

Being Church While We Prepare to Reopen

FUMC's Reopening Task Force has drafted a series of Steps (see below) to guide our planning and actions as we look to reopen our building and gather again. In the meantime, I offer you the following as a guide to what each and all of us can do to remain the church together.

What You Can Do Now:

In the spirit of the three simple rules, do no harm, do good, stay in love with God, consider the following as ways that we can be the church together during this time:

Do No Harm

- Follow social distancing, masking, and hygiene guidelines. For many, COVID-19 is asymptomatic, and the best way to stop the spread is to assume that you are contagious and could contribute to the spread.

Do Good

- Financially support our church. The financial circumstances of many of us have changed. If you cannot fulfill in 2020 what you pledged in the fall of 2019, don't worry. The world has changed, and we will all change with it. Every financial contribution to FUMC makes our ministry possible. (Mail: 31 W. Church St. Fairport, NY 1440) (online: www.fairportumc.org)
- Continue to reach out to one another with phone calls, emails, and letters. I know how uplifting it is when someone tells me about a note or a phone call they received, so I can only imagine how uplifting it felt to receive it.

Stay in Love with God

- If you do not have access to the internet and would like to stay connected with FUMC please let us know so that we can add you to our weekly mailing list.
- Connect with FUMC online. You can join us for worship by clicking the link to YouTube in our Sunday email or at the post on our Facebook page and website. You can watch our worship videos at whatever time is convenient for you.
- In addition to Sunday Mornings, the weekly email goes out every Tuesday with a video greeting from Pastor Richelle or a member of the church. The Tuesday email includes all the announcements for the week and an updated Prayer List.
- Be in prayer for our community and world. COVID-19 has affected us all in ways we couldn't imagine. Pray for those who have lost their jobs. Pray for those who work in hospitals and care facilities. Pray for every essential employee, from delivery drivers, to garbage people, to grocery store custodians. Pray for our church staff.

Thank you for your continued prayers and support. If you have any questions, please let me know. It is because of your prayers and support, both financial and relational, that we have been able to make a difference in our community.

Grace and Peace,
Pastor Richelle

Steps for Reopening FUMC Updated October 22, 2020

- All activities are subject to safety protocols, including but not limited to restricted capacity, masking, required training in hygiene, cleaning, disinfection.
- These steps are subject to change as we learn and adjust in these challenging times.
- We are guided by John Wesley's Three Simple Rules: Do No Harm, Do Good, and Stay in Love with God.
- Wherever used below, "church-sponsored" means initiated by staff or volunteers for ministry-related purposes.

Step 1 (Current)

- Except as described below, all church-sponsored ministry gatherings, activities, and worship remain virtual
- Off-site pastoral activities, such as baptisms, funeral services, marriage services, are at the discretion of the Pastor
- Staff and key leaders may access the church building for limited purposes.
- Church members who deliver masks, food, and other items for outreach ministry (such as St. Francis Center, St. Joseph's House of Hospitality) are encouraged to keep a log of their activities for contact tracing purposes.
- We encourage our adult church members who choose to meet or socialize off-site with others, whether fellow church members or not, to follow state and local health and safety guidelines, including keeping dated attendance logs for contact tracing. A guide you may follow is below: *Guidance for Safer Gatherings Off-Site*

Step 2 (Current)

- Except as described below, as well as anything permitted in previous steps, all church-sponsored ministry activities, gatherings, and worship remain virtual.
- Staff and key leaders may access the church building for limited purposes, following safety protocols, including health screening and on-site sign-in procedures.
- With prior planning, consultation, and approval by the Children's Ministry and/or Youth Ministry Support Team, the Pastor, and the Reopening Task Force, *outdoor* (whether on-site or off-site) children and youth gatherings may be held, subject to limits on attendance, duration, and other safety requirements. Written plan required (see below).
- With prior planning, consultation, and approval of the Pastor and the Reopening Task Force, *outdoor on-site* adult gatherings may be held, subject to limits on attendance, duration, and other safety requirements. (Note: We continue to encourage adults who choose to gather in person off-site, whether for a small-group experience or socializing, to follow the *Guidance for Safer Gatherings Off-Site at a minimum. See below.*) Written plan required (see below).
- Written plans for children, youth, or adult gatherings (as above), including safety protocols, should be submitted to the Reopening Task Force as early as possible, but no later than 7 days before the proposed event. We recommend that plans include alternative dates. Templates for an outdoor activity proposal and safety plan are available below.
- Reopening Task Force begins training of staff and volunteers in reopening safety and hospitality protocols.

- After prior consultation with FUMC Trustees and Reopening Task Force, businesses that rent space at FUMC may resume operations (*at a date agreed to*) following their NYS Safety Plans and in accord with FUMC's Safety Plan.

Step 3 (Current)

- Pastor and/or Church Council Chair files required Affirmation with New York State that FUMC is prepared and able to meet all the state's minimum requirements for reopening, with Safety Plan prominently posted.
- Staff *may* resume office hours at their discretion.
- Volunteers who 1) are trained by the Reopening Task Force in safety protocols and 2) are approved by the Pastor *may* return to the church building for specific purposes.
- Except as described below, as well as anything permitted in previous steps, all church-sponsored ministry activities, gatherings, and regular Sunday worship remain virtual.
- At the Pastor's discretion, on-site services may be held for limited purposes (e.g., funerals, confirmation, corporate prayer, drive-through communion). These services will be strictly limited in duration, usually with limited attendance. These services will permit us to test a reservation system and safety and hospitality protocols.
- Limited music ministry activities *may* begin on-site at the discretion of the Music Director in consultation with the Reopening Task Force.

Step 4 (Effective dates will vary according to group)

- (Date to be determined) With prior approval by the Reopening Task Force, a reservation through the church office, and prior training in FUMC safety protocols, adult small groups may begin to meet on-site. Rooms available, capacity, and duration of meetings will be restricted. A written request (template to be created) should be submitted to the task force no later than 14 days prior to the proposed meeting date. We continue to urge small groups to meet virtually in order to minimize the risk of community transmission of COVID-19 and other illnesses.
- (Date to be determined.) With prior planning, consultation with, and approval by the Reopening Task Force, Sunday Dinner Ministry may resume preparing meals for home delivery. A written plan with safety protocols that meet or exceed FUMC's basic Safety Plan should be submitted no later than 30 days before the proposed date to resume the ministry.
- (Date to be determined for each group.) Outside groups that wish to resume meeting at FUMC will be subject to space and capacity limits and adherence to safety protocols. No later than 30 days before their first proposed meeting date, they must contact their FUMC liaison and/or the church office about space availability, and submit a safety plan that meets or exceeds FUMC's Safety Plan. The plan must be approved by the Pastor and Reopening Task Force.

Step 5 (Date to be determined)

- In-person Sunday worship resumes with one service. Capacity will be restricted using a reservation system. A recorded worship service will continue to be offered as the pandemic continues.
- No nursery.

- Church-sponsored ministry activities and gatherings, including those for children and youth, will continue to include virtual options.
- Limited on-site adult small group options, as in Step 4.
- Limited on-site Sunday School and youth activities *may* begin as determined by the Pastor, staff, Youth Ministry Support Team, and the Reopening Task Force.
- Limited music ministry activities *may* begin (or continue) on-site at the discretion of the Music Director in consultation with the Reopening Task Force.

Step 6 (Date to be determined)

- Full on-site Sunday worship, church-based activities, gatherings, and ministries resume.

Fairport UMC Reopening Task Force

Guidance for Safer Gatherings Off-Site

We cannot nor do we mean to restrict what individuals do at their own property or in a public space. If you gather a small group at your own homes or at a public space, we encourage you to follow these guidelines *at a minimum*:

1. Meet outdoors.
2. We suggest that your gathering be no larger than 10 (that includes the hosts); the actual number depends on your ability to keep people *at least* 6 feet apart in all directions (the area of a circle, or ~113 square feet per person*). (Persons who already are sheltering together, e.g., parents and children, may sit closer, but they are still counted toward the number 10.)
3. Hosts/leaders prepare a *dated* attendance sheet, where all attendees print their full name, address, phone number. The host should retain this attendance sheet for potential tracking and tracing needs by the Department of Health.
4. Everyone wears a mask at all times. The mask must cover the nose, mouth, and chin. If someone arrives without a mask, they should leave. (Or the host can supply a clean mask.)
5. No sharing of food or beverages. Everyone brings their own.
6. Host provides hand sanitizer or requires attendees to bring their own.
7. Limit your time together. (We suggest an hour or less.)
8. No sharing of books or printed materials. Everyone brings their own.
9. Singing, chanting, yelling, are very risky. For music, play non-wind instruments, or hum.
10. The host should clean and disinfect high-touch surfaces such as doorknobs and bathrooms before and after the gathering.

Helpful information from the University of Massachusetts at Dartmouth Biology Professor Erin Bromage is here: <https://www.nytimes.com/2020/05/22/well/live/coronavirus-pandemic-memorial-day-picnics-bbqs.html> (access is free to all of the NYT COVID coverage)

*See, e.g., https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html and <https://covid19.colorado.gov/safer-at-home/social-distancing-calculator-for-indoor-and-outdoor-events> To enable folks to safely move between others, Colorado uses a 12-foot grid (roughly 144 sq ft/person). As noted there, a distance of only 6 feet between persons cannot be maintained if any of them moves (hence the importance of wearing masks properly). Different settings, purposes for gathering, and duration of gatherings may allow for different configurations. Generally, however, the more space between people from different households, the safer everyone will be.

Proposed Outdoor Activity on Fairport UMC Grounds Pre-Approval Request Form

ACTIVITY SUMMARY

Ministry/Organization: _____

Activity: _____ Proposed Location: _____

Short Description of Activity: _____

Date & Time of Activity: _____

Maximum Duration of Activity: _____

Attendance Limit/Maximum to be Enforced: ____ (including attendees, leaders, volunteers, etc.)

How will you ensure the maximum is not exceeded? _____

Contingency Plans:

- In the event inclement weather is forecast (rain, lightning, wind advisory, etc.), event will be (circle one):
Held as Planned / Modified / Postponed / Cancelled
- If event will be held as planned or modified, please describe how it will be conducted safely, including plans for taking shelter if necessary: _____

- In the event activity is postponed, what will the alternative date and time be? _____

Person(s) to be Responsible for Supervision of Activity & Their Cell Phone Number(s):

Submitted by: _____ (name(s) & title(s))

Signature(s): _____

Date: _____

(Please attach Pre-Approval Request Form Part 2 of 2: COVID-19 Safety Plan)

Proposed Outdoor Activity on Fairport UMC Grounds Pre-Approval Request Form (3 pages)

COVID-19 SAFETY PLAN:

Ministry/Organization: _____

Activity: _____ Activity Date & Time: _____

I.A. Physical Distancing:

- The number of attendees will be limited so that 6+ feet of physical distancing is possible between all individuals (exception allowed for individuals who reside together regularly)
- Event organizer will notify all attendees of the 6+ ft distancing and face covering/mask requirement via (1) pre-event written communication (e.g., email), (2) verbal summary of safety precautions given at beginning of the event, and (3) reminders as necessary during event.
- The activity/event will be structured to prevent physical contact and maintain 6+ ft of physical distancing by: _____

_____.

- Any group photos will be socially distanced with masks/face coverings.
- Situations during the activity where 6+ feet of physical distancing will (or may) not be possible during the activity, and measures that will be taken to ensure safety in such situations:

_____.

II.A. Protective Equipment

- Event organizer/supervisor will ask all attendees in advance to bring their own mask/face covering.
- Masks/face coverings will be required to be worn over nose, mouth, and chin except while seated >6 ft apart (with the exception of persons who reside together regularly).
- All attendees will be responsible for disposing of or washing their own masks at their own homes.
- Supervisor of activity will ensure a limited supply of extra masks is available in case an attendee arrives without one or a mask requires replacing.

- Supervisor of activity will ensure a trash bag is available for participants to throw away tissues, soiled masks, etc., and dispose of the trash bag at own home or in one of the outdoor wheeled trash cans below the handicap parking spaces.
- Objects that may be touched/handled by more than one attendee, and what will be done to ensure safety:
 - Chairs
 - Will attendees be asked to bring their own chair? Yes / No
 - Will chairs be provided for attendees? Yes / No . If yes, how? _____
_____.
 - _____ - (describe what will be done to prevent sharing of this object or to ensure that any sharing follows appropriate NYS and/or CDC safety protocols:)

_____.
 - _____ - _____
_____.
 - _____ - _____
_____.
 - _____ - _____
_____.
 - _____ - _____
_____.

II.B. Hygiene and Cleaning

- Restrooms in the church are currently closed and will not be available for use.
- Supervisor of activity will ensure that hand sanitizer w/ 60+% alcohol will be available for participant use.

II.C. Communication

- Supervisor will ensure COVID-19 safety guidelines are communicated to participants via a pre-event email.
- Supervisor will ensure all attendees are reminded of the COVID-19 safety guidelines at the beginning of the event, especially 6+ ft. social distancing, mask wearing, avoiding sharing objects.
- Supervisor will ensure an attendance log is kept in case needed for contact tracing purposes.
- If anyone who attended becomes ill after the event, notification of state and local health department will be made by _____ (name of individual).

III.A. Screening

- Event organizer/supervisor will ensure all participants, including leaders and volunteers, complete a COVID screening self-assessment prior to arrival, and that the answers are checked and confirmed to be negative before they are allowed at the event. At minimum, the self-assessment will determine whether the person: (a) has knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19; (b) tested positive for COVID-19 in the past 14 days; (c) currently has a temperature above 100.4 F; (d) has experienced any symptoms of COVID-19 in the past 14 days such as new cough or shortness of breath/difficulty breathing, sore throat, new muscle aches or headaches, gastrointestinal symptoms (i.e., diarrhea, vomiting, etc.), chills or repeated shaking with chills, or new loss of taste or smell; and/or (e) has traveled or lives in the same household as someone who has traveled outside of the country or to any of the states listed in New York State’s travel advisory which requires 14 days quarantine.
- If anyone has not completed the screening before arrival, event organizer/supervisor must ensure that they complete it onsite and confirm that their answers are negative before admittance.

III.B. Contact tracing and disinfection of contaminated areas

- In case of a positive COVID-19 test in the two weeks following the event, participants are asked to contact _____ who will inform Pastor Richelle.
- FUMC Safety Plan contact tracing and disinfection protocols will apply in case of a positive COVID-19 test result after the event.

IV. Other

- Is access to the church building required before, during, or after this event in order for it to be able to take place? Yes / No
- Is access to the FUMC church building being requested for any reason before, during, or after the event? Yes / No
- If Yes to either of the above questions, please explain (by whom, what part(s) of the church, for what purpose, etc.): _____

- Is your organization required by NYS to maintain your own written COVID-19 Safety Plan? Yes / No
If Yes, please attach a copy of your organizations written plan.