

OFH COVID-19 Reopen Plan – Phase 3

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.

Definitions:

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

Recovery Ministries: Healing Hearts, TPM, Divorce Care, Celebrate Recovery

This document provides guidance for the following:

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

COVID-19 Recovery Plan



| | Phase One | Phase Two | Phase Three | Phase Four |
|----------------------------|--------------------|----------------------------|--------------------------------|--------------------------------|
| Sunday Services | Facebook / YouTube | Facebook / YouTube | In-Person / Facebook / YouTube | In-Person / Facebook / YouTube |
| Connection Groups | Zoom | In-Person (Outdoor) / Zoom | In-Person (Outdoor) / Zoom | In-Person / Zoom |
| Campus | Closed | Closed | Open | Open |
| Recovery Ministries | Zoom | In-Person / Zoom | In-Person / Zoom | In-Person / Zoom |
| 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 3 (LIMITED) Operations

Phase 3 Operations allows for the gathering of larger groups of people within the building for regular Sunday Services and various ministry activities.

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 3 for those people outside your family group. Social distancing must be adhered to by everyone on the church grounds, inside or outside the building. Please, no handshakes, hugs, or touching at this time.

Masks

Everyone entering OFH must wear a mask. If you do not have one, an Usher will provide one to you. Masks are meant to protect other people in case the wearer may have the virus and not know it. They are not meant to be a substitute for personal protective equipment such as respirators or other medical personal protective equipment.

Service Guidelines

The guidelines below will help us love each other as we regather for worship in person beginning at 10 AM on a date to be determined. When we follow these guidelines, like mask-wearing and checking temperatures, we are doing this for the benefit of others. Thank you in advance for your cooperation, as they enable us to gather during this pandemic as safely as possible.

Pre-registration

Due to social distancing requirements seating within the sanctuary will be limited. We are requiring everyone desiring to attend indoor service to pre-register online. Online registration will include a Covid-19 health questionnaire with standard questions recommended by the Health Department.

As You Enter

Ushers will welcome attenders at the main entrance and ask if they have pre-registered for attendance that day. If not, they will be asked to wait until the top of the hour to be sure there is room for them. If there is space available the attender will be asked to use the QR code provided to fill the Covid-19 health questionnaire and contact information. An usher will check everyone's temperature with a touchless thermometer held near the forehead. If they have an elevated temperature (100 degrees or higher) or have been sick, the usher will inform them, for the safety of all involved, that they may not enter that day, but to please return when symptoms have dissipated.

Those who enter will be asked to wear a mask, if they are not already doing so. If they need a mask, the usher will direct them to a table with disposable masks they may keep. Everyone will be asked to use hand sanitizer before entering the sanctuary. If they are not willing to wear a mask, the usher will inform them that they may not enter the building. Parents must keep their children with them at all times; children are not allowed to wander the building.

Ushers will seat the family in an appropriate section of the sanctuary with the correct number of chairs. Please stay at your seats during the service and do not move around, other than for restroom breaks, until dismissed at the end of the service.

Dismissal After Service

After the service has ended, families will be dismissed by rows or sections so that social distancing guidelines may be observed. Please continue to observe social distancing after the service, inside or outside.

SAFETY PROCEDURES

Anyone who has COVID-19 symptoms, such as a fever of 100 degrees or more, at the first sign of illness, should not attend gathered worship; they are invited to join us online. If you have been exposed to someone with COVID-19 – within 6 feet for over 15 minutes – in the last 14 days, please do not attend in person worship for two weeks after the date of your exposure.

For now, if you plan to come in person, we ask that you pre-register by using the link on our weekly email or using the Services Re-open page on our website. Our seating capacity has been reduced to about 80 people so that social distancing of at least 6 feet may be maintained between family groups. Seats will be arranged for family members to sit together. Due to limited seating, capacity, attendance is limited to the first 80 people to register. People who show up on Sunday without registering may have to wait till after the service starts before being seated.

Face masks are required to be worn for the entire service for everyone age five and up except people leading worship or speaking at a microphone. You are asked to bring your own mask. If you do not have one, we can provide one for you. Congregants who cannot wear masks due to medical conditions will be encouraged to attend services online.

We will not have a regular coffee hour/fellowship time after worship. If you'd like to chat, we encourage you to go outside in the open air, with appropriate social distance. Indoor conversations should be relatively brief, done with a mask, and at 6 feet of distance. Please do not linger in the lobby for conversations.

Children and Youth classes and groups will be held either online, or outside with social distancing, for a while. Since we have relatively small classes and groups, we will evaluate the ability and comfort levels of how these groups may meet in person, inside or outside, in the coming weeks. Elementary age children will not gather together for a while.

All aspects of the worship experience from entry into the building until exit after the service will be as touch free as possible. When possible, all doors will be in the open position. The lobby will be closed during service, and the water fountains will be turned off.

Social distancing will be required. All forms of personal contact will be discouraged in favor of waves, virtual hugs, etc. Signs will be posted.

We will only have the lobby, sanctuary, and restrooms open to our people. Other areas of the building will be locked to maximize safety.

Prepackaged communion elements will be distributed by ushers for communion.

A touch-free tithing box has been installed at the rear of the sanctuary. No offering plates will be passed during the service. Congregants may drop off their tithe either before or after the service. All are encouraged to give online, preferably directly from your bank, so we do not have to pay the fees we incur when you give using your credit card.

Hand sanitizer will be available throughout the building.

Disinfecting of Building

The sanctuary, lobby, and main restrooms will be cleaned with a disinfectant before and after each service by our church custodian. An electrostatic mister for hydrogen peroxide droplets will be used before and after each service in any occupied rooms.

Ministries that will be using any rooms in the building will first meet with the church administrator for training on the necessary disinfection protocols to be utilized in the space in which they will conduct their ministry activities. They will also coordinate with the church administrator regarding any time they will be conducting ministry activities in the building.

The hospitality room and the adjacent ministry room will not be utilized for ministry purposes until further notice.

Any ministry utilizing sound equipment will first meet with the head of the A/V Ministry to be trained on proper disinfection protocol.

Other Ministry Activities

Anyone participating in other ministry activities within the building will be required to fill out the Covid-19 health questionnaire either electronically or on paper in-person. A link will be provided to fill out the electronic questionnaire ahead of arrival. A QR code will be available onsite for electronic form submission when checking in for ministry time. Anyone who is unable to have access to the electronic form will be offered a paper form in-person.