

**Peninsula Delaware Conference**  
**“Return to Gathering” Phase # 2**  
**Updated: 8/14/20**

**General Rules for Kent Island UMC:**

- **Under no circumstances should anyone come to the Church for any activity if they are:**
  - 1. Feeling sick with symptoms that are consistent with COVID -19.**
  - 2. Been around someone who is symptomatic for the virus.**
  - 3. Displays any symptoms that are consistent with COVID – 19.**
  - 4. Exposed to COVID – 19 and has not finished their quarantine.**
  - 5. Was positive for COVID – 19 and has not been released by their physician.**
  - 6. If someone has entered the building and begins to feel sick, the person in charge (of the activity taking place) should be notified and quietly exit the building. The person in charge will contact the clergy for further action.**
  - 7. Have been tested in the last 14 days.**
- **High risk individuals should continue to shelter in place until they feel it is safe to return.**

**Worship**

- **We will continue to stream worship online contemporary and traditional services.**
- **Physical distancing is important, phase #2 allows up to 250 people in the Church. 125 people will be allowed in each service.**
- **After each worship service, the sanctuary and equipment will be completely cleaned by those who participated in the worship service.**
- **Anyone coming to the Church must bring masks and sanitizer from home. We will provide masks and sanitizing stations strategically for the area in the Church that is being used at the time.**
- **Offerings plates will be placed in the back of the Church for congregants to leave their tithes and offerings. Electronic giving is an effective low contact way to give.**
- **Those collecting and counting the offering will need to do so with masks, gloves and practicing safe physical distancing.**

- **Congregational singing is left to the discretion of the congregants. All congregants must wear masks while singing. If singing makes some congregants uncomfortable, they can sit in another area of the sanctuary where congregants are not singing. Exercising physical distancing always.**
- **Musicians and singers should properly distance. All equipment must be cleaned at the end of each worship service.**
- **In Phase #2, the choir can sing. Limiting the number of choral participants to under 10. Discreet sectioning apart from the congregation. Stationed choral participants distanced 6' (or more) apart while singing.**
- **Pastor, lay servants, ushers, greeters, and musicians must wear masks before and after the worship service, not during worship. Ushers and greeters must wear masks and wear gloves for protection.**
- **The bathrooms across from the fellowship hall will be open during worship. After the bathroom is used, each person must clean the bathroom. Not the entire bathroom, just the area that was used. Kent Island UMC will provide the supplies for a thorough cleaning.**
- **No passing of peace or receiving lines.**
- **Food, drinks, or any type of social will remain suspended.**
- **If someone has entered the building and begins to feel sick, please tell the usher/greeters. The usher/greeters will quietly guide the person out of the Church. The usher/greeter will contact the clergy for further action.**

**Sacraments:**

- **Baptisms will remain suspended.**
- **No in-person communion. Pre-packaged Holy Communion kits will be administered. Congregants must place the empty kits on the pew. The empty kits will be discarded at the end of the service by the ushers.**

**Nursery/Children/Youth Ministries:**

- **Nursery services will remain suspended.**
- **Limit activities only to children 12-years old or older, not directly supervised by parents and/or the household family, in adult-supervised groups where distancing is feasible, and not to exceed 25 people.**
- **Scheduling activities for children 12-years old or older will be to days of the week other than Sunday.**
- **Children ministries 12-years and younger will remain suspended until further guidance in subsequent stages and with additional guidance from the state's Department of Education.**

**Outside Worship:**

- **All guidelines, physical distancing and safety protocols for indoor services apply for outdoor services.**
- **In the event of inclement weather, the service will be inside, by keeping within the group size restrictions for gathering and observing all physical distancing protocols. This includes masking.**

**Other Services:**

- **Weddings, funerals, and memorial services are allowed 125 or fewer in attendance. These services will take place by keeping within the group size restrictions for gathering and observing all physical distancing protocols. This includes masking.**
- **Pastor, lay servants, ushers, greeters, and musicians must wear masks before and after the worship service, not during worship. Ushers and greeters must wear masks and wear gloves for protection.**

**Church Office:**

- **Physical distancing and all protocols will be observed by the office personnel. Masks must be worn when in the presence of another person.**
- **The Church office is allowed back into their office space under phase #2.**

- **When the office is open, office personnel will have to fill out a COVID – 19 form. The form asks questions about symptoms they may or may not be experiencing.**
- **Under no circumstances should anyone come to the office if they are:**
  - 1. Feeling sick with symptoms that are consistent with COVID -19.**
  - 2. Been around someone who is symptomatic for the virus.**
  - 3. Displays any symptoms that are consistent with COVID – 19.**
  - 4. Exposed to COVID – 19 and has not finished their quarantine.**
  - 5. Was positive for COVID – 19 and has not been released by their physician.**
  - 6. If someone has entered the building and begins to feel sick, please tell the office manager & a clergy member. Quietly ask the person to exit the Church building. The office manager & clergy member will assess the situation and take further action for tracing, if necessary.**
  - 7. Have been tested in the last 14 days.**
- **The office staff is urged to communicate by dialing inner office extensions.**
- **If they must meet, they can do so in the main office or the hallway.**
- **Working from home is acceptable. Pastor Mark and the SPRC must be notified.**
- **The office will operate from 9:00 am – 3:00 pm. The doors of the Church will be locked. If someone wishes to enter the building, they can ring the doorbell for entry. Office personnel will let them in.**
- **The office personnel will meet the person at the entrance and escort them into the Church Library for consultation. No more than 4 people in the library. Everyone must be masked and hand sanitizer available before and after the consultation.**
- **Bathrooms are not available to the public during office hours.**
- **Office personnel can use the bathrooms but must thoroughly clean the area used before exiting.**

**Employee comes to work with symptoms:**

- **Employees who have symptoms when they arrive at work or become sick during the day should immediately be separated from other employees, and visitors and sent home. Employees who develop symptoms outside of work should notify their supervisor and stay home.**
- **Employees should not return to work until they have met the criteria of home isolation and have consulted with their healthcare provider.**
- **If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person.**
- **Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.**
- **During this waiting period, open outside doors and windows to increase air circulation in these areas.**
- **If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.**

**Entering the building. Administration/Small Groups/Outside Groups/Visitors:**

- **Small Groups can meet in compliance with physical distancing and masking, with less than 25 people in the principal space.**
- **Virtual meetings are still an option for small groups and outside organizations.**
- **Committee's and Focus Areas can meet via Zoom or meet in person. Please call the Church office to reserve your space.**
- **Must avoid congregated in hallways and parking lot.**
- **We are asking that ANYONE who needs to gain access to any part of the buildings, including the sanctuary, (excluding Celebrate Recovery, AA, and folks for Sat-Sun services) enter through the Phillips building off of Cox Neck Rd.**

- **Upon arrival, at the table, there are "visitor" health forms and we ask that you please fill one out each time you enter and place in the folder.**
- **This information will NOT be shared and will be stored in the offices. This information would only be used if someone calls to let us know they have symptoms, tested positive, or were in direct contact with someone who is now sick/positive with the virus and were recently in the building.**
- **The office would contact those who were in direct contact with this person. No names will be used at any time. Confidentiality is a priority as is keeping everyone safe and healthy.**
- **The bathrooms closest to the principal space being used will be open. After the bathroom is used, each person must clean the bathroom. Kent Island UMC will provide the supplies for the bathrooms to be thoroughly cleaned after each use.**
- **Consider allowing building use/renters in groups of less than 25 back in if they can observe all protocols and able to accommodate cleaning needs.**
- **If someone has entered the building and begins to feel sick, please tell the person in charge (of the activity you are involved) and quietly exit the Church building. Not through the same exit in which they entered. The person in charge will contact the clergy for further action.**

**Current guidance based on community exposure. Exposed to people with known or suspected COVID-19 or possible COVID-19:**

<b>Person</b>	<b>Exposure</b>	<b>Precautions</b>
<b>Individual who has had close contact (&lt; 6 feet) for ≥15 minutes</b>	<b>Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness).</b>	<b>Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times.</b>
	<b>Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation).</b>	<b>Self-monitor for symptoms. Watch for fever, cough, or shortness of breath, or other symptoms of COVID-19. Avoid contact with people at higher risk for severe illness from COVID-19 Consult your physician</b>

**Special Consideration for the Elevator:**

- **Encourage occupants to take stairs when possible.**
- **Designate our stairwell to better promote social distancing.**
- **Use floor markings in elevator inside the elevator to identify where passengers should stand.**
- **Facemasks are required on the elevator.**
- **The number of people in the elevator is two.**
- **Encourage elevator occupants to wash their hands and avoid touching their face before and after elevator use.**

**Federal and State Protocols:**

**Stay informed by checking these websites regularly for timelines, guidelines and protocols**

**Center for Disease Control**

**<https://www.cdc.gov/coronavirus/2019-ncov/index.html>**

**State of Maryland**

**<https://coronavirus.maryland.gov/>**

**Peninsula-Delaware Conference**

**<https://www.pen-del.org/coronavirus>**