



# Covid-19 Reopening Guidelines

LANSDALE UNITED  
METHODIST CHURCH,  
LANSDALE, PA

June 3 Affirmed BOT  
June 8 Presented CC

## Red Phase

### Work & Congregate Setting Restrictions

- Life Sustaining Businesses Only
- Congregate Care and Prison Restrictions in Place
- Schools (for in-person instruction) and Most Child Care Facilities Closed

### Social Restrictions

- Stay at Home Orders in Place
- Large Gatherings Prohibited
- Restaurants and Bars Limited to Carry-Out and Delivery Only
- Only Travel for Life-Sustaining Purposes Encouraged

## Yellow Phase

### Work & Congregate Setting Restrictions

- Telework Must Continue Where Feasible
- Businesses with In-Person Operations Must Follow Business and Building Safety Orders
- Child Care Open with Worker and Building Safety Orders
- Congregate Care and Prison Restrictions in Place
- Schools Remain Closed for In-Person Instruction

### Social Restrictions

- Stay at Home Restrictions Lifted in Favor of Aggressive Mitigation
- Large Gatherings of More than 25 Prohibited
- In-Person Retail Allowable, Curbside and Delivery Preferable
- Indoor Recreation, Health and Wellness Facilities (such as gyms, spas), and all Entertainment (such as casinos, theaters) Remain Closed
- Restaurants and Bars Limited to Carry-Out and Delivery Only

## Green Phase

### Work & Congregate Setting Restrictions

- All Businesses Must Follow CDC and PA Department of Health Guidelines

### Social Restrictions

- Aggressive Mitigation Orders Lifted
- All Individuals Must Follow CDC and PA Department of Health Guidelines

## From the Governor's Office

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"A target goal for reopening has been set at having fewer than 50 new confirmed cases per 100,000 population reported to the department in the previous 14 days. So, for example, an area with a population of 800,000 people would need to have fewer than 400 new confirmed cases reported in the past 14 days to meet the target. An assessment will determine if the target goal has been met."



## Reopening Southeastern Pennsylvania



County	2019 Population	Population ÷ 100,000	Current		Target	
			14 Day	Daily Average	14 Day	Daily Average
Berks	421,164	4.21164	1,517	108	211	15
Bucks	628,270	6.2827	1,525	109	314	22
Chester	524,989	5.24989	736	53	262	19
Delaware	566,747	5.66747	2,126	152	283	20
Lancaster	545,724	5.45724	1,017	73	273	19
<b>Montgomery</b>	<b>830,915</b>	<b>8.30915</b>	<b>2,612</b>	<b>187</b>	<b>415</b>	<b>30</b>
Philadelphia	1,584,064	15.84064	8,286	592	792	57
Schuylkill	141,359	1.41359	232	17	71	5
<b>SEPA Region</b>	<b>5,243,232</b>	<b>52.43232</b>	<b>18,051</b>	<b>1,289</b>	<b>2,622</b>	<b>187</b>

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In order for the southeastern Pennsylvania region — which includes Berks, Bucks, Chester, Delaware, Lancaster, **Montgomery**, Philadelphia and Schuylkill counties — to reach the final phase where major mitigation measures are lifted, the number of new cases must be down to 2,622 over a 14-day period. The Southeastern region is currently far from target: the last 14 days that ended Friday (4/24), the eight counties reported a combined total of 18,051 cases.

# Return to the Building (A)

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Under **Phase Red** or **Phase Yellow**

Complete a Phased Sanitizing Prior to Reopening Under **Phase Green**

Purchase a Mix of Wall-Mounted or Floor Stand Sanitizer Dispensers

Purchase Masks and Other Appropriate Personal Protective Equipment (PPE)

Provide Safe Disposal Receptacles for Masks and PPE

Strategize Modified Points of Entry and Egress

Reduce the Number of Active Key Fobs

Develop Applicable Signage for New Guidelines



# Guidelines for the Chancel (A)

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Under **Phase Red** or **Phase Yellow**

Restrict use to Clergy, Music Ministers, Choir, and Worship Committee

Limited use by Bridal Parties

Utilize both choir lofts when choir is present in the chancel

Mark loft pews for points of physical distancing

Weekly sanitizing of the entire chancel

# Guidelines for Nave

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Under **Phase Red** or **Phase Yellow**

Mark points of physical distancing on the pews

Intinction only communion will be used for the foreseeable future

Mark points of physical distancing on the carpeting for Intinction communion

Move baptismal to the intersection of the nave and transept as a focal point of restriction

Baptisms will employ physical distancing

Bridal parties will employ physical distancing

Funerals will employ physical distancing, particularly placement of families and caskets

Weekly sanitizing of the pews.

Remove Bibles, Hymnals, and paper from racks

# Guidelines for the Narthex (A)

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Under **Phase Red** or **Phase Yellow**

Physical distancing will be observed at all times

Limit Narthex as an entranceway only; not a gathering spot

Mark points of social distancing for those who must be in the narthex for a reason

Keep flow of people moving into the nave

Remove all seats and chairs

Remove all books, baskets, plates from tables

Sanitize weekly, especially the usher's closet and sound/computer desk

# Guidelines for Ushers & Door Greeters (A)

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Under **Phase Red** or **Phase Yellow**

Develop a new usher's badge to clearly identify those who are instructed to control narthex

Station ushers at a safe physical distance

Ushers will ensure courtesy, safety, adherence to physical distancing protocols, and assist people in receiving communion and accessing the elevator and restrooms

Ushers will monitor the offering stations as people make their offerings upon arriving or leaving

Rotate ushers as door greeters

Door greeters will welcome incoming worshippers and direct them to the sanctuary

Door greeters will ask all worshippers to sanitize their hands

Door greeters may be asked to take temperatures

# Guidelines for Sacrament of Baptism (A)

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Under **Phase Red** or **Phase Yellow**

Move baptismal font to intersection of nave and transept

The font will serve as the focal point of separation of the chancel from the nave

Clergy and baptismal families will maintain discrete physical distancing

Baptismal water will come from a sanitary source

Families may gather at discreet physical distancing for photographs

The font will be sanitized weekly.

On baptism Sundays the font will be sanitized immediately before and after the service

# Guidelines for Sacrament of Communion (A)

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Under **Phase Red** or **Phase Yellow**

Linens for the lower table will be cleaned and sanitized immediately before and after the service

The communion steward will work with sexton to sanitize communion ware and store carefully

Communion Wafers will be used for the foreseeable future

Pastor alone will handle the elements during communion

Pastor alone will serve communion with tongs to grasp wafer and instinct (dip) in chalice

Hand sanitizer station will be nearby to cleanse after receiving communion

Communion kits will continue to be used for home communions

Pastor and communion steward will place kits for consecration on lower table

# Guidelines for Weddings (A)

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Under **Phase Red** or **Phase Yellow**

Weddings will be limited to 10 people, not including the bride, groom, clergy, musician, photographer, videographer, and sexton

Weddings for the foreseeable future will take place in the chancel only

Protocols of physical distancing will be adhered to before and during the ceremony

Protocols will be minimally relaxed for photographs after the service

LiveStream of the wedding is possible

# Guidelines for Funerals (A)

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Under **Phase Red** or **Phase Yellow**

Funerals will be limited to 10 people, not including the clergy, musician, videographer, sexton, and funeral home personnel

Caskets and urns will be placed in the transept

Chancel area will be limited to clergy, musician, and other participants

Protocols of physical distancing will be adhered to before, during, and after the funeral

Protocols will be minimally relaxed for kindness to immediate family

LiveStream of the funeral is possible

For the foreseeable future, there will be no gatherings or meals served after a funeral



# Guidelines for Children's Church (A)

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Under **Phase Red** or **Phase Yellow**

Gathering of children in the chancel before Children's Church is suspended

# Guidelines for Fellowship (A)

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Under **Phase Red** or **Phase Yellow**

Fellowship, food, and beverages are suspended

# Guidelines for Online Worship (A)

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Under **Phase Red** or **Phase Yellow**

LiveStream worship will be offered as expected

Broadcast Team limited to maximum of 10 people, including the clergy, musicians, camera operator, sound/visuals technician, and sexton

The chancel shall be the site of worship services

Protocols of physical distancing will be adhered to before, during, and after services

Sanitizing of the chancel area will take place immediately before and after the service

Under **Phase Green**

In-person worship will resume when it's faithful, prudent, and safe for people to return

LiveStream will continue during and after the pandemic

# Return to Church Office (A)

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Under **Phase Red** or **Phase Yellow**

Office will remain closed to visitors until **Phase Green**

Office will remain open to clergy, staff, and approved laity

Office, pastor's study, and copy room will be sanitized weekly

All equipment will be sanitized weekly

The use of paper will be limited to prevent a source of contagion

Trustees and sexton will maintain the office as a secure area

Volunteers will be allowed access after proper sanitization training

# Guidelines for Stringer Auditorium (A)

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Under **Phase Red** or **Phase Yellow**

Use of Stringer Auditorium is suspended until further notice

Adjust fee schedule to reflect cost-sharing for sanitization

Under **Phase Green**

Schedule setup of needed seating, equipment at proper distance

Sanitize furniture, equipment prior to and after use

# Guidelines for Kitchen Use & Food (A)

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Under **Phases Red** or **Phase Yellow**

- Use of the kitchen and food service of any kind is suspended

Under **Phase Green**

- Schedule only users who have been trained in kitchen sanitation
- Sanitize counters, floor, touch-points, and equipment prior to and after use
- Encourage use of licensed caterers for mid-size to large events

# Return of Small Groups (A)

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Under **Phase Red** or **Phase Yellow**

In-person church meetings, rehearsals, Bible studies, recovery groups, and community groups are suspended. Special requests for entry will be decided on a case by case basis

# Guidelines for Classrooms (A)

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Sanitize tables, chairs, equipment

Provide sanitizer station and waste container

Remove and secure all books and other handout items

Avoid food and beverage sharing

Arrange and schedule for one equipment operator as needed



# Guidelines for Sunday School (A)

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Sanitize all classrooms before children return and maintain a sanitization checklist for each classroom

Education Director will certify the checklist weekly, but always prior to Sunday School

Remove non-essential materials from classrooms to eliminate potential contamination objects

Provide gloves and masks for each child and teacher and hand sanitizer at the classrooms' entrances

Limit the number of children and adults to "5?" per classroom

Require children to sanitize prior to entering the classroom and wear a mask

Provide children with their own labeled chair at a table

Provide children with their own labeled bag containing curriculum, Bible, and craft supplies

Require parents or caregivers to meet their child/children outside the classroom's entrance

Require parents to check the LUMC Kids' Facebook page weekly for important updates

# Guidelines for Nursery (A)

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Sanitize the Nursery before children return

Maintain a sanitization checklist for the Nursery

Education Director will certify the checklist weekly, but prior to Sunday morning

Remove non-essential materials from the Nursery to eliminate potential contamination objects

Provide gloves and masks for each child and the caregiver

Provide hand sanitizer at the Nursery's entrance

Limit the number of children and caregivers to a 1-5 ratio in the Nursery

# Guidelines for Bright Beginnings (A)

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Bright Beginnings to follow directives of North Penn School District

Limited class size per classroom according to age

Each classroom will be sanitized after each class

Hand sanitizer will be available in each classroom

Masks will be available (enough for all children each day)

All excess toys will be removed from each classroom

Each child and teacher's temperature will be taken before entering classroom

Each child will have an individual chair and spot at their table maintaining physical distance

Each child will have their own craft materials, named bag, and cubby/coat hook

# Guidelines for Vacation Bible School (A)

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In-person Vacation Bible School is suspended for 2020

A virtual VBS program will happen this summer

# Guidelines for Youth Ministries (A)

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Require youth to sanitize prior to entering youth ministry areas

Require youth to wear a mask provided by the church

Provide youth with their own labeled bag containing curriculum, Bible, and other materials

Require youth and parents to submit permission slips when transporting to youth group together

Youth Group Leaders will inform families of any changes to the above procedures and policies.