

Hamilton Mill United Methodist Church

COVID-19 Preparedness & Response Plan

In response to the COVID-19 pandemic and to protect our congregants, staff, volunteers and community, Hamilton Mill United Methodist Church (HMUMC) has implemented the following COVID-19 definitions, policies, and procedures. **This document is a living document and subject to change based on current conditions and updated recommendations provided by the CDC, the Georgia Department of Public Health, and the HMUMC Health Advisory Team.**

DEFINITIONS

COVID-19 Symptoms

The following symptoms may be associated with Covid-19:

- Fever or feeling feverish (chills, sweating)
- New cough
- Difficulty breathing
- Sore throat
- Muscle aches or body aches
- Vomiting or diarrhea
- New loss of taste or smell
- Headache
- Congestion or runny nose

Direct Exposure

Any individual who has been within six (6) feet for fifteen (15) minutes or longer, with or without a mask, of someone who is laboratory-confirmed COVID-19 or experiencing COVID-19 symptoms.

POLICIES

Social Distancing and Personal Activities

Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing masks, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds. Please do not attend any in-person activity on the HMUMC campus if you have not practiced safe social distancing.

For more information about social distancing, please refer to the CDC's "Tips for Social Distancing" available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>.

Age and Health

The risk for severe illness from COVID-19 increases with age and certain underlying medical conditions. Older adults and those with underlying medical conditions as specified by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>) are encouraged to not participate in person at HMUMC at this time.

Masks or Face Coverings

Wearing a mask or face covering is required at all times on the HMUMC campus. Masks may be found at the Welcome Center desks in the Narthex and Student Center lobby. Children under the age of three are not required to wear a mask.

COVID-19 Screening Questions

Please do not visit the HMUMC campus if the answer to any of the following questions is YES.

1. Within the last 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?
2. Do you live in the same household with, or have you had close contact with someone who in the past 14 days has been in isolation for COVID-19 OR had a test confirming they have the virus?
3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by another reason?
 - Fever or feeling feverish (chills, sweating)
 - New cough
 - Difficulty breathing
 - Sore throat
 - Muscle aches or body aches
 - Vomiting or diarrhea
 - New loss of taste or smell

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Exposure & Return to Work/Volunteering/Church Activities

The following return to campus conditions apply for any person who suspects that they have been directly exposed.

Person does not get tested for COVID-19

- At least 14 days from last exposure **AND** has no symptoms

Person gets a negative COVID-19 test result (day 10 from exposure is best day to test*)

- At least 14 days from last exposure **AND** has no symptoms

Asymptomatic person with laboratory-confirmed COVID-19

- At least 10 days have passed since the positive laboratory test **AND** the person remains asymptomatic

Symptomatic person with laboratory-confirmed COVID-19

- At least 10 days have passed since symptoms first appeared if mild or moderate illness **OR**
- At least 20 days have passed since symptoms first appeared for severe to critical illness (hospitalization)

AND

- At least 24 hours have passed since last fever without the use of fever-reducing medications
- Symptoms (e.g. cough, shortness of breath) have improved

**At the recommendation of the District Health Director of Gwinnett, Newton & Rockdale counties, if there is suspected exposure a fourteen (14) day quarantine is recommended. If the exposed person has no symptoms, Day 10 from the suspected date of exposure is the best day to get a test. A test administered within the first 10 days of exposure is most likely to be negative as the virus needs time to develop.*

PROCEDURES

Notification of Potential Exposure

Any suspected exposure should be immediately reported to church office (770)271-8855 or Phyllis.rogeri@hmumc.org.

Contact Identification

HMUMC will assist local health department officials with any request to conduct contacting tracing for COVID-19 exposure while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

SMALL GROUP MEETINGS

General Planning

All meetings must be scheduled through Church Operations to avoid conflicts and ensure that resources are available. Requests should be submitted via email to operations@hmumc.org and must include the following information:

- Meeting date, start time and end time
- Name of the leader who will be onsite and responsible for compliance with meeting guidelines
- Number of groups expected (**Groups are limited to a maximum of 15 individuals**)
- Area where the group would like to meet. (The primary meeting area will be lawn area in front of the cross and the Preschool parking lot unless another space is requested.)

When inviting participants to a meeting the organizers should stress that attendees stay home if they can answer YES to any of the three screening questions listed below in the "During Meeting" section. Leaders will be responsible for screening attendees before or upon arrival on campus.

Group leaders should report attendance to a member of staff within 24 hours of a group meeting. This will help expedite any possible need for future contact tracing.

Suggestions for reporting:

- Email or text to attendance report to a member of staff
- Record attendance in ACS during or following the group meeting
- Take picture of group to use to record attendance after meeting

Attendees should bring their own chairs and masks. HMUMC can provide a limited number of masks per meeting if the planners desire to have some spares on-hand. The HMUMC policy is that masks be worn at all times on campus.

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Leaders should recommend that attendees bring water as needed. Water fountains will be unavailable.

Activities which involve parents must minimize mixing with parents or siblings unless they are part of the activity. For example, parents/siblings who pick up and drop off youth should stay in the car. If non-participating parents/siblings remain onsite they must remain away from the activity groups. If they join a group, they must stay with that group for the duration of the meeting and not move about where they could come in contact with other groups. It is recommended that leaders designate a "holding area" for parents that may stay onsite where they can observe while remaining distanced from the activity groups and each other. If such an area is established those individuals would be considered a group and must comply with the guidelines in this document.

Restrooms

- Leaders must designate at least one responsible person to monitoring access to restrooms. The monitor must be familiar with, and willing to enforce the policies outlined in this document.
- Specific restrooms will be designated for use as part of the event plan. No other restrooms are to be used and traffic into the building shall go directly to the restroom and exit directly when finished. No one other than staff is permitted in other parts of the building.
- Leaders/monitors must limit the number of people who occupy the restroom at one time to allow for social distancing. If using the Worship Center restrooms, the limit is 3 persons (3 male/3 female) at a time. For all other restrooms, the limit is 2.
- Lines for the restroom must remain outside and maintain a distance of at least 6 feet between individuals.
- Persons entering the building to use the restroom must remain masked at all times while in the building.

During Meeting

All leaders and attendees must be screened before or upon arrival on campus. Anyone who answers YES to any of the three questions below must be asked to leave.

1. Within the last 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?
2. Do you live in the same household with, or have you had close contact with someone who in the past 14 days has been in isolation for COVID-19 OR had a test confirming they have the virus?
3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by another reason?
 - Fever or feeling feverish (chills, sweating)
 - New cough
 - Difficulty breathing
 - Sore throat
 - Muscle aches or body aches
 - Vomiting or diarrhea
 - New loss of taste or smell

Participants within a group must stay together throughout the meeting. They may not change groups or mingle with participants in other groups.

No guests or visitors who have not been screened should be in the meeting area.

Attendees must remain masked at all times and distance themselves from others within the group as much as possible (6ft+).

No materials or supplies should be shared between groups unless they are thoroughly sanitized between uses.

After Meeting

Trash cans and liners will be provided in the vicinity of the meeting area. At the completion of each meeting the leader is responsible for taking the bags of trash to the dumpster located near the main parking lot entrance in front of the Worship Center.

Leaders are responsible to ensure that supplies and equipment are removed from the area at the end of their meeting and that the area is litter free.

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MINISTRY SPECIFIC GUIDELINES

The following are additional measures being taken by specific ministry areas of the church based on the unique needs/operation of each ministry.

THE PANTRY at HAMILTON MILL UMC

All volunteers serving at The Pantry must wear masks and gloves at all times when serving regardless of the location. There are no exceptions to this policy.

All volunteers should be in 9th grade or older and in good general health.

Notification of Potential Exposure

Any suspected exposure should be immediately reported to Pantry Director, Ryan Jones, (rjonesy19@gmail.com) AND Pantry Volunteer Coordinator, Jeff McCreary, (jwmccreary@gmail.com).

Volunteering

Weekday Volunteers

- Use the Sign-Up Genius link <https://www.signupgenius.com/go/30e094da8a622a4f58-pantry>
- All volunteers must satisfactorily complete the COVID-19 Screening Questions each time they serve
- Sign the COVID Agreement which will be sent with Sign-Up Genius confirmation
- Any volunteer who did not sign up with Sign-In Genius must sign the Volunteer Register when arriving at The Pantry
- Any volunteer who has not completed the COVID Agreement electronically must sign a paper copy before serving upon arriving at The Pantry. Paper copies can be found with the Volunteer Register.

Saturday Volunteers

- All Saturday volunteers are scheduled with the Pantry Volunteer Coordinator
- All volunteers must satisfactorily complete the COVID-19 Screening Questions each time they serve
- Sign the COVID Agreement which will be sent by the Volunteer Coordinator **OR** Sign the COVID Agreement upon arriving at The Pantry found in the lobby of The Pantry

Contact Identification

Should a volunteer discover they were exposed prior to and subsequently serve at The Pantry or exhibit symptoms OR test positive within 10 days of serving at the pantry, all volunteers who were within six (6) feet for fifteen (15) minutes or more will be contacted by HMUMC staff.