



THE COMMACK UNITED METHODIST CHURCH
486 Town Line Road
Commack, NY 11725

The Rev. Roslyn Lee
Pastor

COVID-19 Re-Opening Plan
June 2020

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I. Church Reopening Task Force

The sanctuary and church buildings have been closed since Saturday, March 14, 2020. Members and user groups were informed via email and telephone about the closure. Signs were put on outside doors stating that the sanctuary and church buildings will remain closed until further notice because of the COVID-19 situation.

The Church Council has been meeting regularly via Zoom since mid-March to plan online worship services and ensure that the church facilities are maintained properly. The following taskforce was established to plan for the re-opening of our church.



Name	Title	Role
Rev. Roslyn Lee	Pastor	<ul style="list-style-type: none">Lead worship and provide spiritual guidance.
Tom Mazzola	Chair, Trustees	<ul style="list-style-type: none">Oversee operations and maintenance of church facilities.Install signage, block pews, and mark areas approved for access.
Sam Prasad	Chair, Church Council	<ul style="list-style-type: none">Co-ordinate activities related to COVID-19 re-opening.Facilitate the recording of attendance at worship services.Provide online-technical support and maintain website.
Paula Titolo	Chair, Worship Committee	<ul style="list-style-type: none">Oversee preparations to re-open sanctuary for worship.
Anne Tammaro	Chair, Missions	<ul style="list-style-type: none">Oversee preparations to re-open Pumpkin Patch Day Nursery school.
Mary Frey	Church Administrative Secretary	<ul style="list-style-type: none">Procure supplies.Communicate information to members and user groups.
Yeylin Moreno	Church Sexton	<ul style="list-style-type: none">Clean sanctuary and other facilities, as required.

I-a. Cleaning Prior to Re-opening



The sanctuary, including the main worship area, parlor, bathroom, and hallway was thoroughly cleaned this past week (June 15, 2020) by Yeylin Morena under the supervision of Paula Titolo.

Special care was given to wiping down the pews, chairs, windows, doors, and surfaces conducive to high touch including tables, lecterns, altar, windowsills, doorknobs, and communion rails.

Hymnals, Bibles, and other materials have been removed from the pews – they are bare as shown in the photo on the left.

I-b. Inventory of Supplies

In preparation for re-opening, the following supplies were purchased:

- 100 masks; 150 on order
- 2 sanitizer stations
- 2 refills for sanitizer stations; 3 on order
- 4 bottles concentrated disinfectant
- 8 boxes of gloves (100 gloves in each box, 2 boxes each of S, M, L and XL)
- 6 Lysol spray bottles
- 6 boxes of Lysol wipes
- 2 Plastic face shields to be worn over face masks

The above supplies will be replenished as needed on an ongoing basis.

II. Congregational Worship

Worship will be abbreviated with no singing and passing of the peace. Communion will not be served. Fans will not be turned on in the sanctuary. The media system will not be used. The parlor will be closed and there will be no coffee or fellowship hour.

It is expected that the service will be about 20 minutes in duration. The sanctuary will open at 8:45 AM and close at around 9:30 AM.

Parishioners will be required to wear a face covering or a mask while inside the sanctuary. The worship leader (pastor and/or lay reader) will be wearing a plastic face shield in addition to the face mask while preaching and reading from the pulpit and lectern, respectively.

Since the worship service will only be 20 minutes in duration, it is expected that the bathroom will not be used. We will discourage use of the bathroom by making an announcement at the start of worship. But, if someone must use the bathroom, the ushers will ensure that only one person is inside the bathroom at any given time.

There will be two ushers assisting the pastor (or worship leader) every Sunday. This worship team of three people will ensure that proper safety and health guidelines are followed as described in the sections below.

Insurance

Our insurance carrier has informed us that we will be in good standing if we re-open following local county and state guidelines, which we are.

II-a. Managing Capacity

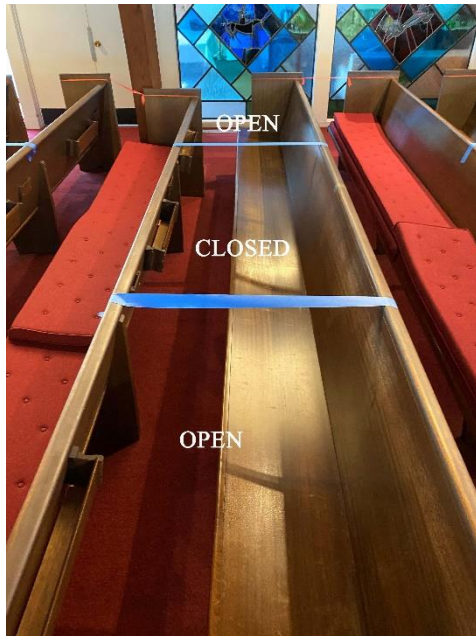
The seating capacity of the sanctuary according to the Fire code is 260. Per the guidelines from the state and NYAC, we will restrict the number of people worshipping in the sanctuary to 60 (about 25% of full capacity).

Members of the church were sent a survey on June 9th, 2020 to determine under what circumstances they would return to church. Based on responses received, it is expected that less than 15 people will attend in-person worship if the church re-opened in June 2020.

Seating Plan

Every alternate pew will be open – i.e., for every pew that is open, the pews immediately in the front and back are blocked off with red tape. The blocked pews are clearly marked with signs as shown in the photos on the next page. The open pews will have no seat cushions. There will be 13 open pews. Each open pew has been segmented into three sections. The middle section is closed (blocked off by tape), which means that only the two end sections of an open pew are available for people to sit.

With social distancing (sitting 6 feet apart) each pew will be able to accommodate 2 individuals for a total of 26 people in the sanctuary. Members of the same family (or people from the same household) will be allowed to sit together. Since 2 families of 2 -3 people can sit in an open pew one at either end of the pew, a maximum of 26 families (or 52 – 78 people) can be accommodated. But, as indicated earlier in this section, we will cap the total number of people in the sanctuary at 60.

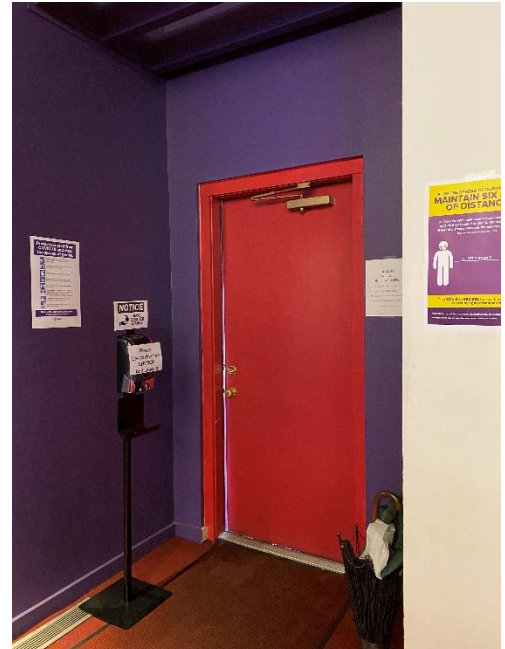


Signs have been posted inside the church buildings informing people of social distancing guidelines and the need to wear face coverings or masks while inside the sanctuary. There are signs by the main entrance, exit door into the hallway and entrance to the office and stairs leading to the bathroom.



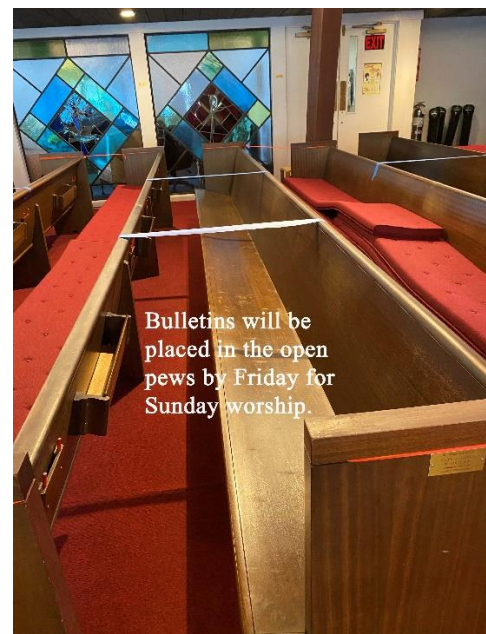
The steps listed below will be followed to manage capacity:

Only one of the doors leading into the sanctuary will be kept open. All other entrances will be closed.



One of the ushers wearing a mask will be outside the church by the open door. Standing at a safe distance, the usher will remind people that if they are feeling sick (or are experiencing any of the symptoms of COVID-19) they must leave. If they are not wearing a mask, the usher will request that they put on a face covering or wear a mask before entering the sanctuary. If necessary, the usher will provide face masks to people who do not have one. All must have a face covering or wear a mask before entering the sanctuary.

Bulletins will be placed in the open pews (seats) by Friday for worship on Sunday.



Bulletins will be placed in the open pews by Friday for Sunday worship.

Protocol for handling Non-Compliance

If a person refuses to comply with the protocols or procedures described in this document, an announcement will be made by one of the members of the worship team, that in-person worship is being cancelled. Should this happen while the service is in progress, the worship leader will give the benediction and end the service immediately. Parishioners seated inside the sanctuary will be requested to leave the building.

Should there be a need, 911-emergency will be called by one of the members of the worship team to evacuate the sanctuary.

The above process of ending the service and closing the sanctuary will apply in all cases of non-conformance.

The other (second) usher, also wearing a mask will be inside the sanctuary to record the number of people entering and ensure that they are sitting in only the open pews. If the number reaches the maximum allowed capacity, additional people will not be allowed to enter. They will be requested to leave. If a person refuses, the protocol for handling non-compliance described in the previous paragraph will be implemented. There are no plans to manage and/or administer overflow areas.

Two sanitizer stations – one located at the entrance to the sanctuary and the other at the entrance to the office and bathroom – have been installed.



II-b. Tracking Attendance

The usher who is inside the sanctuary will record the names and contact details of people entering the building in addition to counting them. If a guest or a person not known to the usher enters the sanctuary, they will be approached by the usher and requested to provide their name and contact details. If the person refuses, the protocol for handling non-compliance will be implemented.

The details of people attending in-person services recorded by date will be maintained in an Excel database. After worship starts, one or more photos of the pews (main body of the church) will be taken from the chancel area and stored in the database. The worship leader will make an announcement at the start of the service stating that if any person in attendance is diagnosed with COVID-19 within the next 2 – 3 weeks, they should inform the church office via email or telephone. We will follow county and state guidelines in deciding how and to who the attendance information/data will be released and/or shared.

II-c. Offertory

Mail-In Offerings

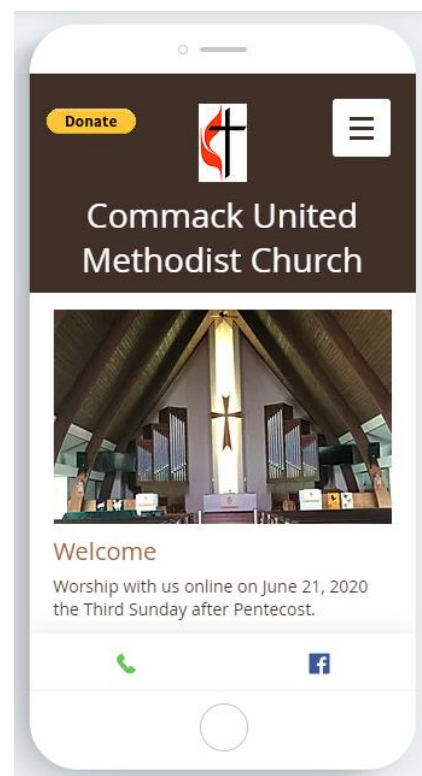
Since the closure of the sanctuary in mid-March 2020, members have been mailing in their offerings to the church via USPS. We will continue to encourage mail-in offerings.

Electronic Giving

We have established a direct account with PayPal. The *Donate* button is displayed on all pages on our website (<http://commack-umc.org/>). Parishioners can donate electronically via credit card, debit card and PayPal-checking accounts by clicking on the *Donate* button.

In-Worship Giving

An offertory basket and/or plate will be located on the back table. People can place their offerings in them as they enter or leave the church. After services, the worship team will transfer the offerings into a clear plastic bag where it will remain for 72 hours before it is counted, recorded, and deposited in the bank by the Financial Secretary.



II-d. Cleaning after Worship

After everyone has exited the sanctuary and the church doors have been closed, one of the ushers will oversee the cleaning of the sanctuary by the church sexton. It will include the following:

1. Walk around areas accessible to worshippers including pews to remove any trash or items that may have been left behind.
2. Clean the floors of the sanctuary and other accessible areas, including vacuuming carpeted areas, if needed.
3. Wipe down – using a disinfectant – the pews, chairs, windows, doors, and surfaces conducive to high touch including tables, lecterns, altar, windowsills, doorknobs, and communion rails.
4. Re-fill sanitizer stations, re-stock sanitizer wipes and masks, as required.

The sanctuary and church buildings will remain closed to other user groups until further notice. No meetings other than Sunday worship is planned at this time.

III. Communication

The procedures described in this document have been approved by the Church Council. They will be communicated to our members via email/telephone and posted on our web site prior to re-opening.



6 Supplemental Documents

Church Compliance Certification

Dear Church Leaders,

As we plan to reopen our churches, it is absolutely critical that the guidelines and requirements that we have issued be widely communicated, well understood and complied with at each and every one of our churches.

We therefore are asking you to certify the following:

- We have received, read and understand the guidelines and requirements issued by the bishop with respect to the reopening of churches
- We have distributed these documents to all members of our Church Council
- We understand that compliance with these requirements is a life and death matter and must be taken extremely seriously.
- We will implement the required measures needed to ensure a safe environment in all spaces where members, outside groups and staff may be present.
- If we encounter obstacles to implementing these measures, we will prioritize safety over in-person gatherings and will immediately consult with the District Superintendent for advice.
- We will promptly report any new outbreaks of Covid-19 within the congregation, outside groups and staff to the District Superintendent
- We will ensure that our church is in compliance with all protocols for child care and preschool activities and settings
- We have completed the "Worksheet for Protocol Planning and Reopening Teams" and have attached all referenced plans to this certification.
- We will complete the NYAC "Checklist for Worship Events" for each in-person worship event we host and keep the checklist on file in the church office.

Roslyn Lee
Signature of Pastor

6/16/2020

Commack United Methodist Church

Date

Church Name

Pamela
Signature of Trustees Chair

6/15/2020
Date

Samuel
Signature of Church Council Chair

6/16/2020
Date

