

Miles Chapel Baptist Church Reopening CoV-19 Standard Operating Procedure



“Impacting, Transforming and Empowering People to Live Victorious Lives”

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Overview

Our Christian Responsibility

When and how churches reopen is not primarily an issue of religious freedom or personal rights. It is a matter of love for God and neighbor. We need to exhibit abundant caution to make sure that our personal actions do not harm others, even if we are not intentionally doing so. We should act as if we could infect those with whom we come into contact.

People trust their church, pastor, and leaders. Therefore, it is incumbent that we act with common sense, wisdom, and constant evaluation to make appropriate and timely decisions, especially since many participants are in an at-risk population.

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Purpose and Scope

The purpose of this procedure is to ensure the safety and well-being of the Miles Chapel Church family and its visitors, by implementing a standard operating plan to facilitate re-opening in-person worship in our sanctuary.

The re-open procedure will address all facets of participation and worship in the church sanctuary to include church entry, worship activities, collection of monies, and church exiting.

The re-open procedure will be adhered to by all Miles Chapel Church congregants and visitors, and/or until such time it is deemed safe to return to normal processes by state officials and the governing church council.

Glossary of Definitions

At-Risk population: group of people that are more susceptible, or at higher risks to particular health conditions and diseases.

CDC: Center for Disease Control and Prevention, headquartered in Atlanta GA. This organization is the leading, national public health institute of the United States.

Congregant: a member of a congregation, especially that of a church or synagogue.

Coronavirus: a group of RNA viruses that cause a variety of diseases in humans and animals.

COVID-19: CO stands for corona VI stands for virus, D for Disease, 19 stands for 2019- the year the disease was discovered.

Directives: an official instruction.

Incumbent: necessary for someone as a duty or responsibility

MCBC: Miles Chapel Baptist Church

Pandemic: disease that is prevalent over the country and world.

Physical Distancing: the act of distancing oneself from another person in order to maintain safe personal space (6 ft. or more).

Proximity: nearness in time, space and relationship.

SOP: Standard Operating Procedure

Procedure

Section I - Entry into the Sanctuary

Congregant must follow the designated protocol before entering the sanctuary:

1. Put mask on, covering your nose and mouth and keep mask on for the duration of the service.

Once a congregant enters the foyer, the following protocol will occur:

- a. Disinfect hands using the sanitation station.
- b. Allow assigned person to take congregant's temperature. A congregant with a reading of 100 degrees and above will not be allowed in the sanctuary. If a congregant registers 100 degrees or above, allow them to cool down, relax, drink water, etc. and retake the temperature. If a congregant registers over 100 degrees a second time, advise the congregant to seek medical assistance from a health care provider. Due to elevated outside temperatures, it is not uncommon that some people might register high due to outside conditions.
- c. Follow the usher to the designated pew. Do not hug, shake hands or high five another congregant. **Please smile and wave.**
- d. **Wash and sanitize hands after each bathroom use.**

- e. Place tithes and offerings in designated basket(s) as you leave the sanctuary.
- f. Proceed through the foyer outside. Do not gather in the foyer after service.

Section II – Leadership Responsibilities

1. Label pews with colored tape or marking to designate a seat and allow 6 feet between congregants.
2. Post signs about shaking hands, hugging, etc. in the bathroom and on entry doors.
3. Remove all items such as bibles, hymnals and fans from sanctuary.
4. Lock all entries to the church except the main entrance for use only
5. Establish stations where congregants can leave offering and tithes as they leave the sanctuary.
6. Encourage online and mail-in giving.
7. Sanitize the sanctuary after each use.

Section III - Greeter / Health Matters Ministry Contact Responsibilities - Each greeter will:

1. Wear masks and gloves
2. Not shake hands or hug
3. Ensure doors are propped open
4. Will answer questions regarding procedure and policies
5. Will supply masks to those without one
6. Take temperature check with a non-contact thermometer
7. Will make hand sanitizer available in foyer and at each entry

Section IV - Usher Responsibilities – Ushers will:

1. Wear masks, gloves and social distance while on post
2. Seat congregants by directing them to the front of the church to the back. Congregants will not seat where they wish, but directed to the next available pew. Congregants in the same household do not need to be six feet apart
- 3. Not distribute fans, in addition personal fans are prohibited**
- 4. Not operate ceiling fans**
- 5. Adhere to all guidelines when addressing unruly congregants. You may request the assistance of a leadership member if needed.**
6. Bring water to congregants only in emergency situations
7. Control traffic to and from the bathroom during service (only one person allowed in the bathroom at a time).
8. Dismiss each row individually, starting from the back to the front to ensure social distancing. Do not allow gathering in the foyer after service.

Section V - Music Ministry:

1. Choirs will not participate in morning worship. All choir rehearsals will be suspended. Use of smaller numbers will be utilized as we reintroduce the choirs at a later time.
2. No hymnals will be utilized during this time.

Section VI - Media Ministry:

1. Clean microphones, headphones, computers, laptops, etc. after every use. DO NOT use water. Rubbing alcohol or alcohol-based cleaners are recommended.
2. Rotate members if possible.

Section VII - Medical and Health Experts Information

List of CDC published conditions that impact risk of CoV19:

Kidney Disease, COPD, Obesity, Weakened Immune system, Heart Conditions, Sickle Cell Anemia, Diabetes 2, Asthma, High Blood Pressure, Stroke, and Dementia. This list is not exclusive; there may be other risk factors that impact the individual.

Approximately 60% of people have one or more of these risk factors. See CDC website for addition guidelines and standards.

Local, State and Federal Guidelines: Federal / State guidelines and directives have been released for the re-opening of in-person church activities in stages. In response to both the guidelines and directives, Pastor Torain and the Church Council will issue ongoing guidance utilizing information from the CDC and the North Carolina Department of Health and Human Services. Congregants are required to follow these recommendations to ensure a safe re-opening of Miles Chapel Baptist Church.

Section VIII – Quality Control Plan

1. Initiate trial run of the procedure
2. Develop an audit / checklist for trial run
3. Document all issues and develop plan to correct
4. Validate that all issues have been resolved
5. Assign a point person to be responsible for audit process
6. Conduct quarterly reviews of the SOP to address and correct all changes and revisions

Section VIII – Exception / Miscellaneous

1. When worship leader, Pastor or speaker is speaking or singing, s/he does not have to wear a mask.
2. Only ushers that do not have pre-existing conditions can serve during this crisis
3. Congregants can have their temperature checked twice if the initial reading is 100 degrees or above due to outside conditions.
4. No choirs or congregational singing is allowed
5. Instruct congregation of expectation via conference call, text message, mail or phone calls.
6. Treat all in-person gatherings, to include weddings, funerals, support groups, etc. according to protocol.
7. No funeral attendees will be seated prior to the family arriving in the sanctuary (exception: elderly and handicapped attendees).
8. Tithing and offering envelopes will be available in the foyer for congregants to pick up prior to service.
9. Signage for bathroom doors in the foyer will be purchased to identify when the bathrooms are occupied.
10. No gathering in the foyer after service.

11. Encourage all members who feel sick or run down not to attend but join online.
12. Continue on-line worship service for at-risk population or those who do not feel safe returning to worship in the sanctuary.