

Healthy Church Plan
Floris United Methodist Church / Restoration Church
as of June 29, 2020

Purpose of this Plan: As the COVID-19 pandemic has impacted all our lives, Floris UMC has risen to the occasion to find new and innovative ways to continue our mission to make disciples of Jesus Christ for the transformation of the world. As we shifted from in-person worship to online and virtual worship and events, we adopted these values to inform our future decisions:

1. Keep people healthy
2. Create vital community
3. Care for the vulnerable
4. Continue to adapt and innovate ministry

This Healthy Church Plan intends to address this first value, to keep people healthy. As we carefully prepare for returning to an increasing in-person presence at our church building and property in Herndon, and including our campuses in Reston and Loudoun, we will follow guidance from the Centers for Disease Control (CDC); the state of Virginia; Fairfax and Loudoun Counties; and the Virginia United Methodist Conference (VAUMC). Links to mandatory guidance and best practices from these organizations are included in Appendix 1, "Resources."

In response to the VAUMC's "Handbook for Local Churches" published on May 13, 2020, we established a Healthy Church Team (HCT) and an HCT Steering Committee comprised of leadership from clergy, staff, and our lay membership as shown in Appendix 2, "Healthy Church Team." The initial meeting of our HCT was held May 20, 2020, and will continue to provide oversight and review of this plan.

Timeline for this Plan: On March 12, Virginia's Governor Ralph Northam declared a state of emergency, then closed all public schools the following day. He subsequently issued additional orders restricting businesses and other activities, and also issued a temporary stay at home order thru June 10. In May, Virginia developed a phased approach to reopening businesses and other activities statewide, including requirements for religious services. As VAUMC developed their "Handbook for Local Churches," they describe "Stages" that roughly align to Virginia's "Phases." VAUMC's Handbook also requires churches to submit their plans to return to in-person worship to their District Superintendent 10 days in advance of their first in-person worship service.

On Friday, May 15, most of Virginia moved into Phase 1 of reducing restrictions with the exception of several localities (including Fairfax and Loudoun counties) near "COVID-19 hot spots." Fairfax and Loudoun counties were allowed to enter Phase 1 on Friday, May 29.

On Tuesday, June 2, Governor Northam announced most of Virginia will move into Phase 2 on June 5, but Fairfax and Loudoun counties were delayed to June 12. On June 23, Governor Northam announced that all Virginia jurisdictions will move into Phase 3 as of July 1. This will allow child care centers to reopen and the cap on large social gatherings to rise to 250.

VAUMC's "Handbook For Local Churches," initially published May 13 followed by multiple revisions, states that Stage 2 in-person worship may not begin prior to June 21, or any other date at the sole discretion of the Bishop.

On Monday, June 15, VAUMC published the “Technical Manual for Local Churches (TAM), Taking the Next Step – Stage 2 of the Return to In-Person Worship and Other Gatherings” to replace the Handbook. The TAM extended coverage beyond in-person worship to “other in-person gatherings of 50 or less,” including an outdoor service, and further clarified the requirements for attendance registration and Health Questionnaires. As of June 25, the TAM has not yet been revised to include Stage 3 guidelines.

Floris does not currently plan to resume in-person worship until sometime after June 30, and it may be well after that date. In May we conducted a survey of our congregation across all 3 sites. Key takeaways from the responses (as discussed at our Church Council meeting on May 26 and summarized in Appendix 3, “Church Survey – Key Takeaways”) indicate returning safely is more important than returning soon. Most hope we can return to in-person worship by Fall, and 28% won’t be comfortable resuming in-person worship until a vaccine is available.

However, other uses of the Floris UMC building have not stopped and will continue in the coming months prior to returning to in-person worship. Current uses include limited staff in the building (most continue to work remotely) to perform certain essential functions that can’t be done from home; Serve Ministries for food collection and distribution to those in need; and serve ministries to cut material and sew masks, caps, and gowns as protective measures for those in need. Several Life Groups and small groups have requested to return to in-person activities at the church, and we envision incremental additional uses of the church building and property well before returning to in-person worship services.

Key Elements of this Plan: Everyone who accesses our church building(s) or property must adhere to the mandatory guidelines outlined in Appendix 4, “Church Building and Property Use Guidelines due to COVID-19.” We will continue to use online and virtual meeting options whenever possible, and when building use is necessary we’ll follow the guidance from the CDC, Virginia, Fairfax & Loudoun counties, and the VAUMC. This plan also incorporates appendices with “Protocols for In-Person Worship” at Appendix 5, and “Protocols for Small Group Meetings” at Appendix 6.

Our key mandatory guidelines are:

1. Signage at entrances stating that **no one with a fever or symptoms of COVID-19, or known close contact with a COVID-19 case in the prior 14 days, is permitted inside**
2. Maintain **physical distance of at least 6 feet** from all other non-family individuals
3. **Face masks are required** for in-person meetings of 2 or more and in all common areas
4. **No in-person worship** until allowed by our Bishop in the appropriate Stage & Phase
 - a. The Healthy Church Team will review and approve future recommended incremental steps in the coming months; no current plans to resume in-person worship until sometime after June 30, 2020
5. A **thorough cleaning and disinfection of frequently contacted surfaces** must be conducted prior to and following any meetings
6. **Advance registration of attendance and completion of Health Questionnaires** is required for all in-person ministry, including small groups
7. Any items used to distribute food or beverages must be **disposable** and used only once and discarded (note: this is intended for communion)

All requests for building and property use by groups must be approved by the Executive Director, after coordination with our Facilities Director, Building & Membership Coordinator, Administrative Assistant, and Executive Assistant. Each approved use must have a clearly designated Group Leader acknowledge

as of June 29, 2020

and accept responsibility to monitor and ensure compliance with our guidelines, including registration and Health Questionnaires. The Executive Director will develop, coordinate, and implement a review and approval process for all requests for building and property use.

Recommended changes or updates to this Plan: This Plan will be a living document as we prepare to move into subsequent Stages and Phases, and will be reviewed periodically by our HCT. Please provide any recommended changes or updates to this Plan to the Executive Director of Floris UMC at aballenger@florismc.org.

Appendix 1: Resources

1. CDC's "Interim Guidance for Administrators and Leaders of Community- and Faith-Based Organizations to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19)
 - a. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html>
 - b. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html>
2. CDC's "Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission"
 - a. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>
3. "Considerations for Reopening Religious Organizations" from GuideOne Insurance (our church's insurance company)
 - a. https://www.guideone.com/blog/considerations-reopening-your-religious-organization?mkt_tok=eyJpIjoiWXPnNellUTXhPV1J5T0dObCIsInQiOiJ1eWl1dTE4WFBFV2xxanV3WjBRbnk5bTV2bXdhS1U0bnpycWdiV1dwejZkSGU1Wm5pN2t1NyszSG1JY2wrQ0ISQ0oxK0MycHFwMGdwRll6c1diaDFbktobUh0U0RTcXNDNnViNHNiQ1pMdWlyOUUyTlBrUWx3RFFOSjBuajZtSyJ9
4. Department of Homeland Security's Cybersecurity & Infrastructure Security Agency (CISA):
 - a. <https://www.cisa.gov/hometown-security>
 - b. <https://www.politico.com/f/?id=00000171-5ad7-d6b1-a3f1-ded7c26c0000>
5. Virginia releases ZIP code-level data on COVID-19 cases
 - a. https://www.insidenova.com/news/special/coronavirus/virginia-releases-zip-code-level-data-on-covid-19-cases/article_702f5298-913e-11ea-bd55-8f147a612763.html
6. Virginia
 - a. <https://www.virginia.gov/coronavirus/>
 - b. Governor's Executive Order 53 signed March 23, 2020
 - i. [https://www.governor.virginia.gov/media/governorvirginiagov/executive-actions/EO-53-Temporary-Restrictions-Due-To-Novel-Coronavirus-\(COVID-19\).pdf](https://www.governor.virginia.gov/media/governorvirginiagov/executive-actions/EO-53-Temporary-Restrictions-Due-To-Novel-Coronavirus-(COVID-19).pdf)
 - c. <https://www.virginia.gov/coronavirus/forwardvirginia/?fbclid=IwAR2liZSKBxfW7ot9tGVDNJCQjmjQBVPt26Qwn4n8sE1U2UakIWmklS4P5qM>
 - d. <https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Virginia-Forward-Phase-Two-Guidelines.pdf>
7. Virginia Department of Health
 - a. <https://www.vdh.virginia.gov/coronavirus/>
 - b. <https://www.vdh.virginia.gov/coronavirus/resources-and-support/>
8. Fairfax County
 - a. <https://www.fairfaxcounty.gov/covid19/>
 - b. <https://www.fairfaxcounty.gov/health/novel-coronavirus>
9. Article: "The Risks – Know Them – Avoid Them" by Erin Bromage
 - a. https://erinbromage.wixsite.com/covid19/post/the-risks-know-them-avoid-them?fbclid=IwAR3MX8kapN_RVZEiDtHHmPifRZReMu-NWzNcNKA-Q-HfXWlqA7XxNV05hCo
10. Calgary, Canada Church example – lessons learned
 - a. https://calgary.ctvnews.ca/mobile/i-would-do-anything-for-a-do-over-calgary-church-hopes-others-learn-from-their-tragic-covid-19-experience-1.4933461#_gus&_gucid=&_gup=Facebook&_gsc=g255pgZ
11. Virginia United Methodist Conference (VA UMC) – Reopening Church web page
 - a. <https://vaumc.org/return/>

- b. "Handbook for Local Churches"
<http://doc.vaumc.org/News2020/HandbookforLocalChurches.pdf>
 - c. " Technical Assistance Manual for Local Churches – Taking the Next Step – Stage 2 of the Return to In-Person Worship and Other Gatherings,"
<http://doc.vaumc.org/News2020/TAM.pdf>
12. CDC's recently detailed "Interim Guidance" that the White House did not clear (apparently "too detailed.") While the document has not been officially published, it is found at <https://www.documentcloud.org/documents/6883734-CDC-Business-Plans.html> Guidance for churches starts on page 7.

Appendix 2: Healthy Church Team

- **Steering Committee**

- Lead Pastor – Tom Berlin
- Executive Director – Allan Ballenger
- Facilities – Rick Sherbert
- Associate Pastor – Worship – Barbara Miner
- Associate Pastor – Campuses – Tim Ward
- Church Council – Thanhia Sanchez
- Trustees – Joyce Braithwood
- Lay Leader – Doug Horner
- Staff Parish Relations Committee Chair – Jan Massey
- Medical Professional – Cynthia Horner, M.D.
- Attorney – Rob Duston
- Pam Borland – Recording Secretary

- **Sub-committees**

- Worship Ministry – Barbara
 - Music – Yoon Nam, Megan Seals
 - Technical and Audio/Visual – Keri Rafter; Charlie Kendall?
 - Caring Ministries – Carol Benson
- Grow Ministry – Bill Gray
 - Student Ministry – Mike Fee
 - Children’s Ministry – Kelly Crespín
 - Preschool – Debbie Lawler
- Serve Ministry – Sarah Casey
 - Grace Ministries – Donna Porter, Katie Rakestraw
- Staff & Administration - Allan
 - Facilities – Rick Sherbert & Ken Scroggie
 - Building & Membership Coordinator – Peggy Manduke
 - HR & Finance – Karen Heier
 - Communication – Carly Sitton
- Pastors (representing sites & campuses) – Tim Ward, Jake McGlothlin
 - NOTE: Add some staff and lay members from campuses

Appendix 3: Church Survey – Key Takeaways

1. Overall, you find that online worship has met or exceeded your expectations
 - Floris - 51% “exceeded expectations,” 43% “met expectations,” 3% “below expectations,” and 3% “no online worship recently”
 - Reston – 70% “exceeded expectation,” 27% “met expectations,” 3% “no online worship recently”
 - Loudoun – 55% “exceeded expectation,” 42% “met expectations,” 3% “no online worship recently”
2. When in-person worship returns, you want it done safely. 53% of those who took the survey felt the maximum safe capacity of our worship space would be limited to using 40% or less of our capacity
 - 53% of Floris attendees comfortable with 40% or less capacity
 - 56% of Reston comfortable with a 40% or less capacity
 - 66% of Loudoun attendees “limit to less than 50 people”
3. The majority of our congregation, in all age categories, plan to take personal precautions like:
 - Avoid shaking hands (94% Floris, 97% Reston, 97% Loudoun)
 - Avoid any physical contact (87% Floris, 90% Reston, 79% Loudoun)
 - Sit/stand 6 feet away from others (86% Floris, 82% Reston, 87% Loudoun)
 - Wear a face mask (81% Floris, 92% Reston, 82% Loudoun)
 - Bring hand sanitizer (69% Floris, 72% Reston, 79% Loudoun)
4. You hope that we can return to in-person worship by Fall
 - Very low comfort with mid-June return
 - 60% “very uncomfortable,” 33% “somewhat cautious” at Floris
 - 49% “very uncomfortable,” 37% “somewhat cautious” at Reston
 - 39% “very uncomfortable,” 53% “somewhat cautious” at Loudoun
 - Some Floris attendees won’t be comfortable resuming in-person worship until a vaccine is available
 - 28% of Floris attendees, 20% of Reston attendees and 21% of Loudoun attendees

Appendix 4: Church Building and Property Use Guidelines due to COVID-19

1. **Use online and virtual** meeting options whenever possible
2. **If building use is necessary, we must follow guidance** from (see References below):
 - a. Centers for Disease Control (CDC)
 - b. Virginia Forward (currently in Virginia's Phase 2 thru June 30)
 - c. Fairfax County (currently in Virginia's Phase 2 thru June 30)
 - d. Virginia United Methodist Conference
3. **Key mandatory guidelines** (full list is in the documents cited above):
 - a. Post signage at the entrance stating that **no one with a fever or symptoms of COVID-19, or known close contact with a COVID-19 case in the prior 14 days, is permitted inside**
 - b. Maintain **physical distance of at least 6 feet** from all non-family individuals
 - i. Elevators may be used by one person at a time (unless family members)
 - c. **Face masks are required** for in-person meetings of 2 or more and in all common areas
 - i. Not required when alone in a private office, but recommended if more than one person is in a private office
 - d. **No in-person gatherings of more than 50** non-family individuals
 - i. The presence of more than 10 individuals performing functions of their employment is not a "gathering" (per VA E.O. #62, para 8)
 - e. **No in-person worship** until allowed by our Bishop in the appropriate Stage & Phase
 - f. The Healthy Church Team will review and approve future recommended incremental steps in the coming months; no current plans to resume in-person worship until sometime after June 30, 2020**Advance registration of attendance and completion of Health Questionnaires is required** for all in-person ministry, including small groups
 - i. This may be completed either online at the Floris website at www.florisumc.org/health or by signing a paper form responding to the same Health Questionnaire items as prescribed in the TAM
 - g. Any items used to distribute food or beverages must be disposable and used only once and discarded (note: this is intended for communion)
4. **Additional recommended guidelines:**
 - a. Take your temperature before leaving home, and stay at home if it is over 100.4 degrees Fahrenheit
 - b. Wash hands immediately upon entering the building
 - c. Encourage working remotely from home, as much as possible
 - d. Stay in your designated areas; minimize visitors to primary office areas Limit touchable materials and passing of materials
 - i. Clean your tools / materials before and after use
 - ii. Where possible each person should have their own tool (scissors, box knife etc.) to limit cross contamination.
 - iii. Prop doors open to limit touching of knobs and handles
 - iv. Restrooms on north side of building are closed

- e. If you require use of refrigerator and freezer, designate one individual to access. Clean handles before and after with provided disinfectant
 - f. Clean your area BEFORE and after meeting
 - i. Wipe tables, non-fabric chairs, knobs, remotes and light switches in your area with provided disinfectant solution
 - g. Do not gather before or linger after your meeting
 - h. Adhere to scheduled meeting time
 - i. Limits on number of people allowed in each area/room will be established based on social distancing and other mandatory guidelines
 - j. If you choose to wear gloves keep in mind they do not limit cross contamination. Change frequently and wash hands
5. Currently-approved building and property uses include
- a. Limited staff to maintain essential operations; building remains locked
 - i. Producing worship services and content for mailing or online distribution
 - ii. Administrative and business
 - 1. Shipping and receiving shipments (US Mail, UPS, Amazon)
 - 2. Financial and accounting
 - 3. Note: To minimize touch points in the administrative office area on the 3rd floor, access will be limited to staff. Use of the copier room is limited to 2 staff individuals at a time, each with mask
 - iii. Cleaning and maintenance
 - iv. Note: Most staff is working remotely from home
 - b. Serve ministries, including staff and volunteers
 - i. Grace Ministries – collect, sort, and distribute food monthly
 - ii. Help Hungry Kids – collect, sort, inventory, package, and distribute food packages weekly.
 - iii. FACETS – prepare and package hot meals for monthly distribution by FACETS staff.
 - iv. She Believes in Me (partner organization) – collect, sort, and distribute food daily
 - v. Face mask, cap, and gown sewing – collect, sort, measure, and cut fabric
 - c. All requests for building and property use must be approved by the Executive Director, after coordination with our Facilities Director, Building & Membership Coordinator, Administrative Assistant, and Executive Assistant
 - i. Each approved use must have a Floris staff member assigned to monitor and ensure compliance with our guidelines

Additional Actions:

1. **Communication Plan**: Our Communication Manager will develop, coordinate, and implement a communication plan to help communicate key elements of our guidelines throughout our building, including recommended signage from the CDC. Include plans to communicate internally to staff and volunteers, and also to our congregation, including website updates.
2. **Cleaning Plan**: Our Director of Facilities will ensure our facility cleaning protocols are in compliance with mandatory directives from the CDC, Virginia, Fairfax County, and VA UMC. He will develop, coordinate, and implement a plan to ensure cleaning is responsive to changing uses of the building as incremental changes occur.

3. **Building Use by outside groups**: Our Executive Director will develop, coordinate, and implement a review and approval process for all requests for building and property use. Requests must be approved by the Executive Director, after coordination with our Facilities Director, Building & Membership Coordinator, Administrative Assistant, and Executive Assistant, at a minimum. Each approved use must have a Floris staff member assigned to monitor and ensure compliance with our guidelines.

Appendix 5: Floris United Methodist Church / Restoration Church Protocols for On-site Worship

Beginning (TBD- Tentatively mid-August to mid-September), we will offer a limited number of onsite worship services at each campus (Herndon, Reston, and Loudoun). We will strive to provide a safe, touchless experience with adequate social distancing. We will also follow these protocols for any weddings or funerals performed in the Floris sanctuary / worship space.

Masks:

- Face masks are required for everyone, including the pastors, in Stage 2

Social distancing:

- Capacity will be limited to TBD% of seating capacity. Congregants will pre-register to attend in-person services for at least the first two weeks, in order to give confidence for those in attendance. The registration form will provide information about what to expect and safety protocols. We will build in a buffer in our registration to allow for walk-ins.
- Greeting will be contact-free. We will provide hand-held welcome signs for our door greeters and ask them to stand six feet away from the exterior doorway. Ushers and greeters will be instructed NOT to shake hands, hug, or touch any person, including those they know, while serving.
- All exterior doors will be propped open before and after the service.
- Interior doors to the worship space will be propped open before and after service, with at least one worship space door (or staggered doors at campuses) per exit open throughout the service.
- Seating will be socially distanced. Every other row will be marked with royal blue cones. For a second service, if applicable, the cones will be switched between morning services, so rows will not be used in consecutive services. Ushers will direct people to open seating, leaving at least 6 feet between family units. Campuses will configure seating to ensure social distancing.
- We will not offer a stand and greet time during worship.
- To avoid crowding near the doorways, ushers will provide for a controlled exit by dismissing the congregation by sections and rows at Floris. Campuses will dismiss the congregation in a similar ordered manner based on their seating arrangement.
- Ensure there is sufficient distance between seating spaces in common areas, both through removing some tables and chairs and spacing them farther apart.

Advance registration of attendance and completion of Health Questionnaires:

- Advance registration of attendance is required for all in-person ministry, including small groups
 - o This may be completed either online at the Floris website at www.florismc.org/health or by signing a paper form responding to the same Health Questionnaire items as prescribed in the TAM

Sanitization:

- Face masks are required for everyone, including the pastors, in Stage 2
- Congregants are encouraged to bring their own masks, but we will also provide them at the entrances where they will be distributed by a masked and gloved volunteer.

- The worship space at Floris will be sanitized each week, and between services we will wipe down door handles and stairway handrails and other common surfaces as needed, by our professional cleaning staff. Microphones will be sanitized.
- The worship space at Reston and Loudoun campuses will comply with additional guidelines required by their host organizations, Fairfax County Public Schools (FCPS) and Loudoun County Public Schools (LCPS). FCPS and LCPS cleaning crews will be responsible for sanitization before and after each use.
- Hand sanitizer will be available inside the exterior building doors and at the worship space doors.
- Beverages and refreshments will not be offered, at least until sometime in Fall 2020 or later.
- Restrooms will be available, with entrance doors to bathrooms propped open, where privacy allows. Seat covers will be provided in every stall at Floris and signs will be posted to remind people of proper handwashing. Bathroom surfaces will be sanitized before and after services.
- Water fountains will be closed or disabled at Floris.
- Lids will be removed from trash cans.

Touchless service:

- We will not distribute printed bulletins or handouts.
- Offering/giving will be taken online through PushPay or by dropping currency/checks into locked [acrylic boxes](#) at the ends of the aisles as guests exit.
- Items such as pens, EFT cards, Bibles, Hymnals, and prayer request cards will be removed. Prayer requests made be made online at florismc.org/prayer for the Floris site attendees, and at [xxx](#) for the Reston campus and [yyy](#) for the Loudoun campus.
- Attendance will be entered electronically at florismc.org/here. For those unable to navigate the online registration, they may email a message to here@florismc.org or text Florishere to [xxxxx](#) for the Floris site. For the Reston campus, [xxx](#) and for the Loudoun campus, [yyy](#).
- Only non-returnable kids' activity materials will be provided with separate baskets for crayons and activity books. Signage will instruct families to keep any supplies they take for service. Toys will be removed from infant soothing rooms.
- Umbrella stands at doors with shared umbrellas will be removed.

Special Elements:

- Communion, when offered will include pre-packaged elements in baskets, will be distributed by masked and gloved communion stewards.
- Baptisms may be performed in special services, in worship, or by appointment at the family's discretion.
- Kneelers, candle carts and other frequently touched worship fixtures will be removed from the worship space.

Programming:

- No singing or choirs during in-person worship. Music could be pre-recorded, or done in another room and viewed in the worship space.
- Due to the challenges involved in providing a safely social distanced experience for children and youth, onsite child care, and children and student ministries will not resume in-person ministry during the summer months.
- Life Groups and small groups and classes will continue to meet virtually during the summer months.

Miscellaneous

- Worship Volunteers: Sign up to serve as willing for services, instructions provided ahead of time, supplies organized to limit time spent together, gather in open spaces for huddles.

Supplies being designed/ordered:

- Hand sanitizer stations and pump bottles
- Door stops (wedges)
- Sanitizing mist machine(s)
- Disposable masks
- Gloves
- Seat covers for bathroom stalls
- Blue Cones
- Acrylic "ballot" boxes for offering
- Floor stickers
- Exterior signage, if needed
- Signage for ballot boxes
- Hand-held greeter signs
- Promo signage

Appendix 6: Floris United Methodist Church / Restoration Church Protocols for Life Group and Small Group Meetings

Beginning (TBD- Tentatively early July), we will offer a limited number of small groups to use onsite facilities, including outdoor spaces on our property and some indoor room at our Floris campus in Herndon. All uses must be approved in advance by the Executive Director. We will strive to provide a safe, touchless experience with adequate social distancing.

Masks:

- Face masks are required for everyone, including the pastors, in Stage 2

Social distancing:

- Capacity will be limited to TBD% of seating capacity; in most cases, the limiting factor will be the social distance requirement of 6 feet. Groups will have a system to pre-register in-person attendees to ensure the assigned space does not exceed capacity. The group's registration form will provide information about what to expect and safety protocols.
- Greeting will be contact-free. Group leaders will be responsible to instruct all participants NOT to shake hands, hug, or touch any person, including those they know, while participating.
- All exterior doors will be propped open before and after the meeting, to minimize touching surfaces.
- Interior doors to the meeting space will be propped open before and after meeting.
- Seating will be socially distanced.
- Ensure there is sufficient distance between seating spaces in common areas, both through removing some tables and chairs and spacing them farther apart.

Advance registration of attendance and completion of Health Questionnaires:

- Advance registration of attendance is required for all in-person ministry, including small groups
 - o This may be completed either online at the Floris website at www.florisumc.org/health or by signing a paper form responding to the same Health Questionnaire items as prescribed in the TAM

Sanitization:

- Face masks are required for everyone, including the pastors, in Stage 2
- Participants are encouraged to bring their own masks, but we will also provide them at the entrances.
- The meeting space will be sanitized each evening, and between meetings we will wipe down door handles and stairway handrails and other common surfaces as needed. Microphones will be sanitized.
- Hand sanitizer will be available inside the exterior building doors and at the worship space doors.
- Beverages and refreshments will not be offered, at least until sometime in Fall 2020 or later.
- Restrooms will be available, with entrance doors to bathrooms propped open, where privacy allows. Seat covers will be provided in every stall and signs will be posted to remind people of proper handwashing. Bathroom surfaces will be sanitized before and after services.
- Water fountains will be closed or disabled.
- Lids will be removed from trash cans.

Touchless service:

- We will not distribute printed bulletins or handouts.
- Items such as pens, EFT cards, Bibles, Hymnals, and prayer request cards will be removed. Prayer requests made be made online at florisumc.org/prayer.
- Umbrella stands at doors with shared umbrellas will be removed.

Special Elements:

- Communion, when offered will include pre-packaged elements in baskets, will be distributed by masked and gloved ushers.
- Baptisms may be performed in special services, in worship, or by appointment at the family's discretion.
- Kneelers, candle carts and other frequently touched worship fixtures will be removed from the worship space.

Programming:

- Due to the challenges involved in providing a safely social distanced experience for children and youth, onsite children and student ministries will not resume in-person ministry during the summer months.
- Small groups and classes will continue to meet virtually during the summer months.

Supplies being designed/ordered:

- Hand sanitizer stations and pump bottles
- Door stops (wedges)
- Sanitizing mist machine(s)
- Disposable masks
- Gloves
- Seat covers for bathroom stalls
- Blue Cones
- Acrylic "ballot" boxes for offering
- Floor stickers
- Exterior signage, if needed
- Signage for ballot boxes
- Hand-held greeter signs
- Promo signage