

First Presbyterian Church in Pitman

Re-opening Plan



8/2/2020

v1

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Executive Summary:

The Board of Session voted on July 6, 2020 to continue online worship through August. The building remains closed except for a limited number of staff and lay readers to record the weekly services. Session will re-evaluate the timeline to re-open at the September Session meeting.

The re-opening will be conducted in phases. A move to the next phase will be determined by Session based on available information at the time. Each committee submitted plans based on the activities within their purview and ranked them by importance and risk. The information was consolidated to create our plan.

Funerals are currently limited to 25 attendees and will be based on the NJ multiphase approach stage. Currently indoor gatherings must be limited to 100 people or 25% of a room's capacity -- whichever number is lower. All attendees at indoor gatherings must wear face coverings and stay six feet apart. Leadership will develop a cleaning plan and be present at the event to provide direction.

Three Phase Plan:

	Phase Zero (Current)	Phase One (Limited)	Phase Two (Moderate)	Phase Three (Normal) #
Sunday service	Online recording	Reduced Seating/ Social Distancing Livestreaming Social Hall for overflow	Reduced Seating/ Social Distancing Livestreaming Social Hall for overflow	Normal
Maximum Size		25% of capacity		Per occupancy
Worship Team	3-6	3-6	3-6	Normal
Choir	Virtual	1 soloist*	Small ensemble*	Normal
Congregational singing	Virtual	Alternate methods	Alternate methods	Normal
Hand Bells	Canceled	Limited to 8	Limited to 8	Normal
Sunday School	Virtual	K - 12	Preschool - 12	Normal
Nursery	Closed	Available to parents	Available to parents	Normal
Social Hour	Virtual	Outdoors with masks and social distancing; no refreshments	Outdoors with masks and social distancing; no refreshments	Normal
Small group study/meetings	Virtual or outdoors with masks and social distancing	25% room capacity or outdoors with masks and social distancing		Normal
Third Meal	Canceled	Outdoors	Indoors with reduced seating/social distancing	Normal
Family Promise	Meal delivery to Day Center	Meal delivery to Day Center	Meal delivery to Day Center	Normal
Game Night	Virtual	Virtual or outdoors	Indoors with reduced seating/social distancing	Normal

Theology on Tap	Virtual	Virtual or outdoors	Virtual or outdoors	Normal
Home Communion	Canceled	Pre-packaged with limited contact	Pre-packaged with limited contact	Normal
Office	Closed	Limited hours	Limited hours	Normal
Library	Closed	Open – max 2 at a time		Normal
Kitchen	Closed to public	Closed except for Third Meal	Closed except for Third Meal	Normal
Restrooms	Open	Open	Open	Normal

* when and where it is safe to do so

as declared by State of NJ

General guidelines for Phase One and Two:

- Masks are mandatory while in the building and outside where social distancing is not possible. Extra masks will be available.
- Social distancing is mandatory except for household members with each other.
- Hand sanitizer will be available at key locations.
- All groups will be required to maintain records of who attends the gathering in case contact tracking is required.
- Each person has a responsibility to look out for the welfare of others. From the CDC - symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19: • Cough • Shortness of breath or difficulty breathing Or at least two of these symptoms: • Fever • Chills • Repeated shaking with chills • Muscle pain • Headache • Sore throat • New loss of taste or smell. Anyone experiencing these symptoms should stay home.
- Any person who has been in contact with an individual testing positive for COVID-19 should stay home.
- Cleaning will be performed using recommended cleaning supplies and following CDC guidelines.
- Virtual activities may continue through the phases.
- Restrooms will have cleaning supplies available to self-clean after use.

Phase One:

Sunday Service will be limited to 25% capacity.

- Congregants will enter and exit via sliding doors from parking lot or front door.
- Greeter will help direct from a social distance.
- Congregation will be dismissed by pews as directed by ushers.
- Seats will be marked off for social distancing using a mixture of family units and single seats.
- Alternative passing of the peace – making a sign of peace without contact.
- Preacher and lay reader will wear masks and use separate podiums.
- Bibles and Hymnals will be removed from the pews.
- Bulletins including hymns and scripture readings will be paper or displayed on screen.
- Collection will be online or by congregant depositing in a plate in the sanctuary.
- Cleaning will be performed between uses.

Choir will be limited to a soloist socially distanced from the congregation per guidelines.

Congregational singing will be replaced by drumming/clapping with rhythmic hymns, Sign language of key words in hymns, like "Alleluia", instrumental solo or guided listening: presenting musical details and/or the story behind a hymn, asking congregants to prayerfully listen

Hand bell ringers will be permitted to practice socially distanced and with masks.

- Gloves will be worn at every practice and washed afterward by the ringer.
- Bells will be sanitized after use.
- Each ringer will have their own round table, at least 6 feet apart in the Social Hall.
- The team would be downsized to 8 ringers, alternating for each piece, so that everyone who wants to ring has the opportunity to do so.

Sunday School

- Long tables will be used with a student seated at each end and the tables 6 feet apart.
- All students will wash their hands or use hand sanitizer prior to entering the Sunday school room or designated area.
- All students will be returned to the sanctuary either during prayers of the people (Kindergarten to Jr. High/Sr. High class) or during the final hymn.

Jr. High/Sr. High class

- No materials are used with the exception of a Bible and individual cell phones.
- Students will not share their cell phones with other students.
- Teacher will be the one person handling the Bible unless the student brings their own from home, and then they are the only ones handling that Bible. The Bible will go home with the student at the end of the service.
- No snacks will be served.

Kindergarten to 5th grade class

- Materials (pen, pencil, crayons, markers, colored pencils, glue, and scissors) will be placed in a container for each individual child with their name on the container. Additional containers will be available for when guests attend Sunday school.
- Prior to the class, the Sunday school teacher will place the needed curriculum materials or any other items in each individual student's container.

1st Sunday Craft class--

- To be held in an area large enough to allow for 6 foot social distancing.
- All materials for craft to be placed in containers (pie tins, boxes, or Ziploc bags) prior to the start of activity.
- If craft is completed before worship is finished, another activity, such as a Bible story alone with an age-appropriate activity will be utilized until it is time to return to the sanctuary.
- Each student's material box will be delivered to the room by the Sunday school superintendent or shepherd, if needed.

Outreach

Family Game Night

- Limit number of people to 25 with face masks and social distancing.

- Have families at each table or individuals at each end of long table.
- Consider game that all could participate together like Bingo, charades, Scattagories.
- Provide supplies for games that are one time use or able to be disinfected.

Third Meal

- Tables will be placed 6 feet apart.
- One family unit per table or individuals at opposite ends of a long table.
- Meals will be served in 2 shifts - 5:15 -5:45 pm and 6-6:30 pm.
- Servers in line will wear gloves and masks during dinner serving and prep in the kitchen.
- Eating outdoors on the lawn for summer months.
- Use disposable tablecloths/paper plates and cups.
- Food will be delivered to the guests at their table.

New Member class

- Conduct virtually

Library

- Limit use of the library space to two browsers.
- Have hand sanitizer available for persons entering the library.
- Clorox wipes for the table and other surfaces.
- A box of gloves for browsers to wear for choosing and checking out materials.
- A list of instructions for library usage both inside and outside the library.
- Sticky notes available to put date of return on the item returned. Items would not be reshelfed for at a minimum of seven days.
- Only small (3-4) socially distanced people for meetings. These must be scheduled with Alyssa. Following the meeting, participants will clean the table and any surfaces used with the Clorox wipes.
- No donations will be accepted until further notice.
- Patrons would use their own pencil or pen to check out materials or wipe the library's pen with Clorox wipes after use.

Home Communion

- Purchase pre-packed elements and consecrate during Service.
- Limit visit to 10 -15 minutes.
- Have family member assist with delivery of communion if needed.
- Adjust frequency of visits as available servers and number of homebound members change.

Phase Two:

Sunday Service capacity will follow guidance for Phase 3. All guidelines from Phase One will continue to apply.

Choir will be limited to a small ensemble distanced from the congregation per guidelines.

Congregational singing will be replaced by alternative methods listed in Phase One with the addition of humming with face masks.

- Bibles and Hymnals will be removed from the pews.

Hand bell ringers will be limited to 8 and socially distanced.

Sunday School

- All guidelines from Phase One will continue to apply.
- Pre-School class
 - Students will be expected to wear masks and if possible, when sitting on the floor for the story, try to sit 6 feet apart. Marking spots or putting name tags on the floor.
 - Materials (pen, pencil, crayons, markers, colored pencils, glue, and scissors) will be placed in a container for each individual child with their name on the container. Additional containers will be available for when guests attend Sunday school.
 - Prior to the class, the Sunday school teacher will place the needed curriculum materials or any other items in each individual student's container.
 - Certain toys will be available, ones that can be placed in mesh bags and then run through the dishwasher prior to the next class or easily disinfected, but once a child has touched that toy, no other child can have access to that toy until disinfected.
- Library
 - All guidelines from Phase One will continue to apply,

Phase Three:

- The church will enter the normal phase when all NJ COVID-19 restrictions are lifted.

Revision History

Revision	Changes	Author	Date
1	Review by Session Added TOC	Vicki Downing	8/3/20