

## **FMC Covid-19 Readiness Guidelines**

Because FMC values Christian community, we present these guidelines to foster interactions while keeping everyone as safe as possible. We cannot eliminate all risk, but following these guidelines will reduce it as much as possible. These guidelines may change as conditions evolve.

For details of the conditions under which we will gradually return to using the FMC building, see the [Reopening Plan](#).

To submit a request for special uses of the building and grounds, see the [Gathering Request](#) form.

### **Facilities Readiness**

Various improvements to our facilities have already been made, based on recommendations by the CDC and others:

- No-touch faucets and no-touch soap dispensers were installed in first floor bathrooms that did not have these features.
- No-touch hand sanitizers on stands were obtained for the main entrances to the building and the sanctuary.
- Carpets were deep cleaned.
- The building's air circulation was determined to be adequate to avoid spreading the virus.
- Seating and tables were removed from the Fellowship Hall

### **Prior to Reopening**

Our goal will be to create the safest physical environment possible and reduce the possibility for transmission of the airborne virus by doing the following.

- Designate one-way hallways next to the Mel and Mary rooms
- Deep clean carpets
- Clean all hard surfaces with disinfectant
- Clean restrooms with disinfectant
- Flush water system
- Post signs about sanitizer use, hand washing, physical distancing, and mask wearing
- Be sure we have a backup supply of cleaning and disinfecting materials.
- Train those responsible for cleaning for best practices.
- Clean high-touch surfaces (door handles, kitchen faucets, pulpits, keyboards, etc.)
- Re-arrange chairs in the sanctuary as needed to allow for physical distancing. Open the south overflow area and set up chairs in there when we reach level 3.
- Provide many trash cans for disposing of tissues, etc.
- Purchase at least two no-contact thermometers for the entry door.
- Purchase masks for people who may have forgotten theirs.
- Orient greeters and ushers.
  - Greeters – should be well protected, measure temperatures, provide masks to attendees as needed, monitor numbers/attendees from the list, help at the end with encouraging people to exit to the parking lot.
  - Ushers – help people find seating with household units in sanctuary well separated, encourage people to use sanctuary entrance and exit doors appropriately, dismiss people row-by-row to the parking lot after the service, monitor numbers.

- Ensure our air handling system is performing at least six air exchanges per hour.
- Put up signs for outside Entrance (main doors) and Exit (mailbox area) doors.

### **Anticipated practices when we first return to indoor gatherings (levels 2, 3)**

Our goals are 1) to establish practices that create the lowest possible risk for transmission of infection, particularly by individuals who may not know they are infected, and 2) to nurture congregational life as much as possible.

#### *Worship services and similar events*

- People in vulnerable groups and/or those with Covid symptoms (for guidance on symptoms, refer to: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) and/or those who may have been recently exposed are encouraged to participate virtually. Live streaming will be available – end date to be determined.
- External entry doors will open 15 minutes before worship begins.
- Greeters at the outer building entrance door will take temperatures (using no-contact thermometers), ask about possible recent exposures, and remind people to wear masks. They will provide masks for those who may have forgotten them.
- Masks will be required for all people two years and older.
- When entering, worshippers will be encouraged not to congregate in the Fellowship Hall but to move promptly into the sanctuary and be seated. We encourage people to take their coats, etc. with them to the sanctuary rather than hang them on the coat racks.
- Keep sanctuary doors open for air circulation.
- Greet each other with no contact.
- Maintain a 6-foot physical distance.
- Based on the number of individuals and family units, it is estimated our maximum capacity in the sanctuary is 120 people, if we use the south overflow area for worship services.
- Ushers will help people find appropriate locations with their household units. Households with children may need more space to allow for their movement. If needed, additional worshippers can sit in the Fellowship Hall with appropriate distancing. We can project sound from the sanctuary into the Fellowship Hall.
- Children's time leaders will provide ways to engage the children without having them gather in the front of the sanctuary, perhaps interacting with their household units in their seats.
- We will not use bulletins, attendance pads, or hymnals/bibles in the sanctuary. The order of service, announcements, and scriptures will be sent to the congregation beforehand so they can access them electronically.
- Instead of congregational and/or choral singing, we may use soloists and/or recorded music and/or instrumental music. No wind instruments. Members of small ensembles will remain at least six feet apart and wear face masks
- No spoken congregational group readings.
- Offering plates will be placed near the entrance and exit doors. Plates will not be passed during the service.
- After the service, ushers dismiss worshippers row by row directly to the parking lot without gathering in the Fellowship Hall. Greeters will be posted in the hallway and exit area to encourage people to move outdoors.
- No shared food or drink (including potlucks)
- Sealed, pre-filled communion packets will be available at the entrance door on the days we celebrate communion. Gluten-free packets should be available as well. Worshippers may remove masks briefly while consuming communion items.

- Baptisms can be carried out with appropriate safety measures listed in this document.
- No group prayers that involve the laying on of hands.
- No childcare during the service for the time being.

### *Sunday School and VBS*

Children ages two through 5th grade: Children's Sunday school that is divided by age group and held indoors is paused until August 2021 (the next program year).

In lieu of VBS and Sunday School, outdoor GLOW-type activities may be held as possible and as described below.

- After at least three worship services at Level 3 have occurred, FFC may provide at least one outdoor GLOW-type activity per month.
- These GLOW sessions will be ~15 minutes, with outdoor playtime offered afterward.
- At least one parent per family will be asked to supervise during GLOW.
- Other parents will wait on the playground to pick up their children after GLOW is finished.

### *JYF/MYF:*

- After at least three worship services at Level 3 have occurred, FFC may provide at least one youth class per month, likely corresponding with the dates of GLOW.
- MYF and JYF classes will be ~30 minutes and may be held indoors with proper spacing for seating and following all protocols (masking, etc.).
- Occupancy limits will be posted at the entrances of the room.
- Since the maximum number of possible youth attendees is known, no monitor will be posted at these doors to count participants unless requested by the SS teacher.

### *Adults:*

- After at least three worship services at Level 3 have occurred, FFC may provide at least one face-to-face adult class per month.
- Adult classes would be 60 minutes or less, following all safety protocols.
- Pavilion may be used for outdoor classes with properly spaced seating.
- If held indoors, classes would likely be in the Mel & Mary Classrooms with properly spaced seating, with a limit (to be determined by Del or Facilities) of 12-15 people.
- Occupancy limits will be posted at the entrances to the room.
- A monitor will be placed at the entrance (with other possible entrances marked "Do Not Enter") keeping track of how many people are in the classroom. When the maximum number is reached, the monitor will let any additional folks know that capacity has been reached.
- The monitor will take names of those who were interested in attending the adult SS. FFC may use this information as priority sign-up for the next session or to arrange for additional facilitators and classrooms for future sessions.
- Other classrooms and the use of the Fellowship Hall may be assessed for appropriate capacity, which will be discussed with Trustees before moving forward.

### **Outdoor Activities**

Outdoor activities may take place, weather permitting, at levels 0-3.

- Symptomatic individuals should participate virtually (for guidance on symptoms, refer to: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).
- Masks will be required for everyone two years old and above.
- Maintain a 6-foot distance.

- When using the pavilion, keep the garage doors open on all three sides.
- After use of the pavilion, users will clean and disinfect it when they are done.
- No sharing of food or drinks.
- Indoor restrooms can be used briefly.

### **Other Activities**

Certain activities may take place in our facilities at various levels, but participants must comply with all safety guidelines listed elsewhere in this document.

- Symptomatic individuals should participate virtually (for guidance on symptoms, refer to: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).
- Blood drives, due to their medical need and support of the healthcare system stressed by the pandemic, can occur at all levels.
- Small groups, committees, youth groups, and other small gatherings will be possible at levels 1, 2, and 3 as long as participants follow safe practices as listed earlier in this document.
- Indoor weddings and funerals are allowed at levels 2 and 3 and will follow FMC safety guidelines.
- If a funeral is limited only to close family and friends during the pandemic, the congregation and/or family may consider a larger memorial service when the pandemic has subsided.
- Pastoral care and counseling will be conducted online if possible. It may be conducted in person within the church building at levels 1, 2, and 3, but will follow FMC safety guidelines while also maintaining appropriate confidentiality.
- FMC employees will be able to work from home as needed and/or be assured of working conditions that are as safe as possible if working in the building.
- Service project groups and work groups will follow appropriate safety guidelines.
- Church life leaders and faith formation leaders will encourage virtual interactions for fellowship and/or spiritual growth when possible.
- FMC members are currently not planning for Family Promise use of our building for hosting in 2021 until at least Dec 2021 or maybe later into 2022. If the new variants of the Covid 19 become prevalent in 2021 or 2022, hosting this event could be postponed beyond 2022.

### **Use of facilities by outside groups**

We expect outside groups to follow the guidelines we have set for FMC members and participants. We will share these guidelines with outside groups.

### **Process for approval for special uses of the building during the pandemic**

Because we cannot oversee all possible circumstances, we ask that individuals or groups (internal or external) desiring to use FMC facilities (at levels 1, 2, and 3) submit a request for approval using the [Gathering Request](#) form.

### **Reporting Covid and Contact Tracing**

If any attendee reports a case of Covid to the Trustees within seven days after participating at FMC, we will contact all attendees (preferably via email) letting them know that they may have been exposed but not revealing the name of the person who has been diagnosed. This process will also be required of non-FMC groups using the building.

Surfaces will routinely be cleaned after each event, whether a case has been reported or not.

We may develop more specific contact-tracing processes as time goes on.

**Following the guidelines**

Because these guidelines present new practices for many, attendees may forget at times to act in the low-risk ways included here.

Greeters and ushers may need to remind attendees to follow these guidelines, but other members should feel free to remind attendees about safe practices in a spirit of love and caring for all.

These guidelines will be posted on the FMC website, and the bulletin and worship leaders will also remind people on a regular basis.