

BELVIEW UMC HC POLICY



MAY 18, 2020

Table of Contents

Preparation of Church and Supplies

Parking Lot	3
Narthex.....	3
Sanctuary.....	4
Fellowship Hall.....	4
Bathrooms.....	5

Notifications, order of worship, use of Fellowship hall, & communions

Notification of Members	5
Order of Worship	6
Fellowship Hall.....	6
Clean Up.....	7

Emergency Preparation and Commutation Plan

Emergency Preparation Plan	7
----------------------------------	---

Additional Information

Additional	7
Contact Information.....	7
Photos.....	8

Preparation of Church and Supplies

1. Parking Lot

- a. Every other parking space is marked off.
- b. Members will enter from the top parking lot and exit from the bottom parking lot.

2. Narthex

- a. All worship material will be removed from Narthex. (Completed 6/13/2020)
- b. The Narthex will be wiped down and sanitized before the opening of the worship service. (Completed 6/13/2020)
- c. Narthex carpet will be sanitized and cleaned. (Completed 6/13/2020)
- d. One greeter will be located outside the front door. Greeters must wear masks and gloves at all times.
 - The greeter will open the door and ensure that each member is wearing a proactive face covering.
 - The greeter will have a clipboard with all members who have filled out the health questionnaire and can attend worship service.
 - The second greeter will be located inside the Narthex to direct members were to set and to ensure they have kept their proactive face covering.
 - a. One station will be set up for drop-off offerings for members as they exit the building.
 - b. Greeters will count members as they come in once we reach the max of 150; the sanctuary doors will be closed.
 - Additional seating will be located in our upstairs cry room that can hold four people six feet apart.
 - Additional seating in the fellowship hall downstairs. If this additional seating is required:
 - A greeter will direct members where to be seated.
 - Chairs will be wiped down and sanitized and placed six feet apart.
 - A greeter will dismiss row per row, and members will exit through the bottom fellowship hall doors.
 - Drop off offering location will be next

to fellowship hall doors.

2. Sanctuary

- a. All Bibles, hymnals, visitor cards and prayer cards will be removed from pews. (Completed 6/13/2020)
- b. Pews will be wiped down and sanitized. (Completed 6/13/2020)
- c. Every other pew will be marked off to insure 6 feet of social distancing. (Completed 6/13/2020)
 - Each open pew will be marked only to allow one couple/family.
- d. Carpets will be sanitized and cleaned. (Completed 6/13/2020)
- e. One station will be set up for drop-off offering for members next to the side exit door. (Completed 6/13/2020)
- f. The doors will open for worship at 10:45 am, and worship service will start at 11:15. Doors will close at 11:15.
- g. Floors will be marked to show to stand 6 feet apart. (Completed 6/13/2020)
- h. Signs will be posted from CDC reminding people to keep face coverings on and to stay 6 feet apart. (Completed 6/13/2020)

3. Fellowship Hall (for the use of Bible Study, Back Pack Program, and committee meetings) (update 9/2020)

- a. Tables will be marked and placed so that each person will be sitting six feet apart. Tables will be marked with X (all other chairs will be removed)
- b. Tables, Chairs, & Doors will be cleaned before and after use.
- c. Signs will be placed on doors that states NO ONE with fever or symptoms of COVID-19 or Known exposures to COVID-19 in the prior 14 days is allowed in.
- d. Signs will be posted to remind everyone to keep mask on, and to stay six feet apart.
- e. Tables will also be supplied with hand sanitizers and disinfected wipes.
- f. No more than 50 people will be allowed into the fellowship hall at one time.

- g. Entryway Health Acknowledgment Poster will be posted and each person entering must read and affirm “yes” to all statements and provide their information before entering. This information be will kept in Pastors office.
- h. Gloves will be provided for all volunteers.

4. **Bathrooms**

- a. All bathrooms will be sanitized and wiped down (Completed 6/13/2020)
- b. Bathrooms will be stocked with Clorox wipes and hand sanitizers (Completed 6/13/2020)
- c. CDC signs posted in bathrooms to wash hands and use hand sanitizer. (Completed 6/13/2020)

Notifications, order of worship, use of Fellowship hall, & communions

1. **Notification to members of re-opening**

- a. An email will be sent out to members announcing the re-opening.
- b. A copy of the Protocol and Rules that ***MUST*** be followed will be attached to the email.
 - No handshakes or hugging
 - Face Coverings Required
 - Nose and mouth must be covered at all times.
 - Bandanas are approved
 - Physical distancing of at least 6 feet must be maintained at all times.
 - Those who are sick need to remain home
 - Member should bring their own hand sanitizer.
 - All members to park in the upper parking lot and only park in the designated spots. All members will exit through the lower parking lot.
 - All members should enter through the front

narthex doors. All other doors will be locked.

- Children will be allowed to attend if they can safely wear a mask
- d. Members must fill out and sign Health Acknowledgment form and returned before allowing to come to service.
 - **Updated ^(7/2020): Entryway Health Acknowledgment Poster will be posted and each person entering must read and affirm “yes” to all statements and provide their information before entering. This information be will kept in Pastors’ office.**
- e. Members must take a pre-attendance temperature check. Your temperature must be less than 100.4 to attend service.

2. Order of Worship (will be digital for members to see)

- a. Praise & Worship Music from 10:45 am until 11:15 am.
- b. Welcoming
- c. Announcements, Overview of Protocol, & News
- d. Prayer
- e. Sermon
- f. Dismissal
 - a) Members who set on the inside of the pews will exit the church using side doors, row by row.
 - b) Members who are setting on the outside of the pews will exit through the back door in the Narthex.

3. Fellowship Hall (Bible Study, Backpack & Committee Meetings)
(updated 9/2020)

- a. Facemask will be worn at all times
- b. All persons shall take his/her temperature before attending Bible Study/Backpack Program/committee meeting and it must be less than 100.4 to be able to attend.
- c. Physical Social Distancing of 6 feet will be practice by all!
- d. No more than 50 people inside the fellowship hall at one time.

4. Clean up

- a. All pews will be wiped down and re- sanitized.
- b. Bathrooms will be re-sanitized.

- c. Narthex will be wiped down and re- sanitized.
- d. Fellowship hall *(updated 9/2020)*:
 - a) All doors, tables, and chairs will be whipped down before and after.

Emergency Preparation and Commutation Plan

1. **Emergency Preparation Plan** *(updated 9/2020)*

- a. If a member/visitor should become sick during service:
 - They will be moved to the fellowship hall bathroom, to be isolated until medical help can arrive. (Both the men and women's bathroom in the fellowship hall have chairs)
 - Contact numbers for 911, New River Valley Health Department, and the address and phone number of the church will be placed in all bathrooms, Pastor's office and in the Narthex of the church.
 - We will communicate with members through email and Belview's phone tree for any notifications of a sick member, shut downs, ect.
 - Belview has alternate volunteers who can take the place if the regular volunteers are absent. Volunteers are asked to notify the pastor if they are unable to attended service.

Additional Information

1. **Additional**

- a. Members who refuse to comply with rules will be asked to leave to ensure the safety of all.
- b. If additional seating is required, each area will be re-sanitized after worship service.
- c. Gloves will be worn by those who collect and count monies.

2. **Contact information**

- a. Pastor Laura Beth Gillespie Howell (540-449-4888)
- b. New River Health District (540-267-8240)
- c. Belview's Address: 3619 Onyx Drive, Radford, VA 24141

3. **Photos of Church**



Sings on Front Doors



View when entering the Narthex



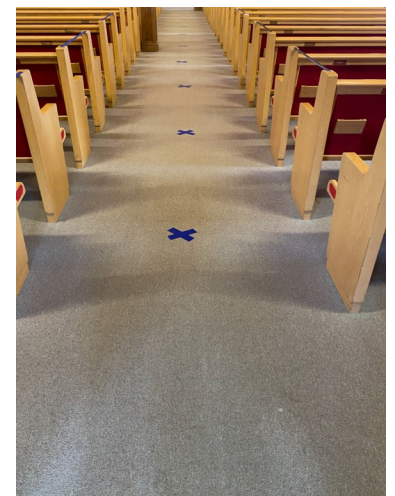
Left Side of Sanctuary



Narthex



Pews are Divided and half to keep social distancing



Middle aisle of Sanctuary



Right side



Full view of Sanctuary