



## **Presbyterian Church of Chatham Township**

### **PLAN FOR REENTRY**

**July 2020**

The Re-entry Task Force was approved by PCCT Session on June 8, 2020 with the following goal in mind: to develop and begin to implement a plan for a phased reentry into the building for worship and other purposes that provides for the health and safety of members, follows state and local guidelines, addresses logistical and legal concerns, and is centered on Jesus' mandate to "love our neighbors as ourselves."

The Task Force consists of Pastor Heather Morrison Yaden and Pastor Tom Brown, as well as PCCT members Scott Heller, Colleen Markley, Peter Meyers, Jenee Moore, Evan Skinner and Kent Stevens. The Task Force is grateful to the rest of the PCCT staff for their guidance and expertise, as well as additional members helping to act as resources for this work.

**Note:** The Reentry Task Force consulted with its insurance company, Brown and Brown of Lehigh Valley and has incorporated suggestions into the document below.

## Stage 1

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### **Plans for worship (including weddings and funerals)**

- On-line worship services only, no Sunday School or nursery care in the building
- Services broadcast from home - no services broadcast from the Sanctuary
- Sanctuary can be used for pre-recording music - must maintain 6 feet of space between participants (no singing permitted)
- Sanctuary can be used by worship leaders for recording purposes only - maintaining 6 feet of distance between participants
- The building will not be used for weddings.
- Funerals with 10 or fewer members may take place outdoors in the memorial garden. Masks must be worn and 6 feet of distance maintained between family groups.

### **Building Usage**

- The building is closed to all internal and external groups.
- Staff works from home, with the exception of church Sexton, who is onsite M-F.
- Limited entry for staff or other members is permissible with advance notification to Church Administrator and Sexton. All individuals must wear masks in the building. Entrance and exit usage is limited to the rear double glass doors.
- Sunday School and Bible Study groups continue to meet online
- Session, Deacons and committees meet online

### **Sanitation Procedures**

- Individual staff members are responsible for wiping down any contacted surfaces while in the building and removing any trash they create.
- Church Sexton maintains overall cleanliness of the building.

### **Communication**

- The following message is displayed prominently on the church website: “Although our church building is currently closed, our ministry continues.”
- Weekly e-blasts communicate information on virtual worship services, other online church activities and any changes in terms of reentry.
- Signage posted on entry doors indicating the building is closed.

Session unanimously approved the Stage 1 plan on July 13, 2020.

## Stage 2

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### Plans for Worship

- Weekly worship services will continue to be livestreamed and available online on-demand for later viewing.
- Sunday School and nursery care will not be held in the facility, but Sunday School and youth groups are encouraged to meet online.
- In-person services may be held outdoors at the discretion of the staff and session, subject to the following conditions:

**Outdoor Worship:** (As of June 10: NJ executive order indicates that religious outside gatherings are permitted with attendance limits according to available space.)

- All attendees must register online (or by phone with church office) ahead of worship. Deadline for registration will be communicated via email and on our website. This registration will be used in case contact tracing is needed.
- Attendees will be asked to print and complete the health questionnaire (attached) on Sunday morning and bring the completed form with them, provided all answers are “no”. If any household member answers “yes” to any of the questions, the entire household will be instructed not to attend in-person worship. Additional blank forms will be available on site as well at a Welcome Station (see below).
- Attendees will follow social distancing (six feet apart between household units, masks worn by all attendees, hand sanitizer station available).
- Spaces where people can sit as single attendees or as a household unit will be marked on the ground, with additional space for walkways.
- Attendees will bring (and remove) their own chairs or blankets. Attendees are asked not to bring umbrellas or shades so as not to block the view of others (hats and/or sunscreen recommended per weather).
- Attendees will be asked to bring any trash home with them (carry in, carry out).
- Restrooms will not be available (this will be noted when outdoor worship is communicated via email and again during attendee registration, as well as on the website).
- Nursery care and children’s sermons will not be offered.
- During the service, pastors and others may remove their masks for the purpose of preaching or leading worship. While unmasked, they will maintain a minimum of 16 feet distance away from all others (set up will accommodate this).
- It is suggested that the timing of outdoor worship be flexible depending on weather and season and will be well-communicated on the website and other church communications.
- Provisions for live streaming will be made for Sunday morning outdoor services.
- Other considerations for outdoor worship will follow protocols discussed in the indoor worship section that follows (i.e. bulletins, singing, etc.)

## **Indoor Worship:**

### **Registration ahead of Worship**

- All attendees must register online (or by phone with church office) ahead of worship. Deadline for registration will be communicated via email and on our website. This registration will be used in the event contact tracing is needed.
- Attendees will be asked to print and complete the health questionnaire (attached) on Sunday morning and bring the completed form with them, provided all answers are “no”. If any household member answers “yes” to any of the questions, the entire household will be instructed not to attend in-person worship. Additional blank forms will be available on site as well at a Welcome Station (see below).

### **Arrival at PCCT**

- Attendees must use the rear double glass doors to enter the church. These doors will remain propped open as much as possible before, during, and after worship.
- A Welcome Station with personal protection equipment (mask, hand sanitizer, disinfectant wipes) will be positioned outside the rear entrance door (a tent will be used to cover in case of inclement weather). The Welcome Station will have a receptacle for attendees to place their health questionnaire, along with blank forms and pens (to be used once and then sanitized) for anyone who did not bring it with them.
- There will also be paper handouts with information on how to access worship services online in case someone needs to leave.
- Greeters (at least two) will be onsite at the Welcome Station to check that every attendee:
  - has registered
  - turns in their completed health questionnaire
  - is wearing a mask
  - uses hand sanitizer upon arrival.
- Greeters will be instructed in how to handle any issues that may arise, including someone not wanting to wear a mask. For the protection of all present, worship will not take place should any attendee refuse to wear a mask.

### **Entering the Building**

- A notice will be posted at regularly used entrances that face coverings and social distancing are required by everyone while in the building and that anyone who has been exposed to COVID or is feeling unwell shall not enter.
- Wall and floor signage will direct traffic and indicate safe practices to be observed.
- Each attendee will follow the indicated signage to proceed to the sanctuary where ushers will seat attendees beginning from the front pews to the back.

## **In the Sanctuary**

- PCCT will follow current executive order guidelines for the number of attendees allowed for indoor worship. Overflow space could be available in Mulford Hall. Six feet will be measured to keep distance between household units. Household members will be seated with each other.
- Pews have been measured and a seating chart has been created (see attached).
- Paper bulletins will continue to be used. They will be printed at least 72 hours ahead of Sunday worship. One usher will wear a mask and gloves to distribute to attendees as needed. The bulletin will also be posted online for anyone who wishes to print from home or access via their own personal device in the sanctuary (or from home for online worship). Bible passages, etc. will all be included in the bulletin.
- Everything will be removed from the backs of pews, including Bibles, Hymnals, fellowship pads, welcome fliers, etc.
- Cushions will be removed from narthex (attendees may bring their own and remove it when they leave).
- Nursery care and children's sermons will not be offered.
- Congregational singing is not permitted at this time.
- Choral singing is not permitted at this time.
- A soloist may be permitted to sing if they are at least 30 feet away from the congregation, pastors, and any other attendees.
- Use of instruments (such as bells, piano, organ, string, percussion instruments) in worship is encouraged. However, there shall be no musical instruments that require breath (wind instruments, brass instruments, etc).
- Musicians shall avoid sharing instruments, and take care to disinfect instruments before and after use.
- Limit the size of ensembles (4 or fewer) and maintain a 6-foot distance between performers with face coverings on.
- Participants / pastors will not share microphones.
- During the service, pastors and others may remove their masks for the purpose of preaching or leading worship. While unmasked, they will maintain a minimum of 16 feet distance away from all others (see diagram attached).
- Communion will not be celebrated during in-person worship.
- Handshakes are prohibited - including during greeting time at the beginning of the service. Participants will be encouraged to "wave".
- Offering plates will be left outside the doors in the narthex outside the sanctuary for people to leave their offering on their way out after worship service. Online giving will continue to be encouraged.
- Provisions for live streaming will be made for Sunday morning indoor services.

## **Exiting the Building**

- Following the service, ushers will ask attendees to exit by row, starting from the rear of the church. Moving outside will be urged for people who want to socialize. All exit doors from the Narthex may be used.

## **Other Services**

- Weddings may take place with careful attention to the guest list that reflects the state rules and social distancing. Face coverings must always be worn.
- Funerals will follow state guidelines on the permitted number of attendees. Face coverings must always be worn.
- Confirmation celebrations, if approved by Session, will observe social distancing requirements at all times. Laying on of hands will be limited to members of the Confirmands' immediate family in the pews where they are seated.
- Baptism can be inside or outside. Social distancing and face coverings (not children under 2) must be in place. Parents should hold the child when appropriate. Prior to baptism, the pastor will sanitize their hands.

## **Building Usage**

- Visitors to the building must self-screen and sign in at the church entrance during the week. Appointments are required.
- Small PCCT groups or staff may be allowed to use the building with advance notice and coordination by the church administrator. The number of attendees will be determined by appropriate social distancing rules for each available space.
- Recordings can take place with small groups of staff/pastors in the sanctuary
- Masks will be worn if there is more than one person in the office or anticipate people coming to the office.
- Committee meetings, session meetings, deacon meetings will continue to meet online.
- Fellowship Groups, Adult Education/Faith Forward/ and prayer groups will meet online.
- There will be no fellowship/coffee hour following worship, inside or outside.
- Church School and Confirmation class will continue online.
- Vacation Bible School and Youth Mission Trip will not be held.
- Outdoor social activities may be held with approval from Session, provided they follow all state guidelines at the time of the event.
- With the exception of Stanley Preschool (which has a contracted lease for the use of space at PCCT, their own cleaning staff, and trained educators), outside groups will not yet be using the building (this may occur during stage 3). Please see the next section.
- Personnel Committee will reach out to staff to determine if anyone is unable to participate in groups because of underlying health concerns for the staff person or persons within their home.
- Staff will be encouraged to work from home if they so choose.
- Staff will be advised to engage in social distancing at all times and instruct visitors in the use of PPE while in the facility.
- At least one PCCT staff member should be on-site during business hours.

## **Stanley Preschool**

- State and local guidelines for preschools/daycare centers will be followed at all times.
- No parents or siblings will be allowed to enter the building.
- Teachers and children will be screened daily prior to being admitted to the building.
- Stanley will utilize their own cleaning crew for daily sanitation.
- Stanley has asked that PCCT not use their leased space and that they would be able to remain self-contained to ensure sanitary protocols are maintained.
- All staff / teachers will be trained in all of the CDC/NJ guidelines required for preschool/daycare.

## **Contact Tracing Plan**

- PCCT will retain all health questionnaire/registration forms for at least 21 days. Should anyone communicate to PCCT that they have subsequently tested positive for COVID, PCCT will report to the local health department.
- Registration / health forms will capture contact information so attendees can be contacted.

## **Sanitation Procedures**

- Workspaces will be sanitized as needed, with attention paid to high touch surfaces. Sanitization of offices and hallways will be carried out using an electrostatic sprayer in the morning before business hours. Individual staff members are responsible for wiping down any contacted surfaces in their respective offices during the day.
- Daily interval sanitation will be carried out by the Sexton and / or cleaning service on all touch surfaces in church rooms and hallways, including door knobs, light switches, sinks, balcony railings, thermostats etc. All cleaning chemicals will meet EPA and CDC guidelines.
- Sanitizing wipes and hand sanitizing stations will be available for those who will be counting the offering.

## **Communication**

- Weekly e-blasts to continue including information about progress in re-opening the building.
- Stand alone email to be sent to members for initial announcement when the building will reopen for worship and to begin to prepare the congregation about what to expect.
- Relevant announcements will also be posted on the church website.

- This Task Force recommends that a video be made to show members what the experience of entering the building for worship (or outdoor worship) will look like.
- The Task Force recommends a “trial run” worship service with Deacons and Elders before in-person worship is done on a larger scale.
- Once in-person worship resumes, weekly e-blasts will include all relevant information about registering for worship, safety precautions, and how to participate in online services.

Session unanimously approved the Stage 2 plan on July 13,2020.