

VAUMC Safety Requirements for Members and Friends Attending Services and Gatherings

We are excited to welcome you back to Sudley Church though with temporarily restrictive VAUMC requirements. If you are sick or have had a temperature or have been exposed to anyone who has Covid within the past 14 days, you must stay home for the safety of all. Masks and 6 foot distancing are required at all times when on church property or having a church gathering on or off the property.

- Register to attend** by filling out the required VAUMC Health Form **four days prior to every service or gathering.**

There are three ways to register each week:

1. Electronically: You will find the link to the form on the Sudley website where you can fill it out and automatically submit it directly to the Pastor.
2. Print and send: You will find a printable PDF form that you can print and send to the church.
3. Call the church office. If you are unable to do either of the previous submissions, Linda can help you to register over the phone. You must call no later than Thursday of each week.

- Pre-Print the digital bulletin** emailed to you earlier in the week and bring it with you if you wish.
- Park and exit your car according to the instruction of the parking lot attendants.** If there is no attendant, park and wait to exit until all persons nearby are 6 feet from you.
- Masks are required at all times** while on church property and at gatherings for church purposes.
- Come to church or gatherings wearing your mask** and keep it on throughout. (if you forget, one will be available at services)
- For Services:**

Enter only through Sanctuary door (as you are lead to do so by the ushers)

Stay 6 Feet from others as you enter following signs, markings and instructions of ushers

(Family groups or those who reside in the same home may be seated together.)

SIDEWALK: The sidewalk is marked to indicate where each individual or family group will stand until the line moves ahead at which time you proceed to the next line. An Entryway Health Acknowledgement form will be available.

FOYER: Move into the foyer only when instructed by usher and stop.

DOOR TO SANCTUARY: You will then be invited by an usher to move to the sanctuary entry door where you will await the usher who will escort you and your family to their seats.

SEATING: When the usher indicates the isle is clear, you will follow him/her to your seat

Seating is every other pew and in diagonal positions as indicated by a painters tape.

Seat yourself/family on and near the blue tape so that you will be safely seated 6 foot from others

TITHES AND OFFERINGS: There will be offering plates available as you exit the service.

RESTROOMS: For now, the restrooms are available for urgency only. The services are kept short so that you may more safely use your own facilities.

CHILDREN: Children may attend if they are able and willing to wear a face mask. Families with children will be seated near exits. If a child must be taken out, they will not be able to return to the service.

Exit only through Fellowship hall door (dismissal will be one person or group at a time as released by an usher)

You will be released as soon as the previously released person or family unit is safely 6 feet away and moving forward.

Move immediately to exit the building and directly to your car. Do not linger in the Fellowship Hall or the parking lot.

Enter your car only if you are clearly 6 feet from others entering their cars. Stand aside until they are inside until you enter your own car

VAUMC Facility Preparation and Disinfection Requirements

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|------------------------------------|---------------|--|--|
| Facility Maximum Capacity: | 155 Sanctuary | 115 Fellowship Hall (classroom seating with no tables) | |
| 50% Capacity: | 77 | 57 | |
| 6 Foot Safety Plan Capacity | 25 to 30 | 25 to 30 | Total of about 50 people in a service |

Seating will be in the sanctuary or the overflow of the fellowship hall watching the sanctuary service on the media screen.

The exact number in each may vary because of the size of family members seated together but will be between 25 and 30, not to exceed 50. The fellowship hall usher will adjust the seating as needed to insure the 6 foot distance between individuals or family groups. The sanctuary ushers will adjust seating in the pews for families who may require a whole pew because there is not a 6 foot clearance for even one individual.

Masks and 6 foot spacing are also required by all volunteers and staff. Gloves will also be required for those handling doors or other materials that will also be touched by the congregants.

Establish and Train Volunteer Health Guardian Teams

Parking Attendants to assist people with parking and safely exiting 6 feet from others and exiting so that they do not gather in the parking lot and are getting into vehicles maintaining a safe 6' distance.

Ushers to assist people with safe distancing as they wait to enter, enter foyer and are seated in the sanctuary or FH

1. **Check registrations** for number attending to determine if overflow is needed
2. **Check hand sanitizer and facemask supply** (do not touch face masks, let them pick it up)
3. **Set up fellowship hall** for overflow if needed, chairs only, no tables
4. Set up **Entryway Health Registration** under the roof of the church entrance. Only to be touched by the usher.
5. **Turn on Video system** in Fellowship Hall
6. **Assign Usher to stations:** sidewalk, entry door, foyer, seaters (2) fellowship hall

Sidewalk: insure individuals or family groups are 6 foot away from others and have masks. Assist with Entryway Health Acknowledgement form for those who had not completed one, for that service, prior to that day.

Entry Door: open door to let individual or family group into foyer

Foyer: ask all to use the sanitizer as they enter and have them wait at the sanctuary door

Seaters: identify appropriate seating to insure they will be 6 foot from another and seat families with children near an exit. A large family may be the only ones who can sit in a pew to insure 6' but an individual or 2 persons may share a pew by sitting at opposite ends

Fellowship Hall: set up chairs as needed being prepared to pull together what is needed for a family unit or individual while maintaining a safe 6' distance between all units. Open exit doors at the end of service so that they will not need to be touched by attendees.

7. **Open doors from Fellowship Hall to Restrooms** to eliminate the need to touch.

Disinfecting wearing gloves, quickly disinfect highly touched areas immediately after the service with disinfecting spray or wipes: pew backs, door knobs, table tops, chair backs and check for items left behind. Throw out any paper left behind and take other items to the office.

VAUMC Facility Preparation and Disinfection Requirements

Create or buy Signage:

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|--|-------------------|-------------------------------|-----------------------------|
| If you are sick etc. | stay 6 feet apart | restroom for urgency only | no touching |
| Enter only | Exit only | Keep Moving/Do not linger | Drop your offering here |
| Wait until it is clear to exit vehicle, 6 feet apart | | Do not enter, restricted area | Masks required at all times |

Mark pews: Every other pew is taped off and an X is placed on the pew back to indicate 6 foot spacing

Using a diamond or diagonal formation to avoid having anyone behind another.

Mark sidewalks: with tape to indicate where persons or families stand to move into the sanctuary ☒ Remove all items in the pews and pew racks that could transmit a virus from one person to another ☒ Train ushers/health techs on protocols

Cordon off restricted areas of the church.

Post the Phase Two requirements and restrictions and registration on the website and Facebook prior to reopening

Remove all hymnals, Bibles, other printed materials and pens from the pews.

Communion: Place the combined cup and wafer on a table just before the exit door of the Fellowship Hall. Communion cups and wafers are individual and disposable to be picked up directly by the congregant as they exit the service. They will partake in their cars.