

Plans for Reopening of Providence Presbyterian Church (USA)

When the current restrictions are relaxed so 50 people can be in attendance, and with permission from Denver Presbytery, Session will set the date for re-opening the church for in-person worship and meetings. Until that date can be established, no worship services or meetings can take place in the church building.

SECTION 1: OPENING REQUIREMENTS:

- 1. Be aware that you will be entering our church at your own risk. Providence will not be liable should you become sick after attending services or meetings here.**
- 2. Social distancing (6 feet apart) will be practiced at all times both inside and outside the building.**
- 3. Do not bring food or beverages into the building.**
- 4. The greeters take your temperature and ask you two questions. They will ask you to return home if:**
 - a. You have a temperature of 100.4. (This is the State standard)**
 - b. If you answer, "Yes." To either of the two questions.**
 - 1) Have you had experienced any of the symptoms of colds or COVID-19? In the past 10 days? (fever, chills, cough, shortness of breath, headache, sore throat, runny nose, loss of taste or smell, diarrhea, nausea or vomiting)**
 - 2) Have you been in close contact with anyone who might have inadvertently exposed you to COVID-19 in the past 10 days?**
- 5. Masks (or face coverings) will be required at all times for everyone attending or participating in services and meetings at the church. The only exceptions will be children age 2 and younger, or if doing so would compromise an individual's health.**
 - a. You are encouraged to bring your own masks and gloves.**
 - b. Individually wrapped masks and gloves will be available for those who need them.**
 - c. Masks must be put on before you enter the building.**
 - d. The wearing of gloves will be optional.**
 - e. The Pastor, liturgist, or special musician may remove his/her mask while in the chancel.**
 - f. Staff, volunteers and cleaners must wear both mask and gloves.**
- 6. Attendance will be taken at all services and meetings by one of the ushers or group leader. This will enable us to notify others if any member becomes ill with a possible diagnosis of COVID-19 after having attended a service or meeting.**
- 7. Groups of less than 25 may meet at the church as long as they meet the criteria detailed in Section 5 of this document.**
- 8. Choir will not meet until Session, in consultation with the Music Director, feels it is safe to do so.**
- 9. The kitchen will be closed.**

10. The playroom upstairs will be closed.

11. Step Seven will be allowed to return to the church. We **require** them to adjust their services and group meetings to be in compliance with what we are asking of our congregation.
12. Sections 4 and 5 of this document detail the expectations that Session has defined as critical for the safety and well-being all who enter and use our building.
13. Training of staff, volunteers, small group leaders, and Step 7 leadership regarding the changes, expectations, and new procedures listed in this document will be provided by the Pastor, and members of the Worship/Music/ Spiritual Growth Ministry Team prior to the re-opening date.
14. **Participants in this training will be asked to sign a form that indicates they understand and agree to abide with the new requirements and standards.**

SECTION 2: PREPARATIONS THAT HAVE BEEN DONE BEFORE THE OPENING:

1. The carpet areas in the narthex, bathroom hallway, fellowship room, and sanctuary, including the choir loft have been steam cleaned, and Scotchgarded.
2. The upholstery on all the sanctuary chairs has been steam cleaned, and Scotchgarded.
3. The Godly Play/Playroom areas have been thoroughly cleaned. All toys, and furniture have been washed and sanitized. The carpet has been steam cleaned.
4. The storage area behind the choir loft has been thoroughly cleaned with heavy duty cleansers. The choir robes have been laundered, and returned to the storage area.
5. The bathrooms, kitchen, fellowship room, narthex, and church offices have been cleaned thoroughly using sanitizing cleansers.
6. The chairs in the sanctuary have been re-arranged to comply with the “social distancing” requirements. Some chairs will be placed for “family group” seating. Changes are likely to be made on a weekly basis after the reopening.
7. Hymn books and Bibles have been removed from the chairs, and stored until our “normal” services resume.

SECTION 3: CLEANING PROTOCOL AFTER OPENING:

1. Cleaning of areas, objects used, and touch points will be done by volunteers from our congregation and Step 7 immediately after meetings and services.
2. It is the responsibility of the Leader of small groups to ensure that the area(s) used are cleaned and sanitized before they leave the building.
3. Hand sanitizer supplies will be placed at the entrance to the narthex, sanctuary, and all bathrooms.
4. Containers to be used for the disposal of used gloves, masks, etc. will be labeled, lined with trash bags, and placed outside the front door and at all hand sanitizing stations.

5. Cleaning of **all** public areas and touch points will be accomplished by Step 7 on Saturdays each week. **Providence volunteers will do it again on Sundays.** This cleaning will meet CDC standards.
6. Cleaning equipment is stored in various places.
 - a. Broom, dustpan, and Swifter mop are in the kitchen cupboard.
 - b. Vacuum cleaner is in the men's bathroom'
 - c. Rag mop and bucket are in the bathroom hallway closet.
7. Cleaning supplies will be kept in the cupboard under the kitchen sink.
 - a. The public "touch areas" include the door knobs, light switches, sinks, faucets, tables, etc.
 - b. A task checklist will be posted on the cupboard door to help cleaners know that our cleanliness standards have been met.
 - c. Cleaners must wear a mask and gloves.
 - d. Extra cleaning supplies will be kept in the bathroom hallway closet.
8. Extra hand sanitizing supplies will be kept on the shelf in the storage area behind the chancel.

SECTION 4: CHANGES TO EXPECT WHEN WE RE-OPEN:

1. **Both the front and back doors will be open to improve the air circulation. Please enter the building through the front door. Both doors will be used when it is time to exit the sanctuary. (See #13)**
2. **Greeters** will be at the front door to welcome you. In good weather, the door will be propped open. In inclement weather the door will be opened from the outside by the greeters. There will be no hugs nor handshakes at this time.
3. **The greeters** will direct you to go directly into the sanctuary to be seated. You may socialize by distance in the sanctuary rather than in the narthex where the space is too limited.
4. **Visitors** will be invited to pick up a visitor's bag on their way into the sanctuary.
5. **Ushers** will be at the entry to the sanctuary to give assistance as needed. They will not be handing you a bulletin. The service order will be projected on the screen. Currently, the bulletin is published in the Midweek Update, so if you wish to have a copy to follow during the church service, you can print it out and bring it with you.
6. We encourage you to bring your own Bible if you want to follow along with the liturgist.
7. The **choir** will not be singing. The hymns for the service will be projected on the screen. Singing with a mask on will be a personal choice.
8. The **Friendship Pads** will not be used. Attendance will be taken by one of the ushers.
9. **Passing the Peace** will be discontinued.
10. **Offering** drop boxes will be placed on a table inside the entrance to the sanctuary. You may drop your offering in them as you enter. Envelopes for special offerings (Deacon's, One Great Hour, Joy, etc.) will be provided when timely. We encourage you to consider some alternate way of giving. (Mailing a check to the church, or using Bill Pay through your bank.)

11. **The Communion service** will still be celebrated on the first Sunday of the month. We have ordered individually pre-packaged elements. The packets will be placed at the exit doors of the sanctuary for you to pick one up to take home with you.
12. **Fellowship Time** after church will be cancelled for the time being.
13. **Dismissal after the worship service will be guided by the ushers. We will use both the front and rear doors of the church. (Front rows use the door behind the chancel, back rows use the at the rear of the sanctuary.)**
14. **Baptism, Funerals, Memorial, Weddings, or other special services** may continue with the same conditions of social distancing. We will use chlorinated water for Baptisms. Outdoor weddings are allowed providing the outdoor service guidelines are followed. (See Section 6 #4.)
15. In the case that anyone is diagnosed with COVID-19 after attending a meeting or worship service, the church will be closed and disinfected. The closure time period will be dependent upon the time it takes to do a thorough cleaning and disinfecting. **Remember, the church will not be liable if you diagnosed with COVID-19.**

SECTION 5. EXPECTATIONS FOR SMALL GROUPS:

1. When Session decides to open the building, small groups that use our facility will also have to adjust to some changes.
2. Small groups are those with less than 25 participants: Friday, Saturday and Tuesday Bible study classes, Godly Play, Adult Education/Forum, Session, Deacons, PNC, Ministry Teams.
3. The meeting place within the church may have to change to an area large enough to comply with the social distance requirement.
4. Where possible, utilize separate settings (Four walls, partitions, or physical barriers, and a designated entrance and exit.)
5. **Both the front and back doors will remain open during your meeting time.**
6. The leader must take attendance. This will enable us to notify others if any member of the group becomes ill with a possible diagnosis of COVID-19.
7. Godly Play may continue meeting upstairs in the classroom. The Godly Play leader will ensure that the children wash their hands before and after their session, and also ensure that the objects used in the lesson are cleaned and sanitized after use.
8. The playroom area upstairs will be closed. Small tables have been placed in the Fellowship Room, which can be used by Step 7 or other children whose parents are attending worship services or meetings. Parents are encouraged to provide quiet activities for their children. The behavior of the children is the responsibility of the parents.

SECTION 6: ALTERNATE SERVICES TO BE CONSIDERED:

1. **Multiple services:** If it is deemed practical, we may offer more frequent service options to reduce the density of attendees. We will consider services directed to different groups—the vulnerable, families, youth, etc.
2. **Virtual services:** We plan to continue providing recordings of Sunday services on-line. Because many of our members and friends are of the “most vulnerable”

age group, we want to continue providing them with the opportunity to worship with us. We will encourage them to stay home until they are personally assured that it is safe for them to go out to public places.

3. **Zoom Meetings:** We will continue Zoom gatherings until such times as we can return to in-house/in-person worship services.
4. **Outdoor services:** We are already planning this option at the Mosca's home, and Challenger Park with the following considerations.
 - a. The site must have adequate car parking space.
 - b. The site must allow attendees safe, independent access. (May have help from family member)
 - c. The site must be large enough so attendees can be seated by social distancing guidelines.
 - d. The attendees must bring their own chair and sun protection items. (umbrellas, sunglasses, sunscreen, etc.)
 - e. There must be an area large enough for the worship leaders to practice social distance among themselves, and the congregation.
 - f. The site should have restroom availability.
 - g. Congregation members must wear masks

Prepared by the members of the Worship and Music Ministry Team using the resources of the Denver Presbytery, the Presbyteries of Grand Canyon and De Cristo document, the Minutes of Providence Session meeting on May 11th, the Deacon's Report, of May 5th, the e-mail received from Steve Heald on May 12th, the Douglas County guidelines of May 23rd, the Colorado Department of Health & Environment guidelines dated 5/29/20 **and with advice from our insurance company.**