

Socially Distanced In-Person Worship Action Plan



2020

Southport United Methodist Church

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www.sumc.org



Purpose

The purpose of this action plan is to provide guidance to the congregation and staff for resuming worship service (only) at Southport United Methodist Church (SUMC). Procedures put forth adhere to the five-stage plan put forth by the state of Indiana, Centers for Disease Control (CDC) and Executive Order 20-22 and the Bishop's recommendation for the UMC.

It is our goal to provide a safe and comfortable worship experience for everyone. Therefore, we encourage everyone to follow the recommended safety practices.

SUMC Supports

Any person 65 years old or older and/or those with known high-risk medical conditions* should remain at home. We encourage you to worship online.

Face coverings are recommended for ALL. Children under 2 years old cannot wear mask.

Social distancing of at least 6 feet will be maintained between non-family groups inside and outside the building.

**People with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications, people with severe obesity (body mass index [BMI] of 40 or higher), people with diabetes, people with chronic kidney disease undergoing dialysis, people with liver disease.*

Limited Access to Building

Access to the majority of the building will be restricted. Only areas essential to worship will be opened minimizing the areas that will need to be cleaned in between services.

Open Areas

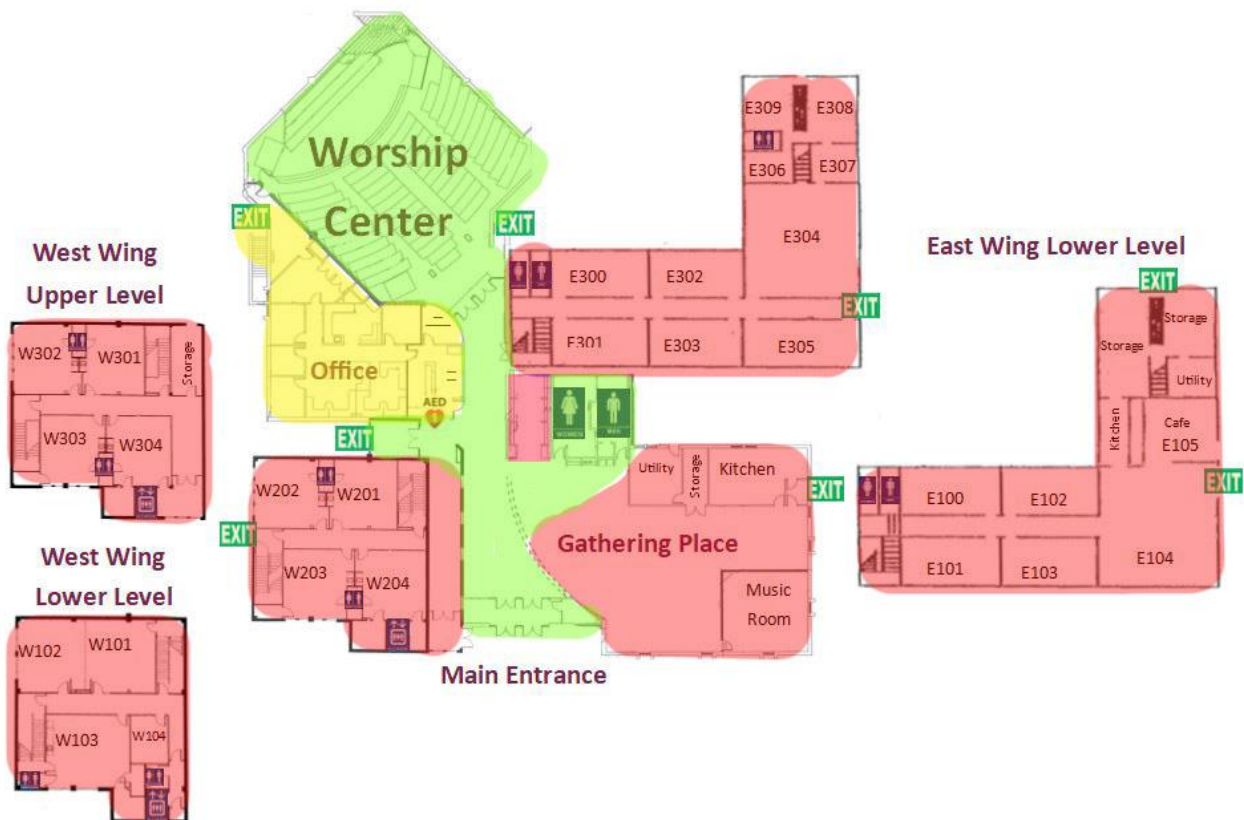
- Worship Center
- Limited area in Gathering Place
- Gathering Place Restrooms

Restricted To Staff and Key Volunteers

- Office (available to staff and key volunteers)

Areas Not Open

- East Wing
- West Wing
- Majority of Gathering Place
- Kitchen
- Music Room
- Coat Room



Limited Scope Of Activities

We will be limiting the scope of activities that generally occur during worship strictly to what we have identified as essential elements of worship. This greatly reduces the contact individuals are having with each other as well as the time they are exposed to a group setting.

We Will Offer

Worship

- Sermon
- Prayer
- Music

Will Not Offer In-Person

Youth & Children Areas

- No Childcare
- No Children's Church
- No Youth Group

Adult Activities

- No Sunday School Classes
- No Small Groups

Other

- No Communion
- No Coffee & Donuts
- No Bulletins
- No Children's Bags
- No Coats storage
- No Drinking Fountains

Preparing Our Facilities for Worship

Below are the tasks we will perform and prepare before allowing our facilities to be opened for worship.

Cleaning

- Entire building will be professionally cleaned and disinfected

Worship Center

- Chairs will be spaced with 6ft between guests (guests of same household will be seated together without spacing).

Signage

- Signage promoting best hygiene practices will be displayed (appendix A & B)
- Signage instructing traffic flow to promote social distancing will be displayed (appendix C)
- Signage advising those over 65 or with known high-risk medical conditions to not attend group (appendix D) functions will be posted
- Signage recommending face masks will be posted (appendix E)
- Social Distancing will be marked in the Gathering Place.

Training

- Training for staff and volunteers will be provided on how to encourage and support social distancing and promote best practices for hygiene (appendix G).

Communication

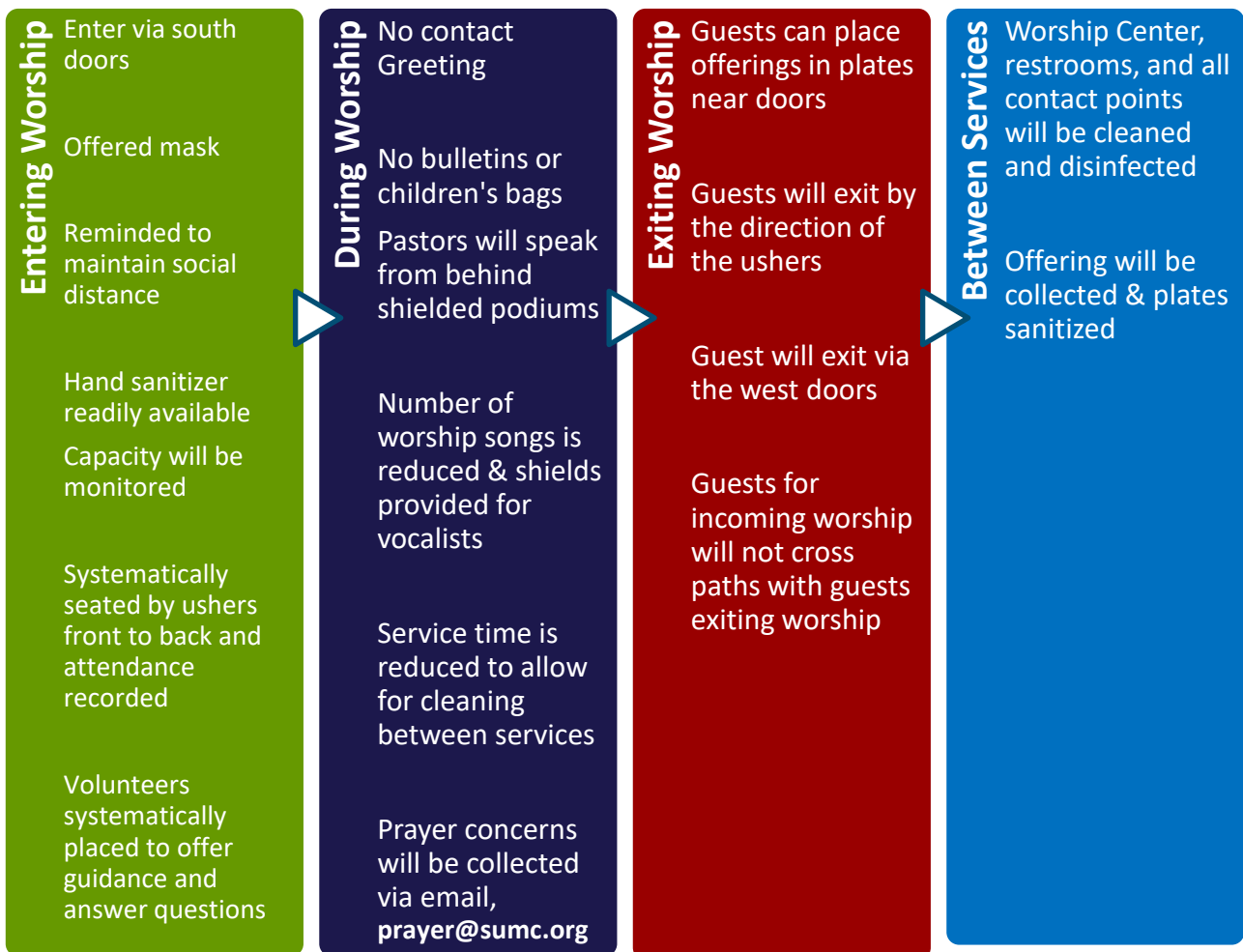
- Our plan will be distributed to our congregation via email and social media.
- A bulleted quick reference will be included (appendix F).

Worship Plan

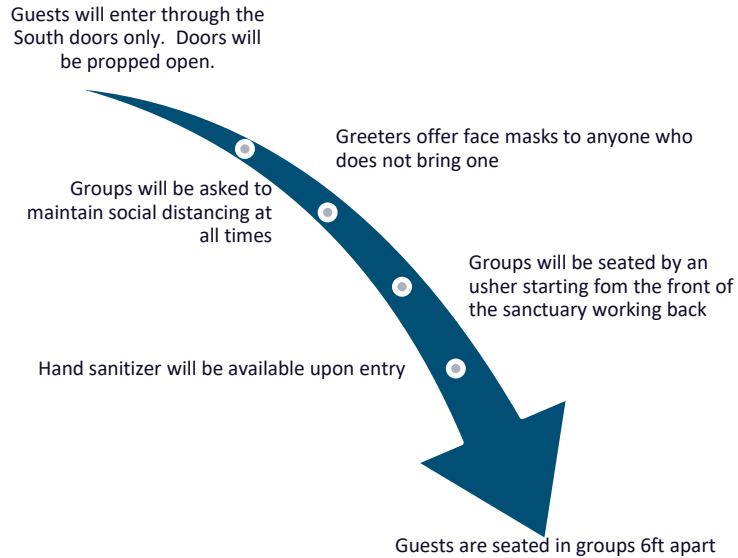
We will have four worship services each week at their normal times, Thursday at 6:30 p.m. and Sunday at 8:30 a.m., 10:00 a.m. and 11:15 a.m. Our services will be shortened slightly to allow for cleaning between services and an increase in time taken to enter and exit the worship center. Our plan for worship revolves around 4 key elements: entry to worship, during worship, exiting worship, and cleaning/preparing worship center in between worship services.

Staff & Volunteers

- Before the first worship services all staff and volunteers will have their temperatures taken and be asked to go home if their temperature is over 100.4 degrees.
- All staff and volunteers are expected to exhibit proper social distancing, hygiene practices, and wear masks unless on stage speaking or performing



Entering Worship



During Worship

Greeting

- Greeting will not include contact or leaving seated area

No Items passed out

- No bulletins
- No Children's bags
- No Communion
- Not passing collection plates

Music

- A reduced number of songs will be sung
- Guests will be invited to remain seated to reduce airborne particles
- Shields for Musicians (appendix H)

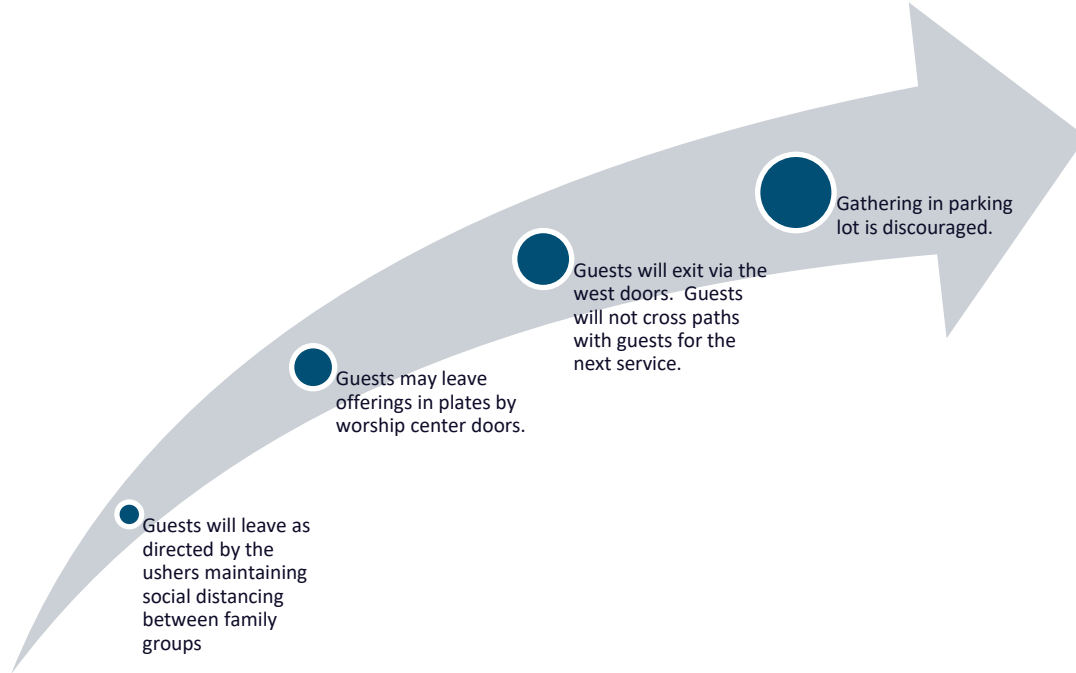
Prayers and Worship

- Guests will be invited to email prayer concerns to prayer@sumc.org
- Ministers will preach from podium and be shielded

Service Time

- Service times will be reduced to allow for additional time for cleaning

Exiting Worship



Between Services

Cleaning Worship Center	Cleaning Bathrooms	Other Items
<ul style="list-style-type: none">• Chairs, door knobs, offering plates, and any other contact points will be cleaned and sanitized with products approved to kill COVID-19	<ul style="list-style-type: none">• Toilets, sinks, towel dispensers, doorknobs, and other contact points will be cleaned and sanitized with products approved to kill COVID-19	<ul style="list-style-type: none">• Offering plates will be sanitized• Music Equipment will be sanitized

Enter & Exit Map



Appendix A



Protect Yourself & Others



If you are not feeling well or are high risk please feel free to worship with us from home at www.sumc.org



Please avoid contact

Maintain 6ft of distance as much as possible



Wash your hands with soap and warm water for 20 seconds and use hand sanitizer regularly



Wear a cloth mask covering your mouth and nose while in public



Avoid touching your face



Cough and sneeze into a tissue or your sleeve

Thank you for helping keep everyone safe!

Appendix B



WASH YOUR HANDS



**USE SOAP AND
RUNNING WATER**



**RUB YOUR HANDS &
ARMS VIGOROUSLY
FOR 20 SECONDS**



**WASH ALL SURFACES
INCLUDING: BACK OF HANDS, WRIST,
UNDER FINGERNAILS WITH A BRUSH,
RINSE YOUR HANDS WELL**



**DRY YOUR HANDS
WITH A PAPER TOWEL**

Thank you for helping keep everyone safe!

Appendix C



Appendix D



We encourage any person
65 years old or older
or
with a high-risk medical condition*
to remain at home and worship
with us online.

www.sumc.org

or

[@southportumc on facebook](https://www.facebook.com/southportumc)



*People with chronic lung disease or asthma or in contact with them. People with heart failure, kidney or other chronic conditions. People with diabetes or other chronic conditions. People with high blood pressure or other chronic conditions. People with cancer or other chronic conditions. People with immune system disorders. People with chronic kidney disease or other chronic conditions. People with chronic liver disease or other chronic conditions. People with chronic pain or other chronic conditions. People with chronic sinusitis or other chronic conditions. People with chronic fatigue or other chronic conditions. People with chronic depression or other chronic conditions. People with chronic anxiety or other chronic conditions. People with chronic stress or other chronic conditions. People with chronic insomnia or other chronic conditions. People with chronic migraines or other chronic conditions. People with chronic headaches or other chronic conditions. People with chronic dizziness or other chronic conditions. People with chronic vertigo or other chronic conditions. People with chronic tinnitus or other chronic conditions. People with chronic hearing loss or other chronic conditions. People with chronic vision problems or other chronic conditions. People with chronic hearing aid use or other chronic conditions. People with chronic hearing loss or other chronic conditions. People with chronic hearing aid use or other chronic conditions. People with chronic hearing loss or other chronic conditions. People with chronic hearing aid use or other chronic conditions.

Appendix E



PLEASE



Thank You!

Appendix F



LET'S WORSHIP



WHAT WE ARE DOING

- Provide Safe Worship Options
 - *Online*
 - *In-Person*
 - *Encouraging Social Distancing*
 - *Spaced Seating in Worship Center*
 - *Separate Entrance & Exit*
 - *Cleaning between worship services*
- Remind You How to Stay Safe



WHAT YOU CAN DO

- Wash Your Hands Often
- Avoid Close Contact
- Wear A Mask
- Worship at Home if You are High Risk or Sick

Appendix G

Staff and Volunteers

The following outlines the procedures to be performed to ensure the safest environment possible for the congregation. All volunteers and staff will do the following:

1. Masks will be worn at all times.
2. Wash hands often and use hand sanitizer as needed between washings.
3. Take temperature upon arrival at church. If you feel ill prior to reporting to church please stay home and notify a staff person so your duties may be reassigned.
4. Maintain social distancing to 6 ft. including no hugging, handshaking etc.
5. Anyone using cleaner should use gloves during cleaning and hand sanitizer after cleaning if unable to wash hands.

South Entrance:

In addition to the first five steps, the following will be the duties of this area:

The following outlines the procedures to be performed to ensure the safest environment possible for the congregation. All volunteers and staff will do the following:

BEFORE SERVICE

1. Greet attendees while maintaining 6 ft. distance
2. Offer anyone entering a mask if they are not already wearing one.
3. Direct attendees inside while they maintain their groupings.
4. If the worship center fills for a service, please inform those who wish to enter and offer to have them wait in their car for the next service or tell them about online services.
5. Remain in place to answer questions as needed.

After service has started and if there is no one else entering, wipe door handles using approved cleaner.

AFTER SERVICE:

1. Redirect any attendees trying to exit this route toward the west wing.

Appendix G (continued)

Inside Gathering Place:

In addition to the first four steps, the following will be the duties of this area:

BEFORE SERVICE:

1. Greet attendees while maintaining 6 ft. distance.
2. Offer anyone entering a mask if they are not already wearing one.
3. Offer hand sanitizer.
4. Direct attendees to wait in the designated location while they maintain their groupings.
5. Direct attendees to bathrooms as needed.
6. If the worship center fills for a service, please inform groups who are waiting and direct them to wait in their car for the next service or tell them about online services.
7. Remain in place to answer questions as needed.

AFTER SERVICE:

1. Direct attendees exiting Worship Center toward west wing exit.
2. Assist with cleaning between services as needed.

Outside Worship Center Doors:

In addition to the first four steps, the following will be the duties of this area:

BEFORE SERVICE:

1. Keep attendees outside Worship Center until ushers are ready to seat attendees.
2. Offer mask to attendees if they are not wearing one.
3. Offer hand sanitizer.
4. Communicate with ushers inside Worship Center the number of attendees in each party so seating can be arranged as needed. Additionally, communicate to ushers if anyone in the group does not wish to wear a mask.
5. Allow each group to enter Worship Center as requested by ushers.
6. Communicate with ushers and attendees waiting to be seated regarding availability of seats.
7. If the worship center fills for a service, please inform those who wish to enter and offer to have them wait in their car for the next service or tell them about online services.

AFTER SERVICE:

1. Direct attendees toward the west wing doors to exit.
2. Wipe down the door knob to the Worship Center after all attendees have left.
3. Assist with additional cleaning as needed.

Appendix G (continued)

Ushers inside Worship Center:

In addition to the first four steps, the following will be the duties of this area:

BEFORE SERVICE:

1. Ensure cleaning is complete from previous service if appropriate.
2. Maintain 6 ft. distance between seat groupings.
3. If an attendee does not wish to wear a mask, all the people in the group will be seated to the left of the Worship Center and the distance between the seat groupings will be greater than 6 ft. apart.
4. Seat attendees front to back in the Worship Center after their seats are ready.
5. Communicate with the person outside the Worship Center as seats begin to fill and are completely full in the Worship Center.

AFTER SERVICE:

1. Dismiss attendees one row at a time starting at the back of the Worship Center moving forward.
2. Direct attendees to exit toward the west wing doors.
3. Instruct attendees they may place any monetary gifts in the offering plates located at the back of the Worship Center.
4. After the last person has exited the Worship Center, begin cleaning chairs and all surfaces using approved cleaners. Start in the front of the Worship Center moving toward the back. Wipe down door knobs and offering plate after monetary gifts have been removed.
5. Inform person at the Worship Center doors when Worship Center is clean and ready for next service.

West Wing Doors:

In addition to the first four steps, the following will be the duties of this area:

BEFORE SERVICE:

1. Redirect anyone attempting to enter through these doors to the South entrance. Tell them we have one way in and one way out to ensure attendees safety.

AFTER SERVICE:

1. Direct attendees to exit quickly.
2. Discourage groups gathering in the vestibule and sidewalk. Emphasize social distancing.
3. Clean exit door handles after the last person has left and to ready the door for the next service.

Appendix G (continued)

Sidewalk on south west corner of the church:

In addition to the first four steps, the following will be the duties of this area:

BEFORE SERVICE:

1. Answer questions as necessary.
2. Direct attendees to enter via the south entrance.
3. Discourage large gatherings on the sidewalk.

AFTER SERVICE:

1. Direct attendees as needed.
2. Discourage large gatherings on the sidewalk.
3. Answer questions as necessary.
4. Assist with cleaning bathrooms.

Bathroom Cleaners (this person should not be used to clean any other area on this day):

In addition to the first four steps, the following will be the duties of this area:

BEFORE SERVICE:

1. Ensure bathrooms are clean and ready for attendees.
2. Check supplies (toilet paper, paper towels, Kleenex etc.)

AFTER SERVICE:

1. Wipe all surfaces such as sink, faucets, paper towel dispensers, door knobs on stalls (inside & outside), flushers and door knobs on door entering bathroom.
2. Replenish toilet paper, paper towels, Kleenex etc. as needed.

Appendix G

