



FIRST PRESBYTERIAN CHURCH OF NEW VERNON

Stage One & Two Guidelines

This document outlines our plans for building use and worship during the first two stages of the current public health state of emergency. It has been drafted to follow CDC guidance in consultation with the Presbytery of Newton, and Brown & Brown (FPCNV's insurance provider).

Changes to CDC Guidance or NJ State government requirements may require our plan to be updated. Our pastor, and the reopening committee will continue to monitor the situation.

Each stage will include detailed plans for:

- Indoor and outdoor worship, including weddings and funerals
- Social distancing procedures
- Sanitation
- Communication to congregation and those who use the building

STAGE ONE

New Jersey Stage one may include some use of the building by staff, small groups for recording worship services or other necessary gatherings, outside events, mission programs (i.e. food distributions), "drive in" events.

(from Newton Presbytery Requirements for Reentry Plan)

Worship

Indoor Worship: Will not take place during this stage.

Outdoor Worship: Will not take place during this stage.

Online Worship: Will be held via YouTube.

The pastor will record his message in the sanctuary, and other members of staff and the congregation shall contribute videos of music and readings for inclusion in the weekly service on their own. If assistance with recording is needed, social distancing and mask wearing will be observed.

Weddings: Will not be held during this stage.

Funerals: Will follow NJ guidance for attendance, social distancing and mask wearing.

Building Use

Outside Orgs: In-person meeting and building use by community groups is not permitted

Staff: Staff will work from home as much as possible.

The custodian, office administrator and pastor will enter the buildings to perform essential work (e.g. cleaning and sanitizing high touch surfaces, or processing mail and bills)

Church Officers: The Session, Deacons, and their committees will meet online via Zoom.

Church Programs: Bible Study, Prayer Meetings, and other programs will be presented online via Zoom or YouTube. Collections for Mission and Outreach partners will be permitted in the vestibule of Fellowship Hall. Signage shall clearly indicate where goods are to be placed, hand sanitizer will be placed just inside the door, and high touch surfaces will be regularly cleaned by the custodian.

Communication

Outside Orgs: Emails outlining our building use policy will be sent to representatives of each organization and if required a follow up phone call will be made.

Church Members: Will be apprised of guidelines, worship opportunities and programs being offered via email (Mailchimp) and telephone. Elders and Deacons have been assigned "buddies" to call regularly communicating information and assessing pastoral needs. These are reported on a shared Google Doc.

STAGE TWO

New Jersey Stage 2 includes larger outside worship/events, mission programs, building users/renters limited use of space, continuing online presence. All Plans/protocols should include continuing plans developed for Stage one.
(from Newton Presbytery Requirements for Reentry Plan).

Worship

- Indoor Worship:** May occasionally take place at this stage following the guidelines listed below
- Outdoor Worship:** May occasionally take place at this stage following the guidelines listed below.
- Online Worship:** Services will continue to be recorded and broadcast on YouTube. When not conducted in person and recorded by a volunteer, the format from Stage One shall be followed.
- Weddings:** Will follow NJ guidance for attendance, social distancing and mask wearing.
- Funerals:** Will follow NJ guidance for attendance, social distancing and mask wearing.
- Baptisms:** May take place during an outdoor worship service or at a smaller gathering with the family. NJ guidelines regarding masks and social distancing will be followed. Parents will hold their child as the pastor sprinkles water on his/her head (in accordance with guidance from the PC(USA)).

Building Use

- Outside Orgs:** In-person meeting and building use by community groups is permitted in accordance with NJ guidelines for attendance. Organizations and individuals using our buildings must fill out the form below acknowledging their adherence to health and safety guidelines, along with NJ guidance regarding mask wearing and social distancing. In order to allow for proper cleaning of the space between use, all requests for use shall be approved by the Building Use Committee and recorded by the Office Administrator.
- Staff:** Staff will work from home when possible.
The custodian, office administrator and pastor will enter the buildings to perform essential work (e.g. cleaning and sanitizing high touch surfaces, or processing mail and bills)
- Church Officers:** The Session, Deacons, and their committees will meet online via Zoom. Occasional in-person meetings may be permitted if necessary. NJ guidance for social distancing and mask wearing will be observed and the Health and Safety guidelines for gatherings (below) will be followed.
- Church Programs:** Bible Study, Prayer Meetings, and other programs will continue to be presented online via Zoom or YouTube. Collections for Mission and Outreach partners will be permitted in the vestibule of Fellowship Hall. Signage shall clearly indicate where goods are to be placed, hand sanitizer will be placed just inside the door, and high touch surfaces will be regularly cleaned by the custodian.

Communication

- Outside Orgs:** Emails outlining our building use policy will be sent to representatives of each organization and if required a follow up phone call will be made.
- Church Members:** Will be apprised of guidelines, worship opportunities and programs being offered via email (Mailchimp) and telephone. Elders and Deacons have been assigned "buddies" to call regularly communicating information and assessing pastoral needs. These are reported on a shared Google Doc.

Indoor Worship

New Jersey Stage 2 allowances for gatherings were announced on Monday June 15 by Governor Murphy's office. Capacity will follow NJ state guidelines (25% of church capacity)

First Presbyterian Church will put the following guidelines in place to be prepared to hold indoor services that are open to the public and to move forward with community use of the building.

Entering the Sanctuary

- Three main outside doors on the front exterior of the church lead directly into the narthex which, when entered, lead to 2 sanctuary entry doors. Congregants will enter through the West door and head directly into the sanctuary via the entry door closest to them. The doors will be propped open to eliminate the need to touch any surfaces.
- **All congregants will be required to wear a face mask while inside the building.** Masks will be available for those who do not bring their own.
- Designated waiting spots, following CDC guidelines, will be clearly marked for those waiting to enter the church and sanctuary.
- There will be a table inside the entry door, holding an offering plate, and hand sanitizer. Worshipers will be able to leave their offering without person-to-person contact.
- Once the sanctuary reaches capacity, congregants will be directed to Fellowship Hall, where additional seating will be available (24 chairs seated 6 ft. apart). Attendants will be able to view a livestreamed version of the service there.
- Congregants will register to attend the worship service. This will be done online via the church website, or via a telephone call to the Office Administrator. Registration will reserve a place inside the sanctuary or Fellowship Hall and also collect contact information (for contact tracing).

Ushers

- Those who are at increased risk because of a health condition or other factors are encouraged to remain home and participate in worship via the Livestream (on YouTube).
- Ushers will be responsible for checking in congregants as they arrive, based on the registration list that will be provided that morning. If someone arrives who has not registered, Usher will collect their contact information and allow them to enter if seating is available.
- Ushers will also take the temperature of guests with temporal thermometers. Anyone with a temperature registering 100.4 or greater will not be permitted to enter.
- Signs will be posted by ushers at the entrance at each end of the parking lot with screening questions. Those entering the sanctuary will be required to answer no to all questions on the sign.

Questions for Poster (Taken from CDC)

- Do you currently have a fever?
- Do you currently have a cough or sore throat?
- Are you currently experiencing respiratory issues?
- Have you been in contact with any suspected or confirmed cases of COVID-19 in the last 14 days?
- Have you travelled to a state on the NJ Travel Advisory List in the last 14 days?

- If we become aware of exposure to COVID-19 at a worship service, those in attendance will be notified via email or phone (collected by the ushers taking attendance).
- The ushers will be strategically placed to adhere to social distancing protocols yet still able to aid in seating according to the same social distancing guidelines.

Sanctuary Seating

Pews will be taped off to allow for at least 6-feet between congregants. Open pews will be clearly marked to allow for six feet of space in all directions between those attending

Worship Service

- Hymnals and Bibles and any other printed material will be removed from the pew racks in the rows where congregants will be seated.
- Paper bulletins will not be printed. There will be no singing by the choir or congregation but words to hymns and all scripture and liturgy will be projected on to a screen for all to see. Hymns may be hummed. Congregants will not be permitted to remove face masks at any time during the service.
- Special music may be provided by an instrumental soloist.
- Announcements / prayer requests will be given to the Pastor, secretary, or ushers before the service, to be read by the Pastor. Announcing from the pews will not be permitted.
- Passing of the peace will be done with a wave or friendly gesture from afar.
- The use of fans (room and personal) and air conditioning will not be permitted.
- Communion will not be celebrated in person during stage 2
- If there is a Children's Message, the children will remain in the pew with their parent(s).

Exiting the Sanctuary

We will exit the sanctuary in socially distanced groups through both the East and West doors. Grace will be extended to allow our less mobile worshippers, to exit first.

YouTube Live

For convenience and safety, we will continue to use YouTube to allow at-home viewing of our worship services each week. A link to the service will be distributed the night before. It will be viewable live during the service and recorded for viewership following the service.

Outdoor Worship

Outdoor worship will be held in the parking lot between our Sanctuary and Fellowship Hall buildings. Below are the guidelines for our gatherings.

Worship Space:

- The congregation will be seated in chairs spaced 6' apart in the parking lot.
- Worship leaders will be seated on the brick terrace spaced at least 6' apart.
- Masks will be worn by all attendees.
- All are asked to bring their own masks, however a supply of disposable masks will be available if needed.
- Masks may only removed by worship leaders when speaking at a significant distance (more than 12 feet) from others.
- Singers offering an anthem during worship will do so at a significant distance (more than 12 feet) from others. Masks will remain on while singing.
- Volunteers and staff will measure and space chairs on the morning of the service.
- Attendance will be limited to the number allowed by NJ for outdoor gatherings.
- Ushers will take attendance as the congregation enters the worship space.
 - (currently there is no limit for outdoor religious gatherings)
- Restrooms will be sanitized before and after the worship service. Those using the bathrooms will be asked (via signage posted in bathrooms) to wipe down handles & faucets after use with disposable wipes.

Entering the Worship Space:

- Those who are at increased risk because of a health condition or other factors are encouraged to remain home and participate in worship via the Livestream (on YouTube).
- Ushers will collect contact information from those attending (for contact tracing)
- Ushers will also take the temperature of guests with temporal thermometers. Anyone with a temperature registering 100.4 or greater will not be permitted to enter.
- Signs will be posted by ushers at the entrance at each end of the parking lot with screening questions. Those entering the worship space will be required to answer no to all questions on the sign.

Questions for Poster (Taken from CDC)

- Do you currently have a fever?
- Do you currently have a cough or sore throat?
- Are you currently experiencing respiratory issues?
- Have you been in contact with any suspected or confirmed cases of COVID-19 in the last 14 days?
- Have you travelled to a state on the NJ Travel Advisory List in the last 14 days?
- If we become aware of exposure to COVID-19 at a worship service, those in attendance will be notified via email or phone (collected by the ushers taking attendance).

Guidelines for Worship:

- There will be no sharing of microphones
- There will be no congregational singing and spoken responses will be kept to a minimum
- Elements of worship that traditionally include physical interaction will either be eliminated or modified
- Paper bulletins will not be used, bibles and hymnals will not be distributed
 - If required, a bulletin will be distributed during the week for attendees to print at home
- Passing the peace will be done without leaving one's seat and with a gesture toward neighbors
- The pastor will not shake hands as people enter/exit

- The offering will be collected in a drop box rather than by ushers
- In person communion may be celebrated with pre-packaged elements distributed to attendees as they arrive (for consumption later in the service), or celebrated online with attendees at home.
- There will be no Coffee/Fellowship Hour after worship

Health and Safety Guidelines for Gatherings

All building use by outside organizations must be approved by the ad-hoc Building Use committee

Please read the following approved details for your event. Please review the "Health and Safety Guidelines" and return a signed copy before the first meeting of your group.

Group/Event Name: _____

Date(s): _____

Expected Attendance: _____

Our event is:

- Inside and Outside. (Allowed as of 8/26/2020 by State of NJ- 25 people max)
- Outside only. (Allowed as of 8/26/2020 by State of NJ- 500 people max)
- Outside with careful use of restrooms. (Allowed as of 8/26/2020 by State of NJ)

Set-up time: _____

Participant arrival time: _____

Participant exit time: _____

Clean up until: _____

Contact Person and Phone Number: _____

Description of Event:

These are the approved spaces/rooms for our event:

- Sanctuary (normal maximum capacity of X)
- Fellowship Hall (normal maximum capacity of 97)
- Library (normal maximum capacity of 15)
- Kitchen
- Second Floor Conference Room (normal maximum capacity of 36)
- Parking lot

Have restrooms been approved for use for your event?

- No (Please let your attendees know that restrooms are not available ahead of time.)
- Yes

All groups using the church property must follow these guidelines. The guidelines are subject to change, and in the event of a change, groups will be notified. If your group does not adhere to the following guidelines, the church may end your event or discontinue your use of the building.

Health and Safety Guidelines for Space Use at FPCNV

1. Maintain a social distance of at least 6 feet between all participants. No physical contact can be made between participants.
2. Every participant and leader must wear a mask for the entire event.
3. Every person must cleanse their hands upon entering and exiting the building. Hand sanitizing stations are located at the main entrance to both Fellowship Hall and the Sanctuary.
4. No group singing is allowed.
5. Do not use bulletins or handouts. Ask participants to bring their own tools, pens, handouts (printed at home in advance), if possible.
6. Inside events: No food or drink is permitted.
Outside events: No shared food or drink is permitted. Participants must bring their own and store them separately.
7. Communicate these guidelines clearly to your participants ahead of time (mask wearing, social distancing, the availability of restrooms, etc.).
8. Complete a "Health and Safety Checklist" (attached) every day of your group's use of the building. Make a copy of this document and give it to the person who will be filling out the "Health and Safety Checklist" on the day of your event. Please slip the completed checklist under the door of the church office. Church groups must attach a list of participants, for contact tracing purposes, to the checklist.
9. For contact tracing: A list must be kept of the names of the people who attended your event (daily). Groups of the church must turn their lists into the church office, daily, attached to the completed daily checklist. Outside groups using the building must keep their own daily lists on hand, in their organization's files.
10. All participants and leaders must stay within the approved spaces/rooms for use while they are on site. Including using only the approved restrooms and doors.
11. Make a seating plan that assures social distancing. Set out chairs ahead of time, 6 feet apart. Or, if participants are bringing their own chairs, mark the spaces where each person can sit.

12. **Cleaning procedures:** When your event concludes (or daily if you are meeting more than one day), you are responsible for spraying high touch surfaces with EPA approved disinfectant cleaners in all the areas approved for your use, including the bathrooms. Church groups will be provided cleaners. Outside groups using the building must provide their own disinfectant cleaners.

A complete list of approved disinfectant cleaners is provided by the EPA, on their website www.epa.gov.

Common EPA Approved disinfectant cleaners are:

- Clorox QS ready-to-use spray
- Clorox HS ready-to-use spray
- Clorox HW wipes
- Clorox Disinfecting wipes
- Clorox Multi-Surface Cleaner + Bleach spray
- Clorox Clean Up Cleaner + Bleach spray
- Comet Disinfecting Bathroom Cleaner spray
- Fantastik All-Purpose Cleaner spray
- Scrubbing Bubbles Multi-Purpose pressurized spray
- Windex Disinfectant Cleaner spray
- Spray Nine spray
- Soft Scrub with Bleach
- Lysol Bathroom Cleaner spray
- Lysol wipes
- Lysol Brand All Purpose Cleaner spray
- Lysol Disinfectant Spray spray
- Lysol Kitchen Pro Antibacterial Cleaner spray

Surfaces to clean include:

- Door handles on entrance/exit doors
- Door handles in approved rooms
- Light switches in your approved rooms
- Thermostats in approved rooms
- Tables and chairs used
- Counter tops
- Staircase handrails
- Restroom door handles and light switches
- Restroom sink and faucet, toilet seat and flushing lever

13. The Sanctuary and Fellowship Hall are regularly cleaned by the church's Custodian with EPA approved disinfectant cleaners. This is meant to supplement rather than take the place of your group's disinfecting process.

14. Use of each space shall be limited to one group/organization each day.

I have read the "Health and Safety Guidelines for the First Presbyterian Church of New Vernon" and my group agrees to follow these guidelines.

I have made a copy of this document for my own records.

The person who will be filling out the daily "Health and Safety Checklist" has a copy of this document, including a list of the approved spaces for use.

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the program or event which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the program or event. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the program or event.

Signature

Date

Name Printed

Health and Safety Checklist

Please fill out this checklist at the conclusion of your event, and slip it under the door of the church office. If your group is only approved to meet outside, please email a copy of the completed checklist (with contact tracing list of attendees) to officeadmin@pcnv.org at the conclusion of your event.

Group/Event: _____

Date: _____

Name of Person Filling Out the Checklist: _____

Phone Number for Person Filling Out the Checklist: _____

- We had _____ # people in attendance, including leaders.
- Contact tracing: a list of today's participants is attached. Or, if you are an outside group using the building, a list of daily attendees has been made and is saved in our organization's files.
- We maintained a social distance of at least 6 feet between all participants.
- Every participant and leader wore a mask for the entire event.
- Hand sanitizer was available. Handwashing was encouraged.
- We did not sing.
- Inside: we did not have food or drink. Outside: we did not share food or drink.
- We did not use bulletins or handouts or shared supplies.
- All participants and leaders stayed within the approved spaces/rooms for use while they were on site, including using the approved restrooms and doors.
- We made a seating plan that assured social distancing.
 - We set out chairs ahead of time.
 - Participants brought their own chairs, and we marked the spaces where each person put their chair.
- Cleaning procedures were followed
- A copy of the "Health and Safety Guidelines for the First Presbyterian Church of New Vernon" was made available to me (the person filling out this checklist) by the leader of my group, and it included a list of the approved spaces for use, including restrooms and doors.

Signature

Date

Name Printed