

**Centreville United Methodist Church (CUMC)
and
Korean United Methodist Church of Koinonia (KUMC-K)
Healthy Church Team (HCT) Plan for Indoor Non-Worship
Meetings during Stage 2**

(Plan approved by the Arlington District Superintendent on October 1, 2020)

INTRODUCTION

On September 1, 2020, the CUMC Church Council approved the Healthy Church Team (HCT) recommendation to plan for indoor non-worship meetings, activities and gatherings during Stage 2, with all health and safety protocols in place.

The health and safety of members and guests of CUMC/KUMC-K are of paramount concern. The HCT has developed the following plan to begin indoor non-worship meetings. This plan provides mandatory rules and procedures for those meeting in various meeting rooms/areas of CUMC. Due to prior commitments, not all rooms/areas of CUMC may be available for use.

A Group Leader will be identified for each indoor non-worship gathering who will coordinate the activity with the Church Administrator. The Group Leader must fully read, understand, and follow each requirement of this Plan. The Church Administrator will make available a copy of this Plan to all Group Leaders requesting the scheduling of an indoor meeting (Exhibit F). All participants and volunteers are encouraged to review this plan prior to attending an indoor non-worship meeting.

For indoor non-worship meetings, everyone will apply and abide by all the standards, protocols, and requirements of the Technical Assistance Manual (TAM). The TAM is available on the Virginia Conference of the United Methodist Church website (<https://vaumc.org/return/>).

Child-care is not part of this plan and will not be offered during Stage 2.

GATHERING REQUIREMENTS

CUMC/KUMC-K Plan for Indoor Worship During Stage 2 with HCT edits 3/29/2021

Scheduling:

The Church Administrator is responsible for scheduling meeting rooms and deconfliction among groups.

At this time, the priority for scheduling of indoor non-worship meetings will be in the following order unless otherwise approved by our Pastors:

1. CUMC/KUMC-K Ministries
2. CUMC/KUMC-K-sponsored Groups
3. Non-CUMC/KUMC-K Groups
4. Other activities

Meetings should be planned for a maximum of 2 hours duration. Windows and doors should be open and the room thermostat fan set to “on” to maximize ventilation for all meetings. Close all doors and windows and reset the thermostat to “auto” when the meeting ends.

Capacity:

Every room or area approved by the HCT for meetings will have a sign posted stating the allowable number of people permitted considering social distancing and safety requirements. The CUMC Administrator will query each group about the anticipated maximum number of the people to attend before scheduling any room. For non-worship gatherings the maximum number of people allowed is that allowed by the Virginia Conference of the United Methodist Church, the designated room capacity, or the Commonwealth of Virginia Executive Order limit with social distancing whichever is less.

Responsibilities:

The **Group Leader(s)** will also have the following responsibilities:

- Ensure that each of the requirements described below and contained in the TAM is complied with by all meeting participants:
- Coordinate the scheduling, registration, procedures, and requirements of the indoor meeting with the Church Administrator.
- Request that each participant pre-register using the online link provided by the Church Administrator (easiest way), or use the sign-in form (Exhibit A) located in the Narthex, or on-line at <https://centrevilleumc.org/resources/healthy-church>.
- Ensure that pre-registration of all participants is completed, and a headcount of the pre-registered attendees is communicated to the Church Administrator no later than twenty-four (24) hours before the indoor gathering.

- Check-in all participants of the group(maintaining social distance):
 - For Pre-Registered attendees, include asking the four Health Questions and obtaining affirmative answers.
 - For Walk-Up registration, include obtaining affirmative answers to the four Health Questions and recording contact information on the Exhibit E form. Attendees who have NOT pre-registered may be accommodated provided the capacity of the assigned meeting space is not exceeded.
- Ensure that no one will be allowed beyond the Narthex until the registration and health acknowledgment process has been completed. Leaders may want to use the “day of” checklist (Exhibit H) during check-in at the main entrance of the church as a reminder of important steps to be taken before entering the building.
- Provide a list of all individuals who attended the meeting (including Walk-up registration contact information) to the Church Administrator immediately after the meeting.
- Ensure the building is secure before leaving.

The **Church Administrator** will have the following responsibilities:

- Scheduling the meeting time and place using the above priorities, the prospective size of the gathering, and availability of the desired meeting space.
- The Church Administrator will make available a copy of this plan to the Group Leader of an indoor meeting.
- Create the appropriate online link for pre-registration.
- Retain all lists of attendees in a secure and confidential manner
- Implement the notification procedures in the event of a confirmed case of COVID-19 in a CUMC/KUMC-K gathering as outlined in Exhibit E.

REGISTRATION

It is important that all participants in any indoor gathering are registered with full name and best available contact information. Pre-registration is strongly encouraged to allow for accurate meeting space selection and to streamline the entry process.

Health Protocol Compliance:

- All attendees must be able to comply with the requirement to maintain physical social distancing i.e., staying six (6) feet or more away from others and wearing masks.
- It is the responsibility of every individual planning on attending any indoor meeting to review their health using the “Health Acknowledgement Form” (Exhibit

B) as a Guide. The Form is available on the CUMC website <https://centrevilleumc.org/resources/healthy-church>.

INDIVIDUAL SAFETY

Those individuals gathering for indoor meetings under this plan will comply with the following:

- Sick individuals must stay home.
- Individuals must take their temperature the day of the meeting and may NOT attend if their temperature is greater than 100.4 degrees Fahrenheit.
- Face coverings are required for all individuals at indoor meetings and must be worn for the entire duration of the meeting.
- No one with symptoms of COVID-19 or known exposure to COVID-19 in the prior 14 days may attend indoor meeting.
- CUMC has three stand-alone Hand Sanitizer stations which may be available, but attendees should also consider bringing a supply of their own.
- Strict physical distancing, i.e., a minimum of six (6) feet between individuals or individual family/household groups must be maintained at all times in any of the rooms where the meetings are to be held.
- No food is allowed.
- Individual water bottles are allowed but strict social distancing must be maintained and masks must be replaced immediately after drinking.

DAY OF THE MEETING

- An Entryway Health Acknowledgement Poster (Exhibit C) will be posted at the entryway used for all non-worship service meeting/events. **ALL PERSONS**, prior to entering the church building, must read the form and acknowledge that they can affirm **‘YES’** to all four statements. **Persons who cannot affirm ‘yes’ to all the statements on the form will not be able to enter**
- Signage will be posted on the main doors and outside each room being used reminding participants about proper mask usage, social distancing, staying home if sick, and not entering the building if exhibiting symptoms of COVID-19 or if they have had exposure in the last 14 days to COVID-19
- Restrooms available for use will be designated by prominent signage, and limited to use by one person at a time.
- Persons that have NOT pre-registered may be admitted on a first come, first served basis if space is available.
- The Group Leader and/or his/her designee will closely monitor the indoor meeting attendees to ensure face masks are kept on at all times and social distancing is maintained during the duration of the meeting.

ENTRY AND EXIT PROCEDURES

- Entry to the church building will be through the Main Entrance and signs will be posted to show Entry doors. However, ROC entrance doors may be used by those meeting in the ROC.
- Egress from the church building will be through the MARKED set of doors then through the Fellowship Hall to the outside of the building and into the parking lot. However, ROC doors may be used by those meeting in the ROC.
- If someone is coming to the building, not for a meeting for which they are already registered but for other business such as dropping off something, they are to answer the health questions at Exhibit C and fill out the “Daily Walk-in Log” (Exhibits G) located just inside the main entrance.

CLEANING

- CUMC/KUMC-K teams will perform the INITIAL cleaning of the requested spaces, entry/exit points and high-touch areas PRIOR to the indoor meeting, including the NEAREST set of restrooms.
- Water fountains are turned off.
- The Group Leader will plan for cleaning all high-touch surfaces in the areas used, including restrooms, after the meeting. A CDC approved cleaning solution will be provided. (e.g. 1/3rd cup of household bleach per one gallon of water.)
- The Group Leader will ensure that all trash, rubbish, and disposable materials that have been touched are deposited in trash containers.

PARKING

- Park in every other space and if someone is parked beside you, wait for them to get out of their vehicle and wait for them to get six (6) feet away before you exit your vehicle.
- Put your face mask on before you leave your vehicle and keep it on until you are back in your vehicle.

MEETING REQUIREMENTS

- If someone removes his/her face covering and refuses to put it back on, the meeting will end, and everyone will have to leave.

- No shared meeting materials will be used; however, meeting attendees may bring their own materials (pens, pencils, notebooks, etc.).
- No refreshments other than personal water bottles
- No handshakes, hugging, or personal contact. Maintain social distancing.

COMMUNICATIONS

This plan, once approved, will be made available on the CUMC website, under the “Resources” tab so that participants may review it prior to attending indoor non-worship meetings.

EMERGENCY SITUATIONS

In the event that any individual attending the indoor meeting becomes ill during that meeting, it is the responsibility of the Group Leader or his/her designee to immediately take steps to address the situation. As a reminder, **everyone is required to wear face masks or a covering even in an emergency**. Those steps include, but are not limited to, the following:

- If absolutely necessary, remove the individual and take them to a designated place. Currently, that designated place is the hallway area just outside of the Chapel.
- Immediately provide whatever care may be required for the individual, including notifying emergency responders if necessary.
- Immediately end the meeting and gradually dismiss the meeting attendees, while maintaining social distance protocols.
- Continue to care for the ill person and allow access to him/her by their immediate family members or others who may be needed for support.
- **Should any attendee test positive with COVID-19, have contact with someone who has now tested positive with COVID-19, or developed 2 or more symptoms of COVID-19, they are to notify the Church Administrator who will follow the procedures outlined in Exhibit E, attached hereto.**

ADDENDUM 1

CUMC Bell Ringer Rehearsals

This activity will follow the processes, procedures and protocols contained in the CUMC/KUMC-K *Healthy Church Team (HCT) Plan for Indoor Non-Worship Meetings during Stage 2*.

The leader for indoor activities under this addendum will ensure all involved follow the processes, procedures, and protocols of the plan to which it is added. The CUMC Director of Music Ministries is the responsible person for this addendum.

The hand bell room is adequate for rehearsal when bell tables are set in their normal side-by-side positions. However, with COVID rehearsal restrictions, that room is too small. We propose setting up bell tables in the choir loft for our larger choirs and in the choir room for smaller ones.

- Each ringer will have a separate 36" x 30" table.
- In the choir loft, starting on floor level, the tables will occupy every other level with ringers on the levels in between.
- Each table will be spaced 6 feet apart.
- There will also be at least 6 feet front to back between ringers
- Each table will be covered with its own cloth.
- Music folders and bells will stay on their own individual tables and ringers will not move from table to table during rehearsal.
- Ringers will not share bells.
- Ringers will wear gloves and will stay masked throughout the rehearsal.
- Bell handles and folders will be wiped down following each rehearsal.
- Other precautions with regard to hand bell equipment will be observed.

ADDENDUM 2

KUMC of Koinonia Rise Against Hunger Event

This outreach activity will follow the processes, procedures and protocols contained in the CUMC/KUMC-K *Healthy Church Team (HCT) Plan for Indoor Non-Worship Meetings during Stage 2*. T

he details for this event have been discussed and approved by the Healthy Church team of CUMC and KUMC. The event will be on Sunday, October 18, 2020. It will start at 10 am and end at 12 pm. It will be held inside the church campus in both the ROC (Recreation and Outreach Center) and the Fellowship Hall. We have both rooms reserved from 9 a.m. to 1 p.m. to account for set up and clean up time.

Participants must comply with CUMC's health checklist in order to volunteer. There will be a maximum of 25 volunteers per room for a total of potentially 50 participants total. Following the guidelines laid out by Rise Against Hunger, there will be one person or one family per table/ station. Volunteers will be socially distanced (at least 6-8 feet) from each other (excluding members of the same family). Tables/ stations will also be socially distanced from each other. CDC-compliant masks and standard gloves are required in order to participate. Stations will be sanitized before and afterward.

ADDENDUM 3

Healthy Church Plan for Potato Drop

The potato drop is an event where we receive a truckload of 45,000lbs of potatoes in 50lb bags. Those potatoes are then re-bagged into smaller 10lb bags for distribution to area food pantries. We will also be distributing the potatoes to the clients of our various food ministries. The event schedule is as follows:

Truck arrives at 6:00 AM, and unloading/set-up team prepares the area from 6-9 AM.

There will be 4 bagging shifts from 9:00 AM - 10:00 AM, 10:15 - 11:15 AM, 11:30 AM - 12:30 PM, and 12:45 -1:45 PM. There will be a 15-minute pause between shifts for sanitizing and to allow one team to leave and the next to arrive.

Distribution (separated by distance from the packing) will run from 12:00 - 4:00 PM.

The following healthy church procedures will be followed:

This will be an outdoor event, weather permitting. If absolutely necessary, an indoor plan will be followed.

All participants must pre-register, sign off on the healthy church poster upon arrival, wear a face covering at all times, maintain social distancing, and follow all other healthy church team guidelines on parking, restroom use, etc. Gloves will also be worn by all volunteers. There will be no food provided to the volunteers. All volunteers will also be required to sign a release form for Society of St. Andrews, our partner organization in this event.

Potato bagging will be done in four shifts, with a 15-minute break between shifts for departure/arrival and sanitation. 20 bagging tables will be spread along the entire length of the parking lot, with a minimum of one empty parking space between tables. Each table will host 1 family of up to 4 persons, or 2 individuals working at opposite ends of the table from one another. A limited number of "runners will bring potatoes to the tables and retrieve bagged potatoes, so that there is as little as possible movement of volunteers. Each volunteer will have specific assigned duties and areas.

Separate small teams of volunteers will handle the unloading of the truck, and the distribution of the potatoes. These volunteers will remain separate from the others.

In the event that weather requires it, the bagging operation will move indoors. In that scenario, a maximum of 12 tables will be set up in the Recreation and Outreach Center (ROC), and a maximum of 8 tables will be set up in the Fellowship Hall. All exterior doors will be propped open to provide ample ventilation. Potato bagging mesh bags will be distributed from the church kitchen for the Fellowship Hall volunteers, and from the ROC kitchen for the ROC volunteers.

Hand sanitizing stations, gloves and masks will be available, whether the event is indoors or outdoors.

ADDENDUM 4

November 3, 2020 General Election

Centreville UMC

Fellowship Hall

5:00 AM to 9:00 PM

Centreville United Methodist Church (CUMC) is a designated polling place for the November 3, 2020 General Election. The procedures to be followed to make the Election as safe as possible will closely conform to the DS-approved CUMC Non-worship Indoor Plan with the following clarifications:

1. Election activities will be limited to the Fellowship Hall (FH) and the designated restrooms.
2. The Maximum allowable capacity of the FH is fifty (50) persons, including poll workers and watchers. This is approximately 20% of the Fire Marshall approved capacity for the space.
3. Entry to the FH will be directly from the outside through the designated set of double doors. These doors will remain open at all times, weather permitting.
4. Exit from the FH will be directly to the outside through a separate set of double doors. These exit doors will normally remain closed.
5. Restrooms will be available for use and will be identified as "One person at a time" with clear signage.
6. All other areas, rooms and entry points to CUMC will be closed and locked.
7. A small breakout room, within the FH will be walled off for the use of Poll workers only.
8. No other activities or gatherings will be permitted in the FH on the evening before, the day of, or the morning after Election Day.
9. Unless needed for Elections support, CUMC Staff will be encouraged to work remotely on Election Day.
10. HVAC units servicing the FH will be set for appropriate temperature control, with the fans set to run continuously to enhance ventilation.
11. According to VA Board of Elections, all voters will be "strongly encouraged, but not required" to wear masks. Voters without masks will be "offered a free mask." If the voter will not or cannot wear a mask they will be "asked to vote curbside." If the voter insists on voting inside, without a mask, they "can still cast their vote without a mask,"
12. All Election Poll workers will wear masks at all times.
13. All CUMC Staff will wear masks and gloves at all times while supporting the Election.
14. Note: Voters will NOT be individually asked the questions on the Health Acknowledgement Poster, but posters will be prominently displayed, along with signage to encourage wearing masks and practicing social distancing.

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ADDENDUM 5

Walk to the Manger

December 18 & 19, 2020

The leader(s) for indoor activities under this addendum will ensure all involved follow the processes, procedures, and protocols of the plan to which it is added. The CUMC Pastors are the responsible persons for this addendum.

All activities under this addendum will follow the processes, procedures and protocols contained in the plan for Indoor Non-Worship in Stage 2.

Objective: To provide a meditation walk for advent similar to a “stations of the cross” event.

Logistics:

December 18: 6 to 8 pm

December 19: 2 to 4 pm and 6 to 8pm

Each station will take approximately 5 minutes. Participants will be inside the building for 7 stations with an approximate time inside to be 35 minutes. An additional day and time block may be added to provide for more participants based on response. All time slots provide for 36 family/ household groups to participate.

Volunteers will be posted to provide assistance as needed. Expectation is to use 6 volunteers, not including the bell ringers for station 5.

All participants will pre-register for an entrance appointment time. Appointment times will be set at 10-minute intervals. All participants will be required to complete the health forms, wear face coverings covering both mouth and nose at all times, and adhere to social distancing protocols.

Participants will receive a printed guide upon arrival. Guides will be printed and placed in individual bags as per the TAM. Bags will be available on a table for participants to pick up.

The participants will walk a predetermined (one-way) path through the building using the guide. At each station the participants, in family/household groups, will follow the instructions in the guide book. All stations along the walk will be visual displays only, with the exception of one station inside (see station descriptions) and one station outside (see station descriptions).

Ventilation plans for the event are contained within the station descriptions.

Meditation Walk Procedures & Station descriptions (all numbers correspond to station map:

Station 1: Check in desk. Participants will check in for the event at their designated time at the **outside** registration desk. The registration desk will be staffed with volunteers, preferably of the same household. If not, the volunteers will maintain 6 ft. distance from one another, wear gloves and masks at all times.

Station 2: Fellowship Hall. Participants will enter fellowship hall via outside doors near main entrance. Outside doors will remain open to provide additional ventilation. In the fellowship hall participants will view a video (God’s Grace Come to Us) playing on the wall mounted TV’s. The

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fellowship hall will be decorated with a variety of Nativity sets from around the world or with fun themes (Such as a Peanuts gang or Fisher Price). Nativity sets will be on loan from church members.

Station 3: Hallway intersection at exit of fellowship hall to education wing. There will be a display themed on the angel's visit to Mary and the Magnificat.

Station 4: Hallway intersection at Preschool office. (Preschool entrance outside doors will be opened to provide additional ventilation.). This display will be based on the Shepherds.

Station 5: Vestibule outside the Chapel. The display will be themed on the Magi. At this station, inside the chapel, a small bell choir (limited to no more than 6 ringers) will be playing music. The bell ringers will be positioned in the Chapel playing at separate tables placed 6 ft. apart, wearing masks at all times and gloves. The outside door to the chapel will be opened to provide additional ventilation. The participants will be able to see and hear the bells but will not enter the room with the ringers.

Station 6: Library entrance. This display will be a Christmas Village display.

Station 7: Narthex. This display will include a Chrismon Tree and a table with Chrismon ornaments and explanations of the symbolism of each. Doors to the sanctuary and the fellowship hall will remain open to provide additional ventilation. Doors to fellowship hall will be roped off to prevent entrance from narthex to fellowship hall.

Station 8: Sanctuary. Participants will enter sanctuary from center isle doors from the Narthex. The participants will be encouraged to take a family picture in front of the Poinsettia Tree (a traditional Christmas Eve photo opportunity at CUMC.) participants will be reminded that masks must stay on for the photos. Advent wreath will provide the focal point for the meditation walk. Doors leading directly outside in the sanctuary will be propped open to provide additional ventilation.

Station 9: Courtyard. Participants will exit the sanctuary through the rear sanctuary doors directly across from the main entrance doors (which will be propped open to provide additional ventilation for narthex area). Upon exiting the participants will go to the courtyard to see a live nativity scene with Mary, Joseph and infant (baby doll) in the manger. Volunteers portraying the Holy Family will be couples and will rotate as needed. We have 6 sets of costumes so there will be no need to share costumes among volunteers.

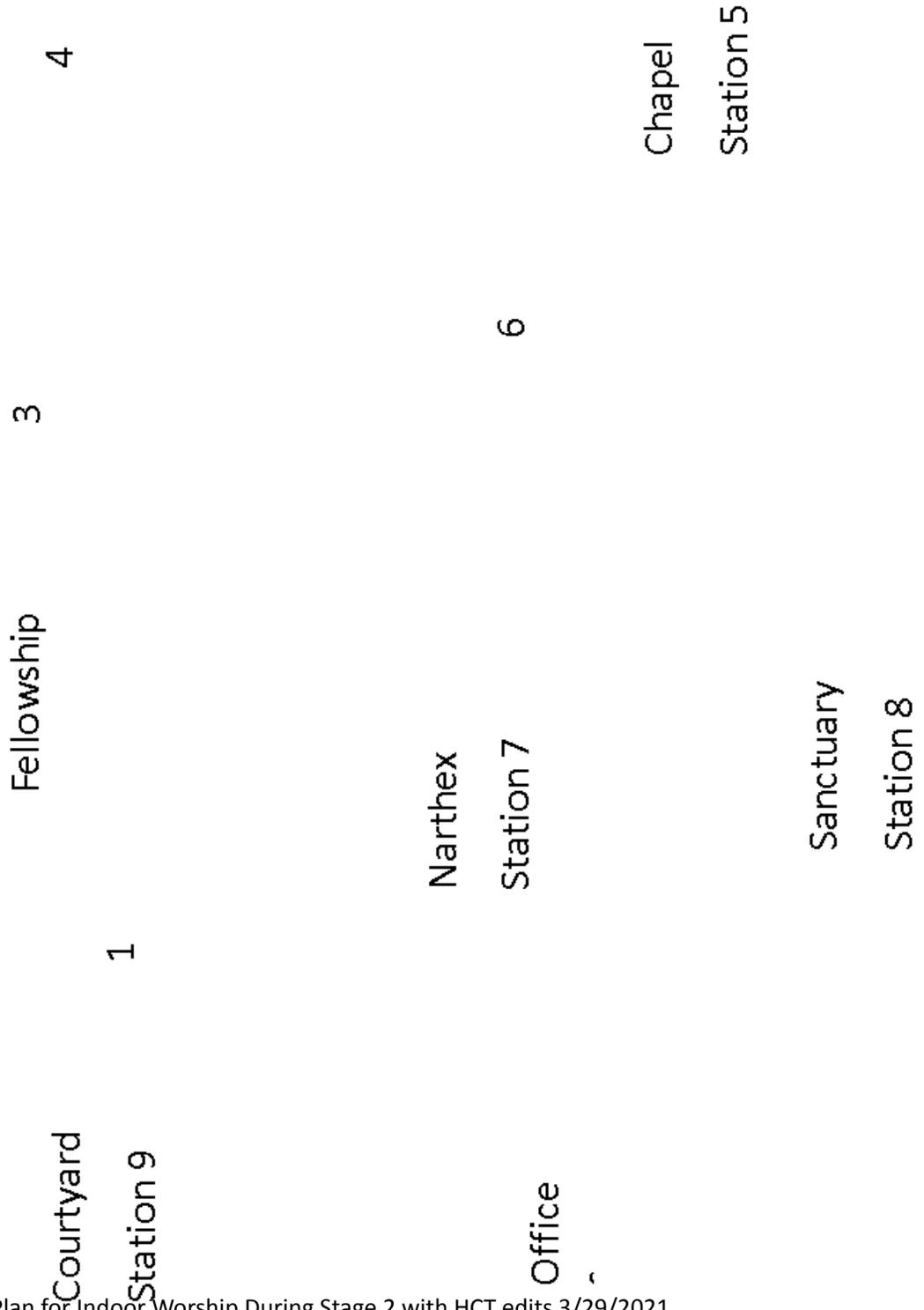
The H/VAC system will be set in all quadrants with the fan running continuously to circular the air. Our H/VAC system recycles 6 times per hour.

Station Map Key:



Indicates outside doors that will be opened to provide additional ventilation.

Walk to the Manger



ADDENDUM 6

Stations of the Cross

Centreville UMC

April 2, 2021

The leader(s) for indoor activities under this addendum will ensure all involved follow the processes, procedures, and protocols of the plan to which it is added. The CUMC Pastors are the responsible persons for this addendum.

All activities under this addendum will follow the processes, procedures and protocols contained in the plan for Indoor Non-Worship in Stage 2.

Objective: To provide a meditation walk with sensory experiences for Stations of the Cross.

Logistics:

April 2, 2021 10:00 AM to 12:00PM (noon)
2:00 PM to 4:00 PM
6:00 Pm to 8:00 PM

Each station will take approximately 5 minutes. Participants will be inside the building for 8 stations with an approximate time inside to be 40 minutes.

Volunteers will be posted to help as needed. Expectation is to use 2 volunteers per time block.

All participants will pre-register for time block. All participants will be required to complete the health forms, wear face coverings covering both mouth and nose at all times, and adhere to social distancing protocols.

Participants will receive a printed guide and materials for each station upon arrival. All materials will be pre-bagged and placed on welcome table as per the TAM.

The participants will walk a predetermined (one-way) path through the building using the guide. At each station the participants will follow the instructions in the guide book. Materials to interact at each station will be single use only with the exception of station 3 and 4. A volunteer will clean station materials in 3 and 4 between participants (see below).

Meditation Walk Procedures & Station descriptions (all numbers correspond to station map provided):

0: Check in desk. Participants will check in for the event at the welcome center to answer the health acknowledgement questions and provide information for contact

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tracing. The registration desk will be staffed with one volunteer. Material kits will be available for pick up at check in.

#1: Table at Coffee station in narthex. This station the participants will use the Ziploc bag of sand provided. As they pour the sand through their hands it will collect in a common tray. Participants will be instructed to only touch sand poured from bag over tray and not any contained in the tray collection bin. A trash can will be provided for participants to throw out empty Ziploc bag.

#2: Fellowship hall center: This station offers the opportunity to light a candle. The participants will be offered a wooden skewer to use as a candle lighter. A pre-lighted candle will be provided to light the skewer. A glass bowl of stand will be provided to extinguish skewers and then place used skewer in trash.

#3: Fellowship hall rear left side: Participants will be provided paper, pen and nail. Hammer provided on table will be wiped with Clorox wipe between uses by the volunteer.

#4: Fellowship hall rear right side: participants will be invited to ring a bell provided on the table. The bell will be cleaned between participants by the volunteer.

#5: Hallway intersection at exit of fellowship hall to education wing. Wood blocks will be provided for walking meditation. Blocks will be used once during time period and be sprayed with disinfecting spray and rested between time periods. (10 will be provided for the 2-hour time period)

#6: Sanctuary (under balcony stair on left side).

#7: Sanctuary altar area. Individual Ziploc bags in participants kit with sponge piece dipped in red wine vinegar. Participants would remove mask no longer than 60 seconds to smell the sponge.

#8: Sanctuary (under balcony stairs on right side).

The H/VAC system will be set in all quadrants with the fan running continuously to circulate the air. Our H/VAC system recycles 6 times per hour. Outside doors will be opened to provide cross ventilation.

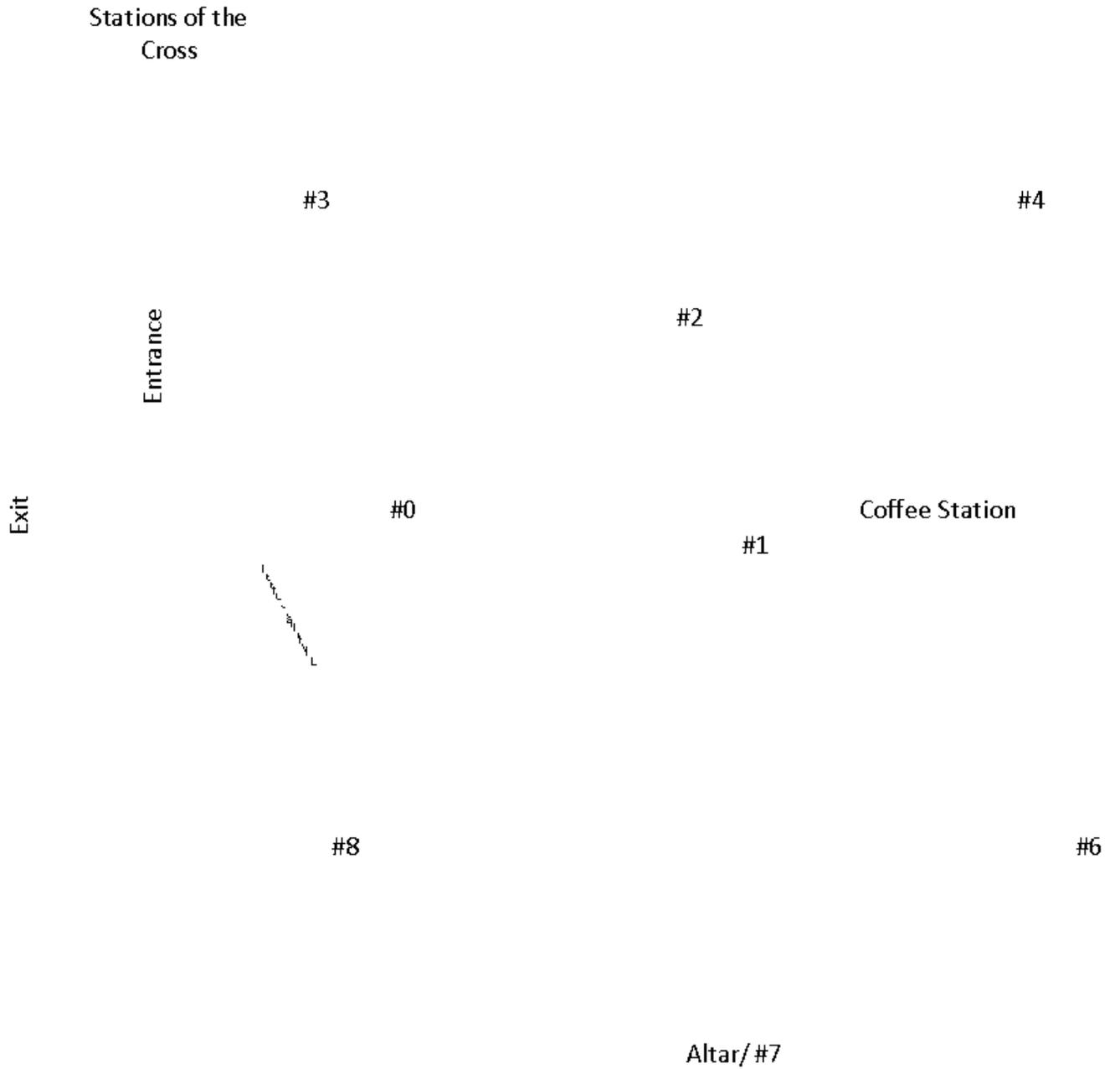


EXHIBIT A
PRE-REGISTRATION FORM FOR GROUP GATHERINGS

Please complete all information (Please print clearly)

NAME OF GROUP or ORGANIZATION:

GROUP LEADER/POINT OF CONTACT:

NAME OF ATTENDEE:

ATTENDEE'S E-MAIL:

ATTENDEE'S PHONE #:

ROOM NUMBER ASSIGNED:

GROUP'S MEETING INFORMATION

Meeting Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Meeting Time							
Meeting Dates							
Desired Meeting Location							

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EXHIBIT B
HEALTH ACKNOWLEDGEMENT FORM
(09 July 2020 Version)

Please review the following questions, so we may keep you and other congregants gathering with you safe and healthy. These questions are to screen for persons who could transmit the virus causing COVID-19.

I acknowledge:

1. I have not had 2 or more of the following symptoms of COVID-19 in the past 14 days:

- Fever
- Shortness of breath or difficulty breathing
- Chills
- Persistent cough
- Flu-like symptoms
- Diarrhea or intestinal upset
- Fatigue
- Sore throat
- Headache
- Muscle pain
- Recent loss of taste or smell

2. I have not been in contact with anyone experiencing symptoms of COVID-19 (identified above) in the past 14 days.

3. I have not tested positive for COVID-19, nor am I awaiting test results, nor have I tested positive and have not subsequently had complete resolution of COVID19 symptoms.

4. I will immediately notify CUMC/KUMC-K if, after attending In-Person Special Event, I develop 2 or more symptoms of COVID-19, will avoid contact with others and will seek medical attention.

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If you cannot answer 'YES' to all the above, we ask you to wait before attending any in-person gatherings at church until you can answer affirmatively.

Health Acknowledgement

Welcome! We're glad you're here.

In order to keep you and other congregants safe and healthy, read and respond to the health questions below. Please affirm to the greeter that you acknowledge the following items are true for you and provide your name and contact number. All persons are required to keep physical distancing of 6 feet or more (from persons outside your household group) and to wear a face covering.



I have not had 2 or more of the following symptoms of COVID-19 in the past 14 days:

- Fever
- Shortness of breath or difficulty breathing
- Chills
- Persistent cough
- Flu-like symptoms
- Diarrhea or intestinal upset
- Fatigue
- Sore throat
- Headache
- Muscle pain
- Recent loss of taste or smell

1.

I have not been in contact with anyone experiencing symptoms of COVID-19 (identified in #1) in the past 14 days.

2.

I have not tested positive for COVID-19, nor am I awaiting test results, nor have I tested positive and have not subsequently had complete resolution of COVID-19 symptoms.

3.

4. I will immediately notify the pastor if, after attending this event, I develop 2 or more symptoms of COVID-19, will avoid contact with others, and will seek medical attention.

EXHIBIT D

WALK-IN REGISTRATION FORM

Group: _____

Date: _____

Group Leader: _____

Room : _____

NAME	E-MAIL	TELEPHONE #	ANSWERED YES TO 4 QUESTIONS

EXHIBIT E

Procedures to be followed in the Event of a Confirmed case of COVID-19 in a CUMC/KUMC-K Ministry

The following *definitions* from the Center for Disease Control (CDC) and Virginia Department of Health (VDH) will be used for reference purposes in this Exhibit.

- **Close Contact:** someone who was *within 6 feet* of an infected person for a *cumulative total of 15 minutes or more over a 24-hour period* (CDC).
- **Exposure:** having *come into contact* with a cause of, or possessing a characteristic that is a determinant of, a particular health problem, in this case COVID-19 (CDC). **“To be considered ‘exposed’ to COVID-19, you have to have had ‘close contact’ with someone with COVID-19”** (VDH).

Who is responsible for notifying the Health Department and securing the Health Acknowledgement Forms needed for their contact tracing?

- Designate a Staff Member to be responsible for responding to COVID-19 concerns. All staff and attendees should know who this person is and how to contact them. **Responsible CUMC member: Church Administrator**
- The **Church Administrator** should notify local health officials, staff, and potentially exposed persons of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA) and other applicable laws and regulations. **Note:** Health officials will be notified by the Church Administrator ONLY in the case where a CUMC Employee tests positive.
- County Health Departments to be notified in the event that a CUMC Employee is confirmed positive for COVID-19:

Fairfax County Health Department

(703) 246-2411 (main telephone number)

(703) 267-3511 (telephone number for **all** COVID-19 calls)

Prince William County Health Department

(703) 792-6300 (main telephone number)

(703) 872-7759 (telephone number for **all** COVID-19 calls)

Loudoun County Health Department

(703) 777-0234 (main telephone number)

(703) 737-8300 (telephone number for **all** COVID-19 calls)

1. The Arlington District Superintendent should be notified if an employee, member, or guest is confirmed positive for COVID-19, and the ill person can be linked to a church activity, or if the procedures in this exhibit are activated for any reason.
2. Additional COVID-19 information and guidance may be found on the website of the VDH at <https://www.vdh.virginia.gov/coronavirus/> and the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

How will we notify people who might have been exposed?

- Staff and attendee should self-report to the Church Administrator if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19, in accordance with health information sharing regulations and other applicable privacy and confidentiality laws and regulations.
- To maintain confidentiality, only the Pastor(s) of the Church, the Church Administrator and the local Health Department will be notified of the identity of the individual.
- Phone calls and emails would be made and sent to advise those who may have been exposed with a person diagnosed with COVID-19 as follows:
 - **Call those attendees with probable close contact:**
“Good afternoon, an attendee at the recent CUMC/ KUMC-K event _____ (insert event here) has _____ (choose one: tested positive with COVID-19, had close contact with someone who has now tested positive with COVID-19, or developed 2 or more symptoms of COVID-19). You have been identified as someone who may have been in the presence or had close contact with this individual and we recommend that you contact your Primary Care Physician for medical advice and next steps. You may be contacted by the Health Department officials for contact tracing purposes. Please follow all CDC guidelines at this time and keep us informed as to your health status.”
 - **Email all those in attendance of the event where the outbreak occurred after the close contact phone calls have been made:**
“Good afternoon, an attendee at the recent CUMC/ KUMC-K event _____ (insert event here) has _____ (choose one: tested positive with COVID-19, had close contact with someone who has now tested positive with COVID-19, or developed 2 or more symptoms of COVID-19). You have been identified as someone who may have been in the presence or had close contact with this individual and we recommend that you contact your Primary Care Physician for medical advice and next steps. You may be contacted by the Health Department officials for contact tracing purposes. Please follow all CDC guidelines at this time and keep us informed as to your health status.”

- Communicate to staff members and volunteers from the event that they should not return to the church until they can verify they did not come into close contact, as that term is defined at the beginning of this exhibit, or failing that, they have been tested and do not have the COVID virus.

How will things be cleaned?

- **Close off areas** used by the person who is sick until proper cleaning procedures have been followed (at least 48 hours from the end of the Event).
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours from the end of the Event before you clean or disinfect.
- **Cleaning and disinfecting indoor areas:** After the 24-hour waiting period, clean and disinfect all areas used by the person who is sick, such as: offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.
- Vacuum the space as needed. Do not vacuum a room/space with people in it.
- Wear disposable gloves to clean and disinfect.
- For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on soft and porous materials, like carpet. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- **Cleaning and disinfecting outdoor areas:** Outdoor areas, such as the playground, outdoor worship area, etc. will require normal routine cleaning, but will not require disinfection.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) are not recommended.

What would be shut down after cleaning and for how long?

- If it has been more than seven (7) days since the person who is sick has visited or used the facility, additional cleaning and disinfection is not necessary.

- The area(s) used by the identified participant should be shut down for at least 48 hours (24 hour holding period plus at least a 24-hour cleaning period).
- Once the area(s) has been appropriately disinfected, it can be opened for use.
- Individuals without close contact with the person who is sick can return to work immediately after disinfection.

For Anyone Who Has Been Around a Person with COVID-19 (sources: CDC and VDH)

- CDC recommends anyone who has had close contact with someone with COVID-19 should stay home for 14 days as the best way to reduce risk after their last exposure to that person. The quarantine can end after 10 days if the person has not developed any symptoms and just 7 days if the asymptomatic person also tests negative for the virus.

What will you do if someone develops symptoms of COVID-19 but no diagnosis yet?

- In the presence of COVID-19 symptoms, assume the individual is positive until proven otherwise and follow all details above.
- The individual would self-quarantine until a diagnosis has taken place and able to return following a negative test.

Afterwards, what steps would be taken to review how this plan had worked? Are any changes in any plans needed to prevent future issues post-Covid-19 diagnosis?

- All Leaders and Responsible Parties would meet to review the procedures. If there are any procedures that need to be amended, those changes would be made at that time.
- The Healthy Church Team should review all the changes, as well as any written reports.

EXHIBIT F

CUMC ROOMS AND CAPACITY

ROOM*	MAX CAPACITY**	NOTES
208	10	
209	10	
210	10	In use
211	10	
212/214	20	
213/215	20	
216	14	
217	14	
218	14	
Fellowship Hall	50	
ROC	50	In use
Youth Room	25	
Conference Room	8	
Bell Choir Room	10	
Choir Room	20	
Chapel	15	
Library	6	

*Rooms are scheduled with the Church Administrator.

**Capacity assumes social distancing of 6 feet, and masks worn by all. The capacity is also limited by Governor Northam's Executive Order. The number of people allowed in a room is the capacity as written here the Commonwealth of Virginia Executive Order, whichever is lower.

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EXHIBIT H

“Day of” Checklist

- _____ Check in attendees at church entrance and ask them to answer the 4 health questions. No one will be allowed beyond the narthex until the registration and health acknowledgement process with affirmative answers is completed
- _____ All attendees must wear masks at all times and stay 6ft or more away from others
- _____ Wipe down all high touch areas in the room being used (door handles, tables, chairs, etc.) with the cleaning solution provided
- _____ Be sure all trash and disposable materials have been placed in trash containers
- _____ Wipe down the restrooms (toilet handles, faucets, sinks, door handles etc.) with the cleaning solution provided
- _____ Place a list of all individuals who attended immediately after the meeting in the marked tray in the Narthex

Reminder: No refreshments other than personal water bottles are permitted.