

CHURCH PLAN OF ACTION

District South

Church Name Surf City Church

Task Force Created Yes

Date Task Force Created May 30, 2020

Plan approved by Administrative Council Yes

Date Approved by Administrative Council June 3, 2020

Projected Date of Reopening June 7, 2020

Have you designated seating areas with 6 feet of spacing? Yes

Please describe your seating arrangement Our Sanctuary has "X" marks on the backrest of each pew, six feet apart in all directions, to indicate a safe place to sit for worshippers. Those who live in the same household may choose to seat together.

How many parishioners can you hold in your sanctuary? 400

What is your average worship attendance (you must limit your space to 25% of its capacity)? Before the pandemic, we averaged from 40 to 60.

Plan in place for persons showing up beyond the maximum (Please describe) We have three plans.
1 We can easily add (about 10 with social distancing) extra chairs in the Narthex.
2 We can move out to the courtyard for an outdoor worship.
3 We can also move to our Fellowship Hall, which has a capacity of 640.

Do you have clearly marked entrance and exit plans? (Please describe)

Yes, we have double doors on the East side of our sanctuary that are marked as an "entrance only" and double doors on the West side of our sanctuary that are marked as an "exit only." We also have one door by the side of the sanctuary that is marked as an "exit only." We will also clearly mark one way directions on the floor. This plan will be announced every Sunday in the beginning of the worship service.

It is our intention to leave all these doors open during the worship per guidelines of CDC and the State of California. We will encourage people to exit if they feel "unsafe" or "uncomfortable" in our Sanctuary worship space.

Do you have some kind of signage model for anticipating number? (Please describe)

We will encourage people to email (via church email account) or call the church office to let us know if they are planning to worship in person on Sundays. We will send out an email reminding people to "sign-up" for their Sunday attendance on every Friday morning. And the email will include CDC's list of symptoms of Covid-19 for a self scanning purpose.

Do you have a registration of persons in case of emergency follow up? (Please describe)

Before worship services, we will take body temperature with a handheld (contactless) thermometer. If any person has a temperature of 100 degrees or higher, they will be asked to leave and will not be allowed access to the sanctuary.

We will require those who are present for the in-person worship to provide their names and contact numbers on our Sunday sign-in sheet. This will help us to have an accurate account of who were there (in case of exposure to Covid 19 and tracing purpose). And our Sunday sign-in sheet will also ask the members and visitors to agree with these important things:

- 1)feeling healthy and no sign of fever and no other signs of Covid-19;
- 2)willing to wear a face covering or mask;
- 3)respect and observe social distancing;
- 4)willing to promptly depart the Sanctuary after the service to avoid prolonged gathering;
- 5)engaging in-person worship at their own will.

We will make sure other churches of our campus are asked to keep an accurate recording of their sign-in attendance.

We will have multiple bottles of sanitizers and extra face masks available for each worship services.

Do you have the ability to meet outdoors if possible? (Please describe)

Yes, our church campus has a large outdoor, center courtyard connecting the Sanctuary, Fellowship Hall and Sunday School Classes. We can easily set up chairs around the courtyard with an adequate sound system.

Will you continue some form of virtual worship for those who cannot attend?	Yes, it is our intention to keep providing virtual worship opportunities for shut-ins and for those high risk individuals (HRI).
Do you plan to make any recommendations or modifications for vulnerable populations? (Please describe)	<p>Absolutely, we will do everything we can to make modifications for HRI. We will discourage HRI to attend in-person worship until we feel absolutely safe to invite them back. However, we will continue and/or start doing some of these things:</p> <ol style="list-style-type: none"> 1) We will continue to provide ZOOM ministry opportunities to include them in our ministries such as Spiritual Care group, Bible study, prayer meeting, Church Council and other meetings. 2) We will send out a weekly (or biweekly) emails or letters to inform them all the things that are happening within our family of faith. 3) We will continue to use prayer chain group to call upon our vulnerable members. 4) We will continue to hold all of our administrative meetings on ZOOM.
Will you NOT use paper worship bulletins?	Yes, I will not
Will you NOT allow public singing?	Yes, I will not
Will you NOT pass offering plates or have any physical offering of any kind?	Yes, I will not
Will you eliminate or restrict congregational responses/recitations?	Yes, I will
Will you NOT allow food or eating on the property?	Yes, I will not
Do you have a plan for Holy Communion without touching the elements and observing Social Distancing? (Please describe)	<p>We are planning to have those individually wrapped communion elements available (after sanitizing each of packages) in the Narthex with a clear sign for instruction. We will NOT put them in a basket but line them apart so that one's hand will not touch other packages. And the members will take communion at their seats with their own individually wrapped elements. The communion elements that the pastor uses during the communion liturgy will not be used for the members but will serve only liturgical purposes.</p>
Do you have a plan for your children and youth groups? (Please describe)	<p>The Church Council decided not to hold children and youth group's in-person ministries at the present re-opening time. We decided to suspend these in-person ministries indefinitely. In the meanwhile, we will virtually reach out to them and hold on-line programs as needed. We are currently providing Christian education materials (workbooks, craft materials and such) for those who are interested to do lessons at home. We will also find ways to provide virtual weekly children and youth Sunday classes beginning in July.</p>

Do you have a plan for Baptism with minimum touching the elements and observing Social Distancing? (Please describe)

In the event of baptism, everyone including the pastor will take body temperature to ensure a precaution is exercised. There will be only the pastor, a person being baptized, and the family members who live in the same household will be presented in the front by the Baptismal Font. (In case if one parent does not live with the rest of the family, she or he will stand in the front with social distancing of 6 feet from the rest.) The grandparent and God-parents (if they don't live in the same household) will not be presented.

Have you deep-cleaned your facility?

Yes

Do you have enough cleaning supplies in inventory?

Yes

Do you have a disinfection plan for high-touch surfaces such as chairs, railings, and seating cushions? (Please describe)

Yes, our plan is to disinfect the sanctuary (door handles, chairs, railings, pews, soundboard, knobs of bathroom sinks, toilet flush handles) and all other high-touch surfaces prior to and immediately following each service. We have a team of volunteers assembled for this task. We have staff trained for this purpose by attending an online course, Cleaning and Disinfecting Your Worship Facility, produced by CongregationU. Also, our church took an opportunity to do a deep cleaning of the whole campus by professionals during these months of lock-down.

Do you have a plan for disinfection of the sanctuary that is sustainable? (Please describe)

Yes, the above mentioned plan is sustainable. We have been and we will continue to be mindful of all the cleaning and disinfecting materials we purchase are sustainable.

Do you have enough face coverings, gloves, other PPE required for employees visitors & volunteers in inventory?

Yes

Do you have enough hand sanitizer / hand soap for employees, volunteers, and visitors?

Yes

Do you have a plan to screen individuals for symptoms before entering facility, or to provide self-screening guidance? (Please describe)

Per question in Section I, we will have a sign-up sheet requiring everyone who are present for in-person worship to fill out. On Fridays, the church office will send out an email asking the members to "sing-up" if they are planning to attend the service and the email will list those known Covid-19 symptoms as reminder for the members to check themselves whether they should attend or not. We will take body temperature for those who show up for in-person worship (we have contactless, hand-held thermometer). Also there is a copy of the CDC produced list of symptoms posted on the church office door and the "entrance" door of the Sanctuary. Furthermore, we have already made body temperature check mandatory for our staff (including Preschool) whenever they are present for work.

Do you have a response plan in case an employee, volunteer, or visitor tests positive for COVID-19? (Please describe)

One silver-lining of the pandemic is that our church members have become sufficient with their digital technology. Our church office manager and our leadership have accurate email and mail systems to reach almost all of our church members. Nearly all of our members also participate in text messaging apps. In case of Covid-19 emergency, our church leadership feels emailing and text messaging will be very sufficient to reach all those who might be impacted within thirty minutes. (A few weeks ago, one of our beloved members passed away and almost all of us heard the news instantaneously via phone calls, emails and text.)

With the Sunday worship check-in records and visitor's logs, we will be able to identify who might be exposed and impacted in case of an emergency. These records will be kept in the church office for easy access.

Do you have a plan to limit the number of people in your restrooms and monitor their safety? (Please describe)

We will have a signage in front of the restrooms with a maximum number of people as 2. The entrance to our bathroom is located in the Narthex, a location that can be easily monitored by an usher from our welcome desk.

We have multiple soap dispensers, paper towel stations, hand sanitizers in the bathrooms. We also have prominently displayed sign for proper washing of hands.

Do you have a process to log all employees and volunteers at the facility? (Please describe)

Our church council decided NOT to allow other campus user groups that are not churches return to the campus immediately. We will continue to hold all our church meetings virtually at least till the end of Summer. Until our in-person worship services for our congregation and other two churches prove to be safe to move onto the next phase, our leadership decided to make sure our current procedures and abundant precautions become a new "norm." Therefore, there will be a very limited presence of volunteers on our campus. Our church office will continue to operate with the same procedure we set at the beginning of the lock-down (early March). Currently our church office is only open from 9 am to 11 am, Tuesdays to Fridays, with doors locked to protect our office manger. She comes in to the office just to sort mails and check answering machine. Almost all our ministerial questions (and concerns) are answered by our office manager and the pastor from remote locations.

As soon as our worship is open in-person, we will provide a log sheet for all our staff and volunteers entering our church office and campus.

Have you considered ways to remove or midify high-touch, shared, or community items? (Please describe)

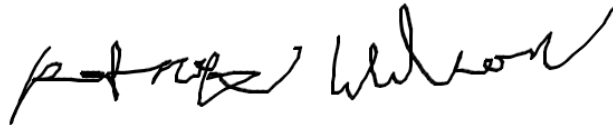
We will temporarily remove many frequently touched objects, such as pew Bibles, pew hymnals and attendance books, offering plates, tissue boxes, offering envelops and pew pencils. We will not hold fellowship hours until the last stage of re-opening.

Have you posted signs to remind employees, volunteers, and visitors of best practices? AND where will they be posted? (Please describe)	Yes, we have signage that reminds all of best practices regarding COVID-19, that were printed from the city web site and they will be posted at the entrance to the sanctuary and fellowship hall as well. We will also make these available on our website soon.
Is the HVAC system working properly? Have air ducts been cleaned recently? (Please describe)	The HVAC system is functioning properly and the ducting is routinely maintained.
Do you have a plan to make sure visitors are informed and prepared to visit the site? (Please describe)	All visitors will be notified of our COVID-19 procedures, both via the signage at the entrances, as well as via the greeters/ushers upon entering the building. Our church website will have this information as well.
Have you trained employees and volunteers returning to work on COVID-19 health and safety guidelines? (Please describe)	Employees and Sunday service volunteers have been trained in the procedures for operating service within the COVID-19 guidelines we have created and are 100% capable of operating service within said guidelines. We have staff trained with an online course (Cleaning and Disinfecting Your Worship Facility) produced by CongregationU and we are always looking for opportunities to learn. (If our Cal-Pac conference or South district offers any trainings, we will be more than willing to take them!)
For church school and VBS: There must be a limit of 10 individuals with 2 teachers maximum (for Safe Sanctuary protocol) per classroom or group. Children and teachers must wear masks and observe the 6 feet of distance protocol. Groups and Classes should not gather together for play or fellowship.	This will be observed
For church-run preschools: You must observe all current guidelines for child care facilities provided by licensing by your county and state.	This will be observed
For outside groups using the church: They must observe all the guidelines stated in this document, have their own insurance coverage, and provide for complete sanitation of the facilities they have used after their events. It is suggested that the Task Force or church provide an independent checklist of all of the guidelines you expect of them.	This will be observed
I acknowledge that I have read the HUB Insurance Carrier Statement above	Yes

Enter your Email below - Please Note: patrick@allb.org

You will receive an email with a copy of your Plan of Action

Signature of Senior Pastor or
Administrative Council Chair



Name of Signer Patrick Wilson

Plan approved by District
Superintendent Yes

District Superintendent's Name Rev. John Farley

Date of District Superintendent's
Approval Jun 08, 2020
