

3.0 Worship Protocols and Procedures

Overview

Central Church is offering two services on Sundays. Online and Radio Worship will always be available to everyone.

We ask, for the safety of everyone, that the following persons and anyone from their household refrain from attending in-person, including those:

- In a High-Risk category, with chronic medical conditions like diabetes, heart conditions, lung disease and older adults over the age of 65. (See Addendum 1)
- With COVID-19 Symptoms. (See Addendum 2)

For the safety of everyone who enters Central Church, individuals are required to:

- Clear the CUMC health screening process, including a temperature check
- Wear a face mask at all times. Disposable masks are available. For a person with a medical condition that prevents mask wearing, the only option is online worship.
- Use hand sanitizer upon entry.
- Physical distance from anyone not of your household.
- No beverages or food allowed indoors.

Worship Service Modifications

Worship Times - CUMC is offering two services on Sundays:

- 9 am - Well Service
 - 11 am - Traditional Service
- Doors open for Check-in 20 minutes before the Service. Services begin on time as each service is live streamed, and the 11 am service is broadcast on the radio.*

Pre-Registration - We ask that attendees pre-register for the service of their choice for the purpose of streamlining the health screening at check-in, and the attendance tracking required for each service.

- Check-In and screening protocol includes temperature screening and a review of the health screening questionnaire. This protocol is required for everyone, even those who have been vaccinated.
- Those who arrive without registering will be directed to a separate check-in process, which starts with a temperature check and then proceeds through a paper form of the health screening questionnaire.
- Participation is limited to 25% of the venue capacity, or less, by the State.
 - Sanctuary – 100 (Main Floor Zone 1 & 2 - 60, Balcony Zone 3 - 40).

Adjustments to Worship Programming - Services are to be conducted by Pastoral Staff:

- a limited physical-distancing seating plan
- 45 minute worship program
- Vocal music is to be limited to the worship team

For the safety of all, the following practices will not be occurring until further notice:

- Church bus transportation
- Welcome Desk in the Gathering Place
- Handshaking or passing the peace
- Printed bulletins. Announcements and service order will be projected on the monitors
- Fellowship/hospitality time following services
- Congregational singing - humming is welcome...

Childcare and Children's Ministry programs will not be offered during worship. However, children are welcome to attend services with their families. Take home children's worship bags are available at the Gathering Space table. Children's time, during the 11 am service, are offered while children stay in their pews. Follow the Children's Ministry programs provided regularly on Facebook, <https://www.facebook.com/groups/childrensministries>

Procedures and Protocol Detail

Registration Procedures

A link to registration is emailed Friday morning in the CUMC newsletter. *Registration is closed at midnight on Saturday to allow time to prepare for Sunday morning screening. Phone registrations will be taken between 9 am and 1 pm on Friday in the church office.*

1. Full name. If registration is for a household, full name of each person attending from the household.
2. Response to the pre-qualifying questions (If “yes” response to any pre-qualifying question please do not attend in-person service, instead watch online) :
 - a. In the past 24 hours, have you experienced any of the following symptoms – fever, new or worsening cough, shortness of breath, sore throat, vomiting/diarrhea?
 - b. To the best of your knowledge have you had close contact in the last 14 days with an individual diagnosed with Covid-19?
 - c. Have you engaged in any activity or travel within the last 14 days which is considered high risk behavior?
 - d. Have you been directed or told by the local health department, or your healthcare provider, to self-isolate or self-quarantine?
3. Requirements for entry:
 - Clear the CUMC health screening process, including a temperature check
 - Wear a face mask at all times. Disposable masks are available.
 - Use hand sanitizer upon entry.
 - Physical distance from anyone not of your household.

Day Of Service Procedures

Guides will:

- help guests feel welcomed back to our church community
- insure all guests meet health protocols set to keep all guests free (as humanly possible) from Covid-19 exposure.
- insure guests feel safe in worship.
- manage or monitor check-in, seating and exit of service guests.

Guide Positions:

- Back Door Greeter/Guide
- Cass St Lobby Check-In Leader (plus Darcy)
- Cass St Lobby Guide/ Cass St. Entrance Greeter
- Gathering Space Greeter - Sanctuary Level Leader
- 2 Sanctuary Ushers

1. Check-In process includes a temperature taking and reaffirmation of answers to screening questions before entry. “Have any of your answers to the screening questions changed since you registered?” A “NO” response is expected.
2. *General Review of UPDATED seating procedures ;*
 - a. *Main entry points include all doors, Parking Lot & Cass Street doors.*
 - b. *Cass Street Lobby is the Check-in Zone for all entrances.*
 - c. *All guests are asked to self monitor their adherence to Covid guidelines while in the building, i.e. remain 6 feet from non-household members, no congregating, etc.*
 - d. *Seating availability will remain in every other pew. A spacing noodle will be available in each pew for guests to check their distance from others.*
 - e. *Everyone will be allowed to seat themselves. There will be two ushers in the sanctuary to ensure distancing protocols.*
 - f. *Family members, or friends, of different households who sit together do so at their own risk.*
 - g. *Each family group will be able to exit on their own.*

Check-In Procedure Detail

STAFF and VOLUNTEERS Check-In Procedures

1. GUIDES, under the direction of a ***Covid-19 Screening and Safety Leader***, follow the screening process in the Cass Street Lobby.
 - Service Guides are asked to pre-register.
 - Upon entering the Cass Street lobby,
 - i. They sanitize their hands,
 - ii. their temperature is taken (<100.3),
 - iii. they respond to the question, “Have any of your answers to the screening questions changed since you registered?” A “NO” response is expected. A “YES” response will cause the person to be directed to the ***Covid-19 Screening and Safety Leader*** for further review. Clearing this station, Guides
 - iv. Check themselves in on the registration paper.
 - If a Service Guide forgets to register, they are required to proceed through the non-registration protocol:
 - i. They sanitize their hands,
 - ii. their temperature is taken (<100.3),
 - iii. They fill out the paper registration form, including screening questions. A “NO” response is expected to all questions. A “YES” response will cause the person to be directed to the ***Covid-19 Screening and Safety Leader*** for further review. Clearing this station, Guides
 - iv. Check themselves in on the registration paper.

2. STAFF and MUSICIANS (only) use the parking lot entrance. Darcy Dewling is on-hand to monitor Staff and Musician check-in:
 - **Staff:**
 - i. sanitize their hands
 - ii. take their temperature (<100.3) upon entering the building, at the back door screening table, and
 - iii. then follow the standard communication protocol using their phones to communicate their answers to the screening questions with Darcy Dewling via text.
 - iv. Staff wear their masks at all times.
 - **Musicians:**
 - i. sanitize their hands
 - ii. take their temperature upon entering the building, at the back door screening table, and
 - iii. then follow the standard communication protocol with Jeff Cobb. Jeff Cobb delivers his data to Darcy Dewling.
 - iv. Musicians wear masks at all times.

GENERAL POPULATION Check-In Procedures

1. **General Population** - Entrance to services is through all doors and proceed to Cass Street Lobby for safety screening. Weather permitting all doors are propped open to allow hands free entry to the building.
2. **General Populations Inclement Weather Plan**
 - When attendance numbers demand for space for waiting to check-in, move Cass Street Door General Population Entry to Chapel Doors.
 - Cass Street Handicap Doors for physically-challenged individuals and members of their household.
 - Back parking lot entry with Children's Ministry wing physical spacing markers.
 - Conduct Screening in the lobby the same way you would on any other day.
3. Covid-19 Risk Manager Darcy Dewling will be on campus to respond to questions or requests.
4. AT ALL TIMES, guests are required to wear a mask properly and maintain a physical distance of 6 feet from other households on the grounds of CUMC.
5. Any person, and their household, who arrives claiming a medical condition that prevents wearing a mask, the alternative option is online worship. We are unable to accommodate a guest without a mask.
6. EVERYONE must use hand sanitizer upon entering the facility.
7. **Pre-Registered Guests:** Upon entering the Cass Street Lobby guests are be screened by a **Service Guide** who are:
 - Take each person's temperature with a digital thermometer. Digital thermometers in use take a person's temperature from a 4" distance from a person's forehead.
 - Anyone with a temperature of more than >100.3 will be asked to leave the building.
 - Check-in each individual (using an alphabetized, printed list of registrants) and ask "Have any of your answers to the screening questions changed since you registered?" A "NO" response is expected
8. **Non-Registered Guests:** Upon entering the Cass Street Lobby guests are be screened by a **Service Guide** who will:
 - Take each person's temperature with a digital thermometer. Digital thermometers in use take a person's temperature from a 1" - 2" distance from a person's forehead.
 - Anyone with a temperature of more than >100.3 will be asked to leave the building.
 - Non-registered guests step to the left in front of a desk set up in the Cass Street Lobby, and they fill out a paper form, which asks for their name, contact information, the health screening questions and a signature.
 - Upon clearing this process, they are be directed back into the entry flow and upstairs to the service.
9. Anyone refusing to participate in any portion of this check-in process will be asked to return to their home to watch the service online. The church is private property and police will be called if behavior warrants it.
10. Upon clearing the Check-In process:
 - Guests, who are able, proceed up the stairs, staying to the right as they climb.
 - Physically challenged guests use the elevator.
11. **Elevator protocol:** One household at a time. Stand 6 feet from the elevator door. Remove yourself(s) away from the elevator to a minimum distance of 6 feet. Exiting after a service, guests cue on 6 foot distancing markers to use the elevator.

12. **Seating Protocol -**

- All guests are asked to self monitor their adherence to Covid guidelines while in the building, i.e. remain 6 feet from non-household members, no congregating, etc.
- Seating availability will remain in every other pew. A spacing noodle will be available in each pew for guests to check their distance from others.
- Everyone will be allowed to seat themselves. Ushers will be located throughout the sanctuary to help ensure distancing protocols.
- Family members, or friends, of different households who sit together do so at their own risk.

13. When we reach capacity, Guides will ask people to return to their homes to watch the service.

14. All restrooms are now limited to 1-person at a time.

15. **Exiting the sanctuary** - *Each family group will be able to exit on their own.* Guests exit directly out of the building, without congregating to socialize. They use the east side of the stairway to exit. All doors on Cass Street are available to exit.

Cleaning Plan Between Services

1. 2 Guides will be asked to support cleaning between services.
 - a. *The custodian will use the Clorox Ionizing machine to sanitize areas used during the prior service.*
 - b. 1 Guide to clean restrooms - spray-only all surface areas. No wipe down necessary.
 - c. 1 Guide to wipe down doors and door handles

Volunteer Guidelines

- If you are not feeling well, please stay home.
- Volunteers sign up to serve for each worship service
- You are required to wear a mask while you're serving. If you don't have one, we will provide a disposable one for you.
- Practice safe physical distancing – no handshakes, hugs, or touching anyone who's not your family.

Time Table

9 AM Service

8:20 am Guide Arrival/Screening
8:30 am Guide Team Meeting/Assignments
8:40 am Doors Open for Attendees
9:00 am Service Start
9:45 am Service End
10 am Building Emptied/Cleaning Begins

11 AM Service

10:20 am Guide Arrival/Screening
10:30 am Guide Team Meeting/Assignments
10:40 am Doors Open for Attendees
11:00 am Service Start
11:45 am Service End
Noon Building Emptied/Cleaning Begins

CUMC Response to Report of Covid Positive Staff or Campus Visitor

Subsection (a) of the Executive Order reads:

All businesses or operations that require their employees to leave the homes or residences for work must, at a minimum:

1. Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration ("OSHA") and available [here](#). Within two weeks of resuming in-person activities, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.

Response Plan

If positive COVID-19 exposure occurs at the CUMC:

- The COVID-19 Risk Manager, Darcy Dewling, will immediately contact and work closely with the Grand Traverse County Health Department (required contact made within 24 hours). Potential exposures will be identified through an interview process as well as utilizing the CUMC Operations check-in/check-out system for contract tracing.
- Potentially exposed individuals will be isolated and sent home upon identification of a positive case of COVID-19.
- The organization will close off areas visited by the ill persons, up to and including the entire facility, as soon as possible.
- Cleaning staff will work to clean and disinfect all areas of the facility included in exposure – utilizing the Clorox Electrostatic Sprayer, which is proven to kill the virus.
- Additional cleaning focus will be on high-touch surfaces and equipment.
- Upon completion of adequate cleaning and sanitizing of the facility, when deemed appropriate by the Grand Traverse County Health Department, closed areas or facility will reopen.

For Staff and Volunteers:

What should you do if you are sick with symptoms of Covid-19 or if you have tested positive for Covid-19?

- Inform COVID-19 Risk Manager Darcy Dewling immediately if you have symptoms of, or if you have been diagnosed with, COVID-19.
- Stay home for 10 days after you were tested or developed symptoms.
- After staying home for 10 days, have you been symptom-free for 3 days?
 - If yes, you may contact Human Resources to return to work
 - If no, stay home until 3 days have passed after all symptoms have stopped.

What should you do if you come in direct contact with someone with COVID-19?

- If you have had direct contact (identified as being within a 6-ft distance for an extended length of time) for example, if you live with someone diagnosed with COVID-19:
 - Notify COVID-19 Risk Manager Darcy Dewling immediately.
 - Stay home for 14 days after your last contact with the sick person
 - Monitor yourself for symptoms – if you are symptom free after 14 days, contact Darcy Dewling to return to work or resume volunteering.

What should you do if you come in contact with someone who has come into contact with covid-19, but has no symptoms?

- If you think you have come into contact with someone that has COVID-19 or has been exposed to COVID-19 (but not extended, long term or direct contact):
 - Notify COVID-19 Risk Manager Darcy Dewling immediately.
 - Monitor yourself for symptoms – you do not need to self-quarantine during this time unless you develop symptoms.

For CUMC Attendees:

What should you do if you are sick with symptoms of covid-19 or if you have tested positive for covid-19

- If you have been inside the CUMC facility or attended any outside CUMC-sponsored events, please inform CUMC, by calling the office.
- If you potentially exposed attendees at a CUMC event, the Grand Traverse County Health Department will also inform CUMC.
- Stay home for 10 days after you were tested or developed symptoms.
- When you return after recovering fully from Covid-19, please wear a mask at CUMC sponsored events.

What should you do if you come in direct contact with someone with COVID-19?

- If you have had direct contact (identified as being within a 6-ft distance for an extended length of time) for example, if you live with someone diagnosed with COVID-19:
 - Check in with your Primary Physician to learn how they would like you to care for yourself.
 - Stay home for 14 days after your last contact with the sick person
 - Monitor yourself for symptoms – if you are symptom free after 14 days, you may rejoin CUMC sponsored events.

Addendum 1: High Risk Persons Defined

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

Centers For Disease Control

September 15, 2020

Summary of Recent Changes

Revisions were made on July 17, 2020 to reflect recent data supporting increased risk of severe COVID-19 among individuals with cancer. The listed underlying medical conditions in children were also revised to indicate that these conditions might increase risk to better reflect the quality of available data currently. We are learning more about COVID-19 every day, and as new information becomes available, CDC will update the information below.

People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19:

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- [Cancer](#)
- [Chronic kidney disease](#)
- [COPD \(chronic obstructive pulmonary disease\)](#)
- [Down Syndrome](#)
- [Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies](#)
- [Immunocompromised state \(weakened immune system\) from solid organ transplant](#)
- [Obesity \(body mass index \[BMI\] of 30 kg/m² or higher but < 40 kg/m²\)](#)
- [Severe Obesity \(BMI ≥ 40 kg/m²\)](#)
- [Pregnancy](#)
- [Sickle cell disease](#)
- [Smoking](#)
- [Type 2 diabetes mellitus](#)

COVID-19 is a new disease. Currently there is limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, people with the following conditions might be at an increased risk for severe illness from COVID-19:

- [Asthma \(moderate-to-severe\)](#)
- [Cerebrovascular disease \(affects blood vessels and blood supply to the brain\)](#)
- [Cystic fibrosis](#)
- [Hypertension or high blood pressure](#)
- [Immunocompromised state \(weakened immune system\) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines](#)
- [Neurologic conditions, such as dementia](#)
- [Liver disease](#)
- [Overweight \(BMI > 25 kg/m², but < 30 kg/m²\)](#)
- [Pulmonary fibrosis \(having damaged or scarred lung tissues\)](#)
- [Thalassemia \(a type of blood disorder\)](#)
- [Type 1 diabetes mellitus](#)

Addendum 2: Covid- 19 Symptoms List

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

**Centers For Disease Control
Feb 22, 2021 (Most Current)**

What you need to know

- Anyone can have mild to severe symptoms.
- Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.