

Moran UMC Reimagining Plan

A Plan for Reopening in 4 Stages

STAGE 1

Stage Summary

Phase 1 began on March 13, 2020 when Bishop Stanovsky suspended in-person worship and other gatherings for local churches and ministry settings. The suspension is in effect through June 15, 2020 and may be extended. A group of 5 or less is permitted to gather in the building to record or produce online worship resources, while practicing physical distancing, wearing face masks, and observing other hygiene practices. Each person may remove their face mask while they are speaking during active recording. Consistent with emerging research, the production of in-person vocal music is prohibited in facilities. High-touch surfaces must be sanitized after each use. Facilities are closed except for "essential services." Ministries are strongly encouraged to continue or expand creative ways of meeting, serving, and worshipping together, striving to include vulnerable persons making healthy choices to participate in virtual ways.

STAGE 2

Stage Summary

In-person worship suspension continues. Staff are given the option of returning for the office on a limited basis each week, with staggered office hours. Essential committee and ministry team meetings may be allowed. Pastor Cody will begin meeting with one person or one household at a time for virtual engagement training and pastoral care.

Supplies Needed

- **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.
- **Spray Disinfectant:** Disinfectant, spray bottles, and clean cloths are provided in the Kitchen. Directions for how to mix and use disinfectant solution are posted in the Kitchen.
- **Disinfecting Wipes:** Disinfecting wipes are provided in each office space.
- **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 masks are located in the Kitchen.
- 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.

Supply Procurement and Use

As of June 15th, we have a current supply of 130 disposable masks, 2+ gallons of hand sanitizer, and a couple of gallons of bleach. Staff or volunteers will mix spray bottles of bleach solution on days when there will be gatherings, which will be applied to contact surfaces via spray bottles following SRHD recommendations. We also have a solid supply of disinfecting wipes for office use, and we will follow manufacturer recommendations as printed on the packaging for use of the products. We are working on identifying and procuring a surface disinfectant that won't discolor the carpet or upholstery, and will follow the manufacturer's recommendations as printed on the packaging for their its use. This plan will be updated to reflect that product once it has been finalized.

The Finance Committee and Church Council have approved a budget of \$1000 for COVID-related supplies, and those supplies will be replenished as needed. After initial supply purchases are made by members of the Reimagining Team, the Trustees will ensure that supply levels remain sufficient.

Worship Services

- In-person worship services will not be offered in Stage 2. Worship services will continue to be livestreamed virtually via Facebook Live (www.facebook.com/moranchurch) and on our website (www.moranumc.org)
- 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 before returning to the office in Phase 2. A copy of the CDC's publication, "Cleaning and Disinfecting Your Facility" is posted in the Administrative Office.

- Staff Members (Jacque Davis, Kevin Torres, 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) will have the option of working from the office on a limited basis, staggering their office hours so that only one staff member is present at a time.
- 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.

- Face masks must be worn at all times in any shared spaces, even if the staff member/volunteer is alone in the building. Physical distancing (6+ feet of space between people) should be observed at all times.
- The outside building doors will remain locked at all times, 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 and doors should be open for air circulation.
- Staff and volunteers are responsible for sanitizing 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 of 10 or less may be allowed to be held on church premises at the discretion of Pastor Cody, Committee Leadership, and Church Council Chairperson. Meetings should continue to be held virtually when possible.
- 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 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.
- The Chairperson/Team Leader must submit to Pastor Cody a written plan for ensuring that these guidelines will be followed.
- 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 contact tracing purposes.
- Committee Chair/Team Leader is responsible for ensuring that the area used and all surfaces touched are sanitized.

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

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 Disciples 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.

Procedures for Use of Church Property

- 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." Temperatures will be taken at the door, and anybody with a temperature of 100.4°F or higher must leave the premises immediately.
- Staff/Volunteers who will be alone in the building must self-screen using these same questions, which are posted at the door.
- 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 in a space where they are isolated and the door is closed, 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 gatherings must wear a mask at all times.
- Hand sanitizer must be used or hands must be washed upon arrival and after coughing/sneezing into a tissue or elbow.
- 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 apart.
- 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 as possible. If church chairs are needed, they should be hard plastic chairs and they will be cleaned and disinfected after each use. Chairs should be placed 6 or more feet apart.
- Tables: Tables will not be used in Phase 2, as they do not allow for social distancing to be observed.
- It is the responsibility of the Committee Chair(s) or Ministry Team Leader(s) to ensure that these procedures are followed for their gathering.

Contact Tracing

- All people who are on the church premises must sign in with their name, date of visit, and contact information.
- Contract tracing sign-in sheets will be held for twenty-one (21) days, then they will be shredded.

Reimagining Team Meeting Dates: May 5, May 28, June 4, June 11, June 18, July 2, July 16, July 30, August 26, September 3

Dates of initial draft and updates:

- Original draft was finalized by the Reimagining Team on June 11th.
- Updated by Church Council on June 22nd.
- Updated by Reimagining Team on July 30th.

Approval History:

- Phase 2 Plan Approved by DS Gregg Sealey on June 15th.
- Phase 2 Plan Approved (with updates) by Church Council on June 22nd.
- Updated Phase 2 Plan was approved by DS Gregg Sealey on June 26th.

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

Reimagining Team Members:

Rev. Cody Natland, Pastor
 Sandy Westrand, Church Council Chair
 Dennis Kifer, SPPRC Co-Chair
 Mark Kamitomo, SPPRC Co-Chair
 Jeff Johnson, Trustees Chair
 Kenny Orovic, Trustees Representative
 Priscilla Bowen, Adult Discipleship Coordinator
 Kevin Torres, Director of Children's, Youth, and Family Ministries

Jeanie Cook
Harry Burcalow