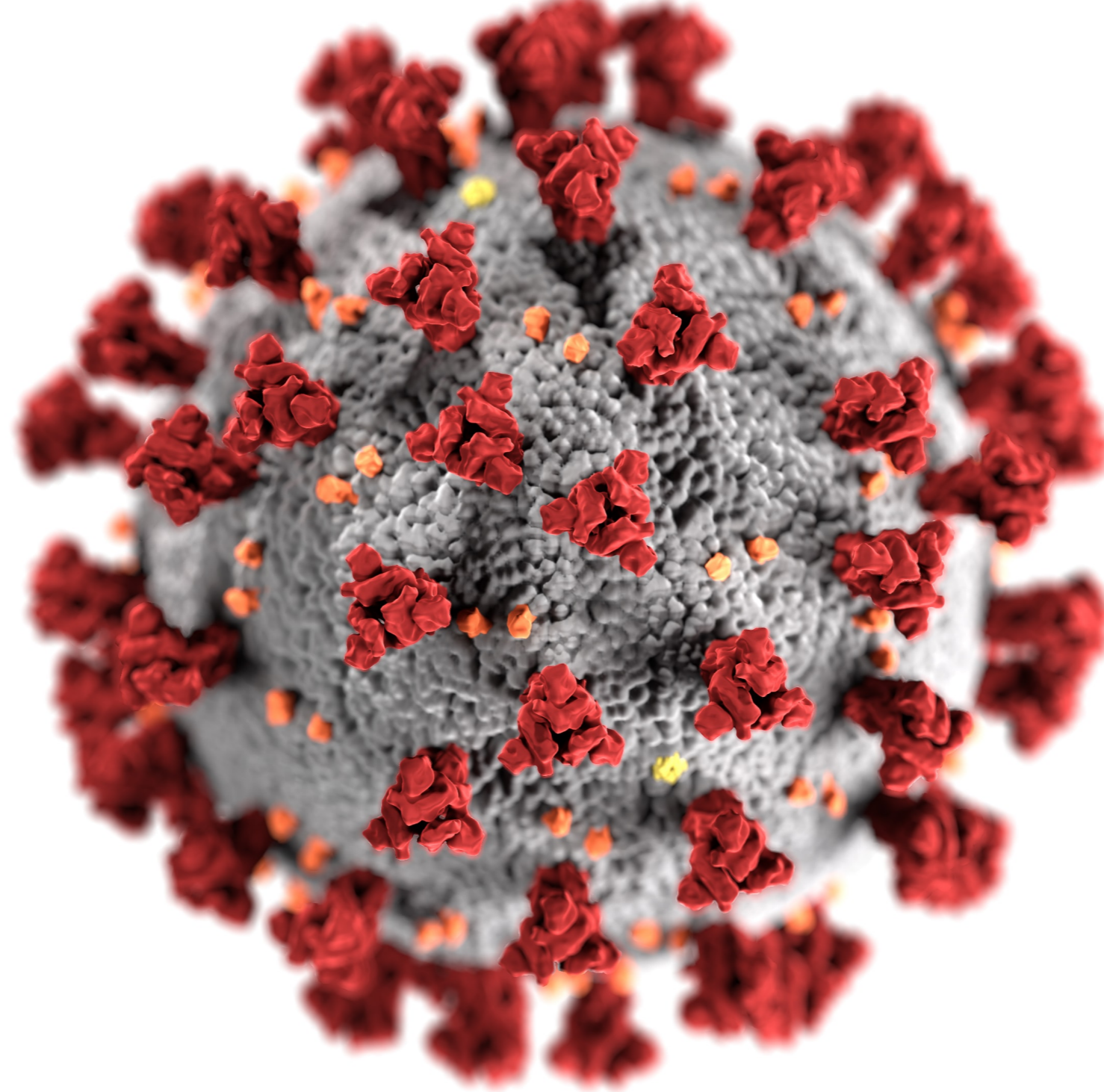


2020-2021



COVID-19 Reopening Plan

UMC Summit (Updated Spring 2021)



Guiding Principles

As we develop our reopening plan and seek to respond in love and concern to the health and safety challenges brought about by COVID-19, these are the principles we will follow:

- ❖ Safety for everyone (congregants, staff, visitors);
- ❖ Clear communication & expectations;
- ❖ Follow Center for Disease Control and Prevention (CDC), Greater New Jersey Annual Conference (GNJ), & New Jersey state guidelines;
- ❖ Minimize exposure risk as much as possible.
- ❖ Be kind and compassionate towards those who make different decisions about individual choices and different forms of ministry based on their comfort level. We are all working together towards a common goal in a challenging season.

Major changes or updates to our reopening status and protocols, at the direction of the GNJ Annual Conference, will be determined by an Ad Council vote.

General Protocols



General Protocols

These general safety protocols apply for any in-person gathering (worship, office, small groups, etc):

- Stay home if you do not feel well
- If you have a fever or other symptoms of COVID-19, stay home.
 - We will not be taking temperatures when you come to the building, but you are welcome to take your temperature at home.
- Maintain a 6' distance from others and avoid congregating with others from outside your household.
- Wear a mask, even if vaccinated, when around others whether inside or outside.
- Wash hands with soap for at least 20 seconds.
 - Bathrooms will be available as needed, but will not be cleaned after each individual use. Sanitization wipes and spray will be available in the restrooms for your use.
- Avoid direct contact with others outside your household, including handshakes, hugs, and high-fives.
- Disinfect high-touch surfaces after using them.
- Gatherings that last longer pose more risk than shorter gatherings. Please limit time spent indoors as much as possible.
- Gatherings and activities held outdoors are safer than indoor gatherings. Please make use of the church's outdoor spaces before prioritizing indoor spaces.
- Communal/choral singing in the church facilities is not allowed at this time.
- No food or beverages permitted at this time.



General Protocols

If someone tests positive for COVID-19 and participated in an in-person gathering within the past 14 days, the situation will be evaluated and properly addressed in consultation with the regional Health Department and the Greater New Jersey Annual Conference. A thorough cleaning of the space(s) the individual was present in will take place before groups can use them again.

If an individual becomes sick or symptomatic while at an in-person gathering, they will need to leave immediately. If they cannot leave the premises immediately, they will be isolated in the following locations until they are able to leave:

- Sanctuary Building: Isolate in the Hospitality Room.
- Education Building: Isolate in the Conference Room

A thorough cleaning of the space(s) the individual was present in will take place before groups can use them again

Worship Protocols



Worship Protocols: Spring 2021

Regular in-person worship resumes May 2, 2021

- In-person worship will be at 9:30am
- Online worship will continue at 10:30am
- Our ultimate goal is to move back to one service at 10:30am that is both in-person and live streamed online.
 - At this time, additional online digital greeters are needed in order to move the in-person service to 10:30am. If interested in serving in this way, please contact Pastor Christina.

In-Person worship will be primarily outdoors, and will be moved inside the Sanctuary in the case of inclement weather

- Ad Council will re-evaluate the primary location of in-person worship at their June 14, 2021 meeting
- Worshipping outdoors provides lower risk and more flexibility with the types of music we can offer. As of April 29, 2021, it is still not advisable or safe to have congregational singing or wind instruments during indoor worship.

The online worship service will continue to be offered via Facebook, our website, or calling in at 1-908-206-7598.



Protocols for Recording On-Site

When recording elements for the online service on site, the following protocols apply:

	Protocols
A/V Equipment	Goal: Minimize germ sharing & germs that stay on surfaces for longer <ul style="list-style-type: none">• Sanitize after use. Wipes will be provided.• No shared microphones, music stands, etc.
Social Distancing	Goal: Minimize passing of germs and observe social distancing rules <ul style="list-style-type: none">• 6 feet or more distance between each person who does not live in the same household• Capacity will adhere to current state guidelines, along with social distancing practices. (numbers may be smaller than state guidelines based on room size)
Music	Goal: Minimize airborne droplets of potential germs that linger in the air <ul style="list-style-type: none">• No ensemble/group recordings at this time.• The music director may record with one additional person (instrumental or vocal) following social distancing guidelines.
Liturgy	Goal: Minimize airborne droplets of potential germs that linger in the air <ul style="list-style-type: none">• Readings and prayers can be recorded on site in consultation with the pastor.
Surfaces & Cleaning	Goal: Minimize germ sharing and germs that stay on surfaces for longer <ul style="list-style-type: none">• All high-touch surfaces that people come into contact with — instruments, a/v equipment, door handles, etc. — sanitized and wiped down after use• Weekly cleaning of sanctuary and chapel



Protocols for In-Person Worship

Ad Council approved the following health and safety protocols to be observed during in-person worship:

Masks and maintaining at least 6 feet of social distancing between households will be required at all times, both indoors and outdoors. Remember, these practices are how we take care of one another. Please avoid direct contact with those outside your household, including hugs and handshakes. You are more than welcome to greet one another while maintaining a 6' distance!

Chairs will be provided at the outdoor service, but you are more than welcome to bring your own.

Bulletins will be distributed via email at the end of the week. You are more than welcome to have this bulletin open on your phone during worship, or you can print out a hard copy to bring with you.

Congregational singing will not take place at this time as a precaution. You are welcome to hum along and clap your hands!

An offering plate will be available in which to place your offering. We will not be passing the offering plate during the worship service. Online giving is also available.

Hand sanitizer will be available for your use. All worship equipment will be sanitized and cleaned after use.

Communion will be served on the first Sunday of the month in pre-packaged containers. You are also welcome to bring your own bread and grape juice.

Ushers will monitor adherence to safety protocols and distancing between individuals who aren't family. Please follow all protocols to help take care of one another.



Protocols for In-Person Worship

Ad Council approved the following health and safety protocols to be observed during in-person worship:

If you are not feeling well, please stay home! Online services will continue to be available even as we resume in-person gatherings.

If it is raining or there is other bad weather on Sunday morning, the service will be moved inside the Sanctuary. Please check our website on Sunday mornings for the latest update if you are unsure.

Parking or driving in the church driveway will not be allowed. Please make use of parking spots around the church. Drop offs may be done on Deforest Ave.

The pastor will take off her mask when in speaking front of the congregation. Soloists and other speakers will leave their masks on. We are increasing the distance between our worship leaders and the congregation accordingly.

Pre-registration for in-person services is requested to help with planning and tracking attendance. Ushers will also take attendance during worship.

Vocalists and instrumentalists will not share a microphone.

Childcare will not be provided at this time. Children will sit with their families during the service.

Bathrooms will be available for use, but will not be cleaned after each individual use. Cleaning supplies will be provided in bathrooms for your own use.



Protocols for In-Person Worship

Ad Council approved the additional health and safety protocols to be observed during indoor worship:

Indoor worship attendance is limited to 22 households due to available seating that maintains social distancing.

Entrance for the Sanctuary will be through the Breezeway door. Worshippers will exit through the doors at the front of the Sanctuary (to either side of the chancel area).

When worship is in the Sanctuary, the office building will be locked to minimize cleaning of high-touch surfaces. Please come directly to the Sanctuary.

All households will need to line up with 6' distancing in the breezeway. Ushers will direct households to available seating units and will dismiss by pews at the end of the service.

Fellowship after worship is encouraged outside. Please do not linger inside the Sanctuary or other indoor spaces. No food or drink will be served at this time.



Music at In-Person Worship

Music at in-person worship will vary based on location. Ad Council will review music in worship at their next meeting (June 14).

Outdoor worship will include wind instruments and vocal soloists.

Indoor worship will follow the following benchmarks, utilizing metrics by the **NJ Department of Health COVID-19 Activity Level Index**. The guidance around what's considered safe for music in indoor worship is drawn from the Ecumenical Protocols for Worship, Fellowship, and Sacramental Practices.

Orange CALI Score

- No wind instruments and soloists at this time.
- No congregational singing at this time.
- Instrumental hymns and other pieces will be offered.

Yellow CALI Score

- No wind instruments at this time.
- No congregational singing at this time.
- One vocal soloist permitted, who will be masked and 16 feet away from the congregation.

Congregational and group singing is still not recommended inside at this time until at least 70—85% of the population is vaccinated.

Church Office Protocols



Church Office Protocols: Overview

The church office will reopen by June 1, 2021.

- Appointments are requested. Please schedule a time to help maintain social distancing and capacity limits.
- More details will be shared in advance of reopening.
- All general social distancing and safety protocols apply for the church office. Staff are encouraged to meet with others virtually and outside, weather-permitting.

Ministries, Small Groups, & Committees



Small Groups

Small groups are welcome to use the church facilities, both indoors and outdoors, following safety protocols on pages 19-20 and room capacity limits on pages 22-23. Each group must indicate who in their group will be responsible for ensuring protocols are followed.

The church does not have the technology to support hybrid in-person/remote meetings at this time. Please remember comfort levels and vaccine availability varies, so prioritize caring for all group members so that members are not left out. As 1 Corinthians 8:9 reminds us, we do not want to let our freedoms become a stumbling block for others. Groups may wish to wait until all members are vaccinated to resume in-person gatherings.

Gatherings and activities held outdoors are safer than indoor gatherings. Gathering virtually with those outside your household is still encouraged as well, and the church office will continue to assist you in setting up Zoom meetings.

All building use must be scheduled through the office. No group will be permitted to use the building without contacting and arranging the date, time, and location with the office administrator.

There must be at least one hour between room use, and groups are responsible for wiping down high-



Committees

Committees are welcome to meet outside or use the building, if all members of the committee are comfortable meeting in-person. The church does not have the technology to support in-person meetings with remote options. It is up to the committee chair to determine if the entire group is comfortable doing so. If not, committees are encouraged to meet virtually. Committees may wish to wait until all members are vaccinated to resume meeting in-person. As 1 Corinthians 8:9 reminds us, we do not want to let our freedoms become a stumbling block for others.

The committee chair is responsible for communicating protocols to their group and ensuring protocols are followed

All building use must be scheduled through the office. No committee will be permitted to use the building without contacting and arranging the date, time, and location with the office administrator.

There must be at least one hour between room use, and the committee is responsible for wiping down high-touch surfaces when finished.



Discernment

The following questions can be used to help determine whether your group is ready for in-person gatherings:

What are group members comfortable with? Will meeting in-person exclude those who are not yet comfortable in-person who would otherwise participate?

Which format (virtual, outdoors, or in-person) leads to a higher turn-out and participation while respecting each person's comfort level?

Can the agenda/work being done be accomplished online or only in-person?

Does the available space suit the needs of my group? For instance, if confidentiality is needed, meeting online may be better suited at this time than meeting in the Social Hall as capacity limits dictate.



UMC Summit Group Use: General Protocols

The following protocols apply for all UMC Summit ministries, small groups, and committees.

	Protocols
Social Distancing	<ul style="list-style-type: none">• 6 feet or more distance between each person who does not live in the same household• Seating must be arranged to allow for 6 feet of distance between people
Room Capacity	<ul style="list-style-type: none">• Capacity will adhere to current state guidelines (subject to change), along with social distancing practices• UMC Summit will determine capacity for each room.
Required Personal Protection	<ul style="list-style-type: none">• Masks are required inside and outside the building, regardless of length of time• Group leaders must ensure participants are wearing a mask, even if vaccinated.
Entry and Exit	<ul style="list-style-type: none">• Groups will use one door for entry and exit, identified by UMC Summit
Surfaces & Cleaning	<ul style="list-style-type: none">• Groups will clean and wipe down all high-touch surfaces that people have come into contact with through their group's activities, such as seating, door handles, tables, light switches, etc.• Cleaning supplies will be provided



UMC Summit Group Use: General Protocols

The following protocols apply for all all UMC Summit ministries, small groups, and committees.

	Protocols
Ventilation	<ul style="list-style-type: none">• If meeting indoors and there are windows in your room, please open the windows for the duration of your meeting to provide ventilation.• Please ensure that all windows are closed before you leave the building.
Additional Spaces	<ul style="list-style-type: none">• Please notify members that only one person may use the bathroom at a time.• Cleaning supplies will be provided in the bathrooms in order to clean between uses by group members.
Attendance Tracking	<ul style="list-style-type: none">• All groups and committees must document attendees and their contact information for each meeting• Please share attendance information with the office.• If someone in your group tests positive and attended one of your meetings in the past 14 days, please notify the pastor.
Food	<ul style="list-style-type: none">• No food or drink is to be served or shared.
Music	<ul style="list-style-type: none">• No group or congregational singing is permitted at this time.

Room Capacities



Room Capacities

For worship services, funerals, & wedding ceremonies: 50% of the sanctuary capacity (150 people) or the number of available seating units (22).

For all other groups/committees: 25 people (current NJ state max for indoor gatherings as of April 30, 2021)

The numbers below reflect the max room capacity, based on state guidelines and social distancing requirements to maintain six feet of distancing at all times:

Main Office	2
Nursery	2
Conference Room	2
Fellowship Room	3
Chapel	7



Room Capacities

Music Room	4
Basement	20
Social Hall	25
Green Room	25
2nd Floor Classrooms	Large Classroom: 15 Medium Classroom: 8-9 Small Classroom: 5

Building Use by Outside Groups



Building Use: Checklists

Outside groups may resume use of UMC Summit facilities, pending the following requirements are met. All groups will follow general health and safety protocols, as well as those specified on pages 26-27.

Building Use

- An updated contract between the outside group and the church.
- Proof of liability insurance from the lessee at levels recommended by Church Mutual.
- Removal of any exclusion on the insurance policy for viruses.



Building Use: General Protocols

The following protocols apply for all outside groups who use UMC Summit

	Protocols
Social Distancing	<ul style="list-style-type: none">• 6 feet or more distance between each person who does not live in the same household• Seating must be arranged to allow for 6 feet of distance between people
Room Capacity	<ul style="list-style-type: none">• Capacity will adhere to current state guidelines (subject to change), along with social distancing practices• UMC Summit will determine capacity for each room.
Required Personal Protection	<ul style="list-style-type: none">• Masks are required inside and outside the building, regardless of length of time• Group leaders must ensure participants are wearing a mask, even if vaccinated
Entry and Exit	<ul style="list-style-type: none">• Groups will use one door for entry and exit, identified by UMC Summit
Surfaces & Cleaning	<ul style="list-style-type: none">• Groups will clean and wipe down all high-touch surfaces that people have come into contact with through their group's activities, such as seating, door handles, tables, light switches, etc.• UMC Summit will provide cleaning supplies and a weekly cleaning of the facility at large



Building Use: General Protocols

The following protocols apply for all outside groups who use UMC Summit

	Protocols
Ventilation	<ul style="list-style-type: none">• If meeting indoors and there are windows in your room, please open the windows for the duration of your meeting to provide ventilation.• Please ensure that all windows are closed before you leave the building.
Additional Spaces	<ul style="list-style-type: none">• UMC Summit will designate a bathroom to be used by your group if needed.• Please notify members that only one person may use the bathroom at a time.• Cleaning supplies will be provided in the bathrooms in order to clean between uses by group members.
Attendance Tracking	<ul style="list-style-type: none">• We encourage groups to document all attendees and their contact information for each meeting in order to help notify individuals in case of an outbreak• Attendance information will not be shared with the church• If someone in your group tests positive and attended one of your meetings in the past 14 days, please notify the church. You do not need to share the person's name, just that you had someone test positive.
Food	<ul style="list-style-type: none">• No food or drink is to be served or shared.