



Forest Grove United Methodist Church

Know God • Build Community • Impact the World

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Plan for Phase 2 Reopening

Requirement One

Bishop Elaine JW Stanovsky has extended her “suspension of in-person worship in United Methodist Churches and other ministries and the closure of church facilities to all but essential services throughout the Alaska, Oregon-Idaho, and Pacific Northwest Conferences through June 15, 2020.” Based upon the best information available, this suspension may be extended further, as necessary to do no harm. While this suspension is in effect, local churches and other ministry settings should prepare for the next phase of reopening.

Requirement Two

The governor of each state is responsible for the decision to reopen their state, easing mitigation efforts and physical distancing requirements as they go. With the governor’s consent, some counties or regions may do so more quickly than others, though only with the governor’s consent. United Methodist local churches and other ministries must always meet state sanitation and physical distancing requirements of their community, at a minimum. If there is dispute between local requirements and those required by state officials, the church should err on the side of the more restrictive of the two. If there is significant disagreement between public health officials and political leaders, again, err on the more restrictive side.

Requirement Three

No United Methodist local church or ministry across the Greater Northwest Area may reopen without approval of its plan by their assigned District Superintendent or Director of Connectional Ministries working under the authority of the Bishop. Each church and ministry setting needs to prepare a plan for a phased reopening that details how you will address the required ministry and safety-related items identified in this document while also wrestling with other faith-related questions raised by this pandemic. Begin now to plan for reopening and to receive feedback and pre-approval for your plan from your District Superintendent or Director of Connectional Ministries and procure the materials needed for safe reopening of facilities and return to in-person gatherings.

Phase 2

In Phase 2, the in-person worship suspension continues with potential exceptions made for drive-in and outdoor possibilities. It allows a group of 10 or fewer to gather in the building to record or produce online worship resources, while practicing physical distancing, wearing face masks, and observing other hygiene practices. Each person may remove their face mask while they are speaking during active recording. The production of in-person vocal music by groups remains prohibited in facilities. Solo vocal and wind instrument performances may be recorded now with approved safety precautions. Bell choir may rehearse and record with approved safety precautions. High-touch surfaces must be sanitized after each use. Access to Church buildings is limited to designated staff, volunteers, meetings, and

services. Ministries are strongly encouraged to continue to meet, serve, and worship together, remotely, striving to include vulnerable persons making healthy choices to participate in virtual ways.

LEADERSHIP RESPONSIBILITIES: Assess church or ministry capacity, Review & update plan reimagining ministry together, Communicate progress or updates.

- Established a taskforce to create the guidelines by which FGUMC will reopen under Phase 2. Taskforce led by the Pastor is made up of 5 other members of the leadership team.
- Develop a plan for reopening, recognizing that the majority of our parishioners are “high risk”.
- Regularly revisit the plan to determine progress. Meet Monthly or as needed as the state and conference moves through the various phases.
 - During these meetings we will also establish criteria that will help us to measure the effectiveness of our implementation.
 - Identify potential steps to better meet the goals of the current phase as well as to identify the steps that are needed to move to the next phase once we are permitted to do so.
- Develop a letter and/or email that clearly articulates the expectations that we have for the reopening process. Include in this communication the ability to provide feedback to the team or join online future meetings via Zoom. Deliver it to every household and user groups affiliated with our congregation.

SAFETY ACTIONS: Face masks & physical distancing required, hand washing or sanitizer used consistently, sanitize after each use.

- Require face coverings, and social distancing to anyone entering the church or is participating in the production of online services. Have masks available for those who do not have them.
- Verify that an adequate supply of facemasks, hand sanitizers and disinfection supplies are available.
- Provide hand sanitizer in “no touch” or minimal touch stations.
- Post signage that describes how to stop the spread of COVID-19.
 - The verbiage for the signs is included in the “To Prevent Infection and to Stop Transmission of COVID-19” section of the Safety Protocols page attached at the end of this document.
 - This document is modified from the following CDC link: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.
- Promote the everyday protective measures for stopping the spread of COVID-19.
- Develop a process for sanitizing any items used during meetings.
- No live singing during in person meetings or worship.
- If meeting indoors, open windows and/or doors to improve ventilation.
- Flush water systems prior to use.
- Clean and sanitize designated “high touch” bathroom.
 - Post signage for bathroom use outside and inside the designated bathroom.
 - Provide disposable gloves for use by members and/or visitors when cleaning bathroom after use.
 - Provide disinfectant wipes or spray for use by members/visitors when cleaning bathroom after use.
- Exclude anyone who is exhibiting active symptoms of COVID-19.
- Take attendance for contact tracing purposes in the event that a person who attends an event tests positive for COVID-19. (Maybe required under future phases)
 - There will be a sign-in sheet provided to monitor those who enter. The church secretary will keep these sheets as they are filled in.
 - User groups (such as Narcotics Anonymous) will not be able to use the church facilities during Phase 2.
 - Leaders can enter their assigned space to access materials.

- While these groups will not be meeting, groups such as these will need to keep the attendance sheets with the leader to ensure that anonymity is maintained. In case of contact tracing, the leader will need to notify members who attend the meeting once meetings are allowed.
- Rekey the main Church entrances.
 - Limit the number of keys available during phase 2.
 - Inform those receiving keys that there can only be a total of 10 individuals in the building at any one time.
 - Post signage that states the limit to the number of people who can be in the church at the same time.
- Identify spaces that need to be cleaned and train Custodial staff on proper sanitizing techniques.
- Open only the bathroom at the north end of the Garden Room.
 - Provide signage that describes the proper cleaning and sanitizing protocols.
 - Provide sanitizing wipes for cleaning “high touch” surfaces including, but not limited to: doorknob, sink, faucet, toilet handle, toilet seat.
 - Given that there is only one stall in the bathroom, there is automatically limited access that will provide social distancing.
- Spaces that will be “high touch” and be cleaned regularly by the cleaning service:
 - Bathroom on the north end of the Garden Room.
 - Pulpit and microphone stand in sanctuary.
 - Piano keys and bench.
- Pastor and Church secretary will clean “high touch” areas in the office that include, but are not limited to:
 - Copier
 - Counter
 - Computers
 - Chairs
 - Doorknobs
- Require everyone who enters the building to sign in on the provided form that indicates the individual’s name, date of entry, time entered, time exited and purpose of entry.
 - There would need to be a log inside the building near the office for those entering the church building itself.
 - There would need to be a separate form located outside the office for individuals who enter the education wing to sign.
 - This would include, but not be limited to: Trustees working in or around Education Wing, persons checking that doors and gates are locked, leaders of user groups, Montessori leaders and teachers.
- Since masks are now required for all people age 12 and older when inside a public building, provide a supply of masks that people must wear when in the building.
 - Church secretary and Pastor may be mask free when working by themselves in their respective office area. Masks must be worn when interacting with others.
 - Post signage that states that visitors (members and non-members alike) must wear a mask when in the building.
- The church secretary will monitor the cleaning/sanitizing supplies required for the office and bathroom. If she desires, she can contact the Trustees to purchase additional supplies.
- The cleaning service provides its own cleaning equipment and supplies.
 - There has been communication between the Trustees and the cleaning service regarding CDC guidelines for cleaning and sanitizing those “high touch” areas.
 - The supplies provided by the cleaning service have been aligned with those approved by the CDC and EPA for disinfecting COVID-19.

- The cleaning protocols have been adapted from the following CDC link:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#How%20to%20Clean%20and%20Disinfect>.

STAFF AND VOLUNTEERS: Staff and designated volunteers may work in building.

- Note that a total of no more than 10 persons may be in the entire building at the same time regardless of their location.
- Allow staff to enter the building for work.
- Require staff and volunteers to use masks and to follow physical distancing when isolation is not possible.
 - Since masks are now required for all people age 12 and older when inside a public building, provide a supply of masks that people must wear when in the building.
 - Church secretary and Pastor may be mask free when working by themselves in their respective office area. Masks must be worn when interacting with others.
 - Post signage that states that visitors (members and non-members alike) must wear a mask when in the building.
- Train the staff in the proper techniques of sanitizing their work space.
- Allow staff to work from home if that makes them more comfortable.
- Encourage staff to meet with individuals virtually when possible.
- Require staff or volunteers to stay home if they are sick. Establish that policy within SPRC.
- Require volunteers to check -in at the office when entering the building.
- Members who will have access to the church building.
 - Pastor
 - Church secretary
 - Deacon
 - Trustees for the purpose of providing or monitoring repair work.
 - Finance secretary and assistant to collect and manage offerings.
 - Cleaning Service for the purpose of cleaning and maintaining the building.
 - Church newsletter publisher for the purpose of producing and mailing the church newsletter.
 - Church treasurer for the purpose of paying bills and signing checks.
 - Finance chair for the purpose of monitoring the budget.
 - Leaders of user groups (such as Narcotics Anonymous) for the purpose of accessing their supplies or leading remote/virtual meetings.
 - Organist, pianist, bell choir, and worship leaders, for the purpose of practicing or recording music or liturgical elements to support the Sunday virtual worship service.

WORSHIP: Virtual only, Group of up to 10 in building for worship recording, soloist permitted with approved precautions, bell choir permitted with precautions, Outdoor, Drive-in type gatherings permitted w/plan.

- Note that a total of no more than 10 persons may be in the entire building at the same time regardless of their location.
- For the near-term, provide electronic worship opportunities via Facebook and YouTube.
- Identify individuals who can support the development and or production of the worship service.
- Singing or instrument usage must observe the 25ft guidelines for separation.
- Provide no-touch or minimal touch hand sanitizing stations for those preparing and presenting the virtual worship service.
- Each person playing the piano or organ should use his or her own music. There should be no sharing of paper music with people who are not in the same household group.

- Bell choir will rehearse and record in the Fellowship Hall.
 - An individual bell table will be set up for each player ensuring 6-foot distancing.
 - All players will wear masks and handbell gloves.
 - Six-foot distancing will be practiced throughout, including during set-up and tear-down.
 - Handles of all bells will be sanitized following use.
- Occasional outdoor or drive-in services may be offered.
 - Participants will remain in cars or practice masking and six-foot distancing.
 - Hymnals and bibles will not be provided during in person worship
 - Any worship materials will be handed out by gloved, masked volunteers. Once an item has been handed out, it will not be recollected.
 - If outdoor worship is provided, require masks and physical distancing, separate chairs to support physical distancing or mark locations for individuals to stand.
 - FM transmitter has been purchased to facilitate in-car worship.

MINISTRY ACTIVITIES AND EVENTS: Virtual plus limited in-person designated meetings & services

- Note that a total of no more than 10 persons may be in the entire building at the same time regardless of their location.
- Require that leaders of user groups sign in when they enter the Education Wing or the church building itself.
- Provide Zoom options to allow meetings to continue during Phase 2 (as defined by the Bishop).
- Virtual meetings will be conducted by worship staff
- Ensure that regular messaging is provided to members (through the Messenger, online and in other mailings) describing the upcoming events that will take place and those that will not.
- Develop a process and guidelines that leaders of groups must follow when planning for an event to ensure that safety and health concerns are followed along with meeting the guidelines developed for reopening.
- Establish a communication protocol for leaders of ministry groups to follow in the event of a positive test for COVID-19 following an in-person meeting or event.
- Allow leaders of outside ministry groups to enter the building to lead their groups or to access their materials. Ensure that they properly sanitize their area upon entry and prior to leaving.
 - Clearly explain the safety guidelines to leaders of ministry groups and require that they share those guidelines with any attendees of the events.

BUILDING USE: Limited to staff, volunteers & designated services

- Note that a total of no more than 10 persons may be in the entire building at the same time regardless of their location.
- The Forest Grove Montessori School is considered to be in a separate building and has been provided with separate space, exits, and entrances. Montessori students, staff, and parents never share space or cross paths with church staff and members who are in the main building.
 - Since the Montessori school is an emergency child care center as determined by the state of Oregon, it can exceed the maximum occupancy when students are in school.
 - As a means of eliminating contact between Montessori and church staff/members the following entrance rules will be in force. See the attached signage that will be posted on the building.
 - Entrance to the church will be made through the east entry that is facing Cedar Street.
 - Entrance through the gate by the kitchen will be limited to Forest Grove Montessori School staff, parents and students between the hours of 8 am and 4 pm Monday through Friday.
- Provide signage throughout the building that describes acceptable use, safety protocols, sign-in requirements, mask requirement and maximum occupancy.

- Allow leaders of outside ministry groups to enter the building to lead their groups or to access their materials. Ensure that they properly sanitize their area upon entry and prior to leaving.
 - Provide cleaning protocols, mask usage, sign-in requirement and maximum occupancy for all spaces including the Education Wing.
 - Clearly explain the safety guidelines to leaders of ministry groups.
- No in-person groups allowed during Phase 2 (Other than those involved in the production of Worship).
- Revise building use forms to include proper sanitation and safety measures expected of groups.
 - Communicate to all current users the guidelines for sanitation and safety measures to prevent exposure to COVID-19.
- Ensure that cleaning service focuses on high impact areas for proper sanitation.

COMMUNITY CONNECTIONS AND OUTREACH: Virtual, Limited essential crisis services offered outdoors.

- Note that a total of no more than 10 persons may be in the entire building at the same time regardless of their location.
- Currently allowing individuals to use the church garden space provided they sign the form designed and approved by the Trustees. (See below).
- Provide wireless access to leaders of user groups so that they can provide virtual meetings
- Crisis services will be limited and virtual if possible.
- Forest Grove Montessori
 - It will be expected to meet the guidelines outlined in the Ready Schools Safe Learners 2020-21 Guidance document found at: <https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Ready%20Schools%20Safe%20Learners%202020-21%20Guidance.pdf>.
 - It will be expected to meet the guidelines outlined in the Oregon Governor’s Emergency Child Care order as described at the following link: <https://oregonearlylearning.com/oregons-governor-extends-emergency-child-care-order-with-stay-home-save-lives-order/>.
 - The administrator of the school will sign a liability waiver that releases Forest Grove United Methodist Church, the district and conference from liability due to COVID-19.
 - The school will prepare and share with the parents of the students a handbook describing the health, safety and cleaning protocols for students and staff relating to COVID-19. This document can be shared with the District Superintendent if requested.
 - Require that the classes consist of “cohort pods” of no more than 10 students.
 - Require that the teacher/leader of each cohort wear a face mask or face shield.
 - Require that the cohort pod numbers allow for at least 35 square feet of space for each child to allow for appropriate social distancing.
 - The leader of the Montessori school will meet with a member or members of the Reopening Task Force to ensure that the guidelines established by FGUMC and the District are met. This meeting will be held virtually, if possible.
 - Require that the school establish a drop-off and pickup plan for the students, and require that the plan be shared with the church office to minimize risk of crossover between church office staff and Montessori school staff and students.
 - Given the maximum number of individuals who can be in the building at one time (10), no one may be in the Education Wing during the hours when the Forest Grove Montessori School is in session and has students.
 - Since the Montessori school is an emergency child care center as determined by the state of Oregon, it can exceed the maximum occupancy when students are in school.

- Refer to the map attached to see that the Education Wing and the Church are not attached except by a breezeway so that the students and teachers will not enter into the church during school hours.
- As a means of eliminating contact between Montessori and church staff/members the following entrance rules will be in force. See the attached signage that will be posted on the building.
 - Entrance to the church will be made through the east entry that is facing Cedar Street.
 - Entrance through the gate by the kitchen will be limited to Forest Grove Montessori School staff, parents and students between the hours of 8 am and 4 pm Monday through Friday.

Agreement for Use of Church Garden During Phased Re-opening

During the current health emergency, we, the Forest Grove United Methodist Church, will follow the guidelines presented by The Greater Northwest Area of the United Methodist Church in their Reimagining Life Together document released on May 20, 2020. To this end, we are asking each group using the FGUMC Church Garden space to read and agree to the following guidelines as indicated by the signature of the group leader.

- 1) Individuals working in the garden space will maintain proper “social distancing” of at least 6 feet between people unless they are living in the same household.
- 2) All individuals will have a mask on their person which they will wear when in proximity to someone who is not a part of the individual’s own household.
- 3) Individuals working in the garden space will use and only touch their own equipment in their garden plot and will possess and use sanitizing tools (disinfecting cloths and/or hand sanitizer) after contact with the shared equipment.
- 4) Individuals working in the garden space will remain outdoors until phase 3 of the re-opening process is announced and in place.
- 5) Food produced in the garden will be utilized by the individuals who grow the food until donations are allowed by outreach organizations until phase 3 of the re-opening process is announced and in place.

We agree to follow the guidelines presented above as well as those outlined by the CDC, state, local, church and partner organizations.

Signature of group leader

Date

How to clean and disinfect

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface.
- Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
- More frequent cleaning and disinfection may be required based on level of use.
- High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Recommend use of EPA-registered household disinfectant.
 - Follow the instructions on the label to ensure safe and effective use of the product.
 - Many products recommend keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- For soft surfaces such as carpeted floor, rugs, and drapes
- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.

or

- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
 - Leave solution on the surface for at least 1 minute.
 - To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
 - OR
 - 4 teaspoons bleach per quart of room temperature water
 - Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.
- Vacuum as usual.

For electronics, such as tablets, touch screens, keyboards, remote controls.

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

COVID-19 Safety Protocols

To prevent infection and to slow transmission of COVID-19:

- Frequently wash your hands regularly with soap and water for at least 20 seconds, or clean them with a 60% or greater alcohol-based hand rub.
- Maintain at least six feet distance between you and people coughing or sneezing.
- Avoid touching your face.
- Cover your mouth and nose when coughing or sneezing.
- Stay home if you feel unwell.
- Refrain from smoking and other activities that weaken the lungs.
- Practice physical distancing by avoiding unnecessary travel and staying away from large groups of people.
- Required use of face coverings among staff and congregants when indoors, noting that face coverings should not be placed on children younger than 2 years old. Special considerations should be used for anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove it without assistance.
- Clean and disinfect frequently touched objects and surfaces.

To Hold in-person safe meetings:

- Practice social distancing by remaining at least 6 feet away from individuals who are not in the same household.
- Required use of face coverings when indoors or when outdoors and unable to maintain proper social distancing.
- No physical contact between persons who are not living in the same household.
- Wash hands with soap and water for at least 20 seconds or use hand sanitizer containing at least 60% alcohol.
- Cover coughs and sneezes with a tissue or the inside of your elbow. Wash hands immediately.

Bathroom Use Protocols

When using the bathroom, the following guidelines must be followed.

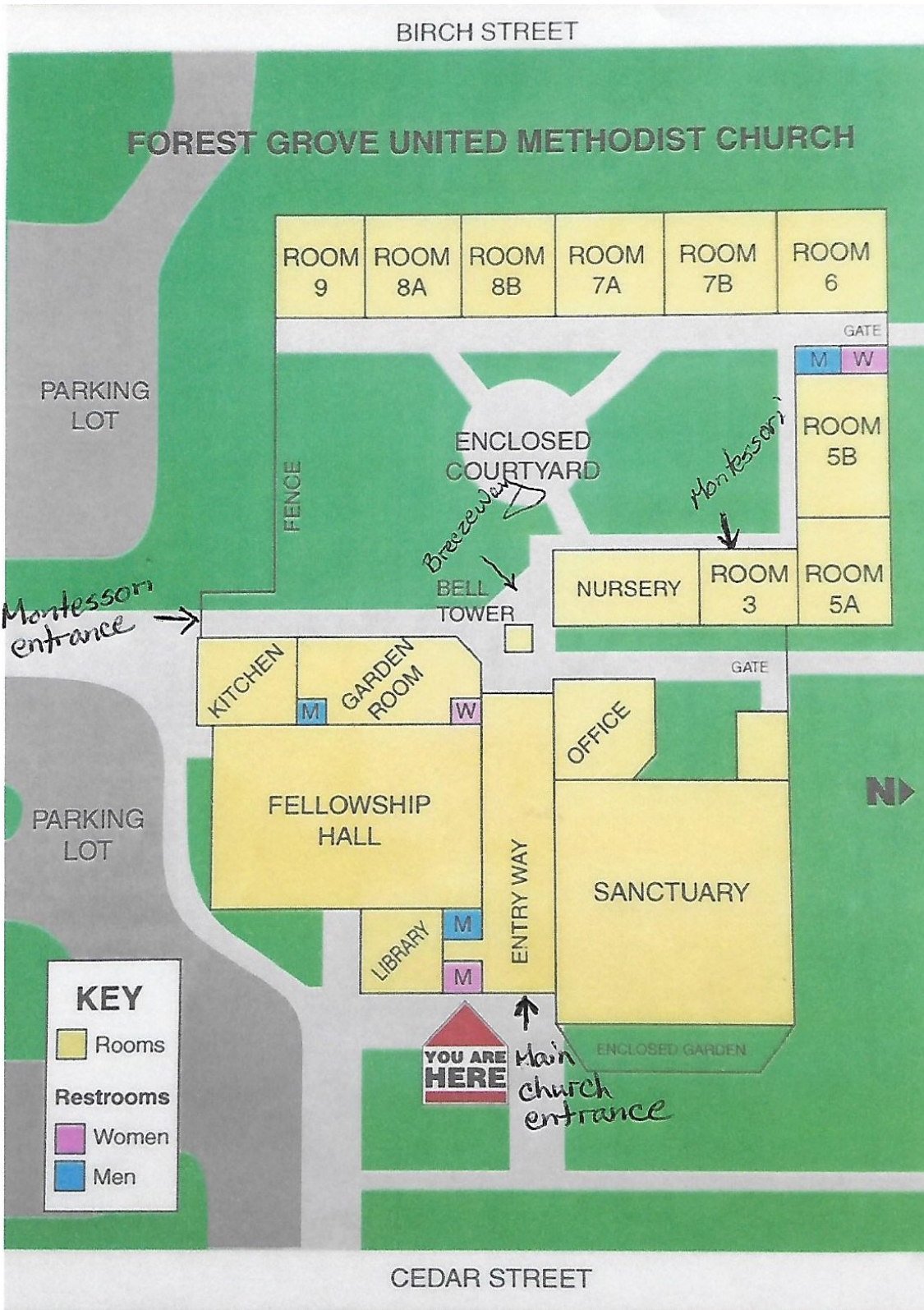
- Ensure that only one person is in the designated “clean” bathroom space at a time.
- Wash hands using soap and water for at least 20 seconds.
- Put on one of the supplied protective gloves to disinfect the space.
- After using the bathroom, use the provided disinfectant wipes or sprays to clean all “high touch” surfaces that include, but are not limited to:
 - Faucet
 - Soap dispenser
 - Sink
 - Toilet seat and toilet handle
- Leave the disinfectant in place without wiping dry for the duration recommended on the label.
- When exiting the bathroom, use a second disinfectant wipe to clean the door knobs both inside and outside of the bathroom.

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Process and Protocols for In-Person Meetings

Note: The FGUMC urges that all church related meetings while the church is in Phase 2 be held virtually. In the event that a meeting cannot be held virtually, the following protocols must be followed. No user groups may meet in person during Phase 2.

- There can be no more than 10 individuals in the church at the same time so the leader needs to note those who are already present in the building in order to determine whether the meeting can take place and how many can attend.
- The leader must require that face masks be worn if the meeting is taking place indoors or if safe social distancing cannot be ensured.
- The church will provide face masks for those who do not have their own.
- If a person is exhibiting symptoms of COVID-19 or has tested positive for COVID-19, he or she must leave the premises immediately.
- The leader will take attendance of all participants and give that attendance list to the church secretary prior to leaving the church facility. The list can be folded in half and slipped under the door of the office if the secretary is not present at the time of the meeting.
- All participants must practice safe social distancing guidelines with no physical contact.
- There is to be no singing or playing of wind instruments.
- Participants may not use hymnals or bibles from the pews or library.
- Participants should use hand sanitizer upon arrival at the meeting and after touching any physical objects while meeting.
- Upon conclusion of the meeting, the leader will sanitize all hard surfaces touched by participants following the cleaning protocols that are posted around the church building.
- Participants may only use the designated bathroom located at the north end of the Garden Room.



Church entrance can be made through the doors on the east side of the church building that is facing Cedar Street. Please sign the entry log as you enter the building.

Between the hours of 8 am and 4 pm Monday through Friday, this entrance is only for the use of Forest Grove Montessori School Staff, Students and Parents.

Church entrance can be made through the doors on the east side of the church building that is facing Cedar Street.

