

## Hazelwood Christian Church COVID-19 Protection Plan for On-site Worship and Building Use

“Sharing Christ with our community through service and relationships”

Hazelwood Christian Church faithfully adheres to our mission statement by helping our community in containing the coronavirus during this pandemic. Staff and technical support have made Sunday online worship possible, and weekly Facebook messages shared by Rev. Jason keep us grounded and encouraged. As we continue to stay safe at home, however, we look forward to the time when we can be together again in worship and in being of service within our community.

The Protection Plan Team has developed a four-stage progression for returning to on-site worship and for use of the building. The Team will follow guidelines set forth by state and local health officials as well as monitor the efficacy of each stage to help decide where we need to be in the process. Depending on circumstances, we may be in one particular stage for a while or could shift back to a prior stage in order to make the progression a safe one. Updated information will be posted on the Hazelwood website [www.hazelwoodchurch.org](http://www.hazelwoodchurch.org) and Facebook page [www.facebook.com/HazelwoodCC](https://www.facebook.com/HazelwoodCC). You may also call the office 765-282-5969. The Hazelwood Preschool has devised their own protocols about stages for safely returning to classrooms.

Please continue to check in with one another and to be in prayer for our church, community, and professionals dealing with the virus.

STAGE ONE: Staying safe at home

### **The virus poses risks for members, staff, volunteers, and visitors.**

- Worship is provided online
- “Coffee Fellowship” is provided online
- Board + Trustee + Team meetings are conducted via Zoom
- Bible study + NEST + other small group gatherings are conducted via Zoom
- Staff follow new office routine, and building use is restricted
- Memorial services are conducted graveside with immediate family
- Trial runs of live-streaming from the sanctuary are done by our production crew
- Safety protocol and self-screening signs are in place
- Sanitizer dispenser, sanitizer pump bottles, and masks are in place
- Increased and scheduled cleaning and disinfecting of commonly-used surfaces and shared objects; safety protocols are followed

STAGE TWO: Minimal on-site participation

### **Muncie and Delaware County have a significant reduction of cases.**

- Worship is live-streamed in the sanctuary
- Members and visitors 65 or older remain home
- Members and visitors experiencing symptoms or have underlying medical conditions remain home
- The Rotunda doors will be the only open entryway
- Minister and ushers use non-contact greeting
- Worship modifications and safety protocols are followed
- Worship chairs are placed 6-ft. apart for individuals; clusters of chairs are for family use
- Masks are worn and social distancing is practiced
- “Coffee Fellowship” is provided online
- Board + Trustee + Team meetings remain via Zoom
- Bible study + Nest + other small group gatherings remain via Zoom
- Staff continue office routine, and building use remains restricted
- Memorial services are restricted to 25 participants, adhering to our protocols and modifications
- Sanitizer dispenser, sanitizer pump bottles, and masks remain available
- Continued cleaning and disinfecting of commonly-used surfaces and shared objects

### STAGE THREE: Expanded on-site participation

#### **Spread of the virus is significantly under control**

- Worship is live-streamed in the sanctuary
- Members and visitors 65 or older remain home
- Members and visitors experiencing symptoms or have underlying medical conditions remain home
- The Rotunda doors will be the only open entryway
- Minister and ushers use non-contact greeting
- Worship modifications and safety protocols are followed
- Worship chairs are placed 6-ft. apart for individuals; clusters of chairs are for family use
- Masks are worn and social distancing is practiced
- "Coffee Fellowship" is provided online
- Board + Trustee + Team meetings remain via Zoom
- Bible study + Nest + other small group gatherings remain via Zoom
- Staff work out a rotation of shared office space or continue established routine
- Building use remains restricted
- Sanitizer dispenser, sanitizer pump bottles, and masks remain available
- Continued cleaning and disinfecting of commonly-used surfaces and shared objects

### STAGE FOUR: On-site participation is open

#### **The virus is significantly contained, or a vaccine has been approved.**

- Members and visitors experiencing symptoms remain home
- Members and visitors 65 or older or with underlying medical conditions use their discretion
- Worship is live-streamed in the sanctuary
- Masks are optional
- All entrances are open
- Minister and ushers use discretion (i.e. verbal greeting, bulletins on podium)
- Worship chairs are a foot apart; families may move them closer together
- Bibles + hymnals + directories + friendship registers may be returned to worship chairs
- Choir and Praise Band may resume
- Sunday School + Children's Music + Youth Group + nursery may resume
- Congregational singing may resume
- Modified communion may begin
- Coffee Fellowship is modified to provide more space (i.e. separate drink table, snacks farther apart)
- Meetings may be held at church; NEST + other small group gatherings may meet at home or at church
- Staff use discretion if sharing space; cubicle dividers may be appropriate
- Receptionists may return
- Community meetings + weddings + funerals + public rentals may resume with an approved safety plan
- Sanitizer dispenser and sanitizer pump bottles remain available
- Continued cleaning and disinfecting of commonly-used surfaces and shared objects

#### **Safety Protocols**

1. Self-screening signs will be posted at the Rotunda entrance; other entrances remain locked.

Before going further, please ask yourself these questions:

- Do you have fever, chills, or muscle pain?
- Have you recently acquired a cough?
- Have you recently noticed shortness of breath or difficulty with breathing?
- Do you have a recent loss of taste or smell?
- Have you had contact with a person who has a confirmed case of COVID-19 or who is in quarantine in the last 14 days?
- Have you traveled out of the country or been on a cruise in the last 14 days?

Please do not enter the building if you can answer "Yes" to any of the questions.

2. Face masks required. Masks made available as needed and a sign posted requiring masks be discarded at home.

3. Before and upon entering the building, signs will be posted reminding people to maintain 6-ft. social distancing.
4. A hand sanitizing dispenser will be located in the Rotunda and at the entrance of the sanctuary. Hand sanitizer pump bottles will be located throughout the church and office areas.
5. Deacons cleaning up the sanctuary will wear gloves (located in communion room; hand sanitizer as well).
6. Offering counters will wear gloves (located in conference counting room; hand sanitizer as well).

#### **Worship modifications**

- No bulletins; needed information will be on the monitors
- No children's Sunday School or Children's Music or Youth Group
- No nursery
- No congregational singing; Bibles + hymnals + directories + friendship registers are temporarily removed
- No Choir or Praise Band
- No communion
- Offering trays on both sides of sanctuary entrance

#### **Attendance**

- Recorded by that month's Deacon captain and a helper they designate
- Checklists provided of members' names
- Visitors are asked to supply a method of communication (phone number OR e-mail OR address)  
Captain adds to checklist OR visitor is directed to a table with ID slips to fill out with own pen
- Attendance is used for exposure notification
- Sign explaining policy is posted at Rotunda entrance

#### **Restricted use of the building**

- Rev. Jason + Rhea work from their offices; Stefanie + Marianna work from home
- Anyone doing church work practices social distancing (i.e. maintenance Joe, housekeeper Kim, Trustees Bill + Jay)
- No church receptionists
- No community meetings or public rentals or weddings

#### **Modified communion + offering**

- Two-in-one packets on a table, spaced out, at the entrance to the sanctuary a few days in advance (more than 72 hrs.)
- When people come in, they use hand sanitizer then take a communion packet
- They can either leave the used packet under their worship chair or throw away in trashcans near the offering trays
- Deacons wear gloves to pick up and dispose; put unused packets in communion room
- Offering trays at both sides of sanctuary entrance
- Brief explanation on monitor slide and in newsletter

#### **When a person is showing or experiencing any of these signs, call 911 for medical help:**

- Trouble breathing
- Continuous pain or heaviness on the chest
- Sudden confusion
- Inability to stay awake or to awaken
- Bluish lips or face

#### **Exposure notification**

- Upon learning if a person attending the service within a 2-week window has contracted the virus, people attending the service during that time period will be notified that they may have been exposed.
- Notify Muncie Health Departments; maintain the person's anonymity.

**Protection Plan Team:** Rev. Jason Jones, Tony Gill, Jeff Heavilon, Bob Weller, Ann Wolfe

### List of sources:

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- Centers for Disease Control and Prevention (CDC) Coronavirus Disease 2019 (COVID-19) Response: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>
- CDC Interim Guidance for Communities of Faith: <https://www.cdc.gov/coronavirus/2019-ncov/php/faith-based.html>
- CDC list of symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Christian Church (Disciples of Christ) in Indiana from the College of Regional Ministers: <http://indianadisciples.org/2020/05/06/a-letter-on-being-church-in-this-covid-19-moment/>
- Christian Theology Seminary hosted a conversation that Rev. Jason listened to: [https://www.cts.edu/?fbclid=IwAR0uowa2mDDho51Y57Kd2LtUKbais7BP0XrkW1kV5Q\\_5dTG14TVhalAn0Sk](https://www.cts.edu/?fbclid=IwAR0uowa2mDDho51Y57Kd2LtUKbais7BP0XrkW1kV5Q_5dTG14TVhalAn0Sk)  
The conversation: <https://www.facebook.com/ctsindy/videos/1164174043933805>
- Delaware County Indiana Coronavirus Hub: <https://delaware-county-indiana-coronavirus-hub-delcogis.hub.arcgis.com/>
- Downey Avenue Christian Church's plan: <https://downeyavenue.com/reopen/>
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- Wheeler Mission: *COVID-10 Response Safeguard Action Plan*
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