

**Centreville United Methodist Church (CUMC)  
and  
Korean United Methodist Church of Koinonia (KUMC-K)**

**Healthy Church Team (HCT) Plan for Stage 2  
Events - Outdoor Gatherings**

*(Plan Approved by Arlington District Superintendent on July 8, 2020)*

**INTRODUCTION**

On June 23, 2020, the CUMC Church Council authorized the Healthy Church Team (HCT) to develop a plan for District approval so that CUMC can begin in-person outdoor group meetings and gatherings. This plan was approved by the Arlington District Superintendent on July 8, 2020. Addendums may be added over time with the approval of the District Superintendent.

The health and safety of members and guests of CUMC are of paramount concern. The HCT has developed the following plan to begin such gatherings. The plan provides mandatory rules and procedures for non-worship **outdoor gatherings only** during Stage 2.

The implementation of this plan concerns outdoor areas only. The rules and procedures for indoor meetings are covered in a separate plan. The outdoor areas are currently defined as the Activity Field and Pavilion, Parking Lot areas and the Shaded area in front of the church. The Day School Playground and Chapel Courtyard are specifically excluded. During the period of outdoor-only use, access to the building will NOT be available (including restrooms) for anyone other than the church staff.

Use of the CUMC grounds of the campus is limited to daylight hours and must end not later than dusk. The Pavilion will not be used more than once in any twenty-four (24) hour period. The Parking Area and the Shaded area in front of the church may be used on a more frequent basis, provided that the attendees bring their own chairs. Child-care is not part of this plan and will not be offered during these Stage 2 gatherings at this time.

If there is a conflict in terms of the campus grounds being made available, the determination as to which group will be authorized to use that area on the date and time requested will be made by the CUMC/KUMC-K staff. The order of priority for use by groups for outdoor activities is as follows: CUMC/KUMC-K programs (Covenant, Bible Studies, etc.), then CUMC/KUMC-K-sponsored groups (Scouting, ESL, etc.), and finally non-sponsored groups (AA, etc.).

In all approved uses of the grounds described in this plan, everyone will apply and abide by all the standards, protocols, and requirements of The Technical Assistance Manual for Local Churches (TAM), dated June 15, 2020, as amended. The TAM is available on the Virginia Conference of the United Methodist Church (<https://vaumc.org/return/>).

For outdoor gatherings the maximum number of people allowed is that allowed by the Virginia Conference of the United Methodist Church or the Commonwealth of Virginia Executive Order limit with social distancing whichever is less.

## **GATHERING REQUIREMENTS**

A Group Leader and an Assigned CUMC/KUMC-K Staff member will be identified for each group asking to hold an outdoor gathering on CUMC property. The Group Leader will provide his or her contact information including his or her name, the name of the organization asking to use the CUMC property, e-mail address and phone number (see Exhibit A). The Group Leader will have the following responsibilities, and will ensure that each of the requirements described below and contained in the TAM is complied with for all members of the group and any guests of the group.

- Full compliance with the rules and requirements of this plan and the TAM for all the members or guests in the group.
- The Pre-registration of all participants is completed and filed with the Group Leader not later than one full business day (by 10AM on the Friday before weekend Events) in advance, all as described below. The Group Leader will retain the forms and send a headcount of individuals planning to attend the gathering to the CUMC/KUMC-K Staff immediately after the Pre-registration period closes.
- Coordinate the scheduling, procedures, and requirements of the Gathering with the Assigned CUMC/KUMC-K Staff member
- Take attendance for all arriving participants for purposes of contract tracing.
- Removal of all trash, rubbish, and disposable materials that have been touched from the gathering place.
- Plan for cleaning all high-touch surfaces in the areas used with a CDC approved cleaning solution. (e.g. 1/3<sup>rd</sup> cup of household bleach per one gallon of water.)
- Return the meeting place to the original configuration.
- If an attendee of a Special Event develops 2 or more symptoms of COVID-19, the Group Leader will notify CUMC/KUMC-K and all other attendees of such occurrence immediately. Anonymity of the infected attendee MUST be respected and maintained.

## **INDIVIDUAL SAFETY**

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

- Sick individuals must stay home
- Individuals must take their temperature the day of the gathering and may NOT attend if their temperature is greater than 100.4 degrees Fahrenheit.
- Face coverings are required for all individuals at any gathering and must be worn for the entire duration of the gathering.
- No one with symptoms of COVID-19 or known exposure to COVID-19 in the prior 14 days is allowed to attend any gathering.

- Disposable gloves are NOT available from CUMC/KUMC-K.
- Sanitization stations are NOT available. Individuals should bring their own sanitizers if they need them.
- Strict physical distancing (minimum of 6 feet between individuals or individual family/household groups) must be maintained at all times. For the pavilion at the activity field, that means one individual or one family per table. Alternatively, individuals may bring their own chairs and distance themselves on the activity field.
- No food or drink should be served or shared during the gathering. Individuals may bring a water bottle and their own food, but the drinks and food are not to be distributed or shared with anyone else. Strict Social Distancing must be maintained and masks must be replaced after eating/drinking.

## PRE-REGISTRATION

Pre-registration shall be used by the Group Leader and the assigned CUMC/KUMC-K Staff member that the number of individuals at the gathering can comply with the requirement to maintain physical social distancing of 6 feet at all times.

Every individual planning to attend the group gathering, including any guests, is asked to download and complete a “Pre-registration **Form**” (**Exhibit A**) which is available on the CUMC website (<https://centreville-umc.org/resources/healthy-church>).

The completed form shall be submitted to the Group Leader (or his or her designee) not less than one full business day prior to the scheduled gathering (by 10AM on the Friday before weekend Events). The Group Leader must provide a headcount of individuals planning to attend the gathering to the Assigned CUMC/KUMC-K Staff member immediately after the Pre-registration period closes. Pre-registration forms shall be retained by the Group Leader until further notice and shall be available to CUMC/KUMC-K Staff or the Healthy Church Team upon request. A single Pre-registration form may include family members residing at the same location. A single Pre-registration form may be submitted for multiple or reoccurring meetings provided that the information is current and accurate and that the multiple and/or reoccurring meetings are noted on the form.

The Group Leader must prepare an Attendance List containing the names and contact information for all individuals who actually attend the gathering and provide it to the Assigned CUMC/KUMC-K Staff member within 24 hours after the gathering. Those groups that maintain anonymity as a normal course of their gatherings are required to prepare and retain an Attendance List but are not required to submit it to the Assigned CUMC/KUMC-K Staff member.

## HEALTH ACKNOWLEDGEMENT

It is the responsibility of every individual planning on attending any Special Event to review their own health using the “Health Acknowledgement **Form**” (**Exhibit B**) as a

Guide. The Form is available on the CUMC website (<https://centreville-umc.org/resources/healthy-church>).

## DAY OF THE GATHERING

Before leaving to attend any group gathering each attendee must:

- Take his/her temperature. It must be less than 100.4 degrees Fahrenheit in order to attend the gathering/meeting.
- If you are feeling ill, you must not attend the gathering.
- Bring a face covering – this is mandatory. If an attendee arrives without a face covering, they will not be admitted to the meeting.

## ENTRY INTO THE MEETING SPACE

- Persons that have NOT pre-registered may be admitted on a first come, first served basis if space is available.
- Everyone should enter through the main entrance into the narthex. Sign in if not previously registered for tracing purposes, as needed.
- Persons who have a temperature above 100.4 will not be able to enter.
- “Entryway Health Acknowledgement **Poster**” (**Exhibit C**). An entryway version of the “Health Acknowledgement Form” will be posted at the entryways used for each in-person gathering. Persons, prior to entering, must read the form, acknowledge that they can affirm ‘yes’ to all of the statements on it to a volunteer posted at the door, and provide their name and contact information to include their phone number and e-mail address which the volunteer will record and the church will keep for tracing purposes, if needed. Persons who cannot affirm ‘yes’ to all the statements on the form will not be able to enter.
- A volunteer from the group will greet participants (6ft social distancing) to:
  - Confirm that each person is wearing a face mask. If they are not wearing a face mask, they will not be allowed to join the gathering.
  - Record the name and contact information of each person to include as a minimum an e-mail address and phone number.
  - Record that each person affirmed ‘yes’ to all statements on the Entryway Health Acknowledgement posting

## CLEANING

It is the responsibility of each group to ensure that any area that they use is cleaned both before and after the gathering using a CDC approved cleaning solution (e.g. 1/3<sup>rd</sup> cup of household bleach per one gallon of water). For those using the Pavilion in the Activity field, any benches or tables used must be wiped clean at the end of any gathering. CUMC/KUMC-K will NOT provide the necessary cleaning supplies required to clean the area. It is the responsibility of the group utilizing any CUMC area, including specifically the Pavilion in the activity field, to provide their own cleaning supplies.

## **PARKING**

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

## **FACILITIES**

Outdoor gatherings may desire to have access to indoor restrooms while meeting on the activity field. Coordination for access to and security of the building is required in advance with the Church Administrator. The restrooms available for use will be designated by prominent signage with instructions, and limited to use by one person at a time. The restrooms are to be cleaned after each use with materials and guidance provided by the CUMC Facilities Team. The group leader is responsible for compliance with these requirements, and will ensure the building is secure before leaving.

## **COMMUNICATIONS**

This plan will be provided to the Leader electronically for the meeting/gathering and will be made available on the CUMC website.

## **EMERGENCY SITUATIONS**

In the event that any individual becomes ill while attending the gathering, it is the responsibility of the Group Leader to immediately take steps to address the situation (reminder – everyone is required to wear face masks/covering). Those steps include, but are not limited to, the following:

- Whatever may be required to care for the individual, including notifying emergency responders if necessary
- Separating the individual who appears ill from the remainder of the group
- Immediately end the Special Event and dismiss all but the ill person and their immediate family members 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 D, attached hereto.

## **ADDENDUM 1**

### **A Service of Holy Communion**

**Sunday mornings at 8:00 am and Thursday evenings at 7:00 pm**

All activities under this addendum will follow the processes, procedures, and protocols contained in the *Healthy Church Team (HCT) Plan for Stage 2 Events - Outdoor Gatherings*.

Participants are to pre-register using Sign up Genius. People will have until 10:00 am on Friday to preregister for the Sunday service and 10:00 am the day of the Thursday Service.

At the entrance of the parking lot a volunteer will ask if those in car have preregistered. If they have, they will be invited to proceed to the parking lot. If they have not preregistered and we understand that there is space available, a volunteer will tell them to find a parking spot. If we have reached our limit, then they will not be permitted to find a parking spot and will be encouraged to sign up for the next available communion service on a later date.

A second volunteer will be available to assist people in finding parking spaces.

Signs with social distancing requirements, directions to the registration table will be up. The side walk leading to the registration table will be marked with tape indicating six feet apart.

The posters will be up (on stands) as well with the 4 questions people have to answer upon entering the designated area. The designated area is the courtyard under the trees. There will be a volunteer at the registration table to check people in.

Masks will be required to be worn at all times. We do have some masks that will be available at the registration table.

At the registration table, the participants and volunteer usher will be told a number and a color. The volunteer will lead them to a corresponding color marker that will be placed (in family/couple/single groups) meeting social distance requirements. We will be using Vinyl Numbered Spot Marker Sets.

Participants will be asked to BYOC (chair). For those without chairs, they will be encouraged to stand in the in places that are not directly in front of the altar table.

The service will consist of words of greeting, prayer, scripture, meditation, the Great Thanksgiving. A loaf of bread to be broken and a chalice that will be lifted up will be used but no juice or bread from the cup and paten will be shared. The table that will

serve as an altar will have the bread and cup that pastor will lift up. Pre-packaged communion cups with wafers used to serve the congregation will be set on the alter. A volunteer wearing gloves will set out the cups out on the alter before the service begins. People will be directed to the table to pick up the pre-packaged elements and then return to their place before consuming the elements.

A speaker and microphone will be used. There will be no singing or handing out of anything but the pre-packaged elements during the service.

Instructions will be offered on how to exit with volunteers showing them the designated exit. As long as there are a couple of volunteers willing to stay, some participants may want to remain on the church grounds keeping the 6 feet apart.

A volunteer will disinfect the table where the pre-packaged communion cups were on before the table is collapsed and moved back in side.

Pastors will not remain outside to socialize on Sunday mornings as they will be going inside to prepare for the 9:15 service.

On Thursdays, the communion service will also serve as a time for people to meet Marti and for her to introduce herself to them.

There will be a video created to inform people of what to expect during these outdoor communion services.

There is no rain location and only under emergency/urgent situations will restrooms be used.

In addition to pastors, 7 volunteers being used: 2 parking lot, 2 registration, 2 ushers, and 1 person to set up communion table.

## **ADDENDUM 2**

### **An Outdoor Sunday Worship Service including Holy Communion**

#### **Sunday Mornings at 8:00 AM**

All activities under this addendum will follow the processes, procedures, and protocols contained in the *Healthy Church Team (HCT) Plan for Stage 2 Events - Outdoor Gatherings*.

Masks must be worn at all times and social distancing practiced, with the noted exception of taking off masks momentarily (if desired) to consume the Holy Communion elements. Participants are asked to bring their own lawn chairs to this service or plan to stand if they prefer. Service will nominally last about 30 minutes. There will be no bathrooms available for the participants except in an emergency or urgent situation.

Participants are asked to pre-register using Sign-Up Genius. People will have until 10:00 AM on the Friday prior to the service to pre-register for the Sunday Worship service. People may also walk-up to register just prior to the time of the service and will be asked to provide their contact information and answer “YES” to all four of the Health Questions prior to attending the service.

At the entrance of the parking lot a greeter will ask if those in their car have pre-registered. If they have, they will be invited to proceed to a parking space and then directed to sign-in at the pre-registration podium and answer YES to the four (4) Health Questions. If they have not pre-registered and we know that there is space available, the greeter will tell them to find a parking space and proceed to sign-in at the “walk-up” registration podium. If we have reached our attendance limit, participants will be politely encouraged to depart and sign-up for the next available outdoor Sunday Worship service on a later date.

Signs with social distancing requirements and directions to the registration podiums will be set up. The sidewalk leading to the registration podium will be marked with tape indicating six feet physical separation. The Health Question posters will be set up on stands with the four (4) health questions people will have to answer in the affirmative.

There will be a volunteer at the pre-registration podium to check people in and another volunteer at the “walk-up” registration podium. It is crucial that the registration volunteers ensure that they obtain legible contact information (phone/e-mail) for all attendees should contact tracing become necessary. Masks are required to be worn at all times. We will have some masks that will be available at the registration podiums if needed.

After checking in at the pre-registration or walk-up registration podium and having answered the four (4) Health questions in the affirmative, the participants will be asked

to follow one of the ushers to a designated location in the courtyard under the trees marked by vinyl colored and numbered disks. The usher will lead them to a colored disk that has been placed in a way that meets all social distancing requirements. Families and couples may sit together. Participants have been asked to bring their own lawn chairs. For those without chairs, ushers will help them find places to stand that are not directly in front of the altar table.

The Sunday Worship service will consist of words of greeting, prayer, scripture, meditation, and the Great Thanksgiving (Holy Communion). For Holy Communion, bread will be broken and a chalice will be lifted up but no juice or bread from the cup and paten will be shared. The table will serve both as an altar and as a table to hold the Holy Communion elements. A speaker and microphone will be used by the pastors officiating the service. There will be no singing or handing out of bulletins.

Pre-packaged communion cups with wafers and juice will be set on the altar table near the front of the congregation. A volunteer wearing gloves will set the cups out on the table. People will be directed to the table to pick up the pre-packaged elements and then return to their places before consuming the elements. Those who wish to consume the communion elements may remove their masks momentarily. Those who do not wish to remove their masks may take the elements home with them or consume them in their vehicles.

After the Benediction, instructions will be provided on how to exit the courtyard with volunteers showing them the designated exits. Receptacles will be provided for disposal of the communion cups. At this time, some participants may want to remain on the church grounds keeping six (6) feet apart with masks on and socialize with each other.

A volunteer will disinfect the altar table where the prepackaged communion cups were on before the table is collapsed and moved back inside the church.

Pastors may opt to remain briefly outside to socialize on Sunday mornings but only for just a few minutes since they have to go back into the church to prepare for the 9:15AM Sunday worship service.

There will be a video created to inform people of what to expect during these outdoor Sunday Worship services.

Unfortunately, right now there is no inclement weather location for this service and only under emergency/urgent situations will restrooms in the church be used.

Depending on the numbers of people pre-registered, in addition to Pastors, a minimum of (six) 6 volunteers will be needed for each Sunday Worship service. We will need one (1) Parking Lot Greeter (also can serve as an Usher); Two (2) Registration Podium volunteers; Two (2) Ushers; and one (1) Communion Steward.

## **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 on 10/31/2020 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 they may be.

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 other volunteers.

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

### Drive-by Blessing of the Devices Centreville UMC

All activities under this addendum will follow the processes, procedures and protocols contained in the *Healthy Church Team (HCT) Plan for Stage 2 Events - Outdoor Gatherings*.

Participants will need to pre-register for the event using Sign-up Genius, completing the health acknowledgement form, thus agreeing to adhere to all safety precautions. Non-pre-registered participants will be asked to provide contact information and agree to health acknowledgement form upon entrance to the event.

Participants will be invited to drive through the parking lot, stopping at the main entrance to the church building to receive the blessing. All participants must remain in their vehicles at all times. **Participants will wear masks in cars when windows are opened to receive the blessing, sticker and virtual/air hug upon departure.**

Volunteers will maintain the 6 ft distancing requirement at all times, from the vehicles and other volunteers. ***Volunteers will be masked at all times.***

Participants will receive a removable sticker for their personal devices as a reminder of the blessing. Stickers will be individually bagged by church staff, using gloves and bags will be sealed and stored for 24 hours prior to event. Sticker bags will be given to the participants via an extended rod or grabber to maintain the distancing requirement.

Drive-by procedures:

- Vehicles will enter the church parking lot via Centrewood Dr.
- Vehicles will proceed to the designated blessing area, one vehicle at a time.
- Vehicle occupants will open windows, **wearing face masks, covering mouth and nose completely (all occupants must be masked with the exception of children under 2 years of age)**, to be greeted by volunteers (**wearing face mask, covering both mouth and nose completely**).
- Pastor(s) will offer a blessing for the devices, maintaining a 6 ft. distance.
- Vehicles will proceed to second designated area and be greeted by Children's Ministry Director.
- Participants will request sticker design desired via a numbered board display.
- Children's Ministry Director will give out desired Pre-packaged sticker using an extended rod or grabber.
- Participants will receive a virtual/air hug as they depart and exit church parking lot via exit onto New Braddock Road. (Virtual/air hug= volunteer hugs him/herself and participants also hug themselves. Volunteer offers phrase of departure such as "We love you", "We miss you" or "have a good school year".

## ADDENDUM 5

### Drive-by CAR-nival

All activities will follow the HCT processes, procedures and protocols in the *Healthy Church Team (HCT) Plan for Stage 2 Events - Outdoor Gatherings*.

Participants and volunteers will pre-register for the event using MyCUMC. Upon arrival/entrance to the event all volunteers and participants will be asked to read the health acknowledgement form poster, acknowledge that they can affirm “yes” to all the statements on the form and provide their name and contact information for the church to record and keep. Volunteers will wear masks and disposable gloves for the duration of the event and adhere to all safety and social distance precautions.

Non-pre-registered participants will be asked to provide contact information (to include names of all persons in the car, email addresses and a contact phone number) and agree to health acknowledgement form upon entrance to the event.

Drivers will enter and exit the church parking lot from Old Centrewood Dr. via the metro parking area. Drivers will follow signs and volunteer instruction directing them to drive through the parking lot and stop at the **Welcome station** where a tent will be set up. All participants must remain in their vehicles at all times – with the exception of the final (pumpkin patch) station as described below. Participants will be asked to confirm their compliance with the items on the health acknowledgement form and that no one present has a fever of over 100.4 degrees Fahrenheit prior to entry. They will also be instructed to wear masks at all times (age 2 and up) while windows are open to protect the safety of their families and our volunteers. Once health protocols are confirmed each car will be given:

1 plastic sand pail containing:

- o A plastic clipboard with scorecard and directions for each station  
-- participants will record their own scores
- o pencil
- o 3 vinyl bean bags (Fruit of the Spirit Toss)
- o 3 plastic rings (Ring the Hat)
- o 3 rubber ducks (Duck Pond Toss)
- o 3 red mini Frisbees (Put the Nose on the Clown)

Drivers will be instructed to drive carefully, one vehicle at a time, to each station in order. The course will proceed through the parking lot on the side along New Braddock Rd., turn left at the courtyard area and proceed down the parking lot next to the build to the ROC entrance (similar to the CDS carpool line). Cars will wait until the car in

front of them fully advances before moving to participate in the open station. At each station cars will come to a full stop and put their cars in park. Participants will throw the item designated for the activity from the safety of their car windows. Once an item is thrown from the car it will not be returned to the car. Items will be scored by the volunteers and the final score verbally communicated to the driver/car scorekeeper.

Items are immediately collected by station volunteers and placed in a bucket to be sanitized. Volunteers will maintain the 6 ft distancing requirement at all times, from the vehicles and other volunteers. Volunteers will wear face masks and disposable gloves at all times during the event.

At the **Return station** participants will return their empty sand pail and clipboard as directed and communicate their final score and “**Candy Guess**” verbally to the station volunteer. The paper scorecard and pencil will be kept by participants. Participants will be directed to either patch 1 or patch 2 for the next station.

At the **Pumpkin Patch/Photo op station** participants will receive one plastic ring per child/participant. Drivers will be directed to park in place along the curb and participants will be invited to exit their cars to throw their rings into the pumpkin patch to “ring a pumpkin.” The patch will have clearly marked boundaries for where participants may stand. Volunteers will retrieve the rings and place pumpkins in a pick-up area outside the patch boundary for the children/participants to collect. Participants will then be invited to stand in front of their vehicle with their pumpkins for a photo before re-entering their vehicle and departing. Volunteers and photographers will maintain a six foot social distance from participants at all times. Once thrown, rings will be collected by station volunteers and sanitized.

Cars will be directed to exit back through the metro parking lot to Old Centreville Road. As cars depart the parking lot – they will be given **virtual hugs** and waves by volunteers as they exit.

#### Additional notes:

Volunteers will be recruited by family units to serve as station leaders as much as possible.

One set of volunteers will walk the circuit of stations collecting thrown materials to be thoroughly sanitized in the kitchen prior to items being re-employed. Clipboards, pails and tossed items will be washed in soapy water, rinsed and then put in a bleach water solution before being dried and pails refilled and taken back out to the welcome station for distribution. We will have 20 pails of supplies in the rotation.

## ADDENDUM 6

### Outdoor Christmas Eve Candlelight Service, 5:00 p.m.

Note: Maximum of 100 attending (will add a second service if demand warrants it)

1. Registration will be required.
2. Held outside of the front entrance of the church in the courtyard and in corner parking lot as needed.
3. Numbered dots will be placed throughout the area where household units will be invited to stand.
4. 6 feet of separation will be maintained between different households. Participants will wear masks at all times. We will have 4 volunteers to serve as ushers who will ensure the safe distance measures are maintained and people keep their masks on.
5. 4 Registration Tables. Two on either side of the parking lot. All participants will need to read Health Acknowledgement Posters and answer positively to all questions.
6. The corner of the parking lot will be petitioned off so that there is no vehicular traffic. This will allow for overflow areas for people to stand safely. We anticipate having 4 parking lot volunteers to instruct people where they can park.
7. Tables will be set up just inside the registration area with candles in a plastic protective cup. These will be assembled days in advance and then set out tables by volunteers who have gloves on their hands. (Similar to the way we set up the elements for Holy Communion.)
8. In addition to candles on tables, we will have small lighters so that each household can ignite own flame and share the light with all in household. This keeps people from different households from being within 6 feet of each other.
9. Service to last no more than 20 minutes. Service will consist of a few carols being sung by 4 masked choir members, singing in a straight line, 20 feet from where congregation assembles. Sharing of the Gospel Story, message of hope, prayer and candlelight. Small choir sings while participants hum the words.
10. Large gift baskets will be placed in different places for people to make an offering. After the last service, volunteers with gloves will collect the offering and place in safe.
11. We may add a second service if there is a demand for it based on registration for the first planned service. We want to have the ability to welcome those who have not registered. They will be required to read Health Acknowledgement Form and agree to it. Capacity not to exceed 100 people. We have a limited supply of masks that can be given to participants if need be.
12. After the service, people can take their candles home with them and have them to use should they wish to use them again during the taped Christmas Eve services available on website. Large containers will be available for people to drop off protective cups and candles which will then remain untouched for a few days until Dec. 28 at the earliest.
13. The building will be closed except for staff and volunteers who will need to help set up and take down.
14. This plan for Christmas Eve will be added to the approved CUMC outdoor plan as an addendum. All protocols and requirements of the outdoor plan will be followed

## EXHIBIT A PRE-REGISTRATION FORM FOR GROUP GATHERINGS

Please complete all information (Please print clearly)

NAME OF GROUP or ORGANIZATION: \_\_\_\_\_

GROUP LEADER: \_\_\_\_\_

NAME OF ATTENDEE: \_\_\_\_\_

ATTENDEE'S E-MAIL: \_\_\_\_\_

ATTENDEE'S PHONE #: \_\_\_\_\_

### GROUP'S MEETING INFORMATION

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

**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.

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.

EXHIBIT C  
HEALTH ACKNOWLEDGEMENT POSTER

# 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

### 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.