

Addilynn Church  
**Policy and Procedures for Activities and Facilities**  
**During the COVID-19 Pandemic**

**Version 3.** Approved by the Church Council, May 7, 2021.

We are excited to use our facilities for church worship, events and activities! We want to balance providing as much access as possible while taking reasonable measures to keep one another safe from harm. To accomplish this purpose, we will use the following procedures in our life together as Addilynn Church. We will revise these procedures as needed as the pandemic gets better or worsens.

It is completely understandable many are frustrated over the need for us to move slowly, intentionally, and prayerfully. We must keep in mind our theological mandate to care for one another holistically in body, mind, and spirit. We need to proceed cautiously and carefully. We have already heard of too many stories and deaths about people who contracted COVID-19 at church.

This policy will be reviewed regularly and revised based on updated information and guidelines published by local and state authorities. Revisions and new procedures will be communicated as they become available.

It is essential for everyone in leadership, lay and clergy alike, to lead with a non-anxious presence and with a spirit of hopefulness. It is also important for leaders to lead, to not allow rumors or emotions to dominate the landscape, to help people understand the need for elevated safety precautions to avoid further transmission, and to call all of our people to walk deliberately and smartly into this “new normal” we will discover together.

We ask that you honor these procedures as an act of love for God, for one another, and for our community.

**General Requirements**

1. We will continue to offer online experiences, including:
  - a. Worship;
  - b. Zoom participation in meetings, even if some of the persons are gathered in-person;
  - c. Means of spiritual formation for children, youth and adults.
2. Persons who have significant high-risk conditions are **encouraged** to remain at home.
3. Persons who are sick **should** stay home.

4. A person's temperature will be taken upon entering the facilities. If the temperature is at 100.4 degrees Fahrenheit or above, the person will be required to leave the premises and encouraged to seek medical attention.
5. Cloth masks will be worn by all attendees while in church facilities, subject to exceptions provided by CDC guidelines.
  - a. The face coverings need not be surgical masks or N-95 respirators; these critical supplies must continue to be reserved for healthcare workers and other medical first responders.
  - b. Cloth face coverings should not be placed on young children under the age of two, anyone who has trouble breathing, or anyone who is unable to remove the mask without assistance (these persons should remain home at this time).
6. We will record attendance with contact information for each person present at each worship service, event, activity, meeting and other gatherings.
  - a. Contact information must be completed or verified for each gathering.
  - b. The leader(s) of the gathering are responsible to ensure that the Attendance Record is submitted to the church office immediately after the gathering.
7. If someone in attendance tests positive for COVID-19 within 14 days of attending the event, we will notify each person in attendance. We will follow our Communication Plan for COVID-19 Diagnosis below.
8. We will use "no-touch" alternatives to greet one another and in our personal interactions.
9. Persons are encouraged to bring their own Bibles, pens, pencils, and paper.
10. Seating will be restricted, maintained at 6 feet apart, except for the grouping of a household.
  - a. Household members including children and youth should sit together.
11. When limited group capacity is reached, additional persons will not be permitted to attend. These persons will be asked to leave the church grounds if they cannot be accommodated in compliance with our policy.
12. The person(s) leading the event/activity will be responsible to:
  - a. Ensure that the persons in attendance are aware of the expectations of this policy and act accordingly.

- b. Provide a sufficient number of trained volunteers who understand this policy and will assist in its implementation at an activity/event.
  - c. Complete the necessary pre- and post-activity documentation. E.g., attendance record with contact information.
  - d. Provide required documentation in advance of the activity/event to the church office with sufficient time for the documentation to be reviewed by church officials before the activity/event begins. The person(s) leading the event/activity will need to consider regular office hours maintained by the church Administrative Assistant.
  - e. Provide required documentation following the activity/event to the church office within 24 hours of the completion of the event.
13. If a person is not willing to comply with these procedures, s/he will not be allowed to remain inside the church facilities or on church grounds. We hope everyone understands the severity of the COVID-19 pandemic and our efforts are to keep everyone safe.
14. If we encounter obstacles to implementing these measures, we will prioritize safety over in-person gatherings and will immediately consult with the District Superintendent for advice.
15. We will promptly report to the Pastor any new diagnosis of COVID-19 within the congregation, staff, and any groups using church facilities and grounds. The Pastor and others will follow the Communication Plan for COVID-19 Diagnosis set forth below.
16. The church can provide pre-packaged food and drink for distribution. People can bring their own food and drink. Sharing food is not permitted except within a household. Social activities involving covered-dish dinners and buffets will be permitted as CDC guidelines permit. A “no-touch” approach should be used to avoid touching items and handing them to another person.
17. Any fundraising activities involving food preparation and distribution will be allowed as CDC guidelines permit.
18. Other fundraising activities will follow these procedures.
19. Persons entering the church office must wear masks and maintain social distancing.
20. Staff are required to wear masks and maintain social distancing in the presence of other persons unless CDC guidelines permit otherwise..
  - a. Staff family members are excepted from this requirement when only in the presence of one another.

21. Any non-church group will need to follow our normal procedures of applying for facility use and also comply with this policy.

### **Requirements for Worship**

1. The General Requirements apply.
2. Holy Communion through intinction or with the use of individual cups/bread will not be administered in person until the threat of transmission is minimized. Proximity to those administering and those receiving communion poses an increased risk.
  - a. Pre-made, self-service communion cups (with bread inside the flap) may be used if made available upon entry. This approach, however, will cause an increased burden on the cleaning of the worship space and may not be possible if multiple services are being conducted requiring thorough cleaning in-between services.
3. We will use “no-touch” alternatives including:
  - a. Passing the Peace/Greeting Times;
  - b. Collection of offerings;
  - c. Use of Ushers/Greeters (to distribute masks or sanitizer, or to direct entry or exit);
4. Coffee/pre-worship/post-worship fellowship time is suspended until further notice.
5. Pastors/preachers should wear a mask prior to the service. Once the service begins, they may remove their masks as long as they practice extended social distancing from the congregants. This is allowed for better voice recognition as well as to accommodate those who are lip readers.
6. Musicians will be kept to the barest minimum participants needed. Vocalists must be distanced beyond 15 feet.
7. While singing, the vocalist may remove her/his mask. After singing, the use of the mask will be resumed.
8. Microphones will not be passed or shared.
9. Anything that will be touched by multiple users such as keyboards, music stands, soundboards, etc., must be disinfected after use.
10. Congregational singing is permitted in accordance with CDC guidelines. We will follow CDC recommendations for masking of the congregation while singing.

11. Children's moments may be part of worship. However, children should remain seated with their families.
12. Altar calls and the laying on of hands are not permitted.
13. There will be no receiving line to greet people at the end of worship.

### **Requirements for Worship Outside and/or Drive-in**

In addition to observing the General Requirements, we will do the following:

1. Make sure noise levels are kept to a minimum and be respectful of any neighbors.
2. Monitor weather conditions for excessive heat or rain.

### **Requirements for Small Groups, Sunday School, Bible Study, Ministry Teams, Committees, etc.**

1. The General Requirements will be followed for every small group gathering.
2. In-person meetings should be limited in accordance with CDC guidelines.

### **Requirements for Youth/Children's Ministries**

1. The General Requirements apply to programs and activities in our church facilities, outside, and at other locations including homes.
2. Children's and youth gatherings, activities, etc., will be done in accordance with CDC guidelines.
3. There will be no organized sports, camps, or other large or close activities.

### **Requirements for Mission Ministry Activities**

1. The General Requirements apply.
2. Working locally with essential ministry missions, food pantries, homeless shelters, and other ministries that need volunteers is encouraged with proper sanitation and social distancing. For example, Meal on Wheels.
3. Mission trips that involve travel will be done in accordance with CDC guidelines.

### **Requirements for Weddings and Funerals**

1. In a limited reopening, weddings and funerals will be conducted utilizing the social distancing and precautionary measures outlined above in the General Requirements and Requirements for Worship.

2. Receiving lines and greeting of family members will be limited in accordance with CDC guidelines.
3. “No touch” alternatives will need to be clearly explained and utilized.

### **Communication Plan for COVID-19 Diagnosis**

1. We will promptly report to the Pastor any new diagnosis of COVID-19 within the congregation, staff, and any groups using church facilities and grounds.
2. The Pastor will ensure the information is immediately reported to the Lay Leader, Church Council Chair, Trustees Chair, Administrative Assistant, and other leaders as needed.
3. Without permission of the individual, the identity of the individual diagnosed will not be disclosed unless required by the district or conference or by law.
4. The Pastor will immediately report the information to the District Superintendent as required by the district or conference.
5. The Pastor will work with the Administrative Assistant and other volunteers as needed to notify the attendees of any activity/event that the diagnosed person attended.
6. The Pastor, in consultation with the Lay Leader, Church Council Chair, and Trustees Chair, will determine if the entire congregation will need to be notified.
  - a. If needed, the congregational notification will be accomplished by email, texting, the church Facebook group (which is private), and phone tree software.
7. The Administrative Assistant will immediately report the incident to the Sullivan County Health Department and other necessary entities or persons as required by law.