

Parkway Christian Church (DOC)

October 2020



EMERGENCY PREPARDNESS Pandemic Response Plan

Respectively presented to the Parkway congregation on behalf of the EP Workgroup:
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If at any time, you become sick or have been exposed to COVID-19, **PLEASE** stay at home. For tracking purposes, if you have been in the building and become sick or feel you may have been exposed to the virus, please let the Church Leadership know.

Building Plan (Non-Service Hours)

Entering the Church Building (Includes Tracking):

1. Wear a mask when entering and keep it on until you are at least six feet from anyone else in the building.
2. Sign in with your name, date, and time entering.
3. Use disinfecting wipe to wipe pen and doorknob. Drop wipe in wastebasket.
4. Use hand sanitizer.
5. Go directly to the area involved with purpose of your visit.

Exiting the Church Building:

1. Wear mask as you prepare to exit in case someone else may be coming in.
2. Sign out with time leaving.
3. Disinfecting:
 - Disinfecting wipes, hand sanitizer and/or disinfecting spray will be present upon entrance, on the counter near Secretary's desk and on table in Sanctuary. Each will be replaced as needed. Disinfecting wipes will be present in each bathroom.
 - Disinfecting procedures for Entrance and Exit are listed within explanation of Entrance and Exit procedures.
 - Sanctuary, Fellowship Hall, Kitchen, Offices and Storage Areas: When finished with your visit, use disinfecting wipe(s)/disinfecting spray to sanitize all items you touched/places you sat. Drop used wipe(s) in wastebasket.

*******Please follow the directions and cleaning instructions on the bottle*******

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Building Plan (Non-Service Hours)

Bathroom Use:

1. Use disinfecting wipe to wipe toilet seat and back. Throw wipe in waste basket.
2. Wash hands using soap.
3. Use fresh disinfecting wipe to wipe faucets and waterspout. Keep wipe to open door.
4. Toss wipe in wastebasket.

How to Practice Social Distancing (Includes Tracking):

1. Schedule entry with the front office so there is a count of the number of people in the building at all times.
2. Limit number of chairs around table in Fellowship Hall.
3. Limit number of people in individual rooms.
 - Nursery, Toddler Room and Classrooms will be closed until further notice.
 - Christian Education will continue online.

Sunday Worship (8:00 and 10:30)

Sign-Up:

- Please sign up weekly using the online Google Doc
- Only 40 slots will be available for each service (8:00 and 10:30)
- Sign up every person in the household

***** For assistance with signing up please contact the front office*****

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Entering the Church Building:

- Diaconate will have members in the vestibule to assist with check in, communion set up.
- People will pick up their communion as they come into the church.
- We make ask for volunteers to help if needed

*******We will only be using the individually wrapped communion*******

- Masks will be required –You are encouraged to bring your own, but some will be available for those who don't have one.
- Hand sanitizer and hand wipes will be available at all entrances/exit.

Sitting:

- Please leave at least 3 seats in between anyone not in the same household/family.

Participating:

- All hymnals will be removed.
- Initially, instrumental music only – **No Singing; No wind instruments.**
- No paper bulletins (we will have the order of service projected on the wall).
- Prayer Joys/Concerns and how we have served others will still be requested to be sent via email.

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Sunday Worship (8:00 and 10:30)

Communion:

- Communion will be at the end of worship (right before the benediction)
- Elder will have gloves on at the time of communion and anyone who needs assistance with communion will be instructed to raise their hand and the Elder will help.
- Please place your communion containers in the brown trash cans located at the back of the sanctuary when you exit the church at the end of the service.

*****A gluten free option will be available*****

Bathroom:

- At this time only two bathrooms are available, one that is ADA compliant and one with a changing table.
- Use disinfecting wipes to wipe toilet seat and back. Throw wipe in waste basket.
- Wash hands using soap.
- Use a fresh disinfecting wipe to wipe faucets and waterspout. Keep wipe to open door.
- Toss wipe in wastebasket.
- Please maintain social distancing as you wait for the next available bathroom.

*****Please remember to wipe down changing table*****

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Exiting:

- Please exit out the door that you entered, we will exit row by row (as directed by the deacons) to avoid congestion in the isle.
- Remember to throw your communion container away.
- Please feel free to use hand sanitizer or take a handy wipe with you.
- Please respect social distancing guidelines within the sanctuary.
- Please exit the church immediately following service.

Cleaning:

- Elder's will be responsible for spraying disinfectant throughout the sanctuary in- between the first and second service, along with wiping down door handles.

Nursery:

No nursery will be provided at this time

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Congregational Care and Connection

In an effort to keep everyone safe, please DO NOT attend worship in person if:

- You are not feeling well, and/or have a temperature of 100.4 or higher
- You have knowingly been in close contact* with someone who has tested positive for Covid19
- You have been tested for Covid19, but are still awaiting the results

Though our guidelines do not specifically include travel, please be mindful and considerate of the entire congregation when traveling and when welcoming travelers into your home.

*According to the CDC, you are considered to have been in close contact if:

- You were within 6 feet of someone who has Covid19 for a total of 15 minutes or more
- You provided care to someone who is sick with Covid19
- You had direct physical contact with the person
- You shared eating or drinking utensils
- They sneezed, coughed or somehow got respiratory droplets on you

Testing Positive: If a church member has tested positive, please do not send an email or post to social media. Please notify the Pastor and/or Church Administrator. They will in turn forward the church member a pdf version of the current national/state guidelines for those who have tested positive for the virus. No other information needs to be shared with the church leadership unless the individual has given permission to share. The Pastor and or other assigned designee will be in regular contact with the church member and will make note of the end of the 14-day period. Once notified that a person who has tested positive for Covid-19 and has been in the church building in close contact* with others, Parkway will “shut down” for 14 days, going back to a pre-recorded service, and will have the building cleaned.

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Worship Plan of Action:

STAGE

1

Live recording on Family page
Tools: GoPro Camera, iPhone,
Tripod, microphone;
Projector, laptop, WIFI
WIFI range extender
Location: Home/ Church
Participants: 4 or less
Contingency/backup plan:
Send sermon script via email

STAGE

2

Pre-Recording on Parkway Page
Tools: GoPro Camera, iPhone,
Tripod, microphone;
Projector, laptop and WIFI
Desktop, editing software
Expanding computer
Storage, expanding
Camera storage
Tutorials on the basic of (Month of May)

- Pre-recording
- Editing
- LLC
- iMovie
- FB premier

Website redo

- Logo
- Open & Affirming statement

Location: Church
Participants: 8 or less
Contingency/ backup plan:
Post shorter video of Homily or
Devotion on Parkway page

STAGE

3

Pre-recording, Live and YouTube
Expanding our Virtual Presence
Tools: GoPro Camera, iPhone,
Tripod, microphone;
Projector, laptop and
WIFI
Desktop, editing software
Expanding computer
Storage, expanding
Camera storage and part-
time tech-help to
maintain, monitor and
update all of Parkway's
media platforms
Location:
Church and beyond church walls
Participants: 10 or less or more 2
weeks after the order is lifted
Contingency/ backup plan:
Post shorter video of Homily or
Devotion on Parkway page