

Bon Air United Methodist Church

Return to In-Person Protocol

Worship Attendance Procedure

The Purpose of the procedure is to provide safe entry, worship and exit during the return to in-person worship. These guidelines will adhere to the Virginia Annual Conference mandates, and must be followed during all start up phases.

Worship Areas:

We will provide 1 worship area during Phase 2, the Gym, for a 9AM service and will continue with livestream worship at 11AM. Worship attendance will be limited to **75**, not including the Pastor and Volunteers. The first in-person worship service in the Gym will be on Sunday, September 6th.

Ushers:

There will be two separate groups of ushers. Their role will be to assist the worshippers into the worship area, and to their designated seating.

Worship Area Ushers: Gym

The Gym will require **seven (7) ushers**. **Three (3)** ushers will guide worshippers through the Gym Door entrance. Two ushers will be stationed outside the gym door to obtain verbal Health Acknowledgements from worshippers using the Health Acknowledgement Posters and direct the worshippers to enter through the Gym Doors. Once inside the gym doors, one (1) usher will be stationed by the chair to guide worshippers to their seats.

Four (4) ushers will guide worshippers through the Main Door entrance. Two (2) ushers will be stationed outside Main Doors to obtain verbal Health Acknowledgements from worshippers using the Health Acknowledgement Posters and they will direct the worshippers through the Commons. One (1) usher will be stationed at the welcome desk to guide worshippers into the gym once they have entered the Commons. Finally, one (1) usher will be stationed by the side entrance to the gym to guide worshippers to their seats.

Worshippers with special needs can be guided to enter through either entrance.

Three tables will be set up in the back of the gym to accommodate families with small children who do not wish to send their children to the nursery, or whose ages do not fall within the protocols for the nursery. Families will be encouraged to bring coloring books or other small toys

from home for small children. These families will be the first to be dismissed through the gym doors when worship concludes.

The ushers will be wearing gloves and will be the only persons to open the doors. If the weather is appropriate, the main doors can be propped open. No one should be touching the door handles.

Six (6) foot distancing will be maintained by the ushers at all times.

Entry to Building: Gym Doors

There will be signage posted giving visual guidance from the parking lot to the doors leading to the respective worship areas. There will be reminders posted to the requirements of masks and social distancing. The floor will be marked 6' distance locators. There will be signs posted with the Virginia Conference Health Acknowledgements to permit verbal confirmation of health for all worshippers entering the building, per TAM guidelines. The two (2) ushers outside the Gym Doors will ask each worshipper entering the church to verbally confirm that they can answer YES to all four statements on the Health Acknowledgment Poster.

Exiting Worship: Gym Doors

After the worship service and at the direction of the Pastor, all worshippers sitting on the right-hand side of the Gym (when facing the Pastor) will exit through the Gym Doors. Ushers will direct worshippers on the right-hand side of the Gym out one section at a time and working forward. This can be accomplished with one attendant. All worshippers sitting on the right-hand side of the Gym will exit through the Gym Doors. An attendant will be positioned to open the doors so no one needs to touch the handles, or weather permitting the doors will be propped open.

Entry to Building: Main Doors

There will be signage posted giving visual guidance from the parking lot to the doors leading to the respective worship areas. There will be reminders posted to the requirements of masks and social distancing. The floor will be marked 6' distance locators. There will be signs posted with the Virginia Conference Health Acknowledgements to permit verbal confirmation of health for all worshippers entering the building, per TAM guidelines. The two (2) ushers outside the Main Doors will ask each worshipper entering the church to verbally confirm that they can answer YES to all four statements on the Health Acknowledgment Poster.

Exiting Worship: Main Doors

After the worship service and at the direction of the Pastor, the ushers will direct the worshippers out one section at a time on the left-hand side of the Gym and working backward. This can be accomplished with one attendant. All worshippers sitting on the left-hand side of the Gym will exit through the Commons to the Main Doors. An attendant will be positioned to open the door so no one needs to touch the handles, or weather permitting the doors will be propped open.

Post Service:

Once all worshippers have exited the church doors are to be closed. The ushers will check the worship areas for items left behind, or any trash that needs to be disposed of. Once this is accomplished the cleanup team will disinfect and prepare the areas for the next service.

Parking:

Brightly colored duct tape (red or orange) will be placed in an "X" in every other space to maintain distance between cars. Signage will direct the worshippers to the appropriate entrances (Main Doors and Gym Doors). Ushers will be stationed outside these doors. The entrances off Logan Street will be closed so you will need to use the entrance off West Bon View Drive or Vietor Street to be directed to available parking spaces.

Cleaning Plan:

Facility has been thoroughly cleaned and disinfected with EPA/CDC approved cleaners and disinfectants. The sanctuary is currently used on Sunday for live streaming the service. Every Monday the area again cleaned and sanitized. All hymnals and Bibles have been removed from the pew racks and wiped down. They will be removed from the sanctuary before any in person worship is held in the sanctuary.

Our AV tech wipes down the computer/audio equipment after each service with EPA/CDC approved products. Those using the microphones will sanitize them following each use and cover with a plastic bag.

The water fountains in the Gym and Fellowship Hall have been turned off. Two water coolers have been removed from the public areas and locked in a closet.

If doors are not left open to worshippers to enter, there will be a volunteer with gloves opening the doors. Signs have been created and will be displayed (inside and outside) to offer clear directives to attendees. Designated entrances, exits, and building traffic patterns will be clearly marked. Seating arrangements and social distancing instructions will be clearly marked. Signage

will remind worshippers to practice social distancing (stay 6 feet or more from each other), wash hands, and refrain from touching their faces.

There will be limited access to areas inside the building. Areas that are off limits will be clearly marked. Volunteers will help usher people to the areas that can be used.

Volunteers will monitor bathroom usage (only one person allowed at a time). Spray disinfectant (EPA/CDC approved) will be placed in each bathroom with clear instruction to be used after each person uses the facility.

ALL areas used for any event will be thoroughly cleaned before the next event.

Emergency Plan:

In accordance with the TAM, if anyone should become symptomatic after entering the building and be unable to leave the church on their own volition, we will use Room 1101 (at the back of the gym) as an isolation room where they can wait for medical assistance.

The following two hospitals, with contact information, will be provided to all Ushers assisting in the service:

- 1. Chippenham Hospital:** Phone- 804- 483- 0000
- 2. Johnston Willis Hospital:** Phone- 804- 482- 5000

Ushers will also be provided with the 911 address of the church: 1645 Buford Rd, Richmond, VA 23235

If volunteers are absent, we will ask up to three staff members of the church who will be present during worship to take over their roles for that day's worship. We do not anticipate that more than three Ushers would be "no shows" per week.

This Emergency Plan will be communicated to all volunteer Ushers by our Usher Team Lead during their training prior to the service. It will also be emailed to also Ushers so they have a copy for reference. Ushers will be requested to print a physical copy of their role guidelines and Emergency Plan or to have it available on their phone to reference at any time during the Church service. We are also asking Ushers to arrive no later than 30 minutes prior to the service so their roles and the Emergency Plan can be reviewed the day of.

Additional Notes:

Ushers will be required to wear a face shield/mask of their choosing. Non-powdered nitrile gloves will be provided, unless they choose to provide their own. **Masks will not be**

provided. All ushers shall be ready and in place no later than 30 minutes prior to the service start time. Ushers should be prepared to have their own hand sanitizer with them.

Nursery Plan:

No nursery or childcare will be provided during the service before October 4, 2020. However, the American Academy of Pediatrics recommends that children under two should not wear face coverings, therefore parents with children under two should make alternate arrangements for them, with the limited exception of baptisms, during which the child can be in worship for that part of the service.

All nursery staff and volunteers will be required to wear masks.

All nursery staff and volunteers will be required to review the Health Form Guidelines on the day of service.

All nursery staff and volunteers will be required to take their temperature prior to entering the nursery.

All nursery staff should be in place 20 minutes prior to service. All nursery volunteers should be in place 15 minutes prior to service.

Nursery Staff will review the room to make sure stations are set up to allow children to social distance.

Nursery Staff will mix Dawn soap and water solution to clean surfaces/toys (1 part Dawn to 4 parts water.)

Staffing needs

We will need one or two volunteers for each time slot in which nursery is offered.

We will allow up to 4 children per room.

Check in Procedures

Parents will need to reserve a slot for their children by Thursday for worship on Sunday- this will allow adequate staffing and easy contact tracing.

Reservations can be made to mmarkey@bonairumc.org

Parents will not be allowed into the nursery area.

Parents will sign their child in on the counter outside of the nursery.

Parents will go over the Health form questionnaire for their children. Children will have their temperatures checked. Any child with a temperature above 99.5 will not be allowed into the nursery.

Parents are encouraged to take their children to the bathroom prior to leaving home.

Parents will sign in children and leave a cell phone number.

Nursery Rules

No outside items with the exception of a pacifier will be allowed in the nursery.

No food/drink will be offered in the nursery.

No diapers will be changed in the nursery. If a child has a BM, parents will be contacted to come and get the child which can be changed on the changing pad located in the women's bathroom off of the gym.

Toddlers to age 5 will be able to use the nursery. Infants/crawlers require too much personal contact to ensure safety of children/staff/volunteers and tend to mouth toys which could spread virus.

No soft items allowed in the nursery including rugs.

Crayons will be removed and replaced with washable markers which can be wiped down.

Puzzles and books will be available for children

Cleaning/Sanitation

If a child mouths a toy, that toy will be immediately taken and placed in the Dawn/Water solution.

At the end of the time slot, all toys/surfaces are to be sprayed down with Purell Hard Surface Spray.

Toys that have been mouthed with be removed from Dawn mixture, dried off and then sprayed with Purell Hard Surface Spray.

Light switch, door handles, faucet and sink to be sprayed.

Items sprayed with Hard Surface Spray will be left to air dry.

If a child uses the bathroom- encourage a child to pull down their own underwear and wipe themselves. If a nursery helper needs to assist child/gloves (provided by church) should be worn.

After the child is finished, the nursery helper ensures that the child washes hands for 20 seconds- singing This little light of mine or the B-I-B-L-E for timing.

Nursery workers will remove gloves, wash hands, spray light switch, toilet area, flusher handle, faucet area, and sink with Purell Hard Surface Cleaner. Allow to air dry.

Check out

Parents will sign out their children.

Nursery attendants will walk the child to the door and deliver the child to parents/guardians.

Nursery attendants will damp-mop the floor using a microfiber mop and solution approved for the new floor.

Emergency Plan

Should a child exhibit signs of illness, nursery workers will immediately take 3 healthy children into the next room. Missy Markey or other designated individual will be notified to come serve as another adult who will stay in the room with the child and help with sanitizing after the parents pick up the child. Parents will be notified. Parents will then exit through the back of the gym to the courtyard area and to the parking lot to minimize contact with other worshippers/staff.

All parents will be notified that a child had to leave the nursery.

Missy Markey will follow up with the parents the following day to determine if there is a COVID concern.

It is the parents' responsibility to notify the church if their child is COVID positive as soon as diagnosis is made for contact tracing calls.

Both rooms will be cleaned/sanitized following guidelines established by HCT.