

The following procedures are required for the UMCW to hold in-person Sunday Morning Service in its sanctuary. These procedures were derived from a myriad of standards and guidelines put out by the town, state, the NE Conference of the United Methodist Church, other sources, and then finally decided on and approved by the Reopening Committee of the UMCW. Some of these are mandatory requirements for which no discussion was needed. Guidelines were considered and applied to the UMCW's unique configuration and congregation. This was not an easy task given the rapid change to standards and requirements and the fact that sometimes the guidance from one source conflicted with another. Considering all the above and most importantly, the safety of in-person attendees and staff, here is the Re-opening Committee's most practical approach to ensure safety while allowing our church to return to live services within the sanctuary:

1. All common items and hard surfaces within the church will be cleaned between services. Special attention will be given to doors, bathrooms, and light switches shortly before the service. Note that our sanctuary has very little traffic during the week and that the COVID-19 virus has not been shown to last more than 5 days on most surfaces.
  - Prior to the church service, the heat will be turned on to warm the building. As the congregation arrives, the heat will be turned off to minimize the recirculation of air.
2. Masks, covering the nose and mouth, are required to be worn at all times. It is expected that everyone has their own masks by now and everyone should bring their own. If you forget to request or bring your mask to the service, we will have a limited amount of new, reusable, washable masks to give you.
3. The congregation will enter only through the main exterior door.
  - This is to ensure an orderly flow of persons and that all persons are prepared to meet the requirements of being in the sanctuary during the service.
4. Hand sanitizer will be available as you enter the building, and it should be used before entering the sanctuary. Gloves are not required. Hand sanitizer will also be available at various locations in the sanctuary.
5. Depending on weather, all doors leading to the sanctuary will either be propped open or manned by greeters/ushers. There should be no need for the congregation to touch any door handles.
6. The main double doors that lead to the sanctuary will not be used for entrance. Entrance to the sanctuary will only be by the right-rear side door immediately on your right as you enter the main building.
7. Bulletins and programs will not be handed out at the service. As always, they will be made available electronically before the service. You may print and bring them, read them off your phone/tablet, or just follow along the service via the front screen. The sound board and projection system will be used.
8. The Worship service will contain no singing by the congregants.
9. Upon entering the church, the congregation will not be allowed to turn left unless they are heading up to the balcony. Upon entering the sanctuary, congregants will proceed to the front of the church and then down the middle or left side aisle to choose seats.
10. Seating:
  - Every other row of pews will be blocked and not used for the service. This is to maintain the required 6 foot distance between the people sitting in front of and behind you.
  - All pews will have 6 feet of their middle section roped off. This is to ensure 6 feet between non-household members who sit in the same pew. The pews are 18 ft long so this allows for

- 6 feet of seating space on each end of a pew. Note: a large single household can take up a whole pew if desired. But no other people may sit in that pew with them since 6 feet of separation cannot be marked or assured.
- The same basic blocking method will be used in the balcony and rear overflow area.
11. If needed, the restroom outside the sanctuary may be used. Exit out any rear sanctuary door with a goal of passing as few people as possible. When done, please leave the bathroom door open. The bathroom will be stocked with liquid hand soap. We've also added touchless faucets to all our restrooms. There is no longer a need to touch the sink handles or anything else to wet your hands. Return to the sanctuary via the same route after washing and/or sanitizing hands.
  12. During the service, at no time will anyone be required to pass a plate or stand in a line. Congregants encouraged to continue "on-line" giving. Collection plate will be available as you enter the building.
  13. At the end of the service:
    - You may exit via any door convenient to you. Please do your best to maintain 6 feet of spacing but we realize that is not always possible. That is why we are required to wear masks at all times until you are outside and away from the building.
    - If you are sitting near the front of the church but want to exit via the rear, if possible, let the rear of the church exit first.
    - There will be no congregating in the sanctuary or anywhere in the church. Please move outside and away from the exits before holding conversations with anyone. And always do your best to maintain social distancing and allowing others to do the same.
  14. In support of state guidelines for assisting in contact tracing in the event of a COVID-19 case detection, pre-registration is strongly requested; this also helps plan for capacity and expedites seating. As of the September 8, 2020 state guidelines for places of worship and religious service, "50% of the building's maximum permitted occupancy as documented in its occupancy permit on record" is permitted.
  15. In the first paragraph of this plan, we mentioned the difficulty in writing the plan due to rapidly changing requirements. We fully expect that changes will continue to come at a rapid pace. As such, this plan is subject to change at any time. We'll do our best to keep our procedures current, compliant, and available to everyone.
  16. We require anyone who poses a higher risk to others to stay home. That includes anyone who can't follow the recommended social distancing precautions (masks, physical distance), anyone who has been in recent contact with someone who tested positive, or anyone displaying symptoms.
  17. If the situation ever arises that we learn someone attending our service was contagious with COVID-19, every effort will be made to notify everyone involved in that service.

[https://unite-production.s3.amazonaws.com/tenants/umcwestford/attachments/267152/Security\\_Actions\\_for\\_Reopening\\_the\\_Sanctuary\\_for\\_Sunday\\_Morning\\_Services\\_Rev\\_4.pdf](https://unite-production.s3.amazonaws.com/tenants/umcwestford/attachments/267152/Security_Actions_for_Reopening_the_Sanctuary_for_Sunday_Morning_Services_Rev_4.pdf)