

Jamestown United Methodist Church
COVID-19 ACTION PLAN
PHASE THREE — MAR 2021
As approved by Church Council March 8, 2021

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 months of April and May:

For the months of April and May we will move outdoors for one service at 11am. We will continue to offer our on-line worship however, it will be a livestream of the 11am outdoor service. In case of rain, the service and livestream will move indoors with a maximum capacity of 120 in the Sanctuary.

Outdoor services

As numbers of Covid cases continue to trend downwards, more persons are receiving vaccinations, and Guilford County is now “yellow” on the North Carolina Alert Map, we will continue to work to offer the safest possible gatherings while slightly relaxing our restrictions. 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. Maximum attendance is unlimited.
- ◆ We will no longer register attendance for contact tracing purposes however we will continue to ask for registrations and check-in attendees for planning and attendance purposes. In other words, registration is not required, but requested. In case of an outbreak, we will inform the congregation via all means available including social media, phone calls, email blasts, etc.
- ◆ 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.
- ◆ Attendees will be asked to social distance while seating themselves within the worship space.
- ◆ Congregational singing will be permitted; however, congregants will be asked to wear their masks while singing.
- ◆ 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 (Per District Superintendent Bev Copely February 25, 2021)

Indoor services will be held only as a backup for rain cancelled outdoor services.

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 to 120 persons.
- ◆ Attendees will be checked-in as they enter so that the maximum capacity can be maintained and contact tracing can be accomplished if required by an outbreak.
- ◆ 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 side Narthex doors.
- ◆ Attendees will be expected to use hand sanitizer upon entering the Sanctuary.
- ◆ Attendees will be expected to wear masks at all times.
- ◆ Unfortunately, corporate 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 bulletins will be placed in the pews on Friday so that they are contact-free for at least 48 hours. Single-use Children's Worship bags will also 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 in order to reduce exposure time for attendees and worship participants and to allow for proper sanitization between services should multiple services be offered.

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

2) **Weddings and Funerals:**

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 District Superintendent Bev Copely February 25, 2021)

- ◆ Outdoor maximum attendance: unlimited; indoor maximum attendance: 120 This number includes ALL persons including the couple, wedding party and clergy.
- ◆ Congregational singing is not allowed fi indoors; outdoors only with masks.
- ◆ Single-use bulletins may be used as long as they are placed in the pews and left contact-less for at least 48 hours.
- ◆ 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 District Superintendent Bev Copely February 25, 2021)

- ◆ Outdoor maximum attendance: unlimited; indoor maximum attendance: 120 This number includes

ALL persons including the family, clergy, and worship leaders.

- ◆ No reception or greeting line.
- ◆ Congregational singing is not allowed indoors; outdoors only with masks.
- ◆ Single-use bulletins may be used as long as they are placed in the pews and left contact-less for at least 48 hours.
- ◆ Online streaming of the service is encouraged.

3) Office Hours and General Visits to our Campus:

- ◆ Church staff will return to work and the church offices will officially re-open on Tuesday April 6, 2021. Visits to the campus will continue to be limited to necessary business and by appointment only.
- ◆ 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:

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 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 our District Superintendent meetings (NOT worship) are limited to 25 no matter the room capacity*)

Fellowship Hall - 40 (tables and chairs); 40 (rows of chairs) (*per our District Superintendent 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 our District Superintendent 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 our District Superintendent 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)

Youth room (sofa room) - 20

Oakdale Fellowship Hall - 20 max (chairs only); 10 max (tables and chairs)

- ◆ 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; however, buffet lines are not allowed at this time.
- ◆ 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 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 WNCCUMC 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 until further notice. Church-related groups who normally meet at the main campus may meet at the Oakdale campus.