

General Building Policies for All Groups & Activities

Due to Covid-19 and out of a desire to keep everyone as safe as possible, there are a few basic and universal policies for the use of Brookside's facility for any and all ministry activities. These policies are in keeping with Brookside's movement into Phase Two of our building reopening plan. Our purpose is to joyfully and safely use the building for God's Kingdom work. While we know that full agreement on all issues related to Covid is not possible, we have made our policies based on what we think will provide everyone an opportunity to be a continued part of the body here at Brookside. The following policies remain in effect until changed by the Administrative Deacons and Elders.

1. Masks must be worn at all times when in the building. Exceptions are made for children ages 3 and under, for those with medical issues, and for worship leaders in the act of vocal leadership (proper social distancing and protective measures will be taken). Staff and ministry leaders may also exercise some discretion in temporarily removing their masks in private spaces when no one else is present (i.e., offices, prayer room).

2. Room capacity limits (20% of fixed seating; 20 people per 1,000 square footage) must be followed. Every common room in the building is clearly marked as to capacity. Here is a partial list of capacity limits: Worship Center: 120; Activity Center: 94; Discipleship Center: 24; Gathering Room: 10; Library: 8; Upper Room: 41; Covenant Room (Lower level): 30.

3. All use of the building must be scheduled, and a record of who was present must be kept. To ensure that safe space is available for a meeting, all meetings must be scheduled and duly noted. Names and contact information for those in attendance will help us in case we need to communicate health concerns or information.

4. We are asking all who attending worship or other meetings/ministry functions in the building to "self-screen" before entering the building. This will include a temperature check, noting possible Covid exposure and any symptoms associated with Covid. Upon entering the building, joining the group, or going into the meeting room, attendees will be asked if they have self-screened. *Those who are sick or have been exposed to those who have Covid should remain at home.*

5. No food or beverage service or sharing is permitted in the building. We simply are not equipped to ensure safety while eating or drinking in shared spaces. Individually wrapped and sealed snacks may be given to small children. Please do not bring outside food or beverages into our ministry and worship activities. Private parties of 25 or fewer individuals may be granted an exception to this rule upon approval by the Administrator.

6. We are asking all ministries that use the facility to be mindful of those who cannot or chose not to be physically present during ministries. To that end, we will continue to livestream our Sunday worship services as well as making a video recording of the message available. We encourage other ministries, likewise, to make use of whatever technology is available to be inclusive of those not in the building.

Sunday In-person Worship Plans

Due to Covid -19 and out of a desire to keep everyone as safe as possible, the following procedures will be in place to facilitate Sunday Worship. Our purpose is to joyfully and safely use the building for God's Kingdom work. While we know that full agreement on all issues related to Covid is not possible, we have made our policies based on what we think will provide everyone an opportunity to worship here at Brookside.

- 1. We are returning to our pattern of in-person worship at both 9:00 and 10:30am on Sunday, October 18.** We are encouraging Brooksidiers and our guests to come in person to worship when and if they can safely do so. For those who cannot or chose not to attend in person, we will make a prerecorded version of the sermon available online, and we will continue to livestream the 10:30am service on Brookside's Facebook page. Children's ministries for pre-K through 5th grade will be available during both of these services. Catechism classes for grades 6th-8th will begin on **October 25** during the 10:30am service. We are still exploring effective and safe ways to open our younger children's ministries (i.e., nurseries), and hope that we may be able to do so soon.
- 2. We are asking all who plan to attend worship to make a reservation in advance each week in order to ensure a positive and safe experience for everyone who attends.** By making a reservation, you ensure that a space is held for you, and you help us plan for your attendance. For those who decide to come at the last minute, or for guests, we will leave some space open for "walk up" attenders. Please remember, however, we can only guarantee a spot to those who reserve in advance. We are hopeful that we will have space to welcome all.
- 3. When you arrive you will be greeted, welcomed and ushered to one of the three assigned worship areas (Worship Center, Discipleship Center, or Upper Room).** Since the Worship Center itself will have a limit of 120 attendees, some worshippers (on a rotating basis) will need to be assigned to the other designated spaces to participate via video feed. If you have registered children for the children's ministries, you will have an opportunity to bring them to the Activity Center before going into your worship area. ***If you have forgotten your mask, one will be provided to you.*** All paper, books, and folders have been removed from the pew racks for sanitation purposes.
- 4. All worship attendees will keep their masks on throughout the service.** Only those who are providing vocal leadership on the platform will remove their masks. Proper safety protocols are in place to ensure that those limited individuals who lead without a mask can do so safely for both your and their protection. Music and singing will be featured *only* from the pulpit area. The congregation is encouraged to hum quietly or meditate on the words and melody, but to refrain from singing out loud. Again, these precautions are taken for the safety of everyone.
- 5. After the blessing of worshipping together, congregants will be dismissed by row and will be encouraged to move outside for continued fellowship and conversation.** Our foyer space simply does not provide enough room for all of us to gather and converse. Plus, a complete sanitization of the facilities needs to take place after each service. So, we encourage everyone to move outdoors as quickly as possible, after the service, where you will be free to return to your cars or have informal conversations at your leisure.

We trust that these procedures will enable both those who worship in person and those who continue to worship online to love, learn, seek, and serve our God.