

This document contains four sample re-entry plans for churches based on their area guidelines. Please use the Template for Re-Entry provided to you to create your own. These are included simply for review.

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## Sample Church A: Phased Plan for Re-Opening

*Include a note regarding flexibility, how updates will be communicated, and requesting prayer for the re-opening process. Please also include the link to the CDC guidelines and any state guidelines.*

### Phase One

Sunday Service: Morning Prayer, livestreamed as well

- Pre-registration required with only 16 household slots total. Those 65 and over and those with underlying health conditions strongly encouraged to attend online.
- Strict social distancing.
- Handwash station outside on porch.
- Doors propped open before and after service.
- No children's programming.
- No Communion.
- No choir or acolytes.
- Small music team.
- No Welcome Team.
- Two Ushers to direct households to staggered pews.
- Project liturgy (no bulletins).
- No coffee hour.
- Offering in lock box in central hallway.

Community Groups

- All strongly encouraged to continue meeting online.
- May meet in-person in groups no larger than 10.
- Larger groups may meet in separate smaller groups.

Funerals & Weddings

- Weddings will be limited to 16 households.
- Funerals will be graveside only and limited to 16 households.

Online Wednesday Night Suppers, Prayer Meetings, Vestry Meetings, & Committee Meetings

### Phase Two

Sunday Service: Eucharist, livestreamed as well

- Pre-registration required with only 24 household slots total. Those 65 and over and those with underlying health conditions strongly encouraged to attend online.
- Moderate social distancing.
- Handwash station outside on porch.
- Doors propped open before and after service.

- No children's programming.
- No Communion.
- No choir or acolytes.
- Small music team.
- No Welcome Team.
- Two Ushers to direct households to staggered pews.
- Project liturgy (no bulletins).
- No coffee hour.
- Offering in lock box in central hallway.
- Drive-Up Communion available.

#### Community Groups

- May meet in person or continue online.

#### Funerals & Weddings

- Weddings will be limited to 24 households.
- Funerals will be graveside only and limited to 24 households.

#### Vestry Meetings & Committee Meetings

- May resume in-person with social distancing or continue online

#### Online Wednesday Night Suppers & Prayer Meetings

### Phase Three

#### Sunday Service: Eucharist, livestreamed as well

- Open service - Those 65 and over and those with underlying health conditions encouraged to attend online.
- Handwash station outside on porch.
- Doors propped open before and after service.
- Welcome Team with no contact.
- Children's programming resumes with masked Children's Workers & Volunteers – Nursery split into two rooms and Children's Church split into two groups.
- Choir, Music Team, Ushers, Acolytes, & LEMs resume as normal
- Project liturgy (no bulletins).
- Coffee Bar open with sanitizer.
- Offering in lock box in central hallway.

#### Community Groups

- May meet in person or continue online

#### Funerals & Weddings

- May resume with handwashing before and sanitizing building after.

#### Prayer Meetings

- May resume without laying on of hands.

#### Vestry Meetings & Committee Meetings

- May resume in-person or continue online

## Online Wednesday Night Suppers

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### Sample Church B: Phased Plan for Re-Opening

*Include a note regarding flexibility, how updates will be communicated, and requesting prayer for the re-opening process. Please also include the link to the CDC guidelines and any state guidelines.*

<b>Phase One</b>
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- I. During the current **Stay-at-Home Order** (and any future such order that may be imposed)
  - a. Holy Eucharist will be live streamed and Spiritual Communion offered
  - b. Covenant Groups and Children and Youth Ministries will meet through Zoom video conferencing
  - c. Daily Morning and Evening Prayer will continue to be live streamed Monday through Friday
  - d. The church offices will remain closed with all staff tele working
- II. When the Stay-at-Home Order is lifted and [our county] enters into **Phase I** (Strict Social Distancing for large group gatherings)
  - a. The parish will be divided into two groups by alphabetical last name
    - i. Group one (roughly ½ of regular worshipping community) will be invited to attend a 9:00 am service of Morning Prayer
      1. This service will be live streamed and will be under an hour
      2. There will be no nursery
      3. There will be no Children’s Church
      4. Every other pew will be “closed”
      5. We will ask one family group to sit at the end of each row
      6. The use of masks will be strongly recommended to protect those around you and will be modeled by the chancel party
      7. Offering plates will not be passed – rather there will be a stationary offering basket on the table at the back of the church
      8. There will be no passing of the Peace (as there is nothing of the sort in Morning Prayer)
      9. There will be no choir
    - ii. Group two (roughly ½ of regular worshipping community) will be invited to attend an 11:00 am service of Morning Prayer with the same provisions, except that this service will not be live streamed
    - iii. If state directives restrict our services to a number fewer than those who come to worship (e.g., a maximum of 100 are allowed to gather and 150 parishioners come to a given service), an usher will direct any overflow to [Parish] Hall where the service will be streamed
    - iv. It is expected that multi-generational families may opt for one service or the other in order to remain together and adjustments will be made along the way to try to keep the two services roughly equal in size
    - v. The pews and bathrooms will be disinfected between each service
    - vi. All doors will be propped, and hand sanitizer provided at each door

- vii. The CDC recommends that those **over age 62 or in vulnerable populations** remain at home and participate via the live stream.
- viii. Any who are **exhibiting signs of viral illness** are urged to stay home and worship remotely
- b. Morning Prayer will still be live streamed Monday through Friday, but Evening Prayer may cease based on Verger availability as the economy begins to open back up
- c. The church offices will return to limited hours, with staff with children-not-yet-in-school will continuing to tele-work as needed
- d. The Church will be open for private prayer from 8 a.m. to 3 p.m. Monday through Thursday.

## Phase Two

- I. When [our county] enters into **Phase II** (Moderate Social Distancing for large group gatherings)
  - a. The parish will be divided into two groups – families with children 18 and under and families or individuals without children under 18
    - i. Parish families with children under 18 will be invited to attend a 9:00 am service of Holy Communion
      - 1. This service will be live streamed and kept under an hour
      - 2. Communion will be offered with a priest placing wafers into the hands of the communicants
      - 3. Every other pew will be “closed”
      - 4. We will ask one family group to sit at the end of each row
      - 5. Nursery will be provided, with nursery workers in N95 masks and extra rooms used to keep the number of children and workers in each room to a minimum
      - 6. Families will come to the rail one family at a time and receive at the center of the rail from a priest whose hands have just been washed. Those who wish to receive only bread will remain standing, while those who wish a wafer may kneel. Should any parishioner take hold of the rail, a verger will use a disinfecting wipe to clean the rail.
      - 7. There will be Children’s Church at the normal time in [the Parish] Hall, with the entire room utilized to help maintain social distancing (note that, in Phase II, schools have been reopened)
      - 8. There will be [children’s church] at the normal time in the [children’s] wing, with the entire room utilized to help maintain social distancing, but distancing cannot be guaranteed
      - 9. Choir and contemporary music teams will resume to the degree they can be safely spaced in the choir loft
      - 10. Offering plates will not be passed – rather there will be a stationary offering basket on the table at the back of the church
      - 11. At the passing of the Peace, physical distancing will be encouraged (waves and peace signs rather than hugs and handshakes)
    - ii. After the 9:00 am service,
      - 1. Those **over age 62 or in vulnerable populations** who wish to receive from the Reserve Sacrament will be invited to come onto campus beginning at 10 am.
        - a. [A priest] will be in mask and gloves and distribute the

- Sacrament at an outdoor altar.
- b. Parking Crew Members will help direct cars to pull up at the front steps, stop their car, come to the altar, receive, and then depart.
2. The pews and rail and bathrooms will be disinfected between services
- b. Parish families without children 18 and under will be invited to attend an 11:00 am service of Holy Communion and will be identical to the earlier service, except that
    - i. This service will not be live streamed
    - ii. There will be no nursery, or Children’s Church
    - iii. It is expected that multi-generational families may opt for one service or the other in order to remain together. Adjustments will be made along the way, either to try to keep the two services roughly equal in size, such as asking families with older children who do not acolyte to join the 11 am service.
    - iv. Any who are **exhibiting signs of viral illness** are urged to stay home and worship remotely
  - c. Morning Prayer will continue to be live streamed Monday through Friday, but Evening Prayer will cease to be broadcast
  - d. The church offices will return to limited hours and staff with children-not-yet-in-school will continue tele-working as needed

### Phase Three

- I. When [our county] enters into **Phase III** (Moderate Social Distancing for large group gatherings)
    - a. We will return to one service at 9:30 am
    - b. Communion in both kinds will be intinction only but multiple families may come to the rail at the same time
    - c. We will continue to live stream and offer curb side Communion for members in vulnerable population groups
    - d. Nursery workers will continue to wear N95 masks and extra rooms used to keep the number of children and workers in each room to a minimum
    - e. Children’s Church will continue to use [our large hall], with the entire room utilized to help maintain social distancing
    - f. Offering plates will still not be passed – rather there will be a stationary offering basket on the table at the back of the church
    - g. At the passing of the Peace, physical distancing will still be encouraged (waves and peace signs rather than hugs and handshakes)
    - h. Sunday school and coffee service will resume
    - i. The church offices will return to regular hours and staffing
    - j. Midweek activities will resume but no food will be served at any service
    - k. Daily Morning and Evening Prayer will cease due to increased staff teaching responsibilities
  - II. At the earlier of “herd immunity” as per the CDC or the development of a vaccine for COVID-19, all social distancing measures will be lifted. Sunday morning breakfast and Wednesday night meals will be reinstated.
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## Sample Church C: Phased Plan for Re-Opening

*Include a note regarding flexibility, how updates will be communicated, and requesting prayer for the re-opening process. It may be helpful to also include the link to the CDC guidelines and any state guidelines.*

### Phase One

1. We will encourage **all who are 60 or older**, based on CDC guidelines, to consider worshipping online throughout this phase of the plan. In addition, anyone who has an **underlying medical issue** that makes you more vulnerable to COVID 19 should stay at home. [Our Church] will continue to offer Sunday Worship, Sunday School, Bible Studies and Prayer Support through online delivery systems.
2. We will resume Sunday morning Eucharist and Thursday Morning Eucharist, as well as Wednesday evening prayer, but will limit attendance to 40 parishioners (**under the age of 60 and without underlying medical issues**) and 10 volunteers for altar and AV support.
3. We will offer Eucharist in one kind (bread only). In addition, we encourage the continuation of spiritual Communion for all who have concerns during this phase. Spiritual reception is a valid form of worship during this season.
4. We will have [adult only] Sunday School with a **maximum attendance of 40** people (this will be recorded and made available online).
5. We will maintain 6 feet of social distance as recommended by the CDC. Seating will be limited to every other row and families will maintain three chairs of separation between families. (Your family may sit together, but then there are three chairs between you and the next family.)
6. We will ask all who attend the service to wear a mask and wash/sanitize hands upon entering the building.
7. We will not pass the plate for the offering, but rather will encourage online giving or mailing your tithes and offerings to the church office. If you need to leave your check on Sunday morning, there will be a secure collection box at the entrance to the Nave.
8. We will not have physical contact while passing the peace. In addition, we ask that you stay at your seat during the passing of the peace.
9. There will be no coffee hour or large group fellowship of any kind.
10. We will limit musicians and vocalists to those in the Altar party and band for all of phase one.
11. IF YOU HAVE FELT ILL AT ALL, STAY HOME.

## Phase Two

1. We will encourage **all who are 60 or older**, in keeping with CDC guidance, to consider worshipping online throughout this phase of the plan. In addition, anyone who has an **underlying medical issue** that makes you more vulnerable to COVID 19 should stay at home. [Our Church] will continue to offer Sunday Worship, Sunday School, Bible Studies and Prayer Support through online delivery systems.
2. We will resume Sunday morning Eucharist and Thursday Morning Eucharist, as well as Wednesday evening prayer, but will limit attendance to 80 parishioners (**under the age of 65 and without underlying medical issues**) and 10 volunteers for altar and AV support. This is the maximum number we can have in the Nave and maintain 6 feet of social distance between parishioners.
3. We will offer Eucharist in one kind (bread only). In addition, we encourage the continuation of spiritual Communion for all who have concerns during this phase. Spiritual reception is a valid form of worship during this season.
4. We will have [adult] Sunday School with a **maximum attendance of 80** people (this will be recorded and made available online).
5. We will maintain 6 feet of social distance as recommended by the CDC. Seating will be limited to every other row and families will maintain three chairs of separation between families. (Your family may sit together, but then there are three chairs between you and the next family.)
6. We will ask all who attend to wear a mask and wash/sanitize hands upon entering the building.
7. We will not pass the plate for the offering, but rather will encourage online giving or mailing your tithes and offerings to the church office. If you need to leave your check on Sunday morning, there will be a secure collection box at the entrance to the Nave.
8. We will not have physical contact while passing the peace. In addition, we ask that you stay at your seat during the passing of the peace.
9. We will limit musicians to four vocalists and four instrumentalists for all of phase two.
10. There will be no coffee hour our large group fellowship of any kind.
11. IF YOU HAVE FELT ILL AT ALL, STAY HOME.

### Phase Three

1. Anyone who has an **underlying medical issue** that makes you more vulnerable to COVID 19 should stay at home. [Our Church] will continue to offer Sunday Worship, Sunday School, Bible Studies and Prayer Support through online deliver systems.
  2. We will resume Sunday morning Eucharist and Thursday Morning Eucharist, as well as Wednesday evening prayer, but will limit attendance to 120 parishioners (**without underlying medical issues**) and 20 volunteers for altar and AV support.
  3. We will offer Eucharist in one kind (bread only). In addition, we encourage the continuation of spiritual Communion for all who have concerns during this phase. Spiritual reception is a valid form of worship during this season.
  4. We will have [adult] Sunday School with a **maximum attendance of 100** people (this will be recorded and made available online).
  5. Children's Sunday School will be offered, depending on worker availability. Families will be asked to sign waivers understanding the improbability that children will be kept 4'-6' apart.
  6. We will maintain 4 feet of social distance between families in the sanctuary.
  7. We will ask that everyone continue to wash hands and sanitize for the health and safety of all who attend [Our Church].
  8. We will not pass the plate for the offering, but rather will encourage online giving or mailing your tithes and offerings to the church office. If you need to leave your check on Sunday morning, there will be a collection box at the entrance of the Nave.
  9. We will resume small vocal ensembles and a full band.
  10. We will **resume coffee hour** and limited fellowships but will seek to maintain appropriate social distancing practices.
  11. IF YOU HAVE FELT ILL AT ALL, STAY HOME.
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## Sample Church D: Phased Plan for Re-Opening

*Include a note regarding flexibility, how updates will be communicated, and requesting prayer for the re-opening process. It may be helpful to also include the link to the CDC guidelines and any state guidelines.*

Throughout all three phases:

- Continue to practice good hygiene:
  - Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
  - Avoid touching your face.
  - Sneeze or cough into a tissue, or the inside of your elbow.
  - Strongly consider using face coverings while in public, including at church.
- People who have any symptoms of sickness should stay home.
- People who may have been exposed to the coronavirus in the last 14 days should stay home.
- Develop and continue standard cleaning protocol to be used throughout three phases.

### Phase One

Before entering Phase 1:

- All Facilities should be deep cleaned (see cleaning protocols).
- Worship will transition from pre-recorded and edited video services, to recording a simulated live stream with musicians, clergy, and readers present. A distance of 6 feet shall be maintained at all times. The total number of people assembled for the live recording session shall not exceed 10.

During Phase 1:

- Staff shall continue to work from home as much as possible. Staff should not come to the church campus if they have any symptoms of sickness.
- All in-person gatherings will continue to be suspended, aside from drive-through Communion (as outlined below) and drive-through Food Giveaway.
- Drive-through Communion
  - Please remain at home if you have any symptoms of sickness, or if you may have been exposed to the coronavirus.
  - Because communicants will remain in their vehicles, vulnerable individuals may consider participating if they feel comfortable doing so.
  - Those who come for drive-through Communion are encouraged to participate in one of the remote worship services before coming for Communion.
  - Drive-through Communion will be distributed at designated times between the Church and the parish hall. The buildings will remain locked and the bathrooms will not be available.
  - The distributions shall be administered by one clergy-person to the occupants of one vehicle at a time. The clergy person shall wear a mask and will wash or sanitize his or her hands between vehicles.
    - Clergy may not participate in distributing Communion if they have any symptoms of sickness.
  - Participants should remain in their vehicles and drive into the breezeway.

- The clergy person will pray a short service (see BCP pg. 227-231 for details) with those in the vehicle including: a prayer of confession, The Lord's Prayer, distribution of Communion in the form of bread-only, Post-Communion prayer, and blessing/grace (by priest/deacon).
  - A paper cup with bread will be given through the window and passed around to those in the vehicle. The paper cup will be disposed in a paper bag which will later be burned.
- Worship services on Sunday morning will continue to be online-only, except for those serving in worship for the live stream (including clergy, musicians, and readers). The total number of people assembled for the live stream shall not exceed 10. A distance of 6 ft. between individuals shall be maintained at all times.
  - 8:00 AM - Conference Call Worship Service
  - 10:30 AM - Facebook Livestream (not pre-recorded) with clergy, musicians, and readers present

## Phase Two

- Staff shall continue to work from home as much as possible. Staff should not come to the church campus if they have any symptoms of sickness.
- Worship services may take place on the church campus in groups of no more than 25. These services will be offered throughout the week rather than on Sunday mornings to avoid large crowds. A schedule of worship opportunities will be posted on the church website each week.
  - Please continue to worship at home if you:
    - Are a vulnerable individual (people over 65 or with certain medical conditions, see below).
    - Have any symptoms of sickness.
    - May have been exposed to the coronavirus.
  - All worshippers must pre-register for a particular worship service, either by phone or using the online registration system. Registration will be closed when the number of participants (including clergy) reaches 25.
  - Drive-through Communion will continue to be offered using the protocols outlined in Phase 1 above. This may be a good option for vulnerable individuals if they feel comfortable with it.
- In-person worship protocols
  - All worshipers should wear a mask.
  - Only the Church building will be open during services. The parish hall and office will remain closed.
  - The door to the children's ministry wing will be open so that parents can access the bathroom and changing table. All of the pack-n-plays and toys should be removed and stored until phase 3.
  - Bulletins will not be handed out; a slide presentation will be used instead. People may also print their own bulletins at home and bring them.
  - Greeters/Ushers will not make physical contact with others as they do their jobs.
  - Books, cards, and pencils will be removed from the pew backs.
  - The church doors should be propped open as people enter and then closed when all registered worshipers have arrived.
  - Hand sanitizer will be available near the entrance to the church.

- People are encouraged to either wash their hands or use hand sanitizer upon arrival at church.
  - Physical distance
    - If sitting in the same pew as someone from another household, at least 6 feet must be maintained at all times between households.
    - Alternating pews should be taped or roped off to prevent people from sitting immediately behind another individual or family.
    - There should be no physical contact between people from different households.
  - The passing of the peace will be verbal with no physical contact (except between those of the same household) and while remaining in the pew where you are seated.
  - Offering plates will not be passed:
    - People are encouraged to give online
    - Those who desire to give by check may
      - Use the offering box near the entrance of the church
      - Mail their check to the church
      - Use the “Bill Pay” feature through their bank’s website
    - The offering will not be brought forward during the service.
  - Communion
    - Only the celebrant will stand at the Altar.
    - The Altar should be set up for Communion before the service begins. The bread should remain covered until the time of distribution.
    - The celebrant shall sanitize his or her hands after the offertory and again just before distributing Communion.
    - People should refrain from holding hands during the Lord’s Prayer.
    - Communion shall be distributed in the form of bread only. Only the celebrant will drink from the chalice.
    - The Celebrant shall wear a mask while distributing Communion to the people.
    - The prayer for spiritual Communion will be included in the service for those who don’t receive Communion
  - No food or drinks will be served after the service.
  - Following each service, the church building, including the bathrooms, must be cleaned and sanitized using the cleaning protocol.
- Remote opportunities will continue.
  - 8:00 AM on Sundays by conference call
  - 10:30 AM on Sundays via Facebook live
- In-person groups will continue to be suspended. Groups should continue to meet online.

### Phase Three

- Staff may resume working in the office building on the Church campus. Staff should not come to the church campus if they have any symptoms of sickness.
- Regular Sunday worship services may resume without restrictions on the number of worshippers.
  - Please continue to worship at home if you:

- Are a vulnerable individual (people over 65 or with certain medical conditions, see below).
    - Have any symptoms of sickness.
    - May have been exposed to the coronavirus.
- In-person worship protocols
  - Some worshipers may consider wearing a mask.
  - The children's ministry wing will be available for use with a limited selection of toys and furniture that can be easily cleaned. Everything in this room should be wiped down and sanitized as a part of the weekly cleaning protocol.
  - Bulletins will be available for those who want them, but a slide presentation will also be available at all services.
    - Printable bulletins will be available on the Church website for those who wish to print their own or for those who continue to worship via livestream.
  - Greeters/Ushers will not make physical contact with others as they do their jobs.
  - Books, cards, and pencils may be returned to the pew backs.
  - The church doors should be propped open as people enter and then closed when most worshipers have arrived.
  - Hand sanitizer will be available near the entrance to the church.
    - People are encouraged to either wash their hands or use hand sanitizer upon arrival at church.
  - People should strive to leave a distance of 6 ft. between households.
  - Greeting others, as well as the passing of the peace, may involve an elbow bump but people should remain in the pew where they are seated and not move around the church to greet those who are further away. The desire to refrain from physical contact should be respected.
  - Offering plates will not be passed:
    - People are encouraged to give online
    - Those who desire to give by from their checking account may
      - Place a check in the offering box near the entrance of the church
      - Mail their check to the church
      - Use the "Bill Pay" feature through their bank's website
    - The ushers will collect whatever is in the offering box and bring it forward at the end of the offertory.
  - Communion
    - The deacon and crucifer may join the celebrant at the altar.
    - The celebrant (and any others who will handle the Communion elements or vessels) shall sanitize his or her hands after the offertory and again just before distributing Communion.
    - People should refrain from holding hands during the Lord's Prayer.
    - Communion will be distributed with bread only.
    - The prayer for spiritual Communion will be included in the bulletin for those who don't receive Communion.
  - All buildings should be cleaned and sanitized weekly using the cleaning protocol.
- Groups
  - Groups may resume in-person gatherings. Consideration should be given to vulnerable individuals who may need extra precautions (like physical distancing).
  - See hospitality procedures below if food or drinks are to be served.

- Some may wish to start groups that meet online for the benefit of our members who need to stay home or who live too far away to participate.
- Hospitality
  - The outer bathroom doors in the parish hall should be propped open or removed.
  - Serving food may resume with the following precautions
    - Hosts should wash their hands before handling food or drinks.
    - Food may be self-serve if it is in individually wrapped, sealed packages.
    - When food is served from common dishes, the dishes must remain on the counter. One of the hosts may plate the food with clean hands and then give the plate to the recipient.
    - Drinks may be served in sealed containers
    - Coffee may be served by the coffee hour host. Cream and sugar should be served in individual packages, not common dishes or containers.
    - These same precautions should be followed if food is served at group meetings.
- Livestreaming will continue during at least one service per week.
- Phase 3 should be considered the “new normal.” We will remain in Phase 3 until the Pandemic is over. This may take as-long-as 2 years.