

# **PROCEDURES AND GUIDELINES for worship and events at TCC**

## **In the days prior to worship services:**

1. Custodial staff will thoroughly clean the sanctuary, narthex and bathrooms.
2. Hand sanitizing stations will be located at the building entrance, choir loft (for worship leaders), and upstairs bathrooms.
3. Signage/barriers will be in place closing off the rest of the building to the congregation (please do not enter these areas). Drinking fountains will not be available.

## **On Sunday AM prior to worshippers arriving:**

1. Air conditioning (if needed) or fans will be running to move air in sanctuary.
2. Auxiliary fans will be placed at the doorways to increase air flow in the sanctuary and will remain on for the remainder of the morning.
3. Windows that are operational in sanctuary will be opened.
4. The outside doors, sanctuary doors from the narthex, and bathroom doors will be blocked open to provide touch free access.
5. The Praise Team will complete their rehearsal by 9:15 to allow us to begin seating worshippers when they arrive.

## **As members/friends of TCC enter for worship (limited to 15 minutes prior to start of worship):**

1. Congregants will be asked to put on their masks prior to entering the building. Hand sanitizer and spare masks will be available at a host table that will be staffed by a masked volunteer. It's where a guest will be able to pick up a copy of our plan and procedures as well as a visitor packet that will be in a Ziploc bag.
2. Participants will be asked to be immediately seated in the sanctuary. We want to avoid people gathering in the Narthex before or after worship. Ushers (for now we will use consistory and reopening team members willing and able to serve) will seat people beginning at the front of each section. Every other row will remain empty. Family groups 4 and larger will be seated on the right or left side of the sanctuary. Individuals or families of 3 or less will be seated in the 3 center sections of the sanctuary.
3. Masks are to remain on during the duration of the service. Participants are asked to honor social distancing guidelines and cover coughs and sneezes.
4. All liturgy and songs will be projected. Nothing will exchange hands. Bibles and hymnals are removed from seating. The offering will have a designated station near the entrance to the sanctuary.

5. If someone needs to use the restroom:
  - a. Limit to 2 people per men/women's restroom.
  - b. Practice good hygiene by washing hands for 20 seconds before returning to common spaces.
  - c. Wipes will be in each restroom and a user is asked to use a wipe to clean any surface that s/he had skin contact (i.e.: faucets/toilet seat and handles) and dispose of the wipe in the trash.

**At the close of worship following the benediction/closing song:**

1. Participants will be excused by ushers from the rear of the sanctuary moving forward to reduce any congestion. We ask that members take all of their belongings including: used tissues, empty coffee cups, coloring pages they brought for children or notes they may have taken during worship.
2. Participants are asked to move immediately to the parking lot.
3. While masks may be removed, we ask that you maintain a 6' distance from all non-family members and avoid any contact.

**Special Notes:**

- We will not be hosting after worship fellowship time in the building or be providing coffee or refreshments. The drinking fountain will be turned off. Bottled water will be available upon request for an urgent need, not convenience.
- For now, the nursery and Summer Children's Church will not be available. The choir will remain in recess until further notice.
- We will make a record of all participants weekly, allowing us the ability to inform others if we learn that someone has tested positive for the virus and may have had exposure to other worshippers.
  - If a person that has been in the building for any reason (i.e.: meetings, rehearsals, worship, etc.) tests positive for Covid-19, they are to notify the church office immediately. For privacy reasons, their name will remain anonymous.
- Persons who are limited from wearing a mask due to medical concerns should inform the church office so that special accommodations can be made. Ex. Face shields and/or special seating will be arranged.
- On-line worship will continue until further notice.

**Following worship services:**

1. The sanctuary will be closed for 24 hours before the first cleaning is completed. We will alternate the use of chairs.
2. The custodial staff will disinfect all surfaces that get touched, vacuum the entire sanctuary, and continue with their ordinary cleaning procedures.
3. Bathrooms will be disinfected (toilets/stall walls/counter tops/ faucets), trash removed, and floors mopped.

**Other Building Use beyond Sunday:**

1. You **must** reserve in advance. Call Kim Peckham at 942-0821/M-TH, 10-2.
2. All participants must adhere to the TCC guidelines in place and the group leader is responsible to inform participants of these guidelines. That means wearing masks when entering the building for any reason.
3. Wipes will be available in the location assigned and the person making the request for the room is responsible for wiping down surfaces (table tops, chairs [not fabric chairs], door handles, etc.)
4. Once a room is used, it will not be available for other groups to use until it has been cleaned by our custodial staff.

**In addition to the procedure and guidelines above, we suggest strict adherence to the guidelines listed below and ask that all persons who are planning to attend in-person worship read and agree to practice these safety measures:**

**To help slow the spread of the virus and provide for the safety of all persons when conducting services in person, we are recommending the following suggestions of the denomination:**

1. All attendees with underlying health conditions are encouraged to remain at home and take advantage of on-line worship.
2. Require any attendee to stay home if they have had a fever within 72 hours, have a cough, or have had contact with someone diagnosed with COVID-19 within the previous 14 days.
3. Encourage anyone in attendance to wear a face mask or covering. Even when people wear masks, it's important to follow social distancing guidelines.
4. Keep all children's and youth ministry spaces closed, including nurseries and other classrooms, unless your church can comply with the current CDC recommendations for child care facilities.
5. Limit building access to a short time before and after the activity and allow access only to places within the building where proper social distancing can be maintained.
6. Sanitize seating, restrooms, and other high-touch areas like door handles before and after each service following guidelines set by the CDC.
7. Provide hand sanitizer at entrances and throughout the building.
8. Remove greeting time from the service or implement an alternative that does not involve violating social distancing rules and guidelines.
9. Refrain from passing collection plates during the offering.
10. Find alternative ways to administer the sacraments that do not include the same surfaces or violate social distancing orders.
11. Cancel fellowship time or close social gathering areas.

**Revised from guidelines offered by the R.C.A.**