

# Highland Presbyterian Church Plan for reopening

**This document is a guideline for safe, phased re-opening of the Highland Presbyterian Church building for staff and church members in consideration of, and compliance with, local, state and Donegal Presbyterian policies. These guidelines may be revised with new information and recommendation from officials and governmental bodies.**

**This guideline plan is based on our calling to love God and our neighbor as ourselves. We are committed to each other's safety and to the protection of vulnerable individuals. We realize that resuming of in-person activities will be a gradual and complex process. We want to resume public activities with an abundance of caution and concern for those most at risk. Our decisions are made in prayerful consideration and with trust in the grace of Jesus Christ, the love of God and the communion of the Holy Spirit.**

**The priorities are:**

#1. Open the church building for offices and meetings of less than 25 people. Only one meeting will be allowed at a time with a thirty-minute interval between scheduled meetings so the room can be cleaned and disinfected.

#2. Develop a plan for outdoor worship for those that desire this option

#3. When the easing of governmental restrictions and Donegal Presbytery recommendations allow, open the church building for Worship while continuing high-quality on-line worship for those who prefer that option.

## **Entrance to the church building**

The administrative office door will be the entrance to the church for all meetings other than those occurring in Fellowship Hall, at which time door #4 can also be used. For such Fellowship Hall meetings, special coordination will be made with the office staff to move the attendance log and sign-in procedures to a location in the narthex. There will be signage on the door indicating the social distancing guidelines. Appendix A

On entering the building, a temperature will be taken. If it is 100.3 F or higher the person will be asked to leave and advised to see their medical provider.

All people will be asked to wash their hands in the restroom adjacent the copier; if their hands are clean, they can liberally apply hand sanitizer instead. This rest room will be designated for only washing of hands. Entrance to the church will be by appointment or for a scheduled meeting. It is requested that those invited to a meeting gather outside and enter the facility together while respecting social distancing. The administrative door will be open in anticipation of a meeting but will otherwise be locked. It is understood that staff, workers, and members with specific duties will be allowed to enter without a scheduled appointment using their key cards or with a call to the church office

## **Face Covering**

All individuals will be required to wear a face covering that covers the mouth and nose for indoor meetings unless they are under the age of two. Anyone showing up without a face covering will be given one, and, strongly encouraged to bring one the next time.

## **Social Distancing in the church building**

Maintain a 6' distance between individuals that are not part of the same home family group.  
No hand shaking or hugging.

## **Attendance Log**

The front desk receptionist will maintain a log of everyone who enters the building. This log will include the destination, time entered and exited and a contact number if that is not already known in church records. If the front desk is temporarily not staffed, those entering will be instructed to stay at the desk until the receptionist returns.

If the reason for entering is to attend a meeting and it is at a time when the front desk is not staffed, the chairperson or their designee will be assigned the duties of documenting the attendees, taking temperature checks, obtaining contact information and noting position within the meeting room should future contact tracing be required. This information will then be left at the front desk at the conclusion of the meeting.

### **Meeting Facilities**

All meetings must be scheduled through the church receptionist and only one meeting at a time will be scheduled inside the church. It is hoped that meetings can conclude within 90 minutes.

Each meeting room will have the audiovisual ability to join the meeting virtually for those who choose not to attend.

Because social distancing is required, room maximum capacity has been determined as follows:

Hudson Room - 4 people

Choir Room - 12 people

Fellowship Hall - 25 people

Other rooms will not be available and other areas of the church will be marked as not accessible.

There will be a thirty-minute interval between meetings at which time the room surfaces that were likely touched can be disinfected. Soap and water cleaning should be done if the surfaces appear to be dirty.

It is the duty of the meeting chair to either disinfect the room or be sure that staff can disinfect the surfaces.

Supplies will be available for this cleaning and disinfecting.

No food or drink other than bottled water will be allowed at the meetings.

### **Outdoor meetings**

Outdoor meetings are allowed. Under the tent by the administrative office, 8 people can be accommodated. Other spaces can be used providing that 6' distancing guidelines can be followed. Face coverings are encouraged outside. Persons using the tent area may bring their own food and drinks, but they must clean up after themselves.

### **Rest Rooms**

The Women's and Men's Rest Rooms that are adjacent to the McClintock Chapel will be available.

The outer door should be kept propped open.

No more than two people should be in each rest room at one time.

All are responsible to maintain cleanliness and report to the staff if additional cleaning or maintenance is needed.

Each rest room will have signage to demonstrate the stages of a safe hand wash. Appendix B

Disinfectant wipes and a waste can will be provided to clean the toilet seats.

A complete cleaning will be done daily.

### **Closure of the remaining church facility**

Other than the designated meeting rooms, individual staff offices and rest rooms, the remainder of the church building will be considered closed except to the staff who will use the space with continued social distancing considerations.

### **Cleaning of the facility**

At the end of the day or before the start of the next day, all areas that were used will be cleaned by the staff. All surfaces will be disinfected. Frequently touched surfaces like handrails and door handles will be disinfected intermittently throughout the day.

### **Children and Youth Groups**

Outdoor and family activities can be scheduled while adhering to social distancing, good hygiene and face coverings. Hybrid group meetings, i.e. meetings with on-line options, should be considered for anyone in the group who may feel uncomfortable or vulnerable.

### **Senior Groups**

Recommendations are that most groups meet online until further notice or outdoors for short durations, social distancing, face coverings, and good hygiene in place. Hybrid group meetings should be considered for anyone uncomfortable or vulnerable.

### **Memorial Services**

No indoor Memorial Services will be conducted at this time.

Outdoor Memorial Garden Services will be conducted observing appropriate social distancing and face covering requirements. Current outdoor service accommodations can support a maximum of 75 participants, appropriately socially distancing in the front rotunda and porch area of the parking lot or 35 participants in the Memorial Garden.

### **Non-Member Groups**

Since we have no control over adherence to the guidelines for spacing, cleaning and masks, no outside groups will be allowed to use the church building until further notice.

### **Main Library**

Closed until further notice

### **Library Book Sale in Hudson Room**

Temporarily suspended.

### **Group Leader Responsibilities**

Prior to the meeting, reserve the room (or outside location) appropriate to size of the group with the church receptionist.

At the time of the meeting, ensure all group members have logged in at front desk and have disinfected their hands. If front desk is not manned, obtain contact information from all attendees, take temperatures, and note position of attendees within the meeting room. A form will be provided for recording this information.

Ensure all group members are wearing face coverings.

Ensure social distancing is maintained.

### **Outdoor Worship Service**

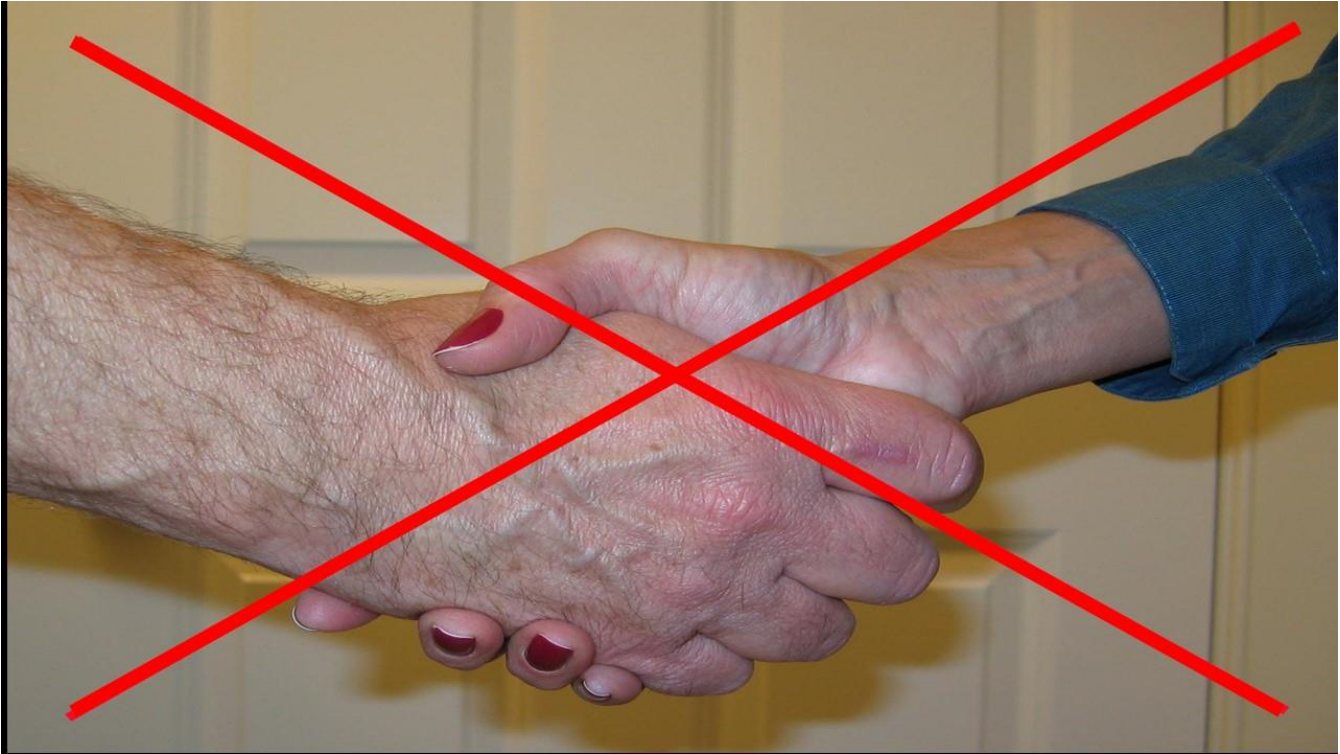
Outside worship services will be allowed but will be in addition to the virtual services. The time and exact location outside of the church building will be determined by the Worship Team considering such factors as: accessibility for those who might have limited mobility, some protection from the sun, adequate room for seating with social distancing and electricity availability.

All attending will be asked to: enter, sit, and exit at least 6 feet from other family groups or individuals; wear a mask for your own safety and the health of those around you; refrain from singing or shouting; no handshakes or hugs.

Inside Restrooms will be available for emergency use.

Submitted by the Highland Presbyterian Church Re-opening Task Force, June 24, 2020.

Appendix A



**NO  
HANDSHAKES**

**NO HUGS**

**You can enter if you are spiritually sick  
but not if you are physically sick**

**Please don't enter if you:**

**Have a fever**

**Have a cough**

**Have lost your sense of smell**

**Have muscle aches**

**Have been around someone with these  
symptoms or known Covid- 19 infection  
in the last 14 days**

**If you need to contact Highland, call 717-569-2651**

**FACE COVERING IS  
REQUIRED IN THE  
CHURCH BUILDING**

**RESPECT 6 FOOT  
SOCIAL DISTANCING  
GUIDELINES**

Appendix B



***Be a Germ-Buster...***  
**WASH YOUR HANDS!**

