

Jamestown United Methodist Church
COVID-19 ACTION PLAN
PHASE TWO REVISED—DEC 2020
Approved by Church Council November 30, 2020

This plan provides procedures to be followed by Jamestown UMC while *moving towards* the full re-opening of our campuses and facilities. We will continue to follow the guidance of the Centers for Disease Control and Prevention (CDC), the State of North Carolina, the Western North Carolina Conference of the United Methodist Church and the guiding principles of John Wesley

“Do no harm, do good and attend to the ordinances of God”

in making decisions regarding the use of our facilities and campuses.

1) Worship Services:

For the month of December:

Schedule:

December 6th and 20th - Livestreamed at 9:30 a.m.

December 13th and 27th - On-line, pre-recorded at 9:30 a.m.

December 13th - Blue Christmas - On-line, pre-recorded at 7:00 p.m.

December 24th - Christmas Eve -

5 p.m. - Journey to the Star outdoor event with pre-packaged Communion elements

11:30 p.m. - Brief, outdoor service with ringing of the bells at midnight

Outdoor services IN PERSON SERVICES SUSPENDED THROUGH JANUARY 10

In order to provide the safest gathering as possible, the following procedures will be followed:

- ◆ Attendees must bring their own chairs or blankets or may instead choose to park in the marked spaces and attend worship from their vehicle.
- ◆ Staff members will be on hand at the two entrances to our worship space to register attendance.
- ◆ Attendees will be expected to use hand sanitizer upon entering the worship space.
- ◆ Attendees will be expected to wear masks while moving around the space. Once attendees are social distanced and seated, masks may be removed.
- ◆ Ushers will direct social distancing seating within the worship space.
- ◆ Unfortunately, singing will not be permitted as it is among the riskier behaviors in spreading droplets/aerosols which can carry the virus a significant distance and remain suspended in the air, highly increasing the risk of infection.
- ◆ Childcare will not be available. Children/youth are welcome to attend the service with their family.
- ◆ Restrooms will be available but no other admittance to the buildings will be allowed.
- ◆ Our outdoor services will be casual. Please dress accordingly.
- ◆ Attendees may bring something to drink but sharing is not allowed.
- ◆ Any staff, member or visitor who has symptoms such as fever, cough or shortness of breath when they arrive or becomes sick while at the church is expected to immediately separate from others, return home, and report their condition to the church office.

Indoor Services **IN PERSON SERVICES SUSPENDED THROUGH JANUARY 10**

In order to provide the safest gathering as possible, the following procedures will be followed:

- ◆ All services will be held in the Sanctuary. Attendance will be limited.
- ◆ Attendees will be required to RSVP for their desired service so that attendance limits can be maintained.
- ◆ Sanctuary seating will be roped off to maintain social distancing while seated.
- ◆ Entrance to the Sanctuary will be through the front Narthex doors only. Exit after the service will be done by rows out the Sanctuary door nearest the pulpit.
- ◆ Staff members will be at the entrance to register attendance should contact tracing be necessary.
- ◆ Attendees will be expected to use hand sanitizer upon entering the Sanctuary.
- ◆ Attendees will be expected to wear masks at all times.
- ◆ Unfortunately, singing will not be permitted as it is among the riskier behaviors in spreading droplets/aerosols which can carry the virus a significant distance and remain suspended in the air, highly increasing the risk of infection.
- ◆ In an effort to prevent the sharing of germs and germs that linger on surfaces, all pew items including Bibles, hymnals, pencils, and cards will be removed. Attendees are encouraged to bring their own Bibles and worship supplies. Single-use Children's Worship bags will be available.
- ◆ Childcare will not be available. Children/youth are welcome to attend the service with their family.
- ◆ The Narthex restroom will be available; all other building spaces will be closed.
- ◆ Please no food or drink in the Sanctuary.
- ◆ Any staff, member or visitor who has symptoms such as fever, cough or shortness of breath when they arrive or becomes sick while at the church is expected to immediately separate from others, return home, and report their condition to the church office.
- ◆ Services will be limited to 30 minutes in order to allow time for proper sanitization between services.

Virtual, on-line services will continue for those who prefer not to gather on campus at this time.

2) Weddings and Funerals: INDOOR SERVICES SUSPENDED THROUGH JANUARY 10

We continue to encourage outdoor ceremonies; however, weddings and funerals may be scheduled indoors as long as all protocols as listed above and the following stipulations are followed

Weddings: (Per the WNCUMC Guidelines dated 10/4/2020) **INDOOR SERVICES SUSPENDED THROUGH JANUARY 10**

- ◆ Outdoor maximum attendance: 100; indoor maximum attendance: 100 This number includes ALL persons including the couple, wedding party and clergy.
- ◆ No bulletins or congregational singing is allowed.
- ◆ An outdoor reception of no more than 50 is acceptable. Seated indoor receptions should be limited to the lesser of 100 people or 30% of the stated fire capacity. (No standing indoor receptions or buffet lines.) Online streaming of the service is encouraged.

Funerals: (Per the WNCUMC Guidelines dated 10/4/2020) **INDOOR SERVICES SUSPENDED THROUGH JANUARY 10**

- ◆ Outdoor maximum attendance: 100; indoor maximum attendance: 100 This number includes ALL persons including the family, clergy, and worship leaders.
- ◆ No reception or greeting line.

- ◆ No bulletins or congregational singing is allowed.
- ◆ Online streaming of the service is encouraged.

3) Office Hours and General Visits to our Campus:

- ◆ As the WNCCUMC has advised that Worker's Compensation does not cover COVID-19 claims and in an abundance of caution for the health and safety of all church staff, the WNCCUMC, the Staff Parish Committee and the Church Council recommend that all church staff continue to work remotely. For that reason, the building and church offices will remain closed. Visits to the campus will continue to be limited to necessary business and by appointment only.
- ◆ It is understood that work obligations may require some staff members to be on campus. Those staff members are advised to schedule their on-campus time to minimize exposure and follow all CDC Guidelines. Any concerns may be addressed to the Senior Minister or Staff Parish Committee.
- ◆ Any staff, member or visitor who has symptoms such as fever, cough or shortness of breath when they arrive or becomes sick while at the church is expected to immediately separate from others, return home, and report their condition to the church office.
- ◆ All staff, members and visitors are expected to use the back double doors for entrance. A check-in desk is located at the back doors. All persons, including staff, must complete the check-in procedures prior to moving further into the building. All other exterior doors are off-limits for entrance and exit. An exception is made for persons involved in the music recordings in the Sanctuary. They will enter the building using the Sanctuary front doors and will follow all check-in procedure protocols at the check-in desk in the Narthex.
- ◆ Several areas of our building have been closed off in preparation for re-opening. Please honor all signage posted on closed areas and refrain from wandering through the building.
- ◆ Our kitchen is closed for general use. Coffee, tea and ice are not available.
- ◆ All persons are expected to use hand sanitizer upon entering the building and before and after use of any shared equipment such as copiers, paper cutters, keyboards, etc.
- ◆ All persons are expected to wear masks while on campus, whether inside or outdoor. Exception is made for persons isolated in their offices or singularly in a room. When attending an outdoor gathering, once attendees are social distanced and seated, masks may be removed. Masks must be worn when moving around the gathering space.
- ◆ All persons are asked to conduct business from the doorway of offices. Please do not congregate in the front office.
- ◆ All persons needing access to the workroom or copier room should use the hallway doors to reduce the number of folks entering and exiting the main office.
- ◆ Sanitizer will be available in every room. Persons using a space are expected to spray touch points (tables, chairs, door knobs, light switches) after meetings and gatherings.

4) Group Meetings and Gatherings including Sunday School:

As per the WNCCUMC Guidelines, we continue to encourage our groups and classes to meet virtually so that those who are at higher risk, and/or are not comfortable gathering in person, may participate. If a group chooses to gather on campus, the following guidelines will be in effect:

- ◆ Outdoor meetings are limited to 50 attendees; indoor meetings are limited to ~~25~~ **10 AS OF 11/16**

attendees. All persons, no matter age, are included when calculating the maximum number of attendees. If a child/youth is attending an adult meeting with their family member, the child/youth will be included in the count and must stay with that family member at all times.

- ◆ Sunday school: Due to social distancing requirements, restrictions on movement and capacity around mass gathering spaces, and the layout of our church building, we are unable to accommodate all classes meeting during our usual Sunday school hour. Classes are encouraged to continue to meet virtually; however, if a class desires to meet in-person, on campus, outdoor and limited indoor spaces are available within the limits of the guidelines outlined in this document.
- ◆ Due to the restrictions of social distancing, the allowed capacity in many of our usual Sunday school classrooms and indoor meeting spaces will be drastically limited. While all attempts will be made to accommodate requests for specific rooms, room setups (tables/chairs), audio/video, etc. it should be understood that requests may not always be able to be fulfilled.

Adult Sunday School and General Meeting Room **maximum** capacity based on room size, setup and with social distancing:

Sanctuary - 140 (*per the WNCUMC meetings (NOT worship) are limited to 25 10 no matter the room capacity*)

Fellowship Hall - 40 (tables and chairs); 40 (rows of chairs) (*per the WNCUMC limited to 25*)

Kitchen - 4

Room 101 (Rooks) - 10 (tables and chairs); 24 (all chairs)

Room 103 (Children's Choir room) - 18 (all chairs)

Choir room - 18 (all chairs)

Handbell room - 7 (all stools)

Library - 4 (conference table with chairs)

Parlor - 9 (parlor sofas and chairs)

Room 010/012 (Jackson) - 40 (all chairs) (*per the WNCUMC limited to 25*)

Room 011 (Fusion) - 14 with all couples, or 7 singles (all chairs)

Room 113 (Wilkinson) - 12 with all couples, 7 singles (all chairs)

Room 115 (Anchor) - 12 with all couples, or 7 singles (all chairs)

Room 117 (Atrium) - not available

Room 119/121 (Fortney) - 8 (tables and chairs); 40 (all chairs) (*per the WNCUMC limited to 25*)

Room 200 - 5 (tables and chairs); 8 (chairs only)

Room 201/203 (Journey) - 7 (tables and chairs); 12 (½ chairs, ½ tables)

- ◆ At this time, due to our very limited usable space and limited staff office hours, only church-elected administrative and ministry Committees (Finance, Trustees, Missions, etc.), JUMC ministry groups (Bible Studies, Women's Circles, C4H, GriefShare etc.) and life-affirming social groups (AA) will be allowed to meet indoors. It is our goal to welcome all our groups back to campus as soon as restrictions allow us to do so safely.
- ◆ Per the WNCUMC, the ban on on-campus food and beverage service is lifted with limitations. Church-prepared meals may now be served as take-out/take-home meals.
- ◆ ALL meetings MUST be scheduled with Tammy Forrest a minimum of 1 week prior to the proposed meeting date. Please contact Tammy via email (tammy@jumc.org) or phone (336-454-2717).

- ◆ The group leader will be responsible for ensuring that the maximum attendance (~~25~~ **10** indoors; 50 outdoors) is not exceeded and contact tracing information for all attendees is recorded and submitted to the church office the next business day via hard copy or email.
- ◆ Attendees must bring their own supplies including Bibles, books, notepads, pens, etc. If meeting outdoors, they must also bring their own chair or blanket. They may also bring their own food and drink; however, sharing can not be permitted at this time.
- ◆ Attendees will be expected to use hand sanitizer, wear masks and social distance. When attending an outdoor gathering, once attendees are seated, masks may be removed; however, masks must be worn when moving around the gathering space. Masks are required indoors at all times.
- ◆ Corporate singing can not be permitted at this time.
- ◆ Restrooms will be available on a limited basis during office hours only. Outdoor meetings may be scheduled during times that the building is closed; if so, restrooms will not be available.
- ◆ So as to limit exposure time for attendees, gatherings are limited to 1 hour.
- ◆ Any staff, church member or visitor who has symptoms such as fever, cough or shortness of breath when they arrive or becomes sick while at the church is expected to immediately separate from others, return home, and report their condition to the church office.

5) Jamestown United Methodist Preschool (JUMP):

- ◆ In recognition of the vital role our preschool plays in the lives of the children and families we serve, and with the full permission of our District Superintendent (as required by WNCUMC Guidelines), the Board of Trustees and the Church Council approved an opening date of September 21, 2020.
- ◆ The preschool will operate with strict adherence to all CDC Guidelines and based on the JUMP Opening Plan Fall 2020 as drafted by the Preschool Board of Directors, approved by the Board of Trustees, and with the consensus affirmation of the Church Council.

6) Oakdale Campus - Jamestown United Methodist Church

All events at our Oakdale campus will abide by the guidelines as outlined in this document.

- ◆ As we are unable to police the actions of persons renting our Oakdale campus Fellowship Hall and therefore unable to assure that proper COVID-19 protocols are being followed, all outside groups/ community events scheduled for our Oakdale Fellowship Hall are cancelled through the end of 2020.