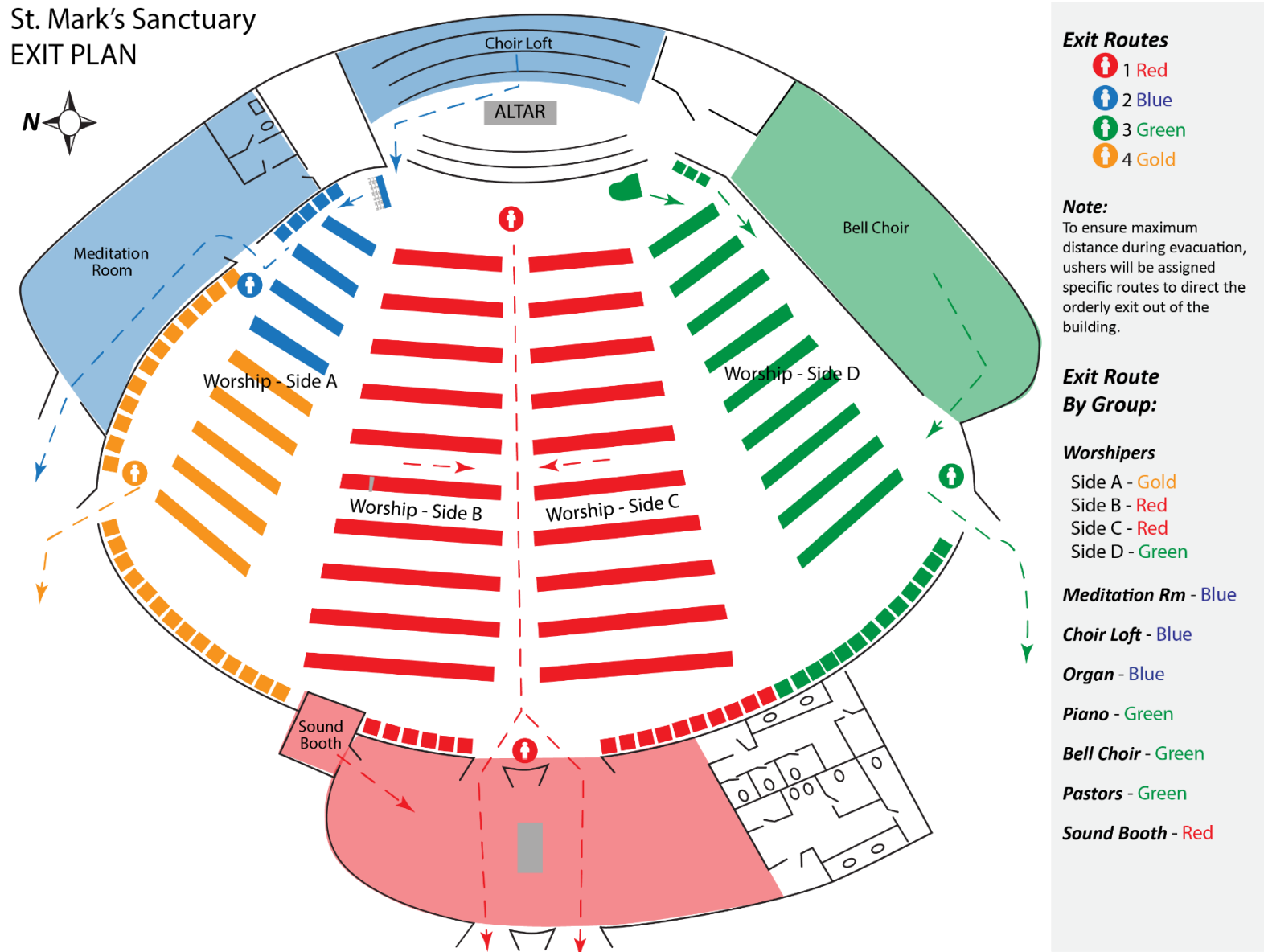
Deficiencies Noted:

Signature(s) of Auditors: _____

Date: _____

APPENDIX 10: Plan for Exiting Sanctuary After Worship

(Return to [Section V.C.4.d](#))



APPENDIX 11: Small Groups that Will Resume Meeting in Phase 3

(Return to [Section VII](#))

- A. Groups allowed to meet in initial stages of Phase 3
 - 1. Emmaus/Lectio groups are typically 3 – 8 people and can practice physical distancing.
 - 2. Prayer groups.
 - 3. Small music groups that can physically distance in the Sanctuary.
 - 4. Rainbow Fellowship.
- B. Groups that can start to meet, provided infection numbers continue to decline in Phase 3:
 - 1. Holy Yoga, with no sharing of equipment.
 - 2. Youth groups with physical distancing.
 - 3. Small Adult Spiritual Growth classes.
- C. Last groups to meet if infection numbers continue to fall.
 - 1. UMW – larger group with some hands-on activities and mission activities.
 - 2. Sewing groups and Bits ‘n’ Pieces – they share materials and do their work in a shared space.
 - 3. Chronic Health – medically vulnerable population.
 - 4. Children’s Sunday school.

APPENDIX 12: Assumption of the Risk, and Waiver of Liability Relating to Coronavirus/COVID-19

(Return to [Section VIII.B](#))

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly by person-to-person contact. As a result, federal, state, and local governments, and federal and state health agencies recommend social distancing and have, in many locations, prohibited the gathering of groups of people.

St. Mark's United Methodist Church (the "Church") has put in place preventative measures to reduce the spread of COVID-19; however, **the Church cannot guarantee** that you or your family will not become infected with COVID-19. Further, **attending the Church could increase** you and your family's risk of contracting COVID-19.

* * *

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my family and I may be exposed to or infected by COVID-19 by my attending the Church and that such exposure or infection may result in personal injury, illness, permanent disability, or death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Church may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Church employees, volunteers, and other Church participants and their families.

I understand that I must be free from COVID-19 symptoms to attend the Church. I also understand that while the Church is taking precautionary measures, no amount of precautionary measures will completely protect against transmission of COVID-19. Additionally, I understand asymptomatic people may still be able to transmit COVID-19. Finally, I understand that even with precautionary measures, some people, including but not limited to, other Church participants and their families, may not follow the measures and increase the risk of transmission.

I will immediately notify Church Management in writing if I become aware of any person with whom my family or I have had contact exhibits any symptoms of COVID-19, has been advised to self-isolate or quarantine, or has tested positive for COVID-19.

I VOLUNTARILY AGREE TO ASSUME ALL OF THE FOREGOING RISKS AND ACCEPT SOLE RESPONSIBILITY FOR ANY INJURY TO MY FAMILY OR ME (INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY, DISABILITY, AND DEATH), ILLNESS, DAMAGE, LOSS, CLAIM, LIABILITY, OR EXPENSE, OF ANY KIND, THAT I OR MY FAMILY MAY EXPERIENCE OR INCUR IN CONNECTION WITH MY ATTENDANCE AT THE CHURCH OR PARTICIPATION IN CHURCH PROGRAMMING ("CLAIMS"). I HEREBY RELEASE, COVENANT NOT TO SUE, DISCHARGE, AND HOLD HARMLESS THE CHURCH, ITS EMPLOYEES, AGENTS, AND REPRESENTATIVES, OF AND FROM THE CLAIMS, INCLUDING ALL LIABILITIES, CLAIMS, ACTIONS, DAMAGES, AND COSTS OR EXPENSES OF ANY KIND ARISING OUT OF OR RELATING THERETO. I UNDERSTAND AND AGREE THAT THIS RELEASE INCLUDES ANY CLAIMS BASED ON THE ACTIONS, OMISSIONS OR NEGLIGENCE OF THE CHURCH MISSIONS, OR NEGLIGENCE OF THE CHURCH, ITS EMPLOYEES, AGENTS, AND REPRESENTATIVES, WHETHER A COVID-19 INFECTION OCCURS BEFORE, DURING, OR AFTER PARTICIPATION IN ANY CHURCH PROGRAM.

Name of Participant(s) _____

Signature: _____

Date: _____

APPENDIX 13: Assumption of the Risk, and Waiver of Liability Relating to
Coronavirus/COVID-19/Hold Harmless (Return to [Section VIII.C](#))

**Assumption of the Risk and Waiver of Liability Relating to
Coronavirus/COVID-19/Hold Harmless**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly by person-to-person contact. As a result, federal, state, and local governments, and federal and state health agencies recommend social distancing and have, in many locations, prohibited the gathering of groups of people.

St. Mark's United Methodist Church (the "Church") believes in the opportunity for people to find hope and healing in their lives. In providing space for your group to meet on our campus, we are supporting the work that your group is doing.

We recognize that your group is an independent organization and not part of the Church structure. Because your group meets on church property, it is important that you agree to assist the Church in taking steps to follow all CED, federal, state, and local guidelines to ensure the safety of all people as much as possible. Furthermore, we ask that you agree to the following:

* * *

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my group members and I may be exposed to or infected by COVID-19 by coming onto the Church campus and that such exposure or infection may result in personal injury, illness, permanent disability, or death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Church campus may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Church employees, volunteers, and my group members and their families.

I understand that my group members and I must be free from COVID-19 symptoms to come onto the Church campus. I also understand that while the Church is taking precautionary measures, no amount of precautionary measures will completely protect against transmission of COVID-19. Additionally, I understand asymptomatic people may still be able to transmit COVID-19. Finally, I understand that even with precautionary measures, some people, including but not limited to, other Church and third party participants and my group members, may not follow the measures and increase the risk of transmission.

I will immediately notify Church Management in writing if I or any of my group members become aware of any person with whom they or I have had contact exhibits any symptoms of COVID-19, has been advised to self-isolate or quarantine, or has tested positive for COVID-19.

MY GROUP MEMBERS AND I VOLUNTARILY AGREE TO ASSUME ALL OF THE FOREGOING RISKS AND ACCEPT SOLE RESPONSIBILITY FOR ANY INJURY TO GROUP MEMBERS OR ME (INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY, DISABILITY, AND DEATH), ILLNESS, DAMAGE, LOSS, CLAIM, LIABILITY, OR EXPENSE, OF ANY KIND, THAT I OR MY GROUP MAY EXPERIENCE OR INCUR IN CONNECTION WITH COMING ONTO THE CHURCH CAMPUS OR PARTICIPATION IN PROGRAMS ON THE CHURCH CAMPUS OR RELATED TO THE CHURCH OR A THIRD-PARTY PROGRAM ("CLAIMS"). PROGRAMMING ("CLAIMS"). ON BEHALF OF MY GROUP AND MYSELF, I HEREBY RELEASE, COVENANT NOT TO SUE, DISCHARGE, AND HOLD HARMLESS THE CHURCH, ITS EMPLOYEES, AGENTS, AND REPRESENTATIVES, OF AND FROM THE CLAIMS, INCLUDING ALL LIABILITIES, CLAIMS, ACTIONS, DAMAGES, AND COSTS OR EXPENSES OF ANY KIND ARISING OUT OF OR RELATING THERETO. I UNDERSTAND AND AGREE THAT THIS RELEASE INCLUDES ANY CLAIMS BASED ON THE ACTIONS, OMISSIONS OR NEGLIGENCE OF THE CHURCH MISSIONS, OR NEGLIGENCE OF THE CHURCH, ITS EMPLOYEES, AGENTS, AND REPRESENTATIVES, WHETHER A

COVID-19 INFECTION OCCURS BEFORE, DURING, OR AFTER PARTICIPATION IN GROUP, CHURCH, OR THIRD-PARTY PROGRAM. I WILL COMMUNICATE THE ABOVE INFORMATION TO ALL GROUP MEMBERS.

Name of Participant(s) _____

Signature: _____

Date: _____

APPENDIX 14: Creative Ways to Engage People, Following Health and Safety Guidelines

(Return to [Introduction](#))

- A. Continue to offer one to two Facebook Live Services a week after in-person services resume in the sanctuary.
- B. Continue to offer a variety of Zoom classes and discussions.
- C. Perhaps when we are back in the Sanctuary, we plan a service with people present that is recorded only. Other services, at different times, would be broadcast live.
- D. Members Taking Care of Members: These ideas would be announced in a Messenger article or via a Friday Pastor's Message.
 - 1. Dinner (Or Desert!) on the Driveway: Encourage members to invite others in very small groups to socially distance on their driveway. Guests would bring their own chairs and food.
 - 2. Stealth Kindness drop-off: Encourage members to make kindness rocks, cookies, or take items like puzzles or art supplies and drop them off at another member's door.
 - 3. Zoom: Encourage members to take advantage of the free 40-minute Zoom meeting to visit with other friends from church. [Technical support will be provided by the Technology Committee.]
- E. Members Gathering in the Parking Lot.
 - 1. Music
 - a. Twenty minutes of songs are programmed on the carillon and people sit in the parking lot to enjoy it.
 - b. Musician with an amplifier plays a bit, pastor leads a prayer.
 - 2. Drive-in Movie: Gather in the parking lot for a drive-in movie.
- F. Members Do Mission.
 - 1. Be Kind: Church provides kindness coins. Members come by and take a coin to give to a grocery store employee or another person. Perhaps they drop off food at the same time.
- G. Members and Pastors Do Coffee. Zoom Coffee: Virtual coffee hour after the pre-recorded service is finished. (This has already been successfully tested, and will be offered on a regular basis.)

APPENDIX 15: Checklist for Safe Return to Worship Guidelines

(Return to [Section I.B](#))

Not all items are applicable to every phase. As this is used, indicate which phase (1, 2, 3). Use NA for specific items that are not relevant. Phase _____

Preparation

- _____ Provide staff and volunteers with masks and other PPE while serving. (**Safety Committee**)
- _____ Establish protocols for physical distancing before, during, and after services including seating arrangements, modified worship practices and dismissal procedures. (**Genesis Team**)
- _____ Continue offering online worship services for those who are sick, higher risk, have been exposed to COVID-19 patient within the last 14 days or are otherwise uncomfortable gathering in-person. (**Genesis Team**)
- _____ Develop isolation protocols should a staff member, volunteer or attendee become ill at St. Mark's. (**Safety Committee**)
- _____ Minimize/Eliminate use of printed or hand-held materials such as bulletins, hymnals, bibles, and attendance pads. (**Genesis Team**)
- _____ Do not share equipment used in worship services such as microphones. (**Genesis Team**)
- _____ Minimize areas on campus being used during services and gatherings to minimize disinfecting needs. (**Genesis Team**)
- _____ Block off/lock unused areas, rooms, buildings, etc. (**Maintenance Staff**)
- _____ Designate 1-in-1 out protocol (if any) for tight spaces. (**Genesis Team**)
- _____ Establish frequency/processes for enhanced cleaning and disinfecting. (**Genesis Team**)
- _____ Develop admission criteria for worship services. (**Safety Committee**)
- _____ Postpone children's activities such as nursery/childcare or implement additional safeguards and eliminate any soft toys. (**Genesis Team**)
- _____ Discontinue playground use or implement additional safeguards and limitations. (**Genesis Team**)
- _____ Determine status of mission trips and summer activities such as VBS. (**Program Team**)
- _____ Meet with Jan Pro to discuss any additional services and requirements. (**Ruth/Trustees**)

Buildings/Facilities

- _____ Conduct a thorough facility inspection/walk-through to check on the safety of all buildings. (**Maintenance Staff/Trustees**)
- _____ Restart all systems and reset thermostats, timers, etc. (**Maintenance Staff**)
- _____ Flush hot and cold water through all points of use. (**Maintenance Staff**)
- _____ Water fountains to be turned off and covered. (**Genesis/Maintenance Staff**)
- _____ Complete all HVAC maintenance. (include evaporative cooler on Welcome Center) (**Maintenance Staff**)
- _____ Check any tree overgrowth on buildings and roofs. Trim as required. (**Maintenance Staff**)
- _____ Check for any rodent/pest/insect infestations. (**Maintenance Staff**)
- _____ Address and slip, trip, and fall hazards. (**Maintenance Staff**)
- _____ Thoroughly clean and disinfect all building interiors. (include hard, non-porous surfaces and carpeting) (**Jan Pro, Maintenance Staff, Trustees**)

- _____ Ensure cleaning supplies and disinfectant solutions have been ordered and are available. **(Trustees)**
- _____ Make hand sanitizer stations available per campus survey and bottles for other spaces. (fixed and mobile) **(Trustees)**
- _____ Post signs regarding social distancing, safety measures, and COVID-19 symptoms. **(Safety Committee)**

Supplies/Equipment

- _____ Ensure on-hand supply of disinfecting agents. **(Trustees – initial supplies)**
- _____ Engage vendor (if appropriate) for initial disinfecting service before reopening. **(Trustees & Ruth)**
- _____ Ensure equipment available for in-house disinfecting based on adopted protocols. **(Trustees for equipment, Genesis Team for protocols)**
- _____ Ensure availability of PPE for staff, visitors, & Volunteers. (face coverings, gloves, etc.) **(Safety Committee)**

Communications

- _____ Prior to reopening, communicate plan and Covenant via multiple channels such as email, Messenger, Pastor's Weekly Message, St. Mark's website, social media, etc. **(Genesis Team)**
- _____ Ensure reopening plan is available to members and non-members alike. **(Genesis Team)**
- _____ Update and communicate any changes to the reopening plans. **(Genesis Team)**
- _____ Reinforce messaging that persons who are ill or higher risk should continue worshipping remotely. **(Genesis Team & Safety Committee)**

Instructional Materials

- _____ Develop on-site instructional materials such as signs or projected images to generate awareness of new protocols and procedures. **(Safety Committee)**
- _____ Post directions to aid the flow of people and vehicles. **(Safety Committee)**
- _____ Post information on physical distancing, face coverings and COVID-19 symptoms. **(Safety Committee)**
- _____ Messaging to stay at home if sick. **(Genesis Team & Safety Committee)**
- _____ Importance of handwashing and hygiene practices **(Genesis Team & Safety Committee)**

Training

- _____ Train staff, leaders, ushers, and volunteers on established plans for worship services and gatherings, including how to handle issues/concerns. **(Genesis Team & Safety Committee)**
- _____ Train outside groups using St. Mark's on established practices and protocols. (at appropriate phase of opening) **(Safety Committee & Staff)**
- _____ Establish protocol for individuals that arrive sick or have temperature above 100.4°F (37.8°C) **(Genesis Team & Safety Committee)**
- _____ Understand the proper use of cleaning and disinfecting agents being utilized. Have MSDS available as appropriate. **(Trustees)**

- _____ Provide PPE for staff performing disinfecting services according to manufacturer's recommendations and MSDS. **(Trustees)**

Before Services/Gatherings

- _____ Clean and disinfect worship area(s) based on last occupancy & established protocols. **(Maintenance Staff for disinfecting & Genesis Team for protocol establishment)**
- _____ Clean and disinfect worship materials and furniture. **(Maintenance Staff)**
- _____ Clean and disinfect restrooms and other common areas based on last occupancy & established protocols. (Post information if certain restrooms are not to be used & lock doors.) **(Maintenance Staff for disinfecting & Genesis Team for protocol establishment)**
- _____ Replenish hand sanitizing liquids and face coverings as required. **(Safety Committee for face coverings & Jan Pro for replenishment)**

During Services/Gatherings

- _____ Utilize ADA door openers to hold entrance doors to Sanctuary and Fellowship Hall open. **(Ushers)**
- _____ Establish & apply admission criteria (e.g., temperature reading) upon entrance. **(Safety Committee for application & Genesis to establish criteria)**
- _____ Seat individuals or family units from front to back of Sanctuary or Fellowship Hall. **(Ushers)**
- _____ Modify "passing the peace" or greeting time to avoid physical contact. **(Genesis Team)**
- _____ Provide alternative method of collecting offering. **(Ushers)**
- _____ Establish safe communion process. **(Genesis Team)**

After Services/Gatherings

- _____ Dismiss attendees from closest to farthest from the exits. **(Ushers)**
- _____ Disinfect worship areas, materials, and rooms used according to established protocols. **(Maintenance Staff for cleaning, Genesis Team to establish protocols)**
- _____ Disinfect frequently touched items such as doors, light switches, chairs, pew tops, etc according to established protocols. **(Maintenance Staff for cleaning, Genesis Team to establish protocols)**
- _____ Ensure that those individuals with cleaning/disinfecting responsibilities have proper PPE. **(Safety Committee)**

Children's Activities/Services

- _____ Establish phase for when children's activities and services (e.g., nursery, childcare during worship) will resume. **(Program Team)**
- _____ Establish procedures and protocols for areas occupied by children. **(Program /Genesis Teams)**
- _____ Have parents drop children off outside of activity areas. **(Program Team)**
- _____ Coordinate with ECC regarding the use of shared spaces. **(Genesis Team & Laurie)**
- _____ Plan for activities that maintain appropriate spacing. **(Program Team)**

Office Operations

- _____ Establish and communicate phased reopening plans for Church office. (**Genesis Team**)
- _____ Create accountability for all staff members and visitors regarding established protocols. (**Genesis Team**)
- _____ Maintain physical distance and wear face coverings per established protocols. (**All Staff & Visitors. Genesis to establish protocols**)
- _____ Establish procedures for shared workspaces. (Work/copy room, Conference Room, etc.) (**Genesis Team/Staff**)
- _____ Establish procedures for offices with more than one assigned staff member. (**Genesis Team**)
- _____ Provide cleaning and disinfecting supplies (e.g., wipes). (**Trustees initial stocking quantities & Maintenance Staff on-going**)

*Adapted from “Recommendations for a Safe Return to Worship” by Church Mutual Insurance

CRITICAL NUMBERS

- Six feet of distance = 28 sq. ft. per person
- The virus can live on surfaces up to seven days
- Disinfectants may need 2-10 minutes of contact to be effective (see EPA list)
- Symptoms typically show with 7-14 days