



**DATE:** August 11, 2021

**SUBJECT:** Relevant Church Inland Empire – Reopening Plan Proposal

## **Summary**

This report provides a review of the Relevant Church Inland Empire services amidst the COVID Pandemic and proposal to re-open and resume in-person worship services effective January 1, 2022.

This full review and proposal will address recommendations and options geared toward re-opening in phases and will address a continuity of operations plan for restoring full services.

### **Background:**

Due to the spread of the Corona Virus posing a significant threat to safety, the CDC recommended limiting gathering of groups of people and exposure. In-Person Worship Services were halted as of March 22, 2020. Services and meeting were conducted using a digital/electronic platform as follows:

- Sunday Worship Service – Live stream via church website and Facebook.
- Wednesday Worship and Bible Study – Live stream via Facebook
- Monday Night Bible Study – Live stream via Facebook
- Core Team Meetings held via Zoom Conference Call
- Relevant Staff Meetings held via Zoom Conference Call

### **Goal/Objectives:**

*Effectively manage the re-opening of in-person services while providing a safe environment for those entering the church facility. The transitional plan outlined in this report consists of three phases that will accomplish incremental increased services that will be provided for re-opening. In order to minimize the risk and implement safety measures in the most efficient manner, we will:*

- Comply with the Governor’s Re-opening Guidelines.
- Establish and implement a COVID-19 Building Entry Questionnaire to record every person entering into the facility.
- Establish and implement social distancing measures, including reduced occupancy requirements
- Implement sanitation policies and procedures, including cleaning, disinfecting and decontamination
- Implement check points to ensure procedures are being followed and establish an effective ongoing safety measuring plan.

## **Proposed Actions:**

- 1) Continue to update church website with COVID 19 page to inform members and visitors of the reopening plan and requirements.
- 2) Continue to use the COVID-19 Questionnaire that all persons entering the building must fill out (including but not limited to taking temperature, ensuring hands are sanitized and face covering is secured upon entry)
- 3) Minimize the initial foot traffic back into the facility by informing visitors of the limited capacity. Create a script to provide a consistent message as well as provide alternative options such as set up a seating area outside with a speaker or provide the online streaming information for the visitor to log into)
- 4) Designate seating that complies with the 6-feet social distancing. Arrange or tag the chairs so they are easily identifiable.
- 5) Maintain additional medical supplies, sanitation, disinfectant wipes, gloves, masks. Clean restroom after every use.
- 6) Relevant staff always wearing gloves when checking in or assisting others.
- 7) Post entry rules on the door to visibly display information and requirements.

## **Recommendations:**

### Phase I:

In-person service once a month through December 2021 (preferably outdoors). Initially reopen with a 10-person capacity if indoors, which will consist of only the Core Team Members to attend in-person. The Worship Service will continue to be streamed live through the current digital platforms. The Praise and Worship Team will continue to record the videos to be shown on Sundays. Children's Ministry will continue to be recorded and provided online or lessons conducted online via Zoom.

### Phase II:

Depending on the current state and orders in place, effective January 2022, expand the in-person service to increase the number of in-person services to every Sunday. Increase the capacity of in-person attendees to a feasible number maintaining the same safety protocol and procedures already in place.

### Phase III:

Full reopening of the church with all ministries in attendance with safety protocols and measures still in place. This phase is still pending and not fully determined due to the uncertainty of the circumstances.

## **Guidelines to Incorporate:**

- Shorten services to limit the length of time congregants/visitors spend at facilities whenever possible.
- Close places of worship for visitation outside of scheduled services, meetings, etc., whenever possible.

- Discontinue large gatherings that encourage congregants/visitors to travel and break physical distances during activities, such as concerts, large holiday and life event celebrations and remembrances.
- Discontinue activities and services for children where physical distancing of at least 6 feet cannot be maintained.
- Prop or hold doors open during peak periods when congregants/visitors are entering and exiting facilities, if possible and in accordance with security and safety protocols.
- Reconfigure podiums and speaker areas, office spaces, meeting rooms, conference rooms, etc., to allow for at least 6 feet between people.
- Face coverings are strongly recommended at all times for congregants/visitors and staff.
- Close self-service item selection such as pamphlet displays and bookshelves and provide these items to congregants/visitors individually as necessary.
- Clean and sterilize the restroom after each use.
- Discourage staff, congregants, visitors, etc., from engaging in handshakes, hugs, and similar greetings that break physical distance.
- Reconfigure parking lots to limit congregation points and ensure proper separation (e.g., closing every other space).
- Discontinue offering self-service food and beverages. Do not hold potlucks or similar family-style eating and drinking events that increase the risk of cross-contamination.
- Strongly consider discontinuing practices and performances where there is an increased likelihood for transmission from contaminated exhaled droplets.
- Offer communion in pre-packed communion items or placing the pre-packed items on chairs prior to service, etc.