

**An Incremental Plan to Begin Using
Old Bridge United Methodist Church.**



OBUMC Reopening Plan

September 16, 2020

OBUMC Reopening Plan

The content and update of this document was developed by the in accordance with directions from the Virginia Conference Bishop's the TAM (Technical Assistance Manual for Local Churches), part of the "Next Steps Return to In-Person Worship and Other Gatherings" (updated 8/3/2020), developed by the Virginia Annual Conference under the guidance of Bishop Lewis.

This document initiates the first of many steps, which will ultimately get us back to in-person worship in the sanctuary. This first step will allow gradual re-opening of the OBUMC campus for non-worship events by both church & non-church groups. This document will outline how groups can request permission to have an event, what steps are required to do that and, once approved & assigned a room, what they will need to know to comply with the requirements of Old Bridge UMC regarding COVID & health/safety as set forth in this document, the "Do's & Don'ts. This document will be updated as required to incorporate new information and requirements about a safe and healthy return to using our buildings during the COVID-19 pandemic.

All recommendations and questions related to the content of this document should be submitted by email to Mosserjd@gmail.com

A Message from Pastor Burton

These have been rough, somewhat crazy times in our nation, our community and at our church since the outbreak of COVID-19 in March. We have been very successful in connecting our congregation through online worship, Zoom meetings, Webex connections, phone calls and texts. We know, however this is not as good as meeting in person. However, after looking at survey results, understanding the age and vulnerability of our people, and striving to keep everyone safe, we are limiting who can meet in our building or on our grounds, we are placing restrictions on said meetings, and we are doing everything we can to move forward with the guidelines set before us by the CDC, the Commonwealth of Virginia and our Bishop. As United Methodists, we have to follow the rules set before us by the leaders of the Virginia Annual Conference.

In these next several months as we move forward, hopefully to a new phases, I ask for your patience, your prayers, your cooperation, your input and your help. While we might not be in the building together very often, we are still connected as the Body of Christ through Holy Spirit who guides us in all we do. I love the phrase, “the church has left the building”, for while we are not physically together, we are still the people of Old Bridge United Methodist Church.

Pastor Burton Robinson

Old Bridge United Methodist Church

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A Message from your Health Church Team

At Old Bridge United Methodist Church (OBUMC), our vision as a church is to be a community transformed by the love of Christ. The church lives that out by serving Christ, loving neighbors, inviting people and building community. During the recent Covid-19 pandemic, the regular operation of the church facilities had been shut down, but the ministry of the congregation has thrived steadily in serving Christ and loving our neighbor. As restrictions get ready to be lifted, the Healthy Church Team of OBUMC has created this document to guide the reopening of OBUMC to include worship and usage of the church building for non-worship gatherings.

This document is based off the Technical Assistance Manual (known by the friendly acronym of “TAM”) which is the guiding policy from the Virginia United Methodist Conference. The Tam consolidates and clarifies the information from the earlier Handbook for Local Churches, extending it to new circumstances and incorporating the feedback and learnings from churches around the Virginia Conference.

In the Reopening Plan for OBUMC, it is broken down into chapters that will outline procedure for key specifics of reopening OBUMC. This document is to inform staff, members and visitors in their actions at OBUMC. In order to keep everyone safe while slowly opening the church back up, the Healthy Church Team strongly urges everyone to take this document seriously and follow procedure.

There are several documents in the appendix that give precise reference information that will support what is written out in the chapters. Also included is procedure for action if notification of Covid-19 is diagnosed.

OBUMC Healthy Church Team

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CHAPTER 1: Overview and Purpose of this Document

1-1. Purpose

The purpose of this document is to provide Church Members, Church Staff, Lay Leadership and visitors to OBUMC how to safely access and use our facilities.

1-2. Applicability and Scope

This manual applies to all Church Members, Church Staff, Lay Leadership and visitors to the OBUMC buildings and property.

1-3. Background

The Virginia United Methodist Conference reviewed federal, state, and county requirements for opening buildings and churches for religious and affiliated activities.

- A. Safety of Church Members was the primary concern that informed the creation of this document at the direction of the Virginia UMC conference for re-opening for in-person worship and gatherings.
- B. The unique worldwide impact of this pandemic requires us to come together as a Family under God to chart a way forward to safely begin in-person activities in our building and on our property.
- C. This manual is intended to interpret the guidance provided by county, state and federal ordinances and VA Annual Conference regulations that govern the use and re-opening of conference buildings.

1-4. Authorities and Foundational Documents

The following documents are referenced in this manual:

- A. Embrace the Now, Prepare for the Next: A Plan for Resuming In-Person Worship In the Virginia Conference in Stages - Handbook for Local Churches, revised on June 4, 2020
- B. Taking the Next Steps – Stage 2 of the Return to In-Person Worship and Other Gatherings

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1-5. Overview

This manual also contains several Appendix that provide further detailed guidance on specific topics related to visiting or hosting events at OBUMC:

- A. **Appendix A: All I need to Know Before I Arrive**
- B. **Appendix B: Be Mindful – Expectations at OBUMC**
- C. **Appendix C: Cleaning and Closeup Procedures**
- D. **Appendix D: Request Use of Outside OBUMC Facility**
- E. **Appendix E: Emergency Plan**
- F. **Appendix F: Finding Your Room**
- G. **Appendix G: Greeters Responsibilities**
- H. **Appendix H: Request Use of Inside OBUMC Facility**
- I. **Appendix I: Checklist For An Outdoor Worship Service**

1-6. Definitions

COVID 19: The name of the disease caused by SARS CoV2 in humans. Given the rapidly evolving nature of COVID-19, current data suggest person-to-person transmission most commonly happens during close exposure to a person infected with the virus.

Asymptomatic individuals with the virus have been able to transmit the virus to others though the contribution of this type of spread to overall spread is not well known. SARS CoV2 can live for hours or days on a surface of a variety of materials, depending on factors such as surface type, sun light, and humidity.

Cleaning: The removal of germs, dirt and impurities from surfaces. *Cleaning* does not kill germs but removing them lowers their numbers and reduces the risk of spreading infection.¹

Close Contact (Proximity): CDC [defines](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html) *close contact* as being within about 6 feet of an infected person for a “prolonged period of time.” Beyond this general description, there are numerous factors that weigh into the risk of an exposure (e.g., use of PPE, mask on infected individual, symptoms like coughing in infected individual). Close contact generally does not include brief interactions, such as walking past a person.²

Cloth Face Covering: A facial covering device that meets specific requirements as outlined by the CDC. A CFC is a form of source control, meaning that it has the potential to reduce the wearers’ ability of transmitting disease. Note that the CDC has recommended that cloth face coverings be worn in public when social distancing measures are difficult to maintain, and some jurisdictions have made it mandatory to wear them in public.³

¹ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

² <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

³ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

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Contact Tracing: A process used to identify all individuals who may have been exposed by close contact to a patient while they were infectious or capable of transmitting the disease.⁴

Disinfecting: The use of chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces but by killing germs on a surface after *cleaning* can further lower the risk of infection.⁵

Exposure: Close contact with an infectious individual without appropriate PPE. Individuals may be infectious for up to 48 hours before symptom onset. As noted above, various factors go into calculating the risk of any given exposure.⁶

Isolation: Separates sick people with a contagious disease from people who are not sick.⁷

Physical Distancing: Limiting face-to-face contact with others by; staying at least 6 feet (about 2 arms' length) from other people who are not from the same household, avoiding *close contact*, not gathering in groups, and staying out of crowded places and avoiding mass gatherings.⁸

Quarantine: Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. This is typically done for the duration of the disease incubation period which for COVID 19 is approximately 14 days.⁹

SARS CoV 2: The official name of the corona virus discovered in late 2019/early 2020 that has caused the current pandemic.

Source Control: A method of controlling disease spread by reducing the potential of an infected individual from transmitting the disease to another. This term is typically used in conjunction with the cloth face coverings.¹⁰

Transmission: Transmission most commonly happens during close exposure to a person infected, primarily via respiratory droplets produced when the infected person speaks, coughs, or sneezes. Transmission also might occur through contact with contaminated surfaces followed by self-delivery to the eyes, nose, or mouth.¹¹

VA UMC TAM: Virginia United Methodist Church Technical Assistance Manual

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>

⁵ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

⁶ <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

⁷ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

⁸ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

⁹ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

¹⁰ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>




¹¹ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html>

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CHAPTER 2: Inside and Outside Facility Usage

2-1. Small Group Usage **Outside** the OBUMC Building

- A. Refer to **Appendix D** for a one-page diagram that lists the process for small groups to request and use an outside facility at OBUMC (Pavilion, Parking Lot, Grass Field):

All members of the group will be expected to read and follow Appendix A and B and specifically the three requirements to the right.		Wear a mask at all times when outside of cars.
The Group Leader is responsible to ensure all members comply with Appendix A and B and that cleanup occurs according to Appendix C.		Maintain 6 feet of social distancing, except among people in the same household.
Any group member not following these rules will result in the group losing the privileges to use OBUMC facilities.		Read and sign the Health Graphic if they will exit their car.

- B. The following five steps will be following when requesting and using an Outside Facility at OBUMC:

Step 1 - Group Leader emails the Church Office with the subject line: Request Use of Outside OBUMC Facility. The body of the email must contain the following information.

1. Name of the group and the event
2. Group Leader full name and phone number
3. The date, start time and stop time the group would like to meet
4. Which outside OBUMC is being requested (Pavilion, Parking Lot, Grass Field)
5. The number of people expected to attend the event

Step 2 - The Church Office will reply to the email and verify the date and time is available and attach the following:

1. OBUMC Stage 2 Reopen Plan
2. The Health Acknowledgment Graphic (to be affirmed by every group attendee and marked on the Roster by the Group Leader.
3. Appendix A, Appendix B, and Appendix C
4. A blank Group Roster (to be filled out with full names and phone numbers of who is expected to attend the event

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Step 3 – The Group Leader will need to accomplish the following prior to the day of the event:

1. Fill out the Group Roster by typing the full names and phone numbers of who is expected to attend the event. This is to be able to have an accurate notification list in case a group member later tests positive for COVID-19.
2. The Group Leader will email all attendees Appendix A and Appendix B and ask them to read both documents.
3. The Group Leader will email all attendees the Health Acknowledgement Graphic and ask that each attendee read and be prepared to affirm the language on the graphic when they arrive.

Step 4 – After the event is over, the Group Leader will complete the following:

1. Mark attendance on the Group Roster to verify who attended the event. This is to be able to have an accurate notification list in case a group member later tests positive for COVID-19.
2. Ensure a checkmark is next to each attendee and their affirmation of the Health Acknowledgment Graphic.
3. Acknowledge and sign the bottom of the Group Roster that cleanup procedures were followed according to Appendix C and place it in the Verify Packet/Envelop. Cleaning supplies will be provided by the Church.
4. Tape shut and place the Verify Packet/Envelop in the Church Mailbox located on the road at the entrance to the Church

Step 5 – If any member of the group later tests positive for COVID-19, the Group Leader must follow Appendix E and immediately contact Church Leadership.





C. Additional Reminders:

1. If the group is using the outdoor pavilion, individuals are encouraged to bring their own chairs.
2. The place where people gather will be disinfected before and after use by the group. The church will provide cleaning supplies.
3. Bathrooms will not be accessible to these groups at this time.
4. Playgrounds are not open.
5. A representative from Heathy Church Team will stop by to visit the groups and answer questions/help with reminders.

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2-2. Small Group Usage **Inside** the OBUMC Building

- A. Refer to Appendix H for a one-page diagram that lists the process for small groups to request and use an inside facility at OBUMC:

All members of the group will be expected to read and follow Appendix A and B and specifically the three requirements to the right.	 Wear a mask at all times when outside of cars.
The Group Leader is responsible to ensure all members comply with Appendix A and B and that cleanup occurs according to Appendix C.	 Maintain 6 feet of social distancing, except among people in the same household.
Any group member not following these rules will result in the group losing the privileges to use OBUMC facilities.	 Read and sign the Health Graphic if they will exit their car.
	 Bathrooms will be limited to one person at a time

- B. The following 5 Steps will be following when requesting and using the Inside of the OBUMC Building:

Step 1 - Group Leader emails the Church Office with the subject line: Request Use of Inside OBUMC Facility. The body of the email must contain the following information.

1. Name of the group and the event
2. Group leader full name and phone number
3. The date, start time and stop time the group would like to meet
4. Which room (105, 112, 113, 114) the group is requesting
5. The number of people expected to attend the event

Step 2 - The Church Office will reply to the email and verify the date and time is available and attach the following:

1. OBUMC Stage 2 Reopen Plan
2. The Health Graphic (to be signed by each group attendee and placed in the Verify Packet/Envelop
3. Appendix A, Appendix B, Appendix C, and Appendix F
4. A blank Group Roster (to be filled out with full names and phone numbers of who is expected to attend the event

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Step 3 – The Group Leader will need to accomplish the following prior to the day of the event:

1. Fill out the Group Roster by typing the full names and phone numbers of who is expected to attend the event. This is to be able to have an accurate notification list in case a group member later tests positive for COVID-19.
2. The Group Leader will email all attendees Appendix A and Appendix B and ask them to read both documents.
3. The Group Leader will email all attendees Appendix F and tell them which room they will be using (105, 112, 113, 114)
4. The Group Leader will email all attendees the Health Acknowledgement Graphic and ask that each attendee read and be prepared to affirm the language on the graphic when they arrive.

Step 4 – After the event is over, the Group Leader will complete the following:

1. Mark attendance on the Group Roster to verify who attended the event. This is to be able to have an accurate notification list in case a group member later tests positive for COVID-19.
2. Ensure a checkmark is next to each attendee and their affirmation of the Health Acknowledgement Graphic.
3. Acknowledge and sign the bottom of the Group Roster that cleanup procedures were followed according to Appendix C and place it in the Verify Packet/Envelop. Cleaning supplies will be in the Room 113 and 114.
4. Tape shut and place the Verify Packet/Envelop in the Church Mailbox located on the road at the entrance to the Church

Step 5 – If any member of the group later tests positive for COVID-19, the Group Leader must follow Appendix E and immediately contact Church Leadership.

C. Additional Reminders:

1. If the group is using an indoor classroom, each chair and horizontal surface must be cleaned.
2. The place where people gather will be disinfected before and after use by the group. The church will provide cleaning supplies.
3. Only one person at a time should be in the bathrooms.
4. Playgrounds are not open.
5. For the time being, self-prepared food is not allowed in the church.
6. A representative from Heathy Church Team will stop by to visit the groups and answer questions/help with reminders.

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CHAPTER 3: OBUMC Individual Safety Plan

3-1. Health Self Check

The most important first line of defense is to monitor your own health and if you are exhibiting any signs or Symptoms of COVID as listed by the CDC:

- A. Fever or chills
- B. Cough
- C. Shortness of breath or difficulty breathing
- D. Fatigue
- E. Muscle or body aches
- F. Headache
- G. New loss of taste or smell
- H. Sore throat
- I. Congestion or runny nose
- J. Nausea or vomiting
- K. Diarrhea

3-2. Healthy Hygiene Practices

- A. Staff and congregants are encouraged to maintain good hand hygiene, washing hands with soap and water for at least 20 seconds.
- B. Whenever soap and water are not readily available, hand sanitizer with at least 60% alcohol can be used.
- C. OBUMC will have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for those who can safely use hand sanitizer), tissues, and no-touch trash cans.
- D. We encourage staff and congregants to cover coughs and sneezes with a tissue or use the inside of their elbow.
- E. Used tissues should be thrown in the trash and hands washed.

3-3. Wearing Masks

OBUMC requires the use of masks among staff and congregants when on OBUCM property, both inside and outside of the building.

If you can't wear a mask, you can't come to a non-worship gathering both indoors and outdoors.

NOTE: Masks should not be placed on children younger than 2 years old, anyone who has trouble breathing or is unconscious, and anyone who is incapacitated or otherwise unable to remove the mask without assistance.

Masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

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3-4. If You Have Been Exposed to Anyone Having Confirmed Case of COVID-19

- A.** Church Member or visitors to the building that have been in close contact with someone that has COVID-19 will not be permitted into the building until they are deemed negative for COVID as well as symptom free by their physician after 14 days. This includes if one member of a family gets COVID-19, anyone living in the same dwelling should assume they also have COVID-19 until proven otherwise by medical screening test. All members should self-quarantine and not enter the OBUMC building if there is the potential they are infected with COVID-19.
- B.** The following steps should happen in case: Contact your physician immediately and quarantine for fourteen days.
- C.** After the 14-day quarantine and notification from a doctor that the person does not have COVID-19, person may once again access OBUMC buildings and property.

3-5. Contacting the Church for Support

Becoming sick during a pandemic does not mean you have to face the challenge alone. As a Church, we have several support systems that can help you in your time of need. Please call the church (703-730-3895) and leave a message if no one answers. Staff will reach back out in response to your message.

There are several things that we as Old Bridge Church can do to help you during your recovery:

- A.** Have groceries brought to your home
- B.** Be added to the Church Prayer List with your permission.

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CHAPTER 4: OBUMC Physical Distancing Plan

4-1. Six Feet of Social Distancing

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces. **Conference guidelines require you to wear a mask at all times while on church property outside of a car.**

The following considerations will be taken when determining how to open the OBUMC building for activities:

- A. Take steps to limit the size of gatherings in accordance with the guidance and directives of state and local authorities as well as the TAM.
- B. Promote social distancing at worship services and other gatherings, ensuring that clergy, staff, choir, volunteers and attendees at the services follow social distancing, as circumstances and faith traditions allow, to lessen their risk.
- C. Consider holding services and gatherings in a large, well-ventilated area or outdoors.
- D. Consider appropriate mitigation measures, including taking steps to limit the size of gatherings maintaining social distancing, at other gatherings such as funerals, weddings, religious education classes, youth events, support groups and any other programming, where consistent with the faith tradition.
- E. Provide physical guides, such as tape on floors or walkways and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways).

4-2. Use of Signs and Messages

Signs will be posted in highly visible locations (e.g., entrances, restrooms, gathering halls/community rooms/gyms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a mask).

Messages such as emails and information on the church website will be distributed about behaviors that prevent the spread of COVID-19 when communicating with staff and congregants

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CHAPTER 5: OBUMC Cleaning Plan

5-1. Cleaning Agents

Bleach is a basic cleaning agent and readily available at grocery stores and can be used to disinfect hard non-porous surfaces:

- A. Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.
- B. If surfaces are dirty, they should be cleaned using a detergent of soap and water prior to disinfection.
- C. Diluted household bleach solutions if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of a least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- D. Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water or
 - 4 teaspoons bleach per quart of room temperature water
- E. Bleach solutions will be effective for disinfection up to 24 hours.
- F. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method, and contact time, etc.).

5-2. Protection While Cleaning

Always read and follow the directions on the label to ensure safe and effective use:

- A. Wear skin protection and consider eye protection for potential splash hazards
- B. Ensure adequate ventilation
- C. Use no more than the amount recommended on the label
- D. Use water at room temperatures for dilution (unless stated otherwise on the label)
- E. Avoid mixing chemical products
- F. Label diluted cleaning solutions

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G. Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe, or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

See EPA's- 6 Steps for Safe & Effective Disinfectant Use:

<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

5-3. Cleaning Process

- A.** Refer to Appendix C: Cleaning and Closeup Procedures for a detailed process of how Group Leaders and members of the group will clean the area they used once the meeting has concluded.

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CHAPTER 6: OMUMC Communications Plan

6-1. Signs and Messaging

Old Bridge UMC will send reminders to church members via text message to congregants as well as put out signs around OBUMC facility with reminders on any updates to the church policy.

6-2. Email Messaging

Old Bridge UMC will send out information regarding reopening in its weekly emails. If there is a Covid-19 outbreak, the congregation will be notified via email.

6-3. Website Messaging

Old Bridge UMC will post the OBUMC Reopening Plan and each Appendix to its website at www.oldbridgechurch.org/reopen

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CHAPTER 7: OBUMC Staff and Lay Leadership Responsibilities

7-1. Pastor Responsibilities

- A.** Contact District Superintendent if notified that there was a Covid-19 positive person at the church.
- B.** Shut down the church if notified that there was a Covid-19 positive person at the church.
- C.** Remind people to sign in if coming to church office.

7-2 Church Executive Assistant Responsibilities

- A.** Send scheduling inquiry emails to Jacob Mosser with the Healthy Church Team.
- B.** Notify groups using the church if church facility is shut down.
- C.** Keep records of who attended non-worship gatherings at OBUMC.

7-3. Executive Director Responsibilities

- A.** Initiate church Zoom call for contamination procedures.
- B.** Contact Church cleaners for deep clean.

7-4. Preschool Director Responsibilities

- A.** Follow up preschool procedures for reopening.
- B.** Notify Church Executive Assistant if notified of child testing positive with Covid-19.

7-5. Directors of Children and Youth Ministries Responsibilities

- A.** Notify Executive Director if told there was/is a person who has tested positive of Covid-19 at the church.

7-6. The Director of Youth Ministries Responsibilities

- A.** Notify Executive Director if told there was/is a person who has tested positive of Covid-19 at the church.

7-7. Directors of Music Ministries Responsibilities

- A.** Notify Executive Director if told there was/is a person who has tested positive of Covid-19 at the church.

7-9. The Praise Band Director Responsibilities

- A.** Notify Executive Director if told there was/is a person who has tested positive of Covid-19 at the church.

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CHAPTER 8: Lessons Learned and Process Improvements

8-1. Lessons Learned

There are many unknowns in dealing with COVID-19 and our approach is to use the advice of guidance from CDC to slowly and appropriately resume activities using the OBUMC building. Our approach will be to do a phased-in reopening , align and update this document with current CDC guidance for COVID-19.

We will learn lessons during our own re-open process as well as from the experiences of others. Church members, Church leadership, and visitors to our church can all participate in the lessons learned process. Sharing our lessons learned also prevents our church and its members from repeating the same mistakes and allows us to improve our processes.

The Healthy Church Team will be continually reviewing processes to improve them and all church members are encouraged to send recommendations by email with the Subject Line of "Reopen Plan Improvements" to executivedirector@oldbridgechurch.org

8-2. Improvement Process

The Health Church Team will revise and issue new versions of this document and the associated appendix as necessary based on lessons learned and when required due to changes issued by either federal, state or local authorities. All documents will have a revision date on the bottom of the document to make it easy to track the most current version.

OBUMC Reopening Plan

CHAPTER 9: Considerations for Children

9-1. Monitoring Children for Signs of Infection

It is important for parents to continually monitor their children for symptoms and to ask them questions about how they feel. Information about [COVID-19 in children](#) is somewhat limited, but the information that is available suggests that children with confirmed COVID-19 generally had mild symptoms. Person-to-person spread from or to children, as among adults, is thought to occur mainly via respiratory droplets produced when an infected person coughs, sneezes, or talks. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

A small percentage of children have been reported to have more severe illness. Despite lower risk of serious illness, children with COVID-19-like symptoms should avoid contact with older adults and people of any age who may be at [higher risk for severe illness from COVID-19](#).

9-2. Children Wearing Masks

- A. Cloth face coverings should NOT be put on babies and children under age two years old because of the danger of suffocation.
- B. Children over the age of two years old will be expected to wear a mask over their face and mouth, and they should also be willing to keep the mask on and not remove it the entire time they are inside of the Church.

NOTE: Parents should consider keeping their children at home if they are not able to keep their mask on the entire time they are inside the building due to safety concerns for older church members and members with pre-existing conditions.

OBUMC Reopening Plan

Chapter 10: Outdoor Worship Activities

The objective of this Chapter is to provide a clear plan for how OBUMC can safely conduct an outdoor worship service that the congregation can participate in while obeying all of the regulations set by the Virginia Conference of the United Methodist Church which ensures a safe experience at the church for all.

10-1. Key Considerations for Outdoor Worship Events

- A. This Plan to conduct an outdoor worship event is applicable to any day of the week, for any type of allowed worship service, including traditional and contemporary services.
- B. All circles in the grass are 6 feet away from the edge of any other circle.
- C. Congregants are to bring their own seating (folding camp chairs) or a blanket.
- D. Congregants should bring their own bottles of water and only remove their mask briefly to drink the water and replace the mask immediately.
- E. Congregants will not have to sign any forms and will not be handed any documents or items.
- F. At this time, the church will not be providing folding chairs
- G. We have 30 circles that range from 8, 9, and 10 feet in diameter.
 - G-1. The 8-foot circles can easily fit 4 or 5 family members (a total of 16).
 - G-2. The 9-foot circles can easily fit 6 family members (a total of 7)
 - G-3. The 10-foot circles can easily fit 7 family members (a total of 7)
- H. Any congregants observed that are not following either Appendix A or Appendix B will be approached and politely reminded of the expectations. If they congregant continues to not comply, the Greeter will remind them that they can choose to not attend the worship service and return home if they are not willing to follow the rules established by the church and the United Methodist Conference. The last reminder to the uncooperative congregant is that the service will have to be cancelled and everyone will have to go home if they are not willing to comply. The Executive Director is the position responsible for determining if an outdoor worship event must be cancelled due to non-compliance to the rules and expectations.

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10-2. Planning in the Days Before a Worship Event

- A. Communicating the Plan** - OBUMC website will communicate how to register to attend an Outdoor Worship Event. The communication to congregation will focus on ensuring everyone is aware of the expectations that must be followed when attending a worship event:
 - A-1.** The expectation that Appendix A and B are read and understood
 - A-2.** Registration is required prior to attending the event to ensure we do not have overcrowding.
 - A-3.** Explain the arrival, check-in, seating arrangements, and departure process.
 - A-4.** Explain some specific do's and don'ts related to worship events and the reasoning for the requirements.
 - A-5.** Explain to congregants that the logistics of attending an outdoor worship service will be different and that process are in place to ensure everyone's safety. As the church learns from hosting outside worship events, the Reopen Plan will adjust as we learn how to improve our processes.
 - A-6.** Communication to congregants will occur via Facebook, E-mail, Website, and text messages.
- B. Pastor Responsibilities** – The Pastor will establish the start and stop time of the worship service and the order of worship. The Pastor will also consult with the appropriate music director to determine what music will be performed and how it will be performed.
- C. Music Directors** – The appropriate Music Director will coordinate with the Lead Pastor and Executive Director the logistical requirements to perform music at the outdoor service in accordance with the Technical Assistance Manual.
 - C-1.** One Singer (soloist) Performing Outside – According to the TAM (version 8/3/2020) A soloist may be used in an outdoor worship, if they are masked and distanced further than 25 feet from next nearest person.
 - C-2.** Choir Performing Outside – This is currently not allowed to be performed at outside worship according to the TAM.
 - C-3.** Contemporary Praise Band Performing Outside – This is currently not allowed to be performed at outside worship according to the TAM.
- D. Executive Director Responsibilities** - The Executive Director is responsible for the following during the week prior to the outdoor worship event:
 - a. Organize volunteers to assist on the morning of the worship service with the setup of the sound system, the FM transmitter, and the lapel microphone used by the Pastor.
 - b. To publish the Worship Service Bulletin to the church website so it can be accessed by congregants using their smart phone. NOTE: At this time, it is not allowed to hand out printed bulletins. A QR Code will be printed and posted for

OBUMC Reopening Plan

congregants to scan with their smart phone that will take them directly to the Worship Service Bulletin.

- E. Cancellation Criteria** - If the grass is too wet or soggy, the Pastor and Executive Director will decide to post a message to Facebook and the website indicating the outdoor worship event will not be able to use the grass field and will instead be conducted using the FM transmitter and attendees can listen from their vehicles in the parking lot. In the case of predicted heavy rain or inclement weather, a decision may be made to cancel the outdoor workshop event or to move it to an online only format (with no option to listen/watch from the parking lot).

10-3. Setup the Day of a Worship Event

- A.** Refer to the Setup Checklist (below) for a specific timeline of assigned actions to be completed
- B.** The Pastor, Executive Director, the 6 Greeter, and any musicians (if applicable) will gather 1 hour prior to the start the worship service to open the morning in prayer.
- C.** One hour prior to start, the Executive Director and a volunteer will set up the sound system, the lapel microphone, and the FM transmitter in the OBUMC Pavilion.
- D.** One hour prior to start, Greeter #1 and #2 will review the Parking Plan and be ready for the arrival of vehicles and will direct them to the appropriate spots in order to maintain an empty parking space between each vehicle.
- E.** One hour prior to start, Greeter #3 and #4 will setup a folding table to use for registration and post the printed QR codes and post the Health Acknowledgement Poster near the registration table.
- F.** One hour prior to start, Greeters #5 and #6 will post the Reminder Yard Signs at the entrance to the church and in the circular drive grass to be viewed as people approach the Registration Table.

10-4. Arriving for an Outdoor Worship Event

- A.** These tasks are to be done during the hour prior to the outdoor worship service starting.
- B.** Greeter #1 will be stationed at the top of the parking lot to direct vehicles to Greeter #2, who is standing near the next parking spot to be filled.
- C.** Greeter #2 will be at the other end of the parking lot to point vehicles into the specific parking space to ensure an empty parking space remains on either side of any vehicle. Greeter #2 will also direct congregants to the registration table.
- D.** Congregants will get out of the cars with plenty of space around them. Congregants will have their masks on when they step outside of their car and will be directed to the registration table.
- E.** Greeter #3 and #4 will be asking congregants to affirm the Health Acknowledgment Poster (easily displayed on a sign or sandwich board). The Greeters will then make

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two checkmarks on the Printed Registration List: checking in all of the congregants as attending and also that they affirmed the Health Acknowledgment Poster. If the email or phone number is missing on the Printed Registration List, the Greeter will be the person to fill in that information. NOTE: The congregant is not to write in their contact information or touch the Printed Registration List.

- F. Greeter #5 and #6 will be standing in the grass field and direct people to their specific assigned circle.
- G. Once the service starts, Greeter #2 and #3 will remain at the Registration Table and also manage the number of people entering the building to use the bathroom. Only one person at a time is allowed to be in the bathroom and all congregants should have used the bathroom prior to departing their home.
- H. Lastly, all of the Greeters will be politely reminding or briefing congregants on the rules to follow in Appendix A and the Expectations described in Appendix B.
- I. Any congregants observed that are not following either Appendix A or Appendix B will be approached and politely reminded of the expectations. If they congregant continues to not comply, the Greeter will remind them that they can choose to not attend the worship service and return home if they are not willing to follow the rules established by the church and the United Methodist Conference. The last reminder to the uncooperative congregant is that the service will have to be cancelled and everyone will have to go home if they are not willing to comply. The Executive Director is the position responsible for determining if an outdoor worship event must be cancelled due to non-compliance to the rules and expectations.

10-5. Conducting the Outdoor Worship Event

- A. The Pastor is in charge of determining the order of worship.
- B. The Order of Worship will consist of the following (subject to change):
 - B-1. Opening Prayer
 - B-2. Worship Music in accordance with TAM (soloist only or instruments only)
 - B-3. Church Announcements
 - B-4. Worship Song in accordance with TAM (soloist only or instruments only)
 - B-5. Sermon
 - B-6. Closing Prayer
 - B-7. Offering dropped in Offering Containers on way out – this will be next to Greeter #1 and #2.
 - B-8. Benediction:
 - B-8.1 The Pastor will remind everyone to pack up their chairs and then wait until their row is notified to leave
 - B-8.2 Rows will be dismissed starting at the back circles and then moving towards the Pavilion.

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B-8.3 Remind everyone to maintain social distancing as they walk to their cars and load their chairs.

- C. Greeters #5 and #6 will then direct congregants to leave, one row of circles at a time and starting from the back row and work way forward. The rows will be dismissed with time between rows to ensure 6 feet of distancing while they return to the vehicles.

10-6. Special Considerations

- A. An FM Transmitter will be used during the service and the broadcast will reach vehicles the parking lot for congregants that wish to stay in their car. These congregants may have challenges with mobility, they do not want to walk into the grass field or may have concerns being in a large group. The congregants will tell Greeters #1 and #2 they wish to remain in their vehicle during the outdoor worship event and the Greeters will then direct the vehicle to park in some pre-designated spots that have a view of the Pavilion. The Greeters will also advise them of the correct FM station to tune their car radios when the service begins.
- B. It will be mentioned several times throughout the worship service but there will be no congregational singing.
- C. No worship service bulletins will be passed out. A QR code will be available for congregants to scan with their smartphone that will take them to the church website and a copy of the worship service bulletin.
- D. No handshakes, no hugs or any other form of physical touch will be allowed at this time.
- E. Everyone is required to wear a mask. If someone takes their mask off, they will be asked to put it back on once. If they refuse, the worship service must be shut down according to the rules of the UMC Conference.
- F. There will not be any childcare offered during outdoor worship events. Children of any age who want to attend worship with their family may do so if they wear a face covering and remain with the family at all times. 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.
- G. The playground is not open before, during or after the service.
- H. Worship will not exceed 250 people based on the UMC Technical Assistance Manual (TAM).

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Chapter 11: Indoor Worship Activities

NOTE: This Chapter is still under development and is a placeholder for the detailed content that will be inserted for how to resume Indoor Worship Activities at OBUMC once our Church is closer to the time when we will be able to meet again thru in-person worship in the Sanctuary.

11-1. Configuring the Sanctuary for Worship Activities

Insert here the layout map of sanctuary seating arrangement.

11-2. The Do's and Don'ts of using the Sanctuary

Insert here the do and don'ts of using the sanctuary.









11-3. Plan to Manage Seating and Social Distancing

Insert here the plan to ensure seating complies with Social Distancing while also allowing a family that lives in the same home to sit together.

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This document is designed to summarize the actions you need to take before you leave your home and plan to enter the Old Bridge United Methodist Church (OBUMC). This document summarizes the Stage 2 COVID-19 requirements set forth both by the Governor Northam and also Bishop Sharma D. Lewis in order to safely begin certain church related in-person gatherings of fifty (50) or less.

Review These 8 Steps Before You Arrive at OBUMC

	Remember To:	The Reason Why:
	1 Always Take Your Temperature	You must be less than 100.4° Fahrenheit. If you have a fever, stay home for everyone's safety.
	2 Bring a Mask and Sanitizer	Everyone must wear a mask that covers their nose and mouth the entire time they are on OBUMC property. The small bottle of sanitizer is for your personal use while in the building.
	3 Review the Health Acknowledgement Form	Read this form and be prepared to sign and affirm you understand the content of the form. The church will have copies available for you to sign when you arrive. If attending weekly meetings, complete a new Form each week.
RSVP 	4 Did you Register?	Every person entering the OBUMC Building needs to register in advance for events, so staff and volunteers know who and how many people to expect for each event. Registration also helps with contact tracing and notifications if an event attendee later develops symptoms.
	5 Enter at the Daycare Entrance	Look for signs telling you how to enter the OBUMC Building. To better manage social distancing and one-way foot traffic flow, use the Daycare Entrance that is located to the right of the Main Entrance. Do not use the Main Entrance Doors except on weekends when the Daycare is not open.
6 feet 	6 Follow the 6-foot Social Distancing Rule	This requirement is for everyone's safety and protection, including church members who may be caring for or visiting elderly family members or those with pre-existing conditions.
	7 Go to the Bathroom at Home	Use your bathroom before you leave home to reduce cleaning requirements after the event or meeting.
	8 Have you shown any symptoms of COVID-19?	Stay home if you have a fever over 100.4°, cough, shortness of breath, difficulty breathing, fatigue, sore throat, headache, muscle pain, gastrointestinal issues, chills or loss of taste/and or smell.

Call the Church Office at 703-730-3895 or email questions to: executivedirector@oldbridgechurch.org

The link to the Health Acknowledgment Form is: <http://doc.vaumc.org/News2020/HealthAcknowledgementPoster.pdf>









Be devoted to one another in love. Honor one another above yourselves.

Romans 12:20

Respect for others and being mindful servants of God requires us to be considerate for others.

This document provides an overview of how everyone can Be Mindful when they enter the Old Bridge Church

Being Mindful of Others While at OBUMC

	Everyone is Expected To:	The Reason Why:
	1 Be mindful of your personal space and be self-aware of how close you are to others.	Maintain 6 feet at all times. This is for everyone's safety and protection, including church members who may be caring for or visiting elderly family members or those with pre-existing conditions.
	2 Wear a mask at all times and keep your mouth and nose covered.	Wearing a mask is a protective measure and not a political statement. It is the most effective way to protect yourself and everyone in our church.
	3 Be mindful of your words and use a kind tone and have patience with others.	During these stressful times, avoid a negative tone or passive-aggressive behavior does not help the situation. An energetic hello is the best thing to say until we can return to using handshakes and hugs
	4 Refrain from all physical contact. Do not hug, touch, or shake hands with others, even if you know the person.	Assume the other person is also caring for someone with a pre-existing condition or lives with someone who is within a higher risk category.
	5 Be mindful those around you are dealing with stress, anxiety, and fear.	People cope with each of these in different ways.
	6 Ask others how they are doing and actively listen	Ask if they need help, need someone to talk with, or have some unmet needs. Work to connect them to those that can help.
	7 Be mindful to limit touching surfaces.	Touching surfaces increases the amount of cleaning that must be done after a meeting is over.
	8 Be mindful that you may already have COVID-19 and are not yet showing symptoms.	Stay home if you have a fever over 100.4°, cough, shortness of breath, difficulty breathing, fatigue, sore throat, headache, muscle pain, gastrointestinal issues, chills or loss of taste/and or smell.

This document provides a list of cleaning steps the Group Leader must ensure happens after their meeting is over. Group Members may assist with the cleaning procedures.

NOTE: Cleaning solution and paper towels will be in the room. Paper towels can be disposed of in the classroom trash can. Group Members should only go into the assigned classroom to minimize the potential for contamination of other rooms. Group Members are reminded that the Preschool is operating in nearby classrooms during the week.

Group Name:			
Group Leader Name:		Group Leader Phone:	
Date and Time of Group Meeting:			

Cleaning Procedures – Refer to Chapter 5 of the Reopen Plan for further details regarding the OBUMC Cleaning Plan		Initial Completed
1	Masks must be worn the during the entire cleanup process and do not touch your face.	
2	Chairs that were used should be wiped with disinfectant.	
3	All surfaces that were touched or used by a group member must be wiped with disinfectant. This includes computers, remotes, tables and other flat surfaces.	
4	Any door handles or drawer handles that were used need to be wiped with disinfectant.	
5	The bathroom door handles and sink handles should be wiped down with disinfectant if used.	
6	Any Group Member involved with cleanup should use hand sanitizer when they return to their car.	

Closeup Procedures – Refer to Chapter 2 of the Reopen Plan for further details regarding the five steps of using an inside or outside OBUMC facility		Initial Completed
1	Group Leader will ensure that all cleanup procedures are followed from the table above.	
2	Group Leader will ensure every attendee's full name, phone number, and email address is either typed or legibly printed and easy to read.	
3	Group Leader will mark everyone that attended the meeting.	
4	Group Leader will mark that everyone that attended the meeting affirmed the Healthy Graphics.	
5	Group Leader will write the Group Name and Meeting Date on the outside of the Verify Packet/Envelope.	
6	Group Leader will initial each step completed in the column to the right and place this Appendix C in the Verify Packet/Envelope.	
7	Last Step: The Group Leader will leave the Verify Packet/Envelope on the counter in the classroom or if the meeting was outside at the Pavilion, they will leave it in the Church Mailbox as they depart the OBUMC property.	

All members of the group will be expected to read and follow Appendix A and B and specifically the three requirements to the right.

The Group Leader is responsible to ensure all members comply with Appendix A and B and that cleanup occurs according to Appendix C.

Any group member not following these rules will result in the group losing the privileges to use OBUMC facilities.



Wear a mask at all times when outside of cars.



Maintain 6 feet of social distancing, except among people in the same household.



Read and sign the Health Graphic if they will exit their car.

Step 1 – The Group Leader sends an email to the Church Office with the subject line: Request Use of Outside OBUMC Facility. The body of the email must contain the following information:

1. Name of the group and the event
2. Group leader full name and phone number
3. The date, start time and stop time the group would like to meet
4. Which outside OBUMC is being requested (Pavilion, Parking Lot, Grass Field)
5. The number of people expected to attend the event



Step 2 – The Church Office will reply to the email and verify the date and time is available and attach the following:

1. OBUMC Stage 2 Reopen Plan
2. The Health Acknowledgment Graphic (to be read by each group attendee and affirmed when they arrive)
3. Appendix A, Appendix B, and Appendix C
4. A blank Group Roster (to be filled out with full names and phone numbers of who is expected to attend the event)



Step 3 – The Group Leader will need to accomplish the following prior to the day of the event:

1. Fill out the Group Roster by typing the full names and phone numbers of who is expected to attend the event. This is to be able to have an accurate notification list in case a group member later tests positive for COVID-19.
2. The Group Leader will email all attendees Appendix A and Appendix B and ask them to read both documents.
3. The Group Leader will email all attendees the Health Graphic and ask that each attendee read and be prepared to affirm the language on the graphic when they arrive.



Step 4 – After the event is over, the Group Leader will complete the following:

1. Mark attendance on the Group Roster to verify who attended the event. This is to be able to have an accurate notification list in case a group member later tests positive for COVID-19.
2. Ensure a checkmark is next to each attendee and their affirmation of the Health Acknowledgement Graphic.
3. Acknowledge and sign the bottom of the Group Roster that cleanup procedures were followed according to Appendix C and place it in the Verify Packet/Envelop. Cleaning supplies will be provided by the Church.
4. Tape shut and place the Verify Packet/Envelop in the Church Mailbox located on the road at the entrance to the Church



Step 5 – If any member of the group later tests positive for COVID-19, the Group Leader must follow Appendix E and immediately contact Church Leadership.

Step 1 – If a Group Leader is notified that a group member has tested positive for COVID-19, they will immediately call one of the following people:

- Burton Robinson, Senior Pastor
- Kevin Phillips, Executive Director
- Jacob Mosser, Health Church Team Chair

The Group Leader will need to know the following:

- Date the person was in OBUMC facilities
- Room(s) the person entered
- Date the person began having symptoms
- Date the person tested positive for COVID-19

Step 2 – Shut down the OBUMC facility (Pavilion or Building) until a deep cleaning has occurred.

- If Pavilion, mark with yellow tape
- If Church Building, post sign to the doors

Step 3 – Call the Prince William Health District at (703) 792-6300 to pass along the contact information of group participants to Amanda David, Amanda.david@pwcgov.org

Step 5 – The First Call will be to review the what is known and to discuss the Step 6 Action Items that are to be completed by the OBUMC staff and Healthy Church Team.

Step 4 – The person contacted in Step 1 will send a Group Text to the OBUMC Notification List that someone tested positive and had been in an OBUMC facility. This text will also list what time the First Call is scheduled to happen and the call should occur within 30 minutes after receiving the notification text. Kevin Phillips will email out a link to a Zoom video call.

Step 6A – Burton Robinson emails District Superintendent Jeff Mickle about the positive case.

Step 6B – Lori Gillis will call any groups scheduled to use the OBUMC facilities in the next seven calendar days

Step 6C – Kevin Phillips will call the cleaning crew to schedule a deep cleaning.

Step 6D – Kelly Hanks or other Council Member will send an email to the entire church announcing the temporary closing of the OBUMC facility. This email will summarize actions taken and that updates will be emailed in the future.

Step 6E – Kevin Phillips will send a Church-wide text message and post to social media about the closure and reference the email for more information

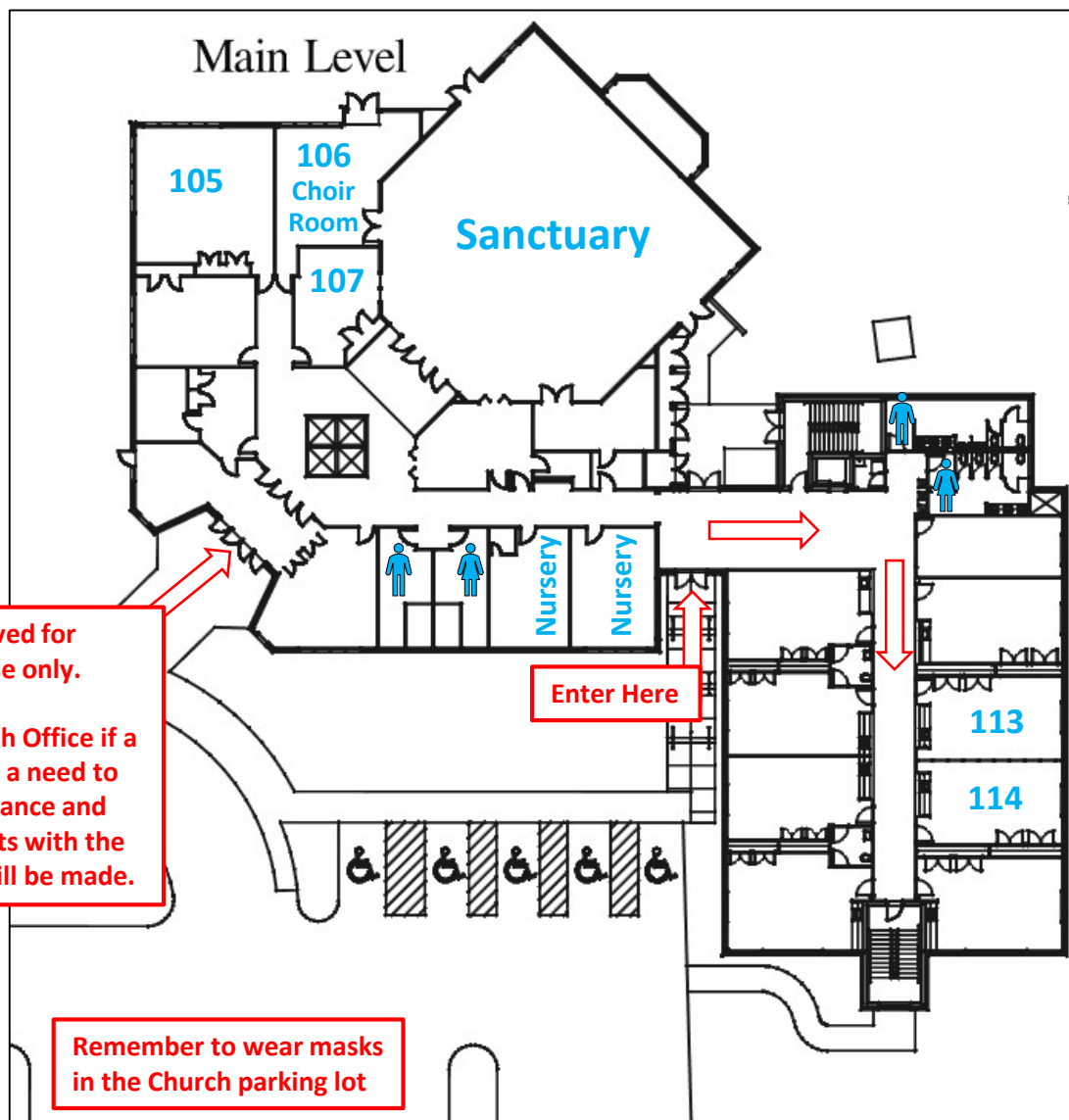
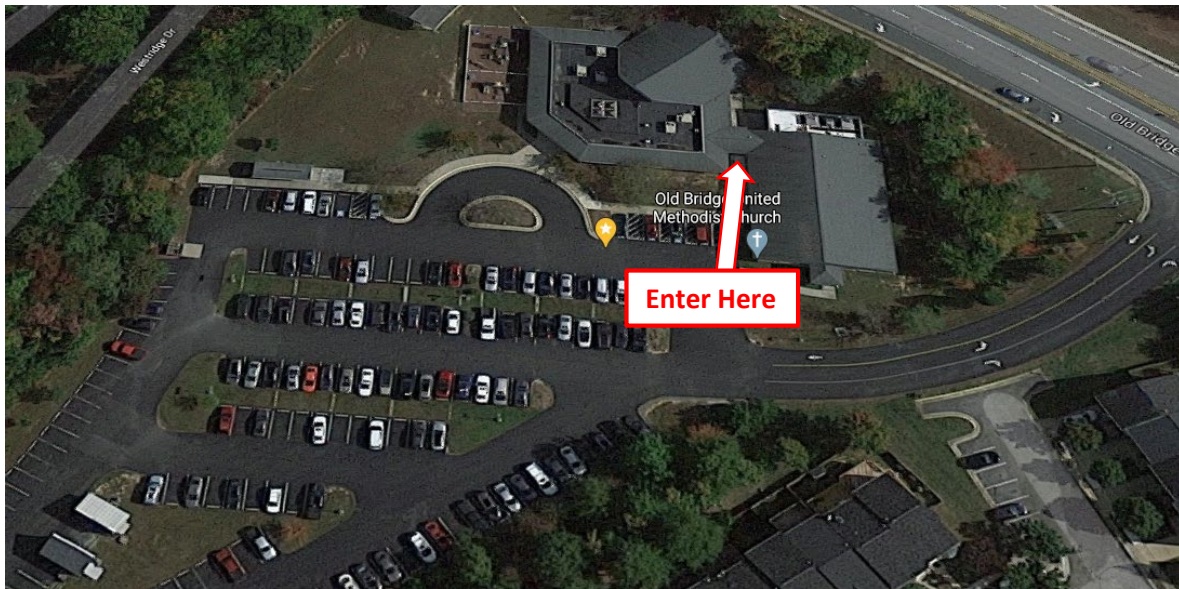
Step 6F – Kevin Phillips will send a Group Text to the OBUMC Notification List for the Second Call at the end of the same day to review this procedure and ensure all Steps have been completed. This call will also discuss the next steps to take.

The OBUMC Notification Phone List

This list is OBUMC staff and members of Health Church Team with responsibilities related to a positive COVID-19 test of someone in our facility:

- Burton Robinson: (571) 247-6483
- Kevin Phillips: (671) 577-7091
- Lorie Gillis: (804) 896-4943
- Jacob Mosser: (703) 945-9867
- Brian Smith: (979) 450-0169
- Kelly Hanks: (802) 345-7070

Do Not print this map. Save printer Ink and review this before you leave for your event at OBUMC



**This is reserved for
Preschool use only.**

**Notify Church Office if a
member has a need to
use this entrance and
arrangements with the
Preschool will be made.**

**Remember to wear masks
in the Church parking lot**








Therefore welcome one another as Christ has welcomed you, for the glory of God.

Romans 15:7

OBUMC Greeters will have two important responsibilities: Welcoming people into our house of worship while also ensuring everyone is aware of their responsibilities to safely enjoy Christian fellowship at OBUMC.

This document provides an overview of how OBUMC Greeters will perform their responsibilities

Being Mindful of Others While at OBUMC

	Greeter's Responsibilities are:	The Reason Why:
	1 Remind everyone to be mindful of their personal space and be self-aware of how close you are to others.	Maintain 6 feet at all times. This is for everyone's safety and protection, including church members who may be caring for or visiting elderly family members or those with pre-existing conditions.
	2 Remind everyone to wear a mask at all times and keep your mouth and nose covered.	Wearing a mask is a protective measure and not a political statement. It is the most effective way to protect yourself and everyone in our church.
	3 Use your voice to provide a warm and inviting greeting to everyone entering the Church.	Just because people can't see your smile does not mean you can't smile under your mask. IT will show in your eyes and be heard in your voice.
	4 Refrain from all physical contact. Do not hug, touch, or shake hands with others, even if you know the person. To minimize passing of items, do not hand out any bulletins, flyers, or programs.	Assume the other person is also caring for someone with a pre-existing condition or lives with someone who is within a higher risk category.
	6 Ask others how they are doing and actively listen	Ask if they need help, need someone to talk with, or have some unmet needs. Work to connect them to those that can help.
	7 Remind everyone to limit touching surfaces.	Touching surfaces increases the amount of cleaning that must be done after a meeting is over.
	8 If some does not arrive wearing a mask, advise them they must wear a mask to enter our building or visit our facilities. If the person refuses to comply, contact Church Staff to announce that the building will need to be closed and the event cancelled.	The requirements from the Bishop and the Virginia UM Conference require us to close the building if anyone refuses to wear a mask.

All members of the group will be expected to read and follow Appendix A and B and specifically the three requirements to the right.

The Group Leader is responsible to ensure all members comply with Appendix A and B and that cleanup occurs according to Appendix C.

Any group member not following these rules will result in the group losing the privileges to use OBUMC facilities.



Wear a mask at all times when outside of cars.



Maintain 6 feet of social distancing, except among people in the same household.



Read and sign the Health Graphic if they will exit their car.



Bathrooms will be limited to one person at a time

Step 1 – The Group Leader sends an email to the Church Office with the subject line: Request Use of Inside OBUMC Facility. The body of the email must contain the following information:

1. Name of the group and the event
2. Group leader full name and phone number
3. The date, start time and stop time the group would like to meet
4. Which room (105, 112, 113, 114) the group is requesting
5. The number of people expected to attend the event



Step 2 – The Church Office will reply to the email and verify the date and time is available and attach the following:

1. OBUMC Stage 2 Reopen Plan
2. The Health Acknowledgment Graphic (to be read by each group attendee and affirmed when they arrive)
3. Appendix A, Appendix B, Appendix C, and Appendix F
4. A blank Group Roster (to be filled out with full names and phone numbers of who is expected to attend the event)



Step 3 – The Group Leader will need to accomplish the following prior to the day of the event:

1. Fill out the Group Roster by typing the full names and phone numbers of who is expected to attend the event. This is to be able to have an accurate notification list in case a group member later tests positive for COVID-19.
2. The Group Leader will email all attendees Appendix A and Appendix B and ask them to read both documents.
3. The Group Leader will email all attendees Appendix F and tell them which room they will be using.
4. The Group Leader will email all attendees the Health Acknowledgment Graphic and ask that each attendee read and be prepared to affirm the language on the graphic when they arrive.



Step 4 – After the event is over, the Group Leader will complete the following:

1. Mark attendance on the Group Roster to verify who attended the event. This is to be able to have an accurate notification list in case a group member later tests positive for COVID-19.
2. Ensure a checkmark is next to each attendee and their affirmation of the Health Acknowledgement Graphic.
3. Acknowledge and sign the bottom of the Group Roster that cleanup procedures were followed according to Appendix C and place it in the Verify Packet/Envelop. Cleaning supplies will be located in the Room.
4. Tape shut and slide the Verify Packet/Envelop under the Church Office Door in the Lobby.



Step 5 – If any member of the group later tests positive for COVID-19, the Group Leader must follow Appendix E and immediately contact Church Leadership.

Appendix I – Checklist For An Outdoor Worship Service

This checklist provides a detailed 24 steps that must be taken to host an outdoor workshop service at OBUMC and the position or persons responsible for each step.

Task #	Time	Description
1	Day Before	The Worship Service Bulletin is loaded to the church website by the Executive Director.
2	Day Before	The QR Code is created for the Worship Service Bulletin and is printed on 8.5 by 11 inch paper by the Executive Director.
3	Day Before	Someone from the HCT check the circles in the grass and apply any touch-up paint as required.
4	2 hours before	The Executive Director will print off the most current version of the Printed Registration List and give it to Greeter #1 and #2
5	1 hour before start	The Pastor, Executive Director, the 6 Greeter, and any musicians (if applicable) will gather to open the morning in prayer.
6	1 hour before start	The QR Codes are posted outside for congregants to scan to access the Worship Service Bulletin
7	1 hour before start	Executive Director will setup the sound system: The outdoor speakers, lapel microphone and FM transmitter are all tested and function properly.
8	1 hour before start	Greeters #1 and #2 review the parking plan and discuss how they will direct vehicles to park and also how to direct vehicles to the FM listening spaces when requested.
9	1 hour before start	Greeters #3 and #4 setup the registration table and put the Printed Registration List on the clipboard
10	1 hour before start	Greeters #3 and #4 setup the large and easy to read Health Acknowledgment Poster next to the Registration Table
11	1 hour before start	Greeters #5 and #6 will post the Reminder Yard Signs at the entrance to the church and in the circular drive grass to be viewed as people approach the Registration Table.
12	45 minutes before start	Greeter #1 will be stationed at the top of the parking lot to direct vehicles to Greeter #2, who is standing near the next parking spot to be filled.
13	45 minutes before start	Greeter #2 will be at the other end of the parking lot to point vehicles into the specific parking space to ensure an empty parking space remains on either side of any vehicle. Greeter #2 will also direct congregants to the registration table.
14	30 minutes before start	Congregants will begin arriving, parking and getting out of the cars with plenty of space around them. Congregants will have their masks on when they step outside of their car and will be directed to the registration table.
15	30 minutes before start	As congregants arrive, Greeters #3 and #4 will be asking congregants to affirm the Health Acknowledgment Poster (easily displayed on a sign or sandwich board). The Greeters will then make two checkmarks on the Printed Registration List: checking in all of the congregants as attending and also that they affirmed the Health Acknowledgment Poster. If the email or phone number is missing on the Printed Registration List, the Greeter will be the person to fill in that information. NOTE: The congregant is not to write in their contact information or touch the Printed Registration List.
16	30 minutes before start	Greeters #5 and #6 will be standing in the grass field and direct people to their specific assigned circle.

Appendix I – Checklist For An Outdoor Worship Service

Task #	Time	Description
17	At the start of the outdoor worship service	Once the service starts, Greeter #2 and #3 will remain at the Registration Table and also manage the number of people entering the building to use the bathroom. Only one person at a time is allowed to be in the bathroom and all congregants should have used the bathroom prior to departing their home.
18	During the Benediction/End of the Service	<p>The Pastor will remind everyone to pack up their chairs and then wait until their row is notified to leave by a Greeter.</p> <p>Rows will be dismissed starting at the back circles and then moving towards the Pavilion.</p> <p>Remind everyone to maintain social distancing as they walk to their cars and load their chairs.</p>
19	After the Benediction	Greeters #5 and #6 will then direct congregants to leave, one row of circles at a time and starting from the back row and work way forward. The rows will be dismissed with time between rows to ensure 6 feet of distancing while they return to the vehicles.
20	After the worship service	Sound System is packed up and put away
21	After the worship service	Greeter #1 and #2 put away the Registration Table and turn in the Printed Registration List to the Executive Director
22	After the worship service	Greeter #3 and #4 put away the Registration Table and turn in the Printed Registration List to the Executive Director
23	After the worship service	Greeters #5 and #6 will put away the Reminder Yard Signs that are at the entrance to the church and in the circular drive grass
24	After the worship service	Executive Director will lock up the church building

Group Roster

1. The Group Roster is to be completely filled out (full name, phone and email) by the Group Leader prior meeting and brought to OBUMC.
2. The Group Roster will be left in the Church Mailbox by the Group Leader at the end of the meeting.
3. This completed Group Roster will be kept on file at the Church in case a meeting attendee later tests positive with COVID-19 and the Roster can assist with quick and efficient contact tracing by Prince William County.

Group Name:					
Group Leader Email:				Group Leader Phone:	
Date of Group Meeting:				Meeting Start Time:	Meeting End Time:
Attendee Full Name (type or print legibly)		Phone Number	Email Address of Attendee (type or print legibly)		Attended?
					Affirm Health Graphic?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Health Acknowledgement

Welcome! We're glad you're here.

In order to keep you and other congregants safe and healthy, read and respond to the health questions below. Please affirm to the greeter that you acknowledge the following items are true for you and provide your name and contact number. All persons are required to keep physical distancing of 6 feet or more (from persons outside your household group) and to wear a face covering.



I have not had 2 or more of the following symptoms of COVID-19 in the past 14 days:

- Fever
- Shortness of breath or difficulty breathing
- Chills
- Persistent cough
- Flu-like symptoms
- Diarrhea or intestinal upset
- Fatigue
- Sore throat
- Headache
- Muscle pain
- Recent loss of taste or smell

1.

I have not been in contact with anyone experiencing symptoms of COVID-19 (identified in #1) in the past 14 days.

2.

I have not tested positive for COVID-19, nor am I awaiting test results, nor have I tested positive and have not subsequently had complete resolution of COVID-19 symptoms.

3.

4.

I will immediately notify the pastor if, after attending this event, I develop 2 or more symptoms of COVID-19, will avoid contact with others, and will seek medical attention.