ADCOB FACILITY REOPENING PLAN:
CHURCH BOARD GUIDELINES
REOPENING DATE: 6-7-20

PREPARING THE CHURCH BUILDING
1. The entire building will be deep cleaned. Extra attention and sanitation will be given to areas where germs can transfer easily, i.e., pews, bathrooms, water fountain, doorknobs, light switches, microphones, etc. “Fliers” will be placed in visible locations noting rooms have been sanitized.
2. Hymnals and songbooks will be removed from the backs of pews.
3. Offering plates will not be passed. “Tithe & Offering-boxes” will be placed near the entrance and back of the Sanctuary so they can be used as worshipers come or go.
4. Social Distancing Signs will be posted, no shaking hands, no hugs and non-contact greetings only.
5. A congregational notification letter will go out via txt, email and social media making this plan for returning to the church building known. The building has been cleaned for a safe reopening. All attendees are encouraged to perform a self-symptom check prior to leaving home. (Although an Infra-Red forehead thermometer will be available for anyone who would like to have their temperature taken). Those that think they may be symptomatic, or feel sick or run down for any reason, are encouraged to stay at home and participate in the online service.

SERVICE TIMES AND LOCATIONS in CHURCH BUILDING AND SITE
1. Online worship will continue to be an option for those who are not comfortable or unable to attend in person.
2. Our first “reopening outing” will be one Worship Service. To ensure safe social distancing seats will be limited and available on a first-come-first-serve basis. Please use the main entrance under the canopy. Doors will open at 10 A.M. and someone will be there to greet you and assist you to a seat. After the reopening process goes through a one Worship Service trial period, we may see a return to two services.
3. The service video tape and pictures, will assist our local health department with contact tracing should anyone attending inside the building be diagnosed with COVID-19.
4. Once there is a return to two Sunday morning Worship Services the building’s highly touched surfaces will be cleaned between each service.

GREETERS AND VOLUNTEERS
1. Greeters will be posted at the main entrance doors under the drive through canopy. Weather permitting; the doors will be propped open. The east entrance doors will remain locked. The double doors between the entrance and Sanctuary will be in the open position. This hold-open door policy will limit multiple people contacting the same door. Other interior doors will be propped open as much as possible. During high temperature days, exterior doors will remain closed and a Deacon will man the door to limit multiple contacts with the door handle.
2. The rotation of members as Greeters will be temporarily suspended. During this time of reopening the Deacons will serve as Greeters. The Deacons will be prepared to answer questions and give instructions, i.e., No shaking of hands, No hugs, instruct worshipers where they can immediately find a seat, restrooms are open with proper social distancing, no coffee or social hour, no bulletins, respect others and social distance. This provides an opportunity for attendees to make a Deacon aware of their concerns, needs and prayer concerns.
3. While greeting at a distance of less than 6ft, the Deacons will wear a face covering. The Deacons will perform a self-symptom check prior to serving as a greeter. (1)
WORSHIP SERVICES
1. The Deacons, along with serving as greeters, will also serve as ushers to help seat people to ensure proper spacing. People from the same household will be encouraged to sit together.
2. We will not have bulletins.
3. Church mail boxes will not be used.
4. The “know your neighbor” attendance pads will not be passed. Attendance will be taken by head count and car count.
5. We will not have the traditional “greet your neighbor” after the call to worship.
6. We will not have the traditional Deacon Altar Support at the close of the service. However, you are invited to drop your concerns in the Tithe & Offering box or contact any Deacon or the Pastor.
7. The water fountain will be shut off.
8. Microphones will not be passed between worship leaders during a service.
9. No passing of offering plates. “Tithe & Offering boxes” will be placed near the entrance and back of Sanctuary so they can be used as worshipers come or go. Drive in worshipers will still have an opportunity to give during the last song. An usher will be assigned to pass through the parking lot.
10. Continue no contact interaction.
11. Worshipers will be dismissed row by row in an orderly fashion to encourage and ensure continued social distancing while on site. The Sanctuary will exit through rear single door leading to the stair alongside the H. C. lift and proceed to the parking lot by the main foyer east double doors. The Fellowship hall will exit up the stairway to the main foyer and out the north double doors under the canopy. All are asked to resist the temptation for close up visitation and catching up.

AMMENITIES: COFFEE, BULLETINS, RESTROOMS, HAND SANITIZER, FACE MASKS
1. Restrooms will be open. Ideally, these will be used only for emergencies. Signs will be posted about washing hands per protocols. The restrooms will be well stocked with supplies, soap, paper towels, hand sanitizer, etc. Signs will be posted limiting restroom use to one or a child accompanied by adult. “Open” and “In Use” flip signs will be placed on doors. Six foot marking, utilizing light adhesive tape, will be placed on floors outside of the doors to assist with proper distancing.
2. All who are able are encouraged to use the steps or lift to use the lower level restrooms and this will keep the first floor restroom available for those people in the higher risk category.
3. The coffee/donut fellowship time and group eating will be temporarily discontinued. We will follow recommended guidelines as they are updated and reinstate when appropriate.
4. Hand sanitizer will be available at our normal stations and other locations. Avoid touching your eyes, nose or mouth with unwashed hands after touching surfaces.
5. Face coverings are optional and left to each one’s personal comfort level. All are encouraged to consider being prepared with a face covering should they find themselves temporarily in close proximity to others.  (Rev. 7.22.20) As of 6 PM, on July 23, 2020, the State of Ohio, in all counties, is requiring facial coverings (masks) for all who go out in public places. This includes any indoor location that is not a residence and outdoor spaces where a 6 foot distance cannot be constantly maintained. A.D.’s Church Board strongly recommends that all who choose to worship inside the church building wear a mask until this State order is lifted. Masks will be provided in the main entrance for those who need one.

SUNDAY SCHOOL, CHILDREN’S CHURCH AND SMALL GROUPS
1. Our classrooms do not permit the required social distancing. Sunday school classes, for all ages, within in our building, as we are accustomed to, will have to be discontinued for a period of time and resumed when appropriate.
2. Children’s Church will be discontinued.
3. All Sunday school teachers and leaders are encouraged to find ways to continue to keep their classes engaged. Rightnow Media has great learning resources to help with this. If a class wants to schedule a different day of the week for in person gatherings, within the church, social distancing and other practices will still need to be maintained. The meeting area would then need to be sanitized.

4. On-line groups are still an option over meeting in person. Two options are available for this, ZOOM and Microsoft 365. Contact the church office to learn more about these options.

NURSERY, PRESCHOOL
1. The Nursery will be closed for infants and toddlers and will be reopened when appropriate.

CHOIR, PRAISE TEAM, CONGREGATIONAL SINGING, WORSHIPING WITH MUSIC
1. Studies show that singing causes more forceful breathing and exhaling and that is how the virus is expelled and transmitted. Regretfully for now worship in song will have to continue with pre-recordings and videos.

2. Choir will be suspending for a period of time and resumed when appropriate.

3. Instrumental music can still be enjoyed.

4. Microphones will be assigned for each service and not interchanged during a service.

5. Music stands and microphones will be wiped down after each use.

TECH TEAM
1. Clean microphones, laptop, etc., after each use using appropriate sanitizing cleaner.

2. Keep posting services online.

3. Worship center screens will be utilized for announcements.

4. The Fellowship Hall’s smart TV will be used for live streaming. This will allow the Fellowship Hall to be used for additional worship service/social distancing capacity.

OPTIONS FOR RETURNING TO THE CHURCH BUILDING
1. The first reopening outing will be a combination of continuing drive-in-church along with social distancing within the building’s Sanctuary and Fellowship Hall. Recording of services will be posted to the church website. Initially only one Sunday morning service will be offered.

2. The first reopening will have a “learning curve” and adjustments will be made as necessary.

3. As protocols change these guidelines will be modified.

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(1) Per the CDC, daily symptom assessments include monitoring for fever, cough, shortness of breath or difficulty in breathing, and two of the following: fever, chills, muscle pain, headaches, sore throat and new loss of taste or smell.

(2) Per the CDC, “singing may contribute to transmission of COVID-19, possibly through emissions of aerosols”