

FIRST UNITED METHODIST CHURCH DECATUR, ALABAMA

Public Health Condition Levels and Guidelines

Level 2 Addendum 06/02/2020

1. General

- a. Social Distancing Guidelines are defined as:
 - i. Maintain 6-foot separation between people (non-family members)
 - ii. Face coverings are recommended while moving within the church and anytime 6-foot separation cannot be achieved.
- b. If a person tests positive for COVID-19 within 14 days of being inside FUMC facilities, all areas the person visited in the church will be cleaned and sanitized. The Morgan County Health Department will be contacted to determine the proper response. Anyone who may have been in contact with this person in FUMC facility will be notified.
- c. Anyone who has been at FUMC and tests positive for COVID-19 or who has direct contact with someone that tests positive for COVID-19 should notify the Senior Pastor or Associate Pastor.

2. Staff

- a. Post a sign on the Welcome Center door with instructions of how to gain controlled access to the building.
- b. Post a sign on the Welcome Center door
 - i. Have you been in close contact with a confirmed case of COVID-19?
 - ii. Are you experiencing a cough, shortness of breath or sore throat?
 - iii. Have you had a fever in the last 48 hours?
 - iv. Have you experienced new loss of taste or smell?
 - v. Have you experienced vomiting or diarrhea in the last 24 hours?
 - vi. Have you traveled outside the U.S. in the last 14 days?

3. Facilities

- a. All rooms are closed to congregation and visitors except sanctuary and common areas leading to the sanctuary from entrances.
 - b. Custodians will perform cleaning and sanitizing per Trustee plan.
 - i. Standard cleaning (vacuuming, mopping, dusting, cleaning restrooms, etc.) in all areas that are used on a daily basis.
 - ii. Disinfecting and sanitizing of all touch surfaces (doorknobs, light switches, handrails, elevator buttons, etc...) that would be used in the normal course of business.
 - c. Volunteers will perform cleaning and sanitizing between worship services held on the same day
 - i. Clean and sanitize arm rests on all pews
 - ii. Clean and sanitize the top of the back of all pews
 - iii. Clean and sanitize all door handles and hand rails in areas utilized
 - d. Welcome Center, Portico, and Main Sanctuary doors will be used for entrance
 - e. Welcome Center, Portico, Main Sanctuary, Lafayette Street Sanctuary doors will be used for exiting.
 - f. Security team will monitor and limit restrooms to one (1) person/family at a time.
4. Worship
- a. Reservations to attend in-person worship will be strongly encouraged. Attendees will check in upon arrival at in-person worship.
 - b. Ushers will escort attendees to appropriate places to sit in sanctuary based on social distancing guidelines. Where possible, seat people from front to rear of sanctuary.
 - c. Worship bulletins will be placed in the pews that are available for usage. Those placing bulletins will wear clean gloves.
 - d. A QR code and web address will be added to worship bulletin for online attendance registration. Those who cannot gain access to the attendance site may have others register attendance for them. Attendance records are extremely important should the need for contact tracing be needed.
 - e. A web address will be added to the worship bulletin for online giving.
 - f. The far-right section of pews should be used for people with mobility issues.

- g. Ushers will direct people when and where to exit.
 - h. Greeters will help stage families at entrance to maintain distance while waiting to be seated.
 - i. Greeters will clean hand rails between uses.
 - j. If multiple services are performed, the pews utilized in the first service should not be utilized in the second service.
 - k. Open/Close/Security will prop open Welcome Center and Portico doors before service and will prop open at the conclusion of service.
 - l. Face coverings are required for the congregation at all times during in-person worship services. Face coverings are required during in-person worship for staff members while singing. Staff members can remove face coverings while speaking in worship services as long as they maintain social distancing guidelines.
5. Supplies Required
- a. Hand Sanitizer, Sanitizing Spray and Cloths or Sanitizing Wipes.
 - b. Something to block off closed areas of church.
 - c. Nitrile Gloves
 - d. Face masks for attendees who do not have one.
 - e. (3) Stands and Baskets for offering.
 - f. Pew markers to identify pews that can be used.
 - g. Location to store items removed from the backs of pews.
 - h. Google Form reservation and check-in system.