

COVID-19 Recovery Plan for OFH

Purpose of this Document

To provide clarity on the 4-phased recovery efforts for OFH operations, church services, facility, and staffing changes in response to COVID-19. These guidelines are initial in nature and will be updated as new information becomes available to the pastoral staff.

This document provides guidance for the following:

- Recovery Milestones
- Service & Ministry Changes / Online Strategy
- Social Distancing / Close-Contact
- Facility Changes / Sanitization
- Special Events

Definitions:

Vulnerable Members: Over the age of 65 or immune-system compromised

Recovery Ministries: Healing Hearts, TPM, Divorce Care, Celebrate Recovery, Conquer/Seven Pillars

Social Distancing / Close-Contact

The Surgeon General and CDC strongly recommend that we keep social distancing (a 6' buffer between people) at all times throughout Phase 1, which may be relaxed in later phases. Additionally, the recommendations from the State of Maryland is to keep a 7' buffer between people and contiguous family groups during religious services. Social distancing must be adhered to as applicable throughout Phases 1 through 3, as defined within this document.

Following Phase 3, the return to services may result in an increase of members wishing to return to see those they've been apart from over the last few months. The desire for people to come in close contact with one another should be avoided temporarily in Phase 3, and our congregation must be cautious even into Phase 4.

Recovery Timeline and Milestones

OFH recovery milestones are predicated on the Phase requirements set forth by the Centers for Disease Control (CDC) and our state and local governments. The decisions to move from one phase to another will not be timeline driven but event driven. It is worth recognizing that even after we have moved forward in phases that we may have to move backward again in response to changing requirements of the CDC, state, and local government. While some OFH programs will continue during all phases, they may have different expressions (online vs in-person group gatherings) depending on the Phase milestone we're currently under.

COVID-19 Recovery Plan



	Phase One	Phase Two	Phase Three	Phase Four
Sunday Services			In-Person &	In-Person &
Connection Groups		In-Person (Outdoor) 	In-Person &	In-Person &
Campus	Closed	Closed	Open	Open
Recovery Ministries		In-Person &	In-Person &	In-Person &
Special Events	Canceled	Case-By-Case (Outdoor)	Case-By-Case	Allowed
Staff On-Site	Critical Only	Critical Only	All	All
Vulnerable	Online	Online	Online	In-Person / Online

Phase 1 (RESTRICTED) Operations

Phase 1 operations have the strictest requirements due to concern of spread of the virus, where we have the most responsibility of doing our part to keep social distancing and isolation of staff. No gathering of staff or congregation is authorized with the exception of production of streaming church services and recording of special communications to the congregation. Only facilities personnel and excepted staff may be on campus without consent of the Senior or Associate Pastor.

During this phase, the following will be in place:

- **Sunday Services** FACEBOOK / YOUTUBE
- **Connection Groups** ZOOM
- **Campus** CLOSED
- **Recovery Ministries** ZOOM
- **Special Events** CANCELLED
- **Staff On-Site** CRITICAL ONLY
- **Vulnerable** ONLINE

Phase 2 (REDUCED) Operations

Achieving Phase 2 Operations allows for the lightening of restrictions towards gatherings and will allow for small groups of people to gather together. Regular Sunday Services will be held online-only throughout Phase 2. This phase will allow for non-regular outdoor special events to be held at the campus. Connection groups, small groups, and ministry teams are

encouraged to meet in-person in outdoor settings off-campus. Recognizing not all will be able or willing to gather in-person at this time, efforts should be made where possible to account for mixed in-person and virtual gatherings. Recovery ministries may opt to conduct in-person meetings as able off-campus. It is expected that all attendees at in-person meetings and gatherings will abide by the current state and local guidelines in this phase, with limitations adjusted as we near Phase 3.

During this phase, the following will be in place:

- **Sunday Services** FACEBOOK / YOUTUBE
- **Connection Groups** IN-PERSON (OUTDOOR) / ZOOM
- **Campus** CLOSED
- **Recovery Ministries** IN-PERSON / ZOOM
- **Special Events** CASE-BY-CASE (OUTDOOR)
- **Staff On-Site** CRITICAL ONLY
- **Vulnerable** ONLINE

Phase 3 (LIMITED) Operations

Achieving Phase 3 Operations allows for the gathering of larger groups of people within the building for regular Sunday Services. The entrance into this phase will be determined by the pastoral staff's response to the leading of the Holy Spirit. It is not yet clear if this will be with social distancing requirements and/or the need to wear masks in enclosed spaces, or if this will be when we are no longer required to do so. The pastors and church leadership will determine which in-person gatherings will be allowed during this phase, ensuring safety and security of those who gather. All regular office staff will return to the building in this phase. Throughout this phase, virtual options will continue to be available for those who are unable to attend in-person.

During this phase, the following will be in place:

- **Sunday Services** IN-PERSON / FACEBOOK / YOUTUBE
- **Connection Groups** IN-PERSON / ZOOM
- **Campus** OPEN
- **Recovery Ministries** IN-PERSON / ZOOM
- **Special Events** CASE-BY-CASE
- **Staff On-Site** ALL
- **Vulnerable** ONLINE

Phase 4 (STEADY-STATE) Operations

Achieving Phase 4 Operations is the new steady-state for OFH, keeping protective measures in place, but allowing for the return of our vulnerable members. Additionally, we will allow for special events to regularly occur on campus. OFH will continue to offer and improve services, ministries, and special events in the virtual environment. Greater emphasis will be placed on mixing the in-person and online expressions of the church.

During this phase, the following will be in place:

- **Sunday Services** IN-PERSON / FACEBOOK / YOUTUBE
- **Connection Groups** IN-PERSON / ZOOM

- **Campus** OPEN
- **Recovery Ministries** IN-PERSON / ONLINE
- **Special Events** ALLOWED
- **Staff On-Site** ALL
- **Vulnerable** IN-PERSON / ONLINE

Service & Ministry Changes

Services are currently being conducted online only, recording live and broadcasting over YouTube and Facebook. Sunday Services will remain online.

Protection of Vulnerable Members

People over the age of 65 and those with compromised immune systems are strongly encouraged to participate in online services until Phase 4. This will be communicated via multiple methods. Volunteers in the vulnerable category will be asked not to serve in an in-person capacity until Phase 4 is achieved.

Service Elements

Until further notice, service elements that come into contact with multiple people will be changed to reduce contact between church members.

- We will no longer serve Communion in one serving bowl, but instead in a manner (yet to be determined) that will reduce viral spread.
- The offering baskets will not be passed through the rows until further notice. Instead, we will have a single drop-off point for offering and encourage people to give online.
- After service hospitality and snacks will be discontinued until further notice.

Welcome Team

The welcome ministry team (greeters, ushers, parking team, communion) interact with people and typically are in close contact with church members. Until further notice, OFH volunteers will not engage in physical contact. A simple wave and a friendly greeting are sufficient to welcome people into the church, regardless of the degree of comfort on the part of the volunteer or guest. Training will be conducted prior to returning to services on-site. The following will be practiced by the Welcome Team:

- Refrain from handshakes or hugs until further notice
- Refrain from offering welcome gifts to our guests

Information Desk

- Masks will be provided as necessary.
- No returns will be allowed to the information desk (pens, etc).
- Listening devices will not be available until Phase 4, and will be disinfected upon return.

Children's Ministry

Children's ministry will have a significant increase in oversight and reconfiguration for interaction between the children and their teachers. It is not yet clear whether children's services will be reinstated during Phase 3 or 4. The following precautions will be in place for Children's Ministry:

- Children's Ministry classrooms will follow the state and local guidelines for child

- interaction and sanitization for schools and daycares as appropriate.
- A disinfection checklist will be in place to clean rooms between and after services per CDC guidelines

OFH Classes

Classes provided will not return to campus until Phase 3 is achieved, regardless of class size. Many classes will be offered with in-person and online options as appropriate.

Facility Changes / Sanitization

The following facility changes have been made to protect the congregation before, during, and following services on campus.

- The designation of cleaning team members added to support cleaning and disinfecting efforts.
- Disinfecting efforts include:
 - High-touch areas (doors, computers, restrooms, sanctuary, classrooms, and children's areas)
 - Training of children's ministry to disinfect to CDC guidelines
- Hand sanitizer stations will be located throughout the facility.
- Hand-held radios will be sanitized after each use by the user prior to being returned to the charger.