

Moran UMC Reimagining Plan

Updated July 13, 2021

Supplies And Procedures

- Signage: Signs are posted at the front doors, on bulletin boards, and in the picnic shelter with guidance on mask wearing, personal hygiene, how people who are high risk can protect themselves, COVID-19 symptoms, and how to stop the spread of COVID-19. These posters come from the CDC, Washington Department of Health, and the Spokane Regional Health District.
- Hand Sanitizer: Bottles of hand sanitizer are located throughout the building, including on the table at the entrance to the building. Extra sanitizer to refill the bottles is located in the gym closet.
- Spray Disinfectant: Hydrogen peroxide disinfectant, spray bottles, paper towels, and clean cloths are located in the cabinet next to the refrigerator labeled "Sanitizing and Disinfecting Supplies." Extra hydrogen peroxide to refill the bottles is located in the gym closet.
 - To clean non-porous surfaces with hydrogen peroxide disinfectant, spray 6-8 inches from surface until surface is thoroughly wet. Let sit for 1 minute then wipe with paper towel or washcloth. These instructions are also printed on the side of the spray bottle.
 - Bleach solution is also acceptable for sanitizing tables and other non-porous surfaces, but is not to be used on fabric or other porous surfaces. Directions for mixing and using bleach solution are posted in the kitchen (bulletin board and fridge). Bleach and buckets can be found under the kitchen sink.
- Disinfecting Wipes: Bleach-based disinfecting wipes are provided in each office space and on the sign-in table by the main entrance.
- No-Touch Trash Cans: Located throughout the building in common spaces, offices, and bathrooms.
- No-Touch Infrared Thermometer: Kept in the main office.
- Disposable Masks: A supply is located on the table in the Fellowship Hall. Additional disposable masks to refill are located in the gym closet.
- Gloves: Gloves are located in the Kitchen next to the disinfecting supplies.
- Soap and Paper Towels: We will keep an adequate supply of soap and paper towels at each sink.

Indoor Worship Services Suspended

- In-person indoor worship services will not be offered at this time; we will re-evaluate the possibility of indoor services after Labor Day. Worship services will continue to be livestreamed virtually via Facebook Live (www.facebook.com/moranchurch) and on our website (www.moranumc.org)

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- Up to five people may gather in the Sanctuary for the purpose of recording/livestreaming, but only one person may be unmasked at a time.

Staff and Volunteers

Staff and Volunteers will receive a copy of these guidelines and will receive training on disinfecting procedures via Zoom and in person before returning to the office in Stage 2. A copy of the CDC's publication, "Cleaning and Disinfecting Your Facility" is posted in the Administrative Office.

- Staff Members (Jacque Davis and Cody Natland), and Essential Volunteers (Patty Johnson, Sandra Prizeman, Nancy Oberst), and Contracted Workers (Shawna Harding and Staff, and others approved by Pastor and/or Trustees) have the option of working from the office.
- Nobody is allowed to enter the building if they are sick or have been around somebody who is sick, and will leave if they become sick while on site.
- Masks must be worn at all times inside of the building, with the exception of a staff member or volunteer in a space where they are isolated and which nobody else will access. Physical distancing (6+ feet of space between people) should be observed whenever possible.
- The outside building doors will remain locked during the week, and use of the doorbell will be encouraged for people in need of staff assistance. In-person conversations should take place outdoors as possible.
- Staff should minimize the area they use and items they touch.
- Office windows should be open for air circulation as possible.
- Staff and volunteers are responsible for sanitizing and disinfecting their work areas and all items touched (including phones, doorknobs, etc.) before leaving the building.

Special Guidelines for Custodian (Shawna) and Her Staff

- Cleaning must be scheduled with Pastor Cody to ensure that the building will be unoccupied at the time of cleaning.
- All members of the cleaning staff must wear facemasks and gloves while cleaning.

Committee and Ministry Team Meetings

- Essential Committee and Ministry Team meetings may be allowed to be held on church property at the discretion of Pastor Cody and/or Church Council Chairperson, and scheduled with Jacque Davis. Meetings should continue to be held virtually when possible.
- The Chairperson/Team Leader must submit to Pastor Cody a written plan for ensuring that the guidelines in this Reimagining Plan will be followed.
- Those in vulnerable/high risk populations are encouraged to continue to engage through virtual means, and not participate in person.

- Whether meetings are held virtually or in person, Chairpersons/Team Leaders are encouraged to ensure that all committee members are able to participate as fully as possible, being mindful of the discomfort or inability for some members to engage through either medium.
- There will be no food, refreshments, or beverages provided.
- Names of all participants must be recorded and sent to Pastor Cody (PastorNatland@gmail.com) and Jacque Davis (moranumc3601@live.com) for contract tracing purposes.
- Committee Chair/Team Leader is responsible for ensuring that the area used and all surfaces touched are disinfected and sanitized before leaving the building.
- All guidelines in the "Procedures for Use of Church Property" section below must be followed.

Small Group Gatherings

- Church-sponsored small groups may be allowed to meet in person and should be limited to 10 participants. Gatherings may be allowed to be held on church property at the discretion of Pastor Cody and Church Council Chairperson, and in consultation with the recommendations of the Reimagining Team. Meetings should continue to be held virtually when possible.
- All small group meetings must be scheduled through Pastor Cody or Jacque Davis.
- Each small group must have a leader or "point person" who will ensure that all procedures will be followed according to this plan. For any in-person gathering, this "point person" must submit to Pastor Cody a written plan for ensuring that these guidelines will be followed.
- Those in vulnerable/high risk populations are encouraged to continue to engage through virtual means, and not participate in person.
- There will be no food, refreshments, or beverages provided.
- Names of all participants must be recorded and sent to Pastor Cody (PastorNatland@gmail.com) and Jacque Davis (moranumc3601@live.com) for contract tracing purposes.
- The Group Leader or "Point Person" is responsible for ensuring that the area used and all surfaces touched are sanitized.
- All guidelines regarding "Procedures For Use of Church Property" (below) must be followed. The gym will **not** be used.

Procedures for Use of Church Property (Indoor and Outdoor)

- Anybody who has symptoms of COVID-19, or who has been around somebody who is showing symptoms of COVID-19, must stay home.
- Before entering the building or joining an outdoor gathering, each person will be asked about any recent illness or symptoms, per the Washington Department of

Health guidelines in the document, "Guidance for Daily COVID-19 Screening of Staff and Visitors."¹

- Staff/Volunteers who will be alone in the building must self-screen using these same questions, which are posted at the door.
- Anybody with a temperature of 100.4°F or higher must leave the premises immediately. If somebody begins to show symptoms of COVID-19 while on the church premises, they must leave immediately. If they are unable to leave, they will quarantine in the Disciples Room until they are able to leave the premises.
- Masks must be worn at all times inside of the building, with the exception of a staff member or volunteer in a space where they are isolated and which nobody else will access. Children age 2 or under are exempt from the mask requirement. Each person is encouraged to use their own cloth mask; disposable masks will be provided for those who need one.
- All participants in outdoor meetings or small group gatherings must follow Washington State and CDC guidelines regarding wearing masks and social distancing. It is the responsibility of the Chairperson/Team Leader/Small Group Coordinator to ensure that this is followed, and that all participants feel safe if masks are removed.
- Hand sanitizer must be used or hands must be washed upon arrival, after using the restroom, and after coughing/sneezing.
- It is strongly encouraged that any approved gatherings be held *outdoors* whenever possible.
- When meeting *indoors*, windows should be open to maximize air flow as possible, and the thermostat for the room in use should be set to "circulate" if the air conditioning is not in use.
- The only rooms available for use are the Fellowship Hall, Offices, and Family Restroom. The Disciples Room should only be used if quarantine is necessary for somebody who becomes sick while on the premises.
- Restrooms: Only the family restroom is available, and is limited to one user/family at a time. Anybody in line waiting to use a restroom needs to stand 6 feet from others.
- Chairs:
 - Indoors: Hard plastic chairs will be used in the Fellowship Hall, spaced 6 or more feet apart. Chairs will be cleaned and disinfected after each use.
 - Outdoors: Participants should bring and handle their own chairs when possible. If church chairs are needed, they should be hard plastic chairs and they will be unused during the week between services. Chairs should be placed with 6 or more feet between members of different households.

¹ <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf>

- Tables: Any tables used by two or more people from different households must be large enough to ensure that social distancing of 6 feet between individuals can be maintained.
- It is the responsibility of the Committee Chair(s), Ministry Team Leader(s), and Small Group Leaders to ensure that these procedures are followed for their gathering.

Contact Tracing

- All people who enter the church building must sign in with their name, date of visit, and contact information.
- Contact tracing sign-in sheets will be held for twenty-one (21) days, after which they will be shredded.

Support for Virtual Engagement

- Pastor Cody may schedule one-on-one training sessions to provide assistance to those needing help accessing online programming and resources, training for use of their devices, etc.
- On the day of the meeting, Pastor Cody will call ahead to screen all participants regarding any recent illness or symptoms.
- These sessions will be held outside as possible, or in the Fellowship Hall.

Including More In Worship Experience/Participation

- Continue sending weekly mailer with worship bulletin and sermon
- Small Group Worship gatherings, or "Worship Watch Parties"
 - Small groups of less than 5 or 10, including the host/leader (depending on *Washington Safe Start* guidelines) to watch the recorded worship service.
 - Gatherings must be scheduled ahead of time with host/leader and approved by Pastor and/or Church Council Chairperson.
 - Participants must follow all existing guidelines for screening, masks, distancing, and cleaning, with host/leader ensuring that guidelines are followed.

Off-Site Youth Gatherings

- No carpooling; participants must have their own transportation.
- Every participant must wear a mask at all times.
- Social distancing (6+ feet) must be followed when possible.
- All Safe Sanctuaries policies must be followed.

Pastoral Care

- Pastor Cody may meet with individuals/families for pastoral care, provided that masks are worn by all parties and social distancing is maintained at all times.

- Meetings will be outside as possible. When they need to be indoors, they will be in the Fellowship Hall or Shepherds Room, and all procedures outlined in this document will be followed.
- On the day of the meeting, Pastor Cody will call ahead to screen all participants regarding any recent illness or COVID-19 symptoms.

Outdoor/Drive-In Worship Services

- As worshippers arrive, each participant will receive a bulletin and any other supplies needed for worship at tables set up near in the parking lot and near the lawn.
- Participants will have the option to remain in in their vehicle for the service. Vehicles will be set up in a designated area of the parking lot, facing the gazebo.
- Worshippers who are outside of their vehicles may be on the lawn or on a designated portion of the parking lot. Those who are outside of their vehicle are asked to maintain social distancing whenever possible.
- Masks are optional for those who are fully vaccinated, and required for those who are not fully vaccinated. Masks are required for all participants while singing.
- Communion will be served on the first Sunday of the month with pre-packaged elements. Masks may be removed briefly for the purpose of receiving communion, so long as strict social distancing is followed by all participants. Pre-packaged communion elements will available at the tables where participants receive their bulletins on Communion Sundays.
- Congregational singing is allowed with strict 6'+ distancing between households and all participants masked.
- The building will remain unlocked during the worship service for restroom access.

Exposure Response Plan

If there is a known exposure from somebody who has been on the church premises or participated in an in-person gathering, we will contact the Spokane Regional Health District (SRHD) as soon as possible to report the exposure. We will work with SRHD to follow all requirements for reporting and contact tracing.

Within 24 hours an email notification will go out to the church email list, telling the church body that there has been a confirmed Covid-19 case. Additional targeted messages and phone calls may also be made as necessary to inform those who may have had close contact or who do not receive emails. The identity of the individual who has been diagnosed with Covid-19 will remain confidential unless explicit permission has been given to share.

Any part of the building that was accessed by the infected individual will be thoroughly disinfected and sanitized before it is used again.

If the person who tested positive is an employee of Moran UMC, they should quarantine for ten days from the first day of symptoms onset. They shall also be (without intervention) fever and symptom free for at least 24 hours prior to returning to work. These same requirements will apply to any non-employee before they return to the Moran UMC premises.

Spokane Regional Health District: (509)324-1500 (Monday-Friday from 7:30am-5:00pm)

Drive-Through Trunk-Or-Treat

Volunteers hosting trunks will be parked with at least one open parking space (our parking spots are each 8-10 feet wide) in between vehicles, with only one household per vehicle/trunk. Volunteers will wear masks and maintain social distancing for the entirety of the event. Guests will remain inside their vehicles for the entire event, not coming any closer than 10-12 feet. Vehicles will arrive and be instructed (by a masked volunteer, more than 6' away) to drive through the parking lot, viewing the decorated trunks from their vehicles, with costumed volunteers waving from their trunks. Candy will not be given out at each trunk; instead, candy will be pre-bagged (we plan to bag the candy at least 4-5 days before the event, while masked and wearing gloves) and given out at the very end. Bags of candy will be handed out to guests by a masked and gloved volunteer, either by placing the bag on a music stand, and then having the guest drive up to the stand (while volunteers stand 6+ feet away) to pick it up, or through extending a long pole with the bag(s) of candy on a hook.

Reimagining Team Meeting Dates:

2020: May 5, May 28, June 4, June 11, June 18, July 2, July 16, July 30, August 26, September 3, October 15, November 12

2021: March 1, April 19, May 17, June 21, July 8

Dates of initial draft and updates:

- Original draft was finalized by the Reimagining Team on June 11th, 2020.
- Updated by Church Council on June 22nd, 2020.
- Updated by Reimagining Team on July 30th, 2020.
- Updated by Reimagining Team on September 3rd, 2020.
- Updated by Reimagining Team on October 15th, 2020.
- Updated by Reimagining Team on November 12, 2020.
- Updated by Reimagining Team on March 1, 2021; updates for clarity and to fix discrepancies.
- Updated by Reimagining Team on May 17, 2021.
- Updated by Church Council on May 24, 2021.

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- Updated by Reimagining Team on July 8, 2021; updated outdoor mask requirements to make masks optional for fully vaccinated participants.

Approval History:

- Stage 2 Plan Approved by DS Gregg Sealey on June 15th, 2020.
- Stage 2 Plan Approved (with updates) by Church Council on June 22nd, 2020.
- Updated Stage 2 Plan was approved by DS Gregg Sealey on June 26th, 2020.
- Updated Stage 2 & 3 Plan (addition of Stage 3) was approved by DS Gregg Sealey on September 4th, 2020.
- Updated Stage 2 & 3 Plan (addition of "Including More in Worship Experience/Participation" and "Off-Site Youth Gatherings" in Stage 2) was approved by DS Gregg Sealey on September 7th, 2020.
- Updated Stage 2 & 3 Plan (same as above bullet) was approved by Church Council on September 28th, 2020.
- Stage 2 Addendum #1 (Halloween Trunk-Or-Treat) approved by DS Gregg Sealey on October 14th, 2020.
- Stage 2 Addendum #2 (Outdoor/Drive-In Worship Services) approved by DS Gregg Sealey on November 20th, 2020.
- Updated Reopening Plan was approved by Church Council on May 24, 2021, along with adoption "Option 2" in the *Stepping Forward* guidelines from the Greater Northwest Episcopal Area.
- Updates approved by Church Council on July 13, 2021

This plan will be reviewed by the Reimagining Team on a monthly basis.

Reimagining Team Members:

Rev. Cody Natland, Pastor (2020, 2021)
 Sandy Westrand, Church Council Chair (2020, 2021)
 Dennis Kifer, SPPRC Co-Chair (2020, 2021)
 Mark Kamitomo, SPPRC Co-Chair (2020)
 Jeff Johnson, Trustees Chair (2020, 2021)
 Kenny Orovic, Trustees Representative & Lay Member to AC (2020, 2021)
 Priscilla Bowen, Adult Discipleship Coordinator & SPPRC Chair (2020, 2021)
 Kevin Torres, Director of Children's, Youth, and Family Ministries (2020)
 Jeanie Cook, Hospitality Team Leader (2020, 2021)
 Harry Burcalow (2020, 2021)
 Carol Bethel, Co-Lay Leader (2021)
 Harriet Van Wyck, Co-Lay Leader (2021)