

LMC COVID-19 (or other Pandemic) Guidelines 2020 Approved 6/23 -Joint Board



The following guidelines were developed from multiple sources after review of Federal, State, and CDC standards. This document was produced to ensure a safe environment is provided when it becomes permissible to resume live worship services and for our entire campus as we plan to return to the new normal for day-to-day church activities. We are committed to the safety of our worshippers, volunteers, and staff.

Due to the Governor's mandates, CDC guidelines, and best practices, Lititz Moravian will continue to offer online services for all worshippers, particularly for those considered to be high risk, and those who may choose not to attend live services at this time. Lititz Moravian, while following best practices, cannot guarantee a COVID-19 free environment. Everyone who chooses to attend a live service accepts the risks of potential cross contamination of COVID-19 and will not hold Lititz Moravian liable.

High Risk worshippers include:

1. People over 65
2. People with chronic lung disease
3. People with serious heart conditions
4. People who are immunocompromised
5. People with severe obesity
6. People with diabetes
7. People with chronic kidney disease or on dialysis
8. People with liver disease
9. Feeling sick? – If you are not feeling well, please stay home.

Sanctuary Services:

1. **Pre-Opening Cleaning** – The Sanctuary will be cleaned and sanitized **within** one week prior to re-opening for live services. All written Housekeeping and sanitation policies and procedures will be followed.
2. **Seating** – Sanctuary seating capacity will be determined by a seating chart developed by the Elders. Approximately 96 worshippers can be safely accommodated while observing 6 feet physical distancing guidelines. **The seating chart will be used as a guideline. Ushers will seat all worshippers to ensure that CDC guidelines are followed for physical/social distancing. Ushers will use their judgement when seating families together. A process for making worship reservations online and through phone will be investigated.**

LMC COVID-19 (or other Pandemic) Guidelines 2020 Approved 6/23 -Joint Board



3. **Singing/Choir** – Physical distancing for singing will be evaluated by the Music Director and staff. A plan will be developed and submitted to the Elders for evaluation and determination of how singing will be continued at services. More solos, duets, and small group singing may replace the choir where social/physical distancing would be difficult. AS it is not certain that singing may cause a need for more than 6 feet distancing, “whisper singing” or humming would be encouraged rather than outright singing
4. **Mask Policy** – **All worshippers over 2 years of age who are able will wear a mask at all times.** Upon reopening, all worshippers who can wear a mask will be required to do so when entering any building, the sanctuary, during services in the Sanctuary, and when leaving. **Worship leaders may remove their mask while speaking, and when finished, they must put their mask back on.** Those worshippers who cannot wear a mask will be assigned to a designated seating area by the Ushers. Those who cannot wear a mask might be encouraged to worship from home. Masks can be provided, but it is encouraged that each worshiper would bring their own.
5. **Role of Ushers and Greeters** – An attendance log of who attends each service will be maintained for contact tracing. Greeters will greet attendees, write down their names, and direct them to hand sanitizer stations and to wait for an Usher. Asking worshippers how they are feeling in place of taking temperatures and **reassuring them will also be part of their role.** Ushers will prop open designated outside doors 20 minutes prior to the start of services so worshippers will not need to come in contact with door handles. Outside doors will be closed 10 minutes after the start of service. Doors will be propped open at the end of services and Ushers will direct the departure of all worshippers in “wedding” style. Hand sanitizer will be available at all open entrances and attendees will be encouraged to use it upon entering and exiting by signage, Ushers, and Greeters. **The Ushers will devise an exit plan and determine which exit door may be used by worshippers seated in a particular section of the Sanctuary.**
6. **Hand Shaking** – The traditional hand shaking by greeters will not be part of their duties. Hand shaking will not be part of the worship service.
7. **Commitment to Social/Physical Distancing** – All coat hangers will be removed from the coats racks and worshippers will be directed by signage and Ushers to take coats with them to their seats. Worshippers will maintain a Social/Physical distance of 6 ft. Worshippers will be directed to

LMC COVID-19 (or other Pandemic) Guidelines 2020 Approved 6/23 -Joint Board



go immediately to their seats to minimize congregating in groups. Social/Physical distancing should be observed when worshippers are going to and from their parked cars.

- 8. Removal of Pew Bibles, Hymnals, Pencils..... – conversion to paper/electronic or another format. The IT team/Office will e-mail worship program, hymns, readings, liturgy..... so worshippers may follow the service on their electronic device. Paper copies will be available at each designated seating area for those who don't have tablets, phones, or iPads. Overhead projection may be used as well. Bob Bomberger and Don Stoner will determine best distribution practice for Outdoor service**
Prayer Requests – Prayer request cards will be discontinued. Prayer requests will continue to be from pastor solicitation during a live service or all other previously used communication channels. **Offertory/Collection** – The passing of Plate offerings will be discontinued. Offering plates will be carried to each person or group of persons by the Usher. The Usher will NOT allow the worshiper to take the plate. Joyful Noise offering will be handled by the Ushers in the same manner.
- 9. Sanitizing Stations – Hand sanitizing stations will be located in the following locations..... 3 doors to the Sanctuary**
- 10. Rest Rooms/Drinking Fountains** – Drinking fountains will be turned off/blocked. Rest rooms will be sanitized before and after each service per written housekeeping policy.
- 11. Communion – Will be administered in the following manner: pre-packaged wafers and juice. Their distribution method will be determined.**
- 12. Love Feast – Will be conducted in the following manner: Love Feast will follow written plan has developed for each service.**
- 13. Sound Booth – Worshippers are to maintain a social/physical distance of 6 feet from Sound Booth Staff. Safe CDC practice to be followed**
- 14. Pastors will not greet worshippers after services are completed. They may locate themselves at an appropriate physical/social distance to say goodbye to worshippers.**

Other Church Buildings:

- 1. Church Observation of PA Red, Yellow, Green designations-** A vote by the Joint Board is required to change the Observation of the specified designation for all LMC operations. “Outside” groups will still be considered on a case by case basis by our Facilities Request Committee. All activities must continue to schedule through the church office).
- 2. Federal, State, and CDC guidelines will be followed in all church buildings.**
- 3. Security/Building Access and Lockdown – Identify office hours and access door for staff and visitors. Identify which doors will be locked.**
- 4. Mask Policy – All members/visitors over 2 years of age who are able will wear a mask at all times.** Upon reopening, all worshippers who can wear a mask will be required to do so when entering any building, the sanctuary, during services in the Sanctuary, and when leaving. **Worship leaders may remove their mask while speaking, and when finished, they must put their mask back on.** Those who cannot wear a mask will be assigned to a designated seating area by the Ushers. Masks can be provided, but it is encouraged that each worshiper would bring their own.
- 5. Commitment to Social/Physical Distancing –** All employees and visitors will maintain a social/physical distance of 6 feet.
- 6. Sunday School/Nursery – will not be opened until a written safety plan for opening is created by the staff and approved by the Joint Board.**
- 7. Security/Office Visitors/Workers –** building access will be provided in the following manner: Must Follow CDC Guidelines, Must sign in, must use hand sanitizer, etc.

General Safety/Risk Management/Housekeeping;

- 1. Incident Reporting Policy –**
 - Any items that come in, Pastor Mark will Confirm the incident and facilitate that a report is completed in a timely matter no more than 24 hours and give it to Abby, which she will e-mail to the Personnel Committee. If more immediate action is needed, she will call the chair of that Committee to act ASAP.
 - Someone from the Personnel Committee will have to act on the matter right away and the full committee will be in favor what action that will take place.

LMC COVID-19 (or other Pandemic) Guidelines 2020 Approved 6/23 -Joint Board



- c. If the matter affects the staff, they must be contacted ASAP with the issue.
- d. If an area needs disinfecting, the staff will be told what area and what must be done.
- e. The Personnel Committee will let the Joint Board know what the issue is and how it was handled.

Communication/Connection Plan of New Church Policies and Practices to Members:

1. These policies will be made available to the congregation when approved by the Joint Board. They may be sent via e-mail, US mail, contained in the Spire, posted on the church website, or communicated in any manner deemed appropriate.
2. Church calling tree may be used to facilitate communication with members.