

**UNION MEMORIAL UNITED METHODIST CHURCH
COVID-19 RESPONSE TASK FORCE
RE-ENTERING WELL PLAN**

Team Members

Linda Baker
Donna Berry
Helen Copeland
Cathy Harden
Marjorie Jennings
Dietra Johnson
Patra Jones
Clorie Tildon
Nathanial Holliday
Paul Mills
Earl Ruff

Brenda Pittman, Director of Strategic Planning (Facilitator)
Rev. Dr. Jason O. Jordan-Griffin, Pastor (Ex-Officio)

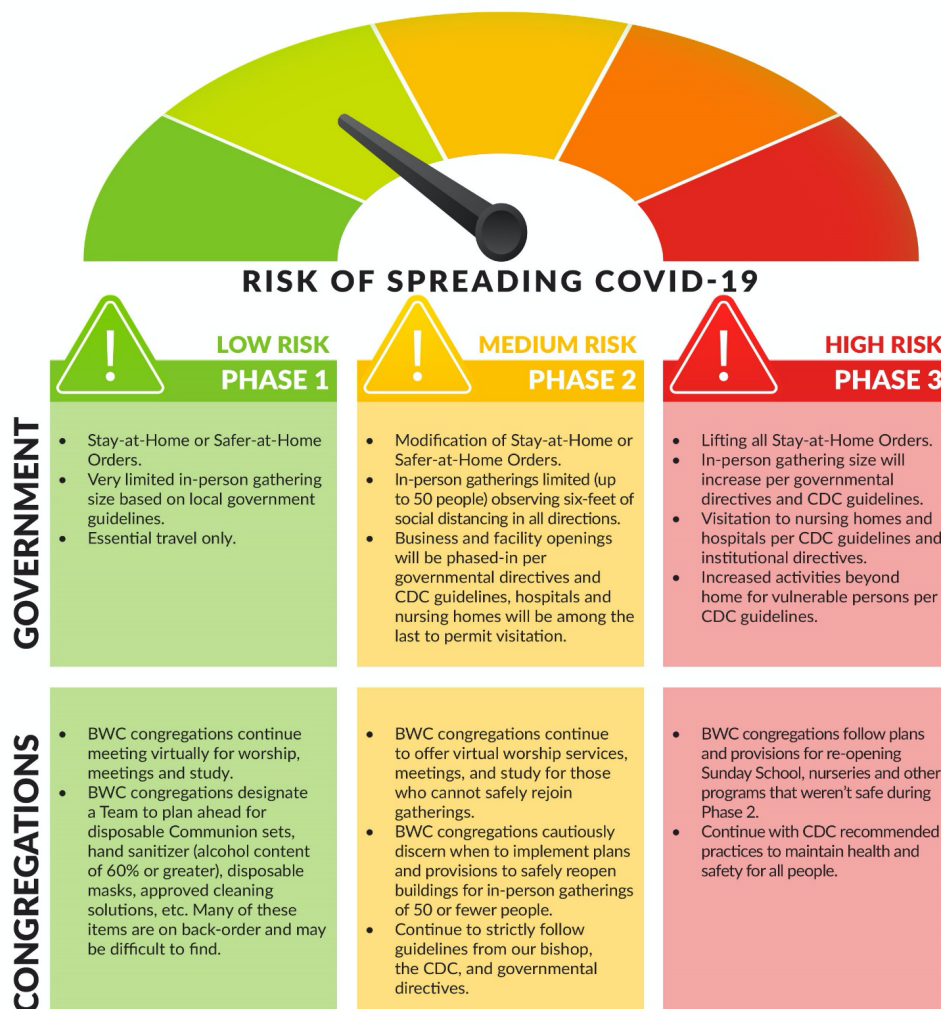
OBJECTIVE

This committee was tasked with the purpose of implementing policy and procedures to re-enter our church, Union Memorial United Methodist Church, by following the BWC, CDC, State and Local government health guidelines to mitigate risk and establish and maintain a safe environment. Therefore, we present the following for your consideration.

RE-ENTRY PROPOSAL STATEMENT

After much prayer, research and many meetings, we the COVID-19 Task Force for Re-Entering Well propose the following for re-entering our church by following the BWCUMC, CDC, State and local guidelines as well as advice and information provided by professional consults. Please keep in mind, that as the scope of COVID 19 changes, so may our plans on how and when to return to Union Memorial UMC.

If Baltimore City is in Phase 3, Union Memorial UMC is tentatively scheduled to return to in-person worship on Sunday, September 13, 2020.



IN-PERSON WORSHIP DATA

Faith Circle Leaders shared the following question with the members on their list:

If Baltimore City is in Phase 3 in September and the church opens will you come back to church?

283 members comprise our Faith Circle lists.

117 members responded to the aforementioned questions.

59 members responded YES

58 members responded NO

166 members remain unaccounted for in the questions asked due to the fact that they did not answer when called and have yet to return the call to date or have an incorrect number on file with the church.

RE-ENTRY INFORMATION FOR MEMBERS AND VISITORS

To attend in-person worship, members **MUST** call the Director of Congregational Engagement, Patra Jones at 443-799-8787 or the designee to register for **EVERY** worship experience that you plan to attend and complete the **Contact Tracing Information Form** (SEE Ex. 1 BELOW) upon your initial call in only. Individuals will be required to answer a **COVID-19 Questionnaire** (SEE Ex. 2 BELOW) by phone as well, before attendance at each worship experience. All information will remain confidential under the supervision of the Director of Congregational Engagement.

Ex. 1

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: (_____) _____ - _____

DOB: _____ / _____ / _____

E-MAIL: _____

MEMBERSHIP#: _____ OR VISITOR: _____

EMERGENCY CONTACT: _____

EMERGENCY CONTACT PHONE NUMBER: (_____) _____ - _____

Ex. 2

COVID-19 QUESTIONNAIRE
PLEASE PLACE A CHECK NEXT TO YOUR RESPONSES
TO THE QUESTIONS BELOW

In the last 14 days have you or anyone in your household tested positive for COVID-19
or been exposed to anyone who tested positive for COVID-19? YES ☐ NO ☐

Please check if you have had any of the following symptoms in the last 14 days:

◦ Fever/chills:	YES <input type="checkbox"/> NO <input type="checkbox"/>
◦ Cough:	YES <input type="checkbox"/> NO <input type="checkbox"/>
◦ Shortness of breath/difficulty breathing:	YES <input type="checkbox"/> NO <input type="checkbox"/>
◦ Runny nose/congestion:	YES <input type="checkbox"/> NO <input type="checkbox"/>
◦ Sore throat:	YES <input type="checkbox"/> NO <input type="checkbox"/>
◦ Body aches:	YES <input type="checkbox"/> NO <input type="checkbox"/>
◦ Headaches:	YES <input type="checkbox"/> NO <input type="checkbox"/>
◦ Loss of taste/smell:	YES <input type="checkbox"/> NO <input type="checkbox"/>
◦ Diarrhea/nausea-vomiting:	YES <input type="checkbox"/> NO <input type="checkbox"/>

If you answered YES to any of these questions,
a Health and Wellness professional will provide information to you from the CDC

RE-ENTRY POLICIES AND PROCEDURES FOR MEMBERS AND VISITORS
DURING IN-PERSON WORSHIP

The welcoming process (allowing worshippers inside) will begin at 10:45 A.M. Worship will begin at 11:15 A.M.

Markers and signs will be placed on both the Warwick and Harlem Avenue sides to assist with distancing and entering the church.

When entering the building, please remain 6 feet from persons who are not from your household.

All worshippers must use the Hand Sanitizer Stations and follow the directions for hand washing in the restrooms.

Procedures:

1. Everyone who enters the building will have their temperature taken at the designated station. Anyone with a temperature 100.4° or higher will not be permitted to enter.
2. Everyone entering the church **MUST WEAR A MASK AT ALL TIMES**. Children under age 2 are exempt.
3. Social distancing will always be maintained throughout the use of the building. There will be 6 ft distancing all around you, front, back and sides as directed by the CDC.
4. Social distancing signs have been placed on the floor in the sanctuary and in the hallways leading up to the restrooms. Additional signage with instructions and reminders will also be placed throughout the areas that we will populate including outside.
5. An usher will lead you to your assigned seat. Due to seating requirements, seating may change from Sunday to Sunday depending upon attendance.
6. In order for an individual to use the restroom they will need to seek the assistance of an usher. The same practice will be utilized for any other concerns during worship.
7. Only 1 person will be permitted to occupy the restroom at a time. Parents must accompany their children ages 12 and under to the restrooms.
8. After worship, you will be directed out by pews, starting with the pews in the rear of the Sanctuary. Those individuals waiting for a ride will remain seated and escorted to their ride once it has arrived.

9. To adhere to touchless collection, we are encouraging you to continue to send in your offering via **Zelle**, and **USPS mail**. If you so choose, there will be a box at the back of the church to drop off your offering either before or after service.

10. Visitors/Guests – We will reserve a section for visitors/guests who are not already in the company of a member. This seating will maintain the same seating guidelines as for our members with the exception that we will ask for their COVID-19 Questionnaire and their Contact Tracing Information in person.

11. To greet each other, please only wave, nod, or bow. **NO PHYSICAL CONTACT.**

12. Members waiting for a pickup will remain in their seat until their ride arrives. An usher will notify you and escort you as you leave.

These procedures have been put in place with the health and safety of our members and guests in mind and in accordance to The Baltimore Washington Conference of The United Methodist Church and CDC guidelines.

Please be aware that as the scope of COVID-19 changes, so may these procedures. We thank you for your cooperation and understanding.

Building

- We will only use the sanctuary, Christine Franklin Memorial Room (Medical Station) restrooms on the same level, men's room down the steps, and the finance room.
- Only the entrances on Warwick Ave will be open. Harlem Ave entrance will only be used in case of an emergency (key left in lock)
- All able persons will enter via the steps (non ramp) and physically challenged persons will enter using the ramp. All will exit via the ramp side.
- Seating will be maintained for those who need to wait for transportation. Ushers will alert and escort members once their ride arrives.
- We would like the custodians to work on Sunday while the church is open to wipe down railing, disinfect the restrooms following individual usage during church service.
- The sanctuary, restrooms, and finance room must be cleaned and sanitized on a weekly basis; as well as the Pastor's Office and Restroom.

Supplies

- Hand sanitizer will be available at each entrance on Warwick and outside of each restroom.
- Disposable masks will be available for any staff members and worshippers who come without.
- Masks, gloves, gowns and face shields will be provided for CPR trained staff and those taking temperatures.
- Masks and gloves will be required for ushers and anyone ministering during service.
- Disinfecting, cleaning and sanitizing agents for facility will be regularly used.
- Disposable microphone covers, signage and other distancing measures are in place.

Communication

- Congregational/visitor instructions, information and forms will be available through email, e-bulletin, USPS mail, our website and robo-calls.
- Information on distancing and proper face covering will be posted
- Signage for the areas in the building to be used will be provided. (SEE Ex. BELOW)
- Contact Tracing Form
- COVID 19 Questionnaire
- We MUST keep members constantly informed.





Training

- Cathy Harden, Coordinator of the Worship and Arts Focus Area, will work with training ushers and volunteers on policies and protocols for worship services. These sessions will be held virtually and will be required attendance for all serving ushers and volunteers. All those who do not have virtual capabilities will receive their materials via US Mail.
- Please send your email address to Cathy Harden at charden8@aol.com if you will be ushering and/or volunteering so that your training materials can be sent prior to the meeting. The date and time are to be determined.
- The Trustee Board will address
- Reviewed and renewed cleaning procedures with custodians.

Liability/Medical Station

- BWC states that each church is individually responsible if sued. We **MUST** show that we did our due diligence to provide a safe and healthy environment. Church Mutual (our insurer) **DOES NOT** have any special rules for COVID 19, but states that our policy coverage is 10k per person.
- While Union Memorial has put in place a plan to ensure the health and safety of all individuals attending in-person worship, the global pandemic known as COVID-19, Coronavirus is still highly contagious. Thus, those attending in-person worship are worshipping at their own risk.
- Clorie Tildon, CPR certified will act as our medical staff if someone gets sick during service. (We must identify others with certification who are willing to assist.)

ON-SITE WORSHIP

- Attendance will be taken to ensure that those persons who signed up for worship did attend.
- Pew Bibles or Hymnals will not be available for use. You may bring your personal Bibles from home, but it may not be left at the church.
- Seating that is requested and reserved by household/family will help with maximizing our seating abilities. This includes any visitors that will attend with a member of Union Memorial. PLEASE REMEMBER seating is subject to change from Sunday to Sunday. Therefore, you may not be seated in your 'regular' seat.

Sanitation and Safe Movement

- Members who have seat cushions on pews will be able to pick up those cushions, on a day and time to be determined, for any necessary action by the owner.
- There is to be NO singing...NOT EVEN with MASKS.
- Restrooms available for use are the LADIES ROOM (next to LOVE CHAPEL), the UNISEX (directly outside of the instrument side of the Sanctuary, and the MEN'S ROOM (down the stairway from the UNISEX).
- There is to be only ONE person in the RESTROOMS at any time. Members of the same household (those seated together) may use the restroom at the same time.
- Children MUST be accompanied by a parent/guardian in the restrooms AT ALL TIMES.