



WELCOME HOME

REOPENING GUIDE



[NDCBF.ORG/REOPENING](https://ndcbf.org/reopening)

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. 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, the CDC and medical professionals, that this plan is the right one for us at this time. With the guidance of the Spirit of God, the plan is as follows.

SUNDAY MORNING

We are planning to open our doors and receive members and visitors beginning Sunday, September 20, 2020 for our Church Anniversary. This is an ongoing effort, and as things change, we will adjust accordingly.

1. September 6th, we began the gradual return to the sanctuary with our AVL and Praise Team.
2. There will be one 60 – 65-minute service at 9:30am. (An 11:15am service will be added, as needed).
3. Our “Facilities Action Plan” will be enforced (***plans are attached below***).
4. There will be a registration page available on the church’s website to allow you to secure your in-person worship slot. (**Max attendance capacity per service – 250**)
5. We are asking everyone to please follow the guidance of our “**Ushers**”, these men and women know the protocol and procedures to keep everyone safe, so please be respectful and courteous and follow their lead.
 - a. Upon entry, the outside sanctuary doors will remain open.
 - b. Inside sanctuary doors will be held open during the beginning of service.
 - c. Ushers will wear gloves as they allow for entry and routinely disinfectant door handles as they are utilized.
 - d. Ushers will seat individuals with 3 chairs between each family and every other row will be occupied to maintain the required social distancing.
 - e. On Communion Sundays, individuals will pick up communion elements as they enter the sanctuary. Elements will be on a table located near the entrance in

individual wrappings. After use, please place empty contents back in the original packaging and dispose of the trash upon exiting the sanctuary.

- f. Offering drop boxes will be at each exit of the sanctuary to be used as members enter or exit the sanctuary; no bucket or tray will be passed during service. We encourage everyone to continue giving online or to use the drop boxes that will be near 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 ensure the health of all those present:
 - a. We are asking that all members pray, be understanding, and display compassion for others.
 - b. Anyone with a **fever, cold, sinus, allergies, etc. should remain home until symptoms subside (*this gives a negative appearance, and we do not 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 for now and as a precaution for the sake of others; we are asking that everyone wear a facial covering. 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 continue worshiping 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 the situation on a weekly basis. We request that those with younger children 0-2 years continue worshiping online until further notice (***we will not turn anyone away if healthy with no preexisting conditions***).
 - f. We are asking everyone in the 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 worshiping online until further notice.
 7. Bible Study programs will remain online for the time being.
 8. Online prayer time will continue on Monday, Wednesday and Friday mornings at 7:00am and Facebook Live devotions will continue Monday-Friday at 7:45am.

Special Note: Children’s Ministry will continue to perform online activities for a six-week period post reopening, after which time, we will reassess the data to determine next action-steps. All children will be asked to accompany worship service with parents until further notice.

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

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 will be used to direct pedestrian traffic to those doors.

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

Exiting the building will be by the same doors used for entry.

The outer Sanctuary doors will be propped open to eliminate door handle contact. **Inner Sanctuary doors** will be opened, as needed, by the ushers to minimize the number of people touching the door handles. Both inner and outer doors will be propped open at the conclusion of worship 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) Will be placed, displaying our request for everyone to wear face masks as well as signage on entry guidelines pertaining to persons with temperatures above 100 degrees, exposure to flu/virus, travel, etc. to remain at home.

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 in use during first service will be used in second service (once applicable).

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 mornings we will have hand sanitizer and tissues at each entrance and will ask the Welcome Team to encourage each person to sanitize their hands when they come in. There will be sanitizing stations setup along the atrium.

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