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# WELCOME HOME

## REOPENING GUIDE

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## INTRODUCTION

The rapid spread of Covid-19 brought dramatic changes to the way people work, communicate, learn and gather. We the Elders of NDCBF know that there are those who are very concerned about returning to worship and we understand; we are there with you. We also know that there are those who desire to return as soon as possible; our hearts are with you as well. With this in mind our first priority is the safety of all as we fulfill the will of God in this season of ministry. Please continue to pray for us as your elders, as we pray for you all, and we ask that all members of NDCBF seek the wisdom of God. This wisdom has led us to the plan we now place before you. Please know that we have labored and toiled over this plan and believe, based on all data that we have received from other churches, state and local government offices, CDC and medical professionals that this plan is the right one for us at this time. With the guidance of the Spirit of God our plans are as follows.

## SUNDAY MORNING

**Note: We have already begun our gradual return to the sanctuary and will continue to add incremental pieces to the Worship and AVL teams on a week-by-week basis until the 28<sup>th</sup> of June when we are inviting the general congregation to return. This is an ongoing effort, and as things changes we will adjust accordingly.**

1. June 28<sup>th</sup> will begin our congregational gradual return to the sanctuary.
2. There will be a two service formats with each service maintaining a 60 – 65-minute window (*times 9:30 and 11:15*)
3. The “Facilities Action Plan” will be enforced (*plans are attached below*).
4. There will be a registration page on the church’s website to register for a particular service time (**150 – 200 Max per service**)
5. We are asking all to please follow the guide of our “**Ushers**”, these men and women know the protocol and procedures to keep all safe so please be respectful and courteous and follow their lead.
  - a. Upon return outside sanctuary doors will be left open
  - b. Inside sanctuary doors will be held open during the beginning of service
  - c. Ushers will wear gloves as they handle the door handles. They will wipe the handles with disinfectant as doors are utilized
  - d. Ushers will seat individuals with 3 chairs between each family and every other row
  - e. Different rows will be used for the 2nd service

- f. On Communion Sunday's individuals will pick up communion elements as they enter the sanctuary. Elements will be on a table at the entrance in individual wrappings. After use, place empty content back in original packaging and dispose of upon exiting the sanctuary.
  - g. Offering drop boxes will be at each exit of the sanctuary to be used as people enter or exit the sanctuary; no bucket will be passed. We encourage everyone to continue to give online or use the drop boxes that will be at the entrance of the sanctuary.
6. There will be protocol set in place in addition to the "Facilities Action Plan" for those returning to the building to insure the health of all those present:
- a. All members pray and be understanding and display compassion for others.
  - b. Anyone with a **fever, cold, sinus, allergies, etc. should stay at home until symptoms subside (*this gives a negative appearance, and we don't want to turn anyone away*)**. **"If someone displays such symptoms, we will ask them to consider others and return home for now."**
  - c. We know that face masks are uncomfortable, but we are asking for the sake of others and for now that all wear a facial covering as a precaution. Again, we know that this may be uncomfortable but appreciate everyone's understanding during this time.
  - d. We are requesting that those 65 years or older to continue to watch online until further notice (***this request is due to safety concerns for this group, we will not turn anyone away if healthy with no preexisting conditions***)
  - e. Children's Ministry will be closed for now as we continue to assess on a weekly basis. We request that those with younger children 0-2 years continue to watch online until further notice (***we will not turn anyone away if healthy with no preexisting conditions***).
  - f. We are asking all Health high-risk pool (***Diabetes, Chronic Lung Disease Asthma etc., Serious Heart Conditions, Cancer Treatment, immune deficiency, Chronic kidney disease or on dialysis, Chronic liver disease, and any other issue that may put one in a high risk category***) to continue to watch online until further notice.
7. Bible Study programs will remain at home for the time being
8. Online prayer time will continue during the summer Monday, Wednesday and Friday mornings at 7:00 AM

**Special NOTE:** Children's Ministry will continue to perform online activities for a six week period after the reopen, after which, we will reassess the data to determine next actions steps. All children will be asked to accompany parents until further notice.

Youth Ministry will also continue to perform online activities for two weeks after reopening and we will assess the return to classrooms after that period.

We encourage all parents to participate in the surveys that will be further coming in the near future as it relates to the return of our children and youth ministry programs.

## FACILITIES

### *Action Plan for the Re-Opening of NDCBF for Worship*

#### Doors

**There will be limited access** to the building. The Main (south) and Children's (west) entry will be the only access points. All other doors will remain closed. Barrier tape to be used to direct pedestrian traffic to those doors.

Weather permitting those doors to be propped open to eliminate the touching of the door handles. Entry through the inner double doors to be restricted to the set of double doors that align with the exterior doors being used. All unused doors to be locked (emergency exit functions will be unaffected) and flagged with caution tape indicating their non-use. Inner doors being utilized to be opened as needed and door handles to be frequently wiped down with disinfectant by Welcome Team members.

**Exiting the building** to be by the same doors used for entry.

**The outer Sanctuary doors** will be propped open to eliminate door handle contact. **Inner Sanctuary doors** to be opened as needed by the ushers to minimize the number of people contacting the door handles. Both inner and outer doors will be propped open at the conclusion of the service to facilitate the congregation's exit.

**Restroom doors** will have signage inside and out to encourage social distancing.

#### General

**Sign boards** (same as the one currently being used at the parking lot exit on Sunday mornings) displaying our request for everyone to use face masks and entry guidelines (pertaining to persons with temperature above 100 degrees, exposure to flu/virus, travel, etc. we ask to remain at home) will be placed at entries.

**Custodial Support/Staffing** will be provided as usual but with added porters to manage increased and recurring disinfecting/sanitizing. One female and two male porters will be tasked with cyclic (approximately every 20 – 30 minutes) disinfecting/sanitizing of restroom fixtures, partitions, faucet handles, counter tops, door handles, etc.

**PPE for Custodial Workers, Welcome Team personnel and Ushers** will be protective gloves and face masks at all times that they are in the vicinity of others.

**Sanctuary seating** will maintain social distancing. There will be 3 empty chairs between family units and only every other row of chairs will be utilized. Ushers will be responsible for ensuring compliance. Chairs that were not used in first service will be used in second.

**Atrium seating** – the two large sofas and all benches will be removed. Remaining chairs will be spaced at least 6 feet apart.

**Pedestrian traffic in general** (inside and outside) – social distancing will be encouraged. All volunteers and staff present are requested to remind everyone to do this. On Sunday morning we will have hand sanitizer & tissues at each entrance & will ask the Welcome Team to encourage each person to sanitize their hands when they come in.

**Water fountains** – clusters of water fountains will have all but one fountain bagged to prevent use in order to conserve resources.

**Mezzanine** – bistro tables will remain, spaced at least 6 feet apart but will have only one stool per table. Occasional chairs will be placed at least 6 feet apart.

**Kitchen** – the kitchen, including the coffee bar, will be closed to all except custodial personnel.

We will continue to pray and adjust as we move forward. Thank you for all of your prayers, patience and support. May the love of our Father and the grace of His Son, continue to guide us all by the power of His Spirit.

Blessings and shalom upon us all.

Pastor Dames