

Highland's COVID-19 Return Plan

0620-01

TO: Highlands Congregation

FROM: Bryan Parrott, Highlands Health Officer

With the release of restrictions that will allow us to return to church life, we must do so with a continued interest in the safety and security of our members and visitors entering our facility to worship. With that in mind, changes in behavior must be implemented until such a time as a vaccine will allow us to return to the life we once knew. The Safety and Security Team has developed the following procedures to guide us through the next phase of our return to worship. These procedures are being implemented at the direction of the Mission Center leadership in conjunction with the World Church.

Effective July 5, 2020, the Highlands will open our doors for worship services ONLY. There will not be any classes or breakfast during the month of July. There will NOT be any weekday events, classes, or other meetings during July. This is due to the need to continue to keep the church disinfected. Members are asked to refrain from going into the church between Sundays because you may be unaware of the cleaning schedule and cross contamination could occur. If this changes, Pastor Wendy Gunn will forward changes through email.

Services will continue to be broadcast on Zoom for those who are uncomfortable coming to church. The most vulnerable should consider these alternatives and not feel pressured to be at church. Continue to monitor emails for links to each service.

Future instructions will be provided for August and beyond based on the information available at the time. The congregation should be prepared to move forward or backwards depending on the ever changing environment. Exceptions will be directed to the pastor who will then discuss with the Highlands' Health Officer for guidance. A formal exception request will then be presented to the Mission Center for approval.

Please read the following and be prepared to follow the direction of the Security Team, Ushers & Greeters as we gather.

1. All perimeter doors will remain locked so entry can only be made through the front doors. A traffic flow will be established so we can avoid direct contact with one another.
 - a. Entry into the sanctuary will be made through the back with seating in every other row. Families should sit together with their children and children should not be allowed to roam the building. Certain areas of the church will be cleaned and off limits so we do not have to continue to pay to clean them.
 - b. When exiting the sanctuary, the door at the back side (SE corner) will be used to exit.
2. When entering the facility, attendance will be taken in an effort to create a contact list in case a COVID case is detected among one of our own. Contact tracing is a critical aspect of fighting the spread of the virus. It may or may not be required by some jurisdictions as we move forward; however, The Highlands will continue this practice in an effort to protect our own and attendance is taken every Sunday anyway. Any visitors NOT on our regular roles will be required to provide a name, email

address and physical address for contract tracing. Whoever is assigned to take attendance will contact a member of the Safety and Security Team for advice if issues arise.

3. Everyone will be required to wear a face mask when entering the facility. If you don't have a mask, it will be provided to you. If you receive a mask from the congregation, please wash it and reuse the mask when you return to worship with us next time. Speakers, singers, etc. may be allowed to remove their mask while speaking or singing but should don them as soon as they are finished. A protector for microphones will be provided or disinfectant wipes provided to clean the microphone after each use. (Please do not use the wind screens normally on the microphones.)
4. Hand sanitizer will be available throughout the building. We encourage you to touch as little as possible and use the sanitizer. Sanitizer will be available as you exit the building so you can enter your vehicle with clean hands.
5. Only the bathrooms closest to the sanctuary should be utilized. One person at a time should use the bathroom at any time except for family members. Please do not enter any other rooms, including the kitchen, gymnasium, classrooms, and other bathrooms. Rooms and hallways that are off limits will be posted. Please pay attention to signage which will be spread throughout the building for instruction.
6. Worship preparation (just before start of service) should be done outside or spread out in the classroom hallway on the south side so social distancing can be maintained. Set chairs on the stage with proper spacing and or sit with proper spacing on the front row of pews which will be reserved for service participants.
7. All services will be projected with no bulletins printed. All hymns will be projected as hymnals will be removed until we progress to another phase. (singing with masks on is still under review)
8. Prayer and Praise requests will NOT be placed on prayer towers during this phase. Prayer and Praise requests should be directed to Missy Shields electronically for distribution. Please provide them the night before so they can be presented for prayer during the Sunday service.

The Safety and Security Team will be present to assist you and guide you through the process. Our hope is that we can come together to worship and gradually return to normal life of love and praise to our Heavenly Father as one family.

Procedures for Presiders & Planners

OFFERTORY

Offertory baskets will be placed at the back of the sanctuary near the exit at the SE door. Offertory remarks should be made with congregants instructed to deliver their contributions to the baskets on their way out. Deacons will stand by the baskets during collection. The baskets will be stacked and then picked up by Gary Libeer, Terry Allen, or Wendy Gunn. They will be the only ones to handle the baskets with protective measures in place. You are encouraged to use the electronic contribution app for your phone. If you need help learning how to utilize this method of giving please feel free to contact Gary Libeer, Bryan Parrott, Allen Keeler, or anyone else who uses the program.

COMMUNION

Communion will be prepared by TWO deacons or other designee. Gloves and masks will be used and the communion covered with cellophane in the kitchen. The cellophane will remain in place until emblem preparation during the service. A mask and gloves will be used to prepare the emblems and proper hand washing measures will be used.

Emblem preparation during the service will be done with rubber gloves by one person. Communion Servers will place their gloves on during emblem preparation and can dispose of them when communion is complete. A trashcan will be available at the back of the sanctuary for sanitary disposal of gloves.

Congregants will be required to come forward at the direction of the presider to the front of the sanctuary to receive their portion of the bread and wine. Bread and Wine should be served using the combined prayer so movement is limited to one trip.

1. BREAD-Servers will wear gloves during the service of bread. The server will hand the piece of bread to each member. Members should not be allowed to forage for a piece of bread. A table or other barrier may be used to separate the members from the servers.

WINE-Servers will hand the wine cup to each member or may place it on the table to be picked up. Cups will NOT be placed back in the trays after being touched, therefore make sure to make this announcement as part of the preparation remarks. The member will then drop the cup in the zip lock bag. The zip lock bag will be sealed and placed in the trash receptacle at the back of the sanctuary. The Health Officer can clarify this procedure for you if you have any questions.

POST SERVICE CLEANING

Post service cleaning will occur throughout the week prior to the next Sunday. The Health Officer will coordinate cleaning with Kerry Lukenbill as some cleaning will be done in house and some will be done under contract. For this reason, PLEASE REFRAIN FROM COMING TO THE CHURCH DURING THE WEEK AS NOT ALL AREAS MAY BE CLEAN.

Clean Bathrooms and Sanctuary Surfaces (Lukenbill later during the week)

Microphones and sound board should be cleaned by the sound person at the completion of the service.

Kitchen area cleaned and sanitized. Run dishwasher with communion trays.

Piano and Organ will be cleaned by users at the completion of the service.

I know these procedures may seem excessive to some as there are varying opinions about the real dangers of the COVID transmission. Facts, however, support the simple fact that our congregation has within its population some of the most vulnerable. Out of respect for those members we need to adapt to new procedures and pray for a return to normalcy so we can get back to sharing the love of Jesus Christ with one another without the fear of hurting someone we love.

Safety and Security Team