



Due West United Methodist Church COVID-19 Reopening Protocol

Rationale

The COVID-19 pandemic has created unprecedented times for the life of the church. Increased awareness of public health measures and an increase in connectivity through technological advances has separated this global crisis from any that have preceded it. We give thanks for the opportunities we have had to gather virtually during this time, and we mourn the loss of valuable time to gather for in-person events.

As members of the grand Wesleyan tradition of Christian faith, we affirm three general rules as outlined by John Wesley: 1) do no harm, 2) do good, and 3) attend to the ordinances of God. COVID-19 has created a unique circumstance in which these rules can at times be in conflict. How do we do no harm during a global pandemic? We ‘do no harm’ by protecting the weak and vulnerable among us. This is often manifested through the limiting and canceling of in-person events. How do we ‘do good’ during a global pandemic? We begin to look at ways in which we can help our community return to a semblance of normalcy in the middle of chaos. This can be manifested through safely reopening portions of our church campus. In many ways, by ‘doing no harm’ we are unable to ‘do good’, and in ‘doing good’ we are unable to ‘do no harm.’ This protocol seeks to find a way that we, at Due West UMC, can live in the middle of this tension.

It is our hope that this document can provide clarity and unity in the direction of our church. It is also our hope that this document can give us a roadmap for the ways in which we may move forward in the future. *We recognize that no document can adequately prepare for every potential scenario that may arise.* If we have learned anything from 2020, it is that the future is uncertain. Though we continue forward into an unknown future, we also recognize that we go forward with a known God.

This document does not serve as an accusation against the faithfulness of God nor does it indicate a lack of faith in God by the church. The leadership and staff at Due West UMC view this document in the opposite light. Throughout scripture, God has called us to trust in God’s provision. Often times, responding to God’s call requires dedicated times for preparation. In 1 Kings 18, God defeats the prophets of Baal through the prophet Elijah. Ultimately, God was faithful by burning up the altar that Elijah built and consuming the burnt offering that Elijah provided. It is easy to gloss over the work that was required by Elijah to ensure that the altar upon which the sacrifice was placed was ready for the Lord. Stone by stone he built the altar as he prepared for God to be faithful. May this document serve a similar purpose. May it be the altar upon which we lay our self’s so that we might once again see God’s faithfulness in a new day.

Respectfully Submitted on this 28th day of September 2020,

Rev. Dr. David Campbell
Senior Pastor

Rev. Lathem Postell
Associate Pastor

Mr. Eddie Fletcher
Chair of Admin. Board

COVID-19 Safety Resources

One of the most important aspects of safely reopening the church campus is paying close attention to the advice of doctors, medical professionals, and public health officials. Due West UMC is closely monitoring the most up-to-date information regarding the COVID-19 pandemic. There are several resources that are key in helping inform our thoughts.

globalepidemics.org

The Global Epidemics website is produced by the Harvard Global Health Institute and the Brown School of Public Health. Their COVID Risk Level Dashboard utilizes a color-coded scale in order to assess the COVID-19 risk level for each county in the United States. The color-coded system works as follows:

- Red: 25+ daily new cases per 100,000 people.
 - This COVID-19 risk level is the most severe. Extreme caution must be taken for areas that find themselves in the red risk level. At this level, there is an increased chance for the virus to spread uncontrollably.
- Orange: 10-24.9 daily new cases per 100,000 people
 - This COVID-19 risk level is less severe than red. However, rigorous protocols and procedures should still be in place to ensure that the spread of the virus is manageable and controlled.
- Yellow: 1-9.9 daily new cases per 100,000 people
 - This COVID-19 risk level is less severe than orange and red. In the yellow risk level, more in-person gatherings can begin to resume. It is still important to maintain COVID-19 protocols and procedures in the yellow risk level so as to limit the spread of the virus in regularly meeting communities.
- Green: Less than (1) case per 100,000 people
 - This COVID-19 risk level is the least severe. A community in the green risk level has done an excellent job at following the advice of public health officials and have successfully contained the spread of the virus. COVID-19 should still be considered when making decisions in the green risk level so as to not increase the spread of the virus. Each community should still consider COVID-19 protocols and procedures until a vaccine is available or public health officials deem the threat of the virus sufficiently neutralized.

<https://covid19risk.biosci.gatech.edu/>

The Georgia Institute of Technology has created a COVID-19 Event Risk Assessment Planning Tool. According to their website, this tool shows the risk level of attending an event, given the event size and location. The risk level is the estimated chance (from 0%-100%) that at least (1) COVID-19 positive individual will be present at an event in a county, given the size of the event.

[Center for Disease Control](https://www.cdc.gov/)

The Center for Disease Control (CDC) has its headquarters in Atlanta, Georgia and is one of the major operating components of the Department of Health and Human Services for the United States government. The CDC website provides a COVID-19 data tracker, information for businesses and organizations, the latest health and safety tips for controlling the spread of COVID-19, and much more.

All of these resources together provide as clear a picture as possible for the current risk levels associated with the COVID-19 virus. These are the main resources that the church staff and leadership have used in determining the best possible path forward for reopening. We will continue to monitor these sources and would invite you to do the same. The picture presented by these sources will not be the sole factor in determining the path that the church takes. However, they will play a key role in helping us to make informed decisions.

COVID-19 Protocols and Procedures - Indoor

In order to limit the spread of COVID-19 and to allow for the continued use of on-campus facilities, the following protocols and procedures will continue to be enforced for ALL indoor activities:

- Masks will be required for any person, age (5) and older, entering a Due West UMC building.
- Temperatures will be checked upon entrance to the building – either by a Due West volunteer or through self-monitoring stations.
- Sign-in sheets will be provided for the purpose of contact tracing in the event someone who has entered the Due West UMC facilities tests positive or is exposed to COVID-19.
- Social distancing will be observed. A minimum of six feet of distance is required between people not living in the same household.
- Other guidelines as deemed necessary to properly conduct worship and/or other on-campus activities (i.e. offering plates will not be passed, etc...). These other guidelines will be communicated upon arriving on campus. Please follow all posted guidelines along with upholding the above protocols.

A key factor in limiting the potential spread of COVID-19 is the self-monitoring of symptoms. If you feel sick, DO NOT ENTER the facilities at Due West UMC. Upon entering the building at Due West UMC you consent to the following statements:

- In the past 12 hours, I have NOT taken any fever-reducing medicine such as Tylenol or Advil for fever.
- I have NOT tested positive for the coronavirus (COVID-19) within the last 14 days.
- I have NOT experienced a loss of taste or smell sensation within the last 14 days.
- I have NOT experienced a persistent pain or pressure in your chest over the last 14 days.
- I have NOT been sick with a fever, cough, shortness of breath, or respiratory infection in the past 14 days.

- I have NOT had close contact (close contact is defined as less than (6) feet of distance for more than 15 minutes) with someone who has – OR – is under investigation for COVID-19 in the past 14 days.

If the answer to any of these questions is yes, please do not enter the facilities at Due West UMC and immediately return home and contact your physician. If the answer is yes to any of the above questions AND you have been in direct contact with someone else on the Due West campus, please return home, call your physician AND call the church office at (770) 427-3835 to notify.

If you later learn you have been exposed and have recently been on the campus at Due West UMC, please notify the church immediately. Currently, the quarantine time we recommend is (10) days from the date of possible exposure or until you receive a negative test (whichever comes first).

COVID-19 Protocols and Procedures – Outdoor

We are blessed at Due West UMC with ample outdoor space that allows groups and events to take place on Due West property without entering buildings. We encourage groups to continue to utilize these outdoor spaces as they provide a safer environment than indoor gatherings. For groups meeting outside on Due West property, the following protocols and procedures will continue to be enforced for ALL outdoor activities:

- Social distancing will be observed. A minimum of six feet of distance is required between people not living in the same household.
- If the minimum of six feet of social distance is observed, masks will be encouraged but not required. In lieu of masks, it is vitally necessary to diligently observe social distancing guidelines while meeting outside.
- Attendance will be required for all groups that meet in outdoor spaces. Group leaders will be asked to track attendance and maintain a log in the event that contact tracing is needed. For larger ministry events during which people may be in closer contact, sign-in sheets and temperature checks will be required.
- Other guidelines as deemed necessary to properly conduct worship and/or other on-campus activities (i.e. offering plates will not be passed, etc...). These other guidelines will be communicated upon arriving on campus. Please follow all posted guidelines along with upholding the above protocols.

A key factor in limiting the potential spread of COVID-19 is the self-monitoring of symptoms. If you feel sick, DO NOT ENTER the property at Due West UMC. Upon entering the property at Due West UMC you consent to the following statements:

- In the past 12 hours, I have NOT taken any fever-reducing medicine such as Tylenol or Advil for fever.
- I have NOT tested positive for the coronavirus (COVID-19) within the last 14 days.
- I have NOT experienced a loss of taste or smell sensation within the last 14 days.
- I have NOT experienced a persistent pain or pressure in your chest over the last 14 days.

- I have NOT been sick with a fever, cough, shortness of breath, or respiratory infection in the past 14 days.
- I have NOT had close contact (close contact is defined as less than (6) feet of distance for more than 15 minutes) with someone who has – OR – is under investigation for COVID-19 in the past 10 days.

If the answer to any of these questions is yes, please do not enter the property at Due West UMC and immediately return home and contact your physician. If the answer is yes to any of the above questions AND you have been in direct contact with someone else on the Due West campus, please return home, call your physician AND call the church office at (770) 427-3835 to notify.

If you later learn you have been exposed and have recently been on the property at Due West UMC, please notify the church immediately. Currently, the quarantine time we recommend is (14) days from the date of possible exposure or until you receive a negative test (whichever comes first).

COVID-19 Assumption of Risk

By entering the Due West UMC facilities, individuals acknowledge their assumption of risk as follows:

- I understand any person entering the premises waives all civil liability against this premises owner and operator for any injuries caused by the inherent risk associated with contracting COVID-19 at public gatherings, except for gross negligence, willful and wanton misconduct, reckless infliction of harm, or intentional infliction of harm, by the individual or entity of the premises. (Georgia COVID-19 Pandemic Business Safety Act 51-16-3)
- I understand that these policies will be in effect until further notice or July 14, 2021 whichever comes first.
- I will follow church and CDC social distancing and COVID-minimization guidelines, not limited to the information made available in this document.
- In consideration of my being permitted to be present on the Due West UMC campus and/or participate in sanctioned Due West UMC events, I hereby release and forever discharge Due West UMC, its officers and employees, past and present, from any and all claims, demands, actions, causes of action of whatever kind or nature, either known or unknown, arising out of or related to the contraction of coronavirus/COVID-19.

Cleaning and Sanitation

Maintaining a clean and sanitized space will help limit the potential for the spread of COVID-19. For this reason, Due West UMC has increased the frequency of cleaning and sanitation in Due West UMC facilities. We ask that those who enter the Due West campus do their part to maintain a clean and sanitized space. At the entrance of every building and at frequent spots inside the facilities, hand sanitizer stations will be available. Please wash your hands thoroughly and use the hand sanitizer stations frequently when you are on the Due West campus.

In-Person Worship

In light of the most recent data and information, Due West UMC leadership made the decision to reopen for Sunday morning worship services effective September 20th, 2020. For the remainder of the 2020 calendar year, Sunday morning worship services will be scheduled at 8:30 a.m. and 10:00 a.m. For the purpose of contact tracing and social distancing requirements, we ask that those who plan to attend a Sunday morning worship service reserve a spot on the website. A new link will be posted on the home page of duewest.org weekly.

Current research on the spread of COVID-19 classifies the act of singing as a “super-spreader” event. For this reason, congregational singing will be prohibited during indoor in-person worship services indefinitely. The worship staff will continually monitor the risk factors associated with congregational singing and will update the congregation when it is once again safe to sing together indoors. Those leading worship will still be allowed to sing indoors provided the following safety measures are maintained:

- Minimum social distancing of (6) feet between participants not of the same household.
- Masks are worn while those participating in leading worship are not singing or addressing the congregation directly.
- Those leading worship are at a minimum of (30) feet from the nearest participant of worship.

Those participating in indoor in-person worship services are encouraged to participate in times of musical worship in alternative ways, including but not limited to: closing eyes, raising hands, clapping hands, etc. As the weather dictates availability, Due West UMC will continue to offer bi-weekly outdoor worship services commonly known as ‘parking lot worship’ or ‘drive-in worship.’ As an outdoor event, participants in worship are able to sing freely, given they maintain a minimum of (6) feet of social distance between themselves and those of another household.

Sunday morning worship services at 8:30 a.m. and 10:00 a.m. will be held in the South Campus Sanctuary. Social distancing guidelines dictate that no more than (100) persons are able to gather socially distanced in that space at one time. In the event that more than (100) persons attend a worship service, overflow seating will be made available in the narthex of the South Campus building or room S219 as needed and as available. Those attending worship in these overflow seating areas will still be required to follow all of the aforementioned protocols and procedures for in-person worship.

The leadership of the church has targeted a date of November 8th, 2020 as the reopening date for the North Campus Sanctuary. On November 8th, 2020, the 8:30 a.m. service will be conducted in the South Campus Sanctuary and the 10:00 a.m. service will be conducted in the North Campus Sanctuary. All of the aforementioned protocols and procedures for limiting the spread of COVID-19 will be strictly enforced in both sanctuaries and at both worship services. Social distancing guidelines dictate that no more than (200) persons are able to gather socially distanced in that space at one time. The targeted date of November 8th, 2020 will be continually monitored by the staff and leadership of the church. Due West UMC reserves the right to amend this target

date on the basis of increased COVID-19 risk assessment numbers or on the basis of spatial needs. If the date is to be amended, Due West UMC will communicate that change to the congregation in a timely manner.

The leadership of Due West UMC has also set a target date of January 3rd, 2021 as a return date to normal worship times and the use of normal worship spaces. On January 3rd, 2021 we will hold an 8:30 a.m., 9:45 a.m., and 11:00 a.m. worship service. The 8:30 a.m. and 9:45 a.m. services will be conducted in the South Campus Sanctuary. The 11:00 a.m. service will be conducted in the North Campus Sanctuary. The 8:30 a.m. service will be a traditional worship service steeped in the liturgy of The United Methodist Church. The 9:45 a.m. service will be a modern service. The 11:00 a.m. service will be a time of blended worship. All of the aforementioned protocols and procedures for limiting the spread of COVID-19 will be strictly enforced in both sanctuaries and at all three worship services. Due West UMC reserves the right to amend this target date on the basis of increased COVID-19 risk assessment numbers or on the basis of spatial needs. Likewise, Due West UMC reserves the right to amend the times and styles of worship that will be offered on and after January 3rd, 2021 based on need or other factors as deemed important by church staff. If the date or times are to be amended, Due West UMC will communicate that change to the congregation in a timely manner.

Special Services

Although worship has looked a little different this year, Due West UMC will continue to do everything it can to return to a semblance of normalcy in the calendar for worship. Therefore, Due West UMC intends to conduct special services as would be normally scheduled. This includes advent services and Christmas Eve services. Should the COVID-19 pandemic continue into 2021, Due West UMC is also committed to holding normal Lenten services such as Ash Wednesday, Good Friday, and any other special services. Times and other necessary information for these services will be communicated by Due West staff as they become available.

Small Groups and Indoor Space Reservations

Consistent with the decision to begin allowing in-person worship inside the facilities of Due West UMC, the staff and leadership of the church made the decision to begin allowing small groups to meet indoors on the Due West Campus effective September 20th, 2020. On this effective date, only the South Campus Sanctuary and room S219 in the South Campus building were made available. Groups were asked to reserve spaces through Denise in the church office based on availability. Groups that choose to use the facilities of Due West UMC for their group's meetings are required to maintain the same protocols established above. These include:

- Masks will be required for any person, age (5) and older, entering a Due West UMC building.
- Temperatures will be checked upon entrance to the building – either by a Due West volunteer or through self-monitoring stations.
- Sign-in sheets will be provided for the purpose of contact tracing in the event someone who has entered the Due West UMC facilities tests positive or is exposed to COVID-19.

- Social distancing will be observed. A minimum of six feet of distance is required between people not living in the same household.
- Other guidelines as deemed necessary to properly conduct worship and/or other on-campus activities (i.e. offering plates will not be passed, etc...). These other guidelines will be communicated upon arriving on campus. Please follow all posted guidelines along with upholding the above protocols.

Failure to follow the above protocols and procedures may result in a loss of room reservation.

In light of the volume of room reservation requests and in full confidence of the protocols and procedures established by Due West UMC, the leadership of the church has agreed that more space may be made available for groups to meet inside the facilities on the Due West Campus. The leadership of the church has targeted at date of October 18th, 2020 as a sufficient date to open a larger portion of church rooms for use by groups at Due West. The rooms have been measured on the basis of square footage in order to properly gauge the amount of people that may be in the space while still maintaining (6) feet of social distance between people in different households. The following rooms will be available for use starting on October 18th, 2020. Approximate square footage and maximum capacity with social distancing are listed for convenience. Rooms beginning with an “S” are located in the South Campus Building and rooms beginning with an “N” are located in the North Campus Building. The rooms available for reservation are as follows:

- South Campus Sanctuary: 5,675 sq ft. – maximum of (50) people for small groups
- S219: 1,352 sq ft. – maximum of (25) people for small groups
- S226: 237 sq ft. – maximum of (6) people for small groups
- S228: 301 sq ft. – maximum of (6) people for small groups
- S232: 453 sq ft. – maximum of (10) people for small groups
- S242: 536 sq ft. – maximum of (12) people for small groups
- S243: 422 sq ft. – maximum of (10) people for small groups
- Family Life Center: 7,154 sq ft. – maximum of (75) people for small groups
- North Campus Sanctuary: 7,484 sq ft. – maximum of (75) people for small groups
- North Campus Gathering Place: 1,208 sq ft. – maximum of (20) people for small groups
- N205: 423 sq ft. - maximum of (10) people for small groups
- (N) Loft above Gathering Place: 244 sq ft. – maximum of (6) people for small groups
- (N) Noah’s Ark Classroom: 239 sq ft. – maximum of (6) people for small groups

Only the above rooms will be available for reservation. The rooms will be available starting October 18th, 2020. You can begin reserving rooms on October 5th, 2020. Until October 18th, 2020 the only two rooms that are available for group meetings, outside of those meetings which are directly led by ministry directors, will continue to be the South Campus Sanctuary and S219 in the South Campus Building. If you have a current room reservation, it will continue to be in place through October 18th, 2020. After this date, the new system will be followed. Even if you have a current room reservation, you will need to submit a new reservation if your group would like to meet indoors on or after October 18th, 2020. Please provide at least one-week notice prior

to the expected start date of your room reservation. Due to the high volume of room reservations, please allow ample time for the church office to receive and answer your request. If you have not heard a response from the church, you do NOT yet have permission to use the requested room. Please check your emails diligently in order to be aware of your room reservation request. In the interest of stewardship, room reservations will not be determined on a first-come-first-served basis. Instead, they will be determined on the basis of group size and meeting space requirements as determined by the Office Manager and church staff. Please recognize that we are doing everything we can in order to accommodate your room requests while also maintaining safe protocols and procedures. There may be incidents in which a room is not available because of other events and other groups and the need to limit traffic flow. We will do everything we can to ensure that your group can meet in a suitable location at the time desired. We feel that increasing the number of meeting locations available will help make this possible.

Room requests will be handled through the dwest.org website. You can find the facility usage application under the “resources” tab by clicking on “facility usage.” Only requests submitted through the website will be considered. Do NOT email Denise in the church office directly or any member of the staff about reserving a room. The staff is happy to answer any question you may have about the church’s response to COVID-19, but only room reservations made through the website will be considered.

This system for room reservations will be in effect until August 1st, 2021 or until public health officials deem the threat of COVID-19 neutralized, whichever comes first. Due West UMC reserves the right to extend this date in the event that COVID-19 continues to pose a threat to public safety. Should the date be extended, Due West UMC will communicate this change to the congregation in a timely manner.

Small Groups and Outdoor Space Reservations

Due West UMC is also thankful to be able to offer outdoor spaces for reservation for groups or events that would prefer to meet outside of the building. As a reminder, the following protocols and procedures will be strictly enforced for all groups meeting outside on the campus of Due West UMC:

- Social distancing will be observed. A minimum of six feet of distance is required between people not living in the same household.
- If the minimum of six feet of social distance is observed, masks will be encouraged but not required. In lieu of masks, it is vitally necessary to diligently observe social distancing guidelines while meeting outside.
- Attendance will be required for all groups that meet in outdoor spaces. Group leaders will be asked to track attendance and maintain a log in the event that contact tracing is needed. For larger ministry events during which people may be in closer contact, sign-in sheets and temperature checks will be required.
- Other guidelines as deemed necessary to properly conduct worship and/or other on-campus activities (i.e. offering plates will not be passed, etc...). These other guidelines

will be communicated upon arriving on campus. Please follow all posted guidelines along with upholding the above protocols.

If your group would like to reserve an outdoor space, the following outdoor spaces are available for reservation:

- Pavilion
- Large Activity Field/Main Lawn by FLC
- Mini Activity Field by Building C
- Front Lawn
- Lower Lot by Cross and Flame Doors
- Building A Courtyard
- Prayer Garden
- Cottage Parking Lot
- Other parking lot space upon request

Due to COVID-19 restrictions, space under Portico A and C have previously be able to be reserved. These spaces will no longer be available for small groups effective October 18th, 2020. Only ministry events and worship services will be able to utilize this space. If you currently utilize the space under either Portico A or C, please consider switching to an indoor reservation or utilizing another outdoor space.

Outdoor spaces are available to reserve immediately. If you have an outdoor space currently reserved, there is not a need to resubmit the request. However, if you are making a new reservation, please still provide at least one-week notice prior to the expected start date of your space reservation. Due to the high volume of space reservations, please allow ample time for the church office to receive and answer your request. If you have not heard a response from the church, you do NOT yet have permission to use the requested space. Please check your emails diligently in order to be aware of your space reservation request. In the interest of stewardship, space reservations will not be determined on a first-come-first-served basis. Instead, they will be determined on the basis of group size and meeting space requirements as determined by the Office Manager and church staff. Please recognize that we are doing everything we can in order to accommodate your space requests while also maintaining safe protocols and procedures. There may be incidents in which a space is not available because of other events and other groups. We will do everything we can to ensure that your group can meet in a suitable location at the time desired.

Outdoor space requests will be handled through the duewest.org website. You can find the facility usage application under the “resources” tab by clicking on “facility usage.” Only requests submitted through the website will be considered. Do NOT email Denise in the church office directly or any member of the staff about reserving an outdoor space. The staff is happy to answer any question you may have about the church’s response to COVID-19, but only space reservations made through the website will be considered.

This system for space reservations will be in effect until August 1st, 2021 or until public health officials deem the threat of COVID-19 neutralized, whichever comes first. Due West UMC reserves the right to extend this date in the event that COVID-19 continues to pose a threat to public safety. Should the date be extended, Due West UMC will communicate this change to the congregation in a timely manner.

Entrances and Exits

In order to control the flow of traffic in and out of buildings, there will be one designated entrance and one designated exit for each building (the exception to this rule will be exiting Sunday morning worship – please follow the listed guidelines and follow the ushers guidance when exiting the building.)

South Campus Building – Building C

The entrance to this building will be located on the northern side of the building. Please enter through the single door located underneath the portico. The exit for this building will be on the south side of the building. Please exit through the red doors that face Due West Rd.

Family Life Center – Building B

The entrance to this building will be located on the northern side of the building. Please enter through the double doors that face building A. The exit for this building will be through the double doors on the south side of the building. Please exit through the double doors that face building C.

North Campus Building – Building A

The entrance to this building will be located on the northern side of the building. Please enter through the double doors on the right side (as you face the building from the outside) of the entrance under the portico. The exit for this building will be located on the northern side of the building. Please exit through the double doors on the left side (as you face the building from the outside) of the entrance under the portico.

Signs will be posted to assist with entering/exiting the building.

Music Ministry

Music is a vital part of the mission and ministry at Due West UMC. As previously mentioned, the act of singing provides unique challenges in limiting the spread of COVID-19. As a result, special precautions must be in place in order to safely gather again as a music ministry. Effective October 18th, 2020 the choir will be allowed to resume meeting should that be deemed possible and necessary by Christine Salazar, the director of music. An exception will be made for meetings that are deemed necessary by the director of music and the senior pastor for the purpose of conducting worship. Choir meetings in which singing will be conducted MUST be held in the North Campus Sanctuary. This will ensure more than (6) feet of distance can be maintained at all times. If masks are not worn during singing, it is required that singing members of the choir

maintain at least (30) feet of distance between themselves and others not in their household. With the use of singing masks, (6) feet of distance between singing members of the choir is sufficient. All other protocols listed in this document must be followed for all meetings held by the music ministry.

Children's Ministry

Due West UMC places serious weight on our responsibility to ensure the safety of children. In order to do that, we will continue to follow the aforementioned protocols and procedures when operating our children's ministry. As a reminder, everyone over the age of (5) is required to wear a mask inside the Due West facilities.

Effective October 11th, 2020, Due West UMC will begin offering children's Sunday school and a nursery during the 10:00 a.m. service only. Children from birth to 5th grade are invited to take part. In conjunction with the scheduled reopening plan for Sunday morning worship, 10:00 a.m. children's Sunday school will take place through the end of 2020. Starting January 3rd, 2021 children's Sunday school will be offered during the 9:45 a.m. and 11:00 a.m. Due West UMC reserves the right to amend this target date on the basis of increased COVID-19 risk assessment numbers or on the basis of spatial needs. If the date is to be amended, Due West UMC will communicate that change to the congregation in a timely manner.

Youth Ministry

Due West UMC gives thanks for the ways in which God has allowed the youth ministry to continue gathering during the COVID-19 crisis. This includes but is not limited to socially distanced outdoor events and socially distanced small groups on and off-campus. Due West UMC continues to encourage groups to follow the example of the Youth Ministry and find alternative ways to meet safely.

In harmony with other reopening protocols, youth ministry groups will be allowed to meet in the youth space effective October 11th, 2020. Youth gatherings using the facilities at Due West UMC will be required to continue following the aforementioned protocols and procedures for limiting the spread of COVID-19. Small groups will continue to be encouraged to find alternative ways to meet if those have already been established. Lora Parker-Gayler, the director of youth ministry at Due West, will coordinate with students and their families about the possibility of utilizing the youth space.

Center for the Arts

It is a blessing of Due West UMC to have such a strong reminder of the creative nature of God through the Center for the Arts. In coordination with other reopening protocols, groups associated with Center for the Arts will be allowed to utilize the indoor facilities at Due West UMC effective October 18th, 2020. An exception will be made for groups that are directly preparing for an upcoming show and are directly led by Mandy Kirkpatrick, the director for the Center for the Arts. All groups associated with the Center for the Arts are required to maintain and uphold the protocols and procedures for limiting the spread of COVID-19 as mentioned in this document. Groups associated with the Center for the Arts must request a room reservation

through the duewest.org website. Maximum room occupancy restrictions will continue to be strictly enforced for these gatherings and/or any event sponsored by the Center for the Arts. For musical lessons, one-on-one instruction is strongly recommended. The Center for the Arts is encouraged to find creative ways to safely meet including but not limited to outdoor gatherings and outdoor shows, as possible.

Recreation Ministry

A strength of the recreation ministry is that it inherently takes place in larger spaces that allow for the easy diffusing of potential COVID-19 aerosols. We are thankful that the Recreation Ministry has continued to operate during the fall flag football season. For those participating in the recreation ministry, the protocols listed on this document for meeting indoors and outdoors will continue to be strictly enforced. As a reminder, masks are not required outdoors for people that are safely distanced at least (6) feet.

For recreation events in the Family Life Center, those actively participating in the game are not required to wear a mask. All coaches, referees, onlookers, those on the bench, or any other personnel that are required for the event must wear a mask. Social distancing guidelines must continue to be strictly enforced, along with maximum occupancy requirements. No more than (75) people should be inside the gym of the Family Life Center. At the discretion of the director of recreation ministry, Mark Hellman, fan attendance may be limited for the purpose of maintaining social distancing. For indoor sporting events, only two teams and those necessary for the event to happen may be inside the building. At least 30 minutes should be scheduled between games so as to limit the interaction between teams scheduled to play at different times. Teams should be instructed to leave the building immediately upon completion of their game.

The protocols and procedures for limiting the spread of COVID-19 set within this document also apply to scheduled recreation activity classes. Effective October 18th, 2020, recreation classes and other sporting clinics may begin reserving the gym in the FLC for their meetings. Recreation classes that wish to meet indoors may only meet in the FLC. Those who are actively participating in the class or clinic are not required to wear a mask. Masks will still be required for those observing, for those entering the building, etc. Masks may only be removed during the class or clinic for those actively leading or participating. Social distancing of (6) feet will still be required for classes inside the FLC. When masks are not worn, social distancing of more than (6) feet is encouraged.

Due West UMC Preschool

The Due West weekday preschool has worked diligently to ensure that close to 200 children in the surrounding area are able to participate in our program this year. In order to ensure the safety of the children, staff, and family of those at the preschool, the following protocols were created:

- Carlins will be split into (3) different lines (please see the map located on the duewest.org website for a visual representation of the lines).
 - (1) and (2) year-olds have a yellow sign
 - (3) year-olds have a red sign

- (4) year-olds have a blue sign
- Kindergarten has a yellow sign
- Classes are separated and shared surfaces (playground, handrails, bathroom, etc.) are sanitized between classes
- Deep cleaning, disinfecting, and sanitizing frequently touched surfaces and toys in classrooms daily
- Teachers are required to wear masks
- Limiting the number of people in the building
- Frequent handwashing
- Temperature checks every morning
- Sick room to remove children who don't feel well from the group
- Changing smocks between comforting crying toddlers
- Children are required to stay home 72 hours after having a fever (without medication) unless seen by a doctor and have a note explaining illness (i.e. ear infection).
- Children are required to stay home 48-72 hours after vomiting (unless seen by a doctor and have a note explaining).
- Sending home children who complain about stomach aches, headaches, or general fatigue. Parents are asked to be especially cautious this year about illness (when in doubt, keep them home). Makeup work will be sent home.
- No field trips or special classes will take place where everyone is in the same room.

If you have any questions about the protocols that are in place at the Due West preschool, please contact Michelle Davalos, the preschool director, at mdavalos@duewest.org.

Scouting Ministry

The Scouting Ministry is uniquely equipped to operate outside of a building. Due West UMC strongly encourages scout leaders to utilize outdoor spaces for their meetings. For groups that decide to use the scout hut, all of the protocols put in place for the other Due West UMC buildings will be enforced. Due West UMC will provide a sign-in sheet and thermometer so that contact tracing and temperature checks may be possible.

As a reminder, limiting the spread of COVID-19 among groups is just as important as limiting the spread within groups. For this reason, only one patrol or subgroup will be allowed to use the indoor scout hut at a time. The approximate square footage of the large meeting space in the scout hut is (664) ft. This means the scout hut will have a maximum occupancy of (15) persons.

While no other group will be allowed to reserve the Scout Building, we will require scout subgroups that want to use the scout hut to reserve their time slot through the website. This will ensure that only one group is meeting at a time and that groups can properly be separated spatially and temporally in order to limit the potential spread of COVID-19.

Other Ministries of the Church

Just as it is impossible to prepare for every scenario during the COVID-19 pandemic, it is equally as impossible to comprehensively list all of the things that happen at Due West. We are blessed

with a vibrant and active congregation that takes seriously its commitment to Christ. For any and all ministries not listed specifically, the aforementioned policies and procedures for indoor and outdoor gatherings will still be strictly enforced. Consistent with the entirety of Due West UMC's COVID-19 reopening policy, other ministries of the church not previously listed may begin utilizing indoor meeting space on October 18th, 2020. Exception to this date may be permitted at the discretion of the Senior Pastor. Exception will not be made on the requirements of the COVID-19 protocol presented in this document.

Response to Potential Exposure to COVID-19 at Due West UMC

We recognize that even the most comprehensive plan will not stop the potential for the spread of COVID-19 at Due West UMC. In light of this, we feel it is necessary to have a plan of action if someone who has been on the campus of Due West UMC is exposed to COVID-19 or tests positive.

Again, we reiterate the need for those who enter the facilities at Due West UMC to inform the church immediately if they have been exposed to COVID-19, if they develop symptoms, or if they have tested positive for the virus. Quick communication will allow the church staff to act quickly and promptly and has the potential to save lives.

As a general rule, exposure to someone who has been exposed will not be grounds for cancelation of in-person events (i.e. you were exposed to a cousin who was exposed to a friend who has a confirmed case of COVID-19). In this event, please get tested immediately and inform the church office if you test positive. If you have potentially been exposed to someone that has been exposed, please consider staying home from a Due West event in the interest of caution.

Exposure during In-Person Worship

If it is confirmed that someone who attended a service in the facilities of Due West UMC within the past (2) weeks has a confirmed case of COVID-19, the church staff at Due West UMC will immediately evaluate any potential exposure that may have happened on the property. Through contact tracing, Due West UMC will do everything in its power to contact those who attended worship within the past (2) weeks that may have possibly been exposed. Within (48) hours of being notified of such a positive test, the church staff at Due West UMC will make a determination on church activities. Due West UMC reserves the right to amend, postpone, cancel, or limit activities in any way in the interest of public safety and in the interest of limiting the spread of COVID-19. This includes but is not limited to: cancelation of worship services and/or events, relocation of worship services and/or events to another location on campus, increased protocols during a worship service and/or events, a decrease in maximum capacity during a worship service and/or event, or utilization of online meeting platforms. Due West UMC staff will communicate these expectations and changes in a timely manner.

Exposure during Small Group Meetings

If it is confirmed that someone who attended a small group in the facilities of Due West UMC within the past (2) weeks has a confirmed case of COVID-19, Due West UMC will cancel in-person activities for that group for the subsequent (2) weeks. Due West UMC will do everything

in its power to contact those who attended the small group within the past (2) weeks in order to notify them that they have possibly been exposed. Due West UMC will also do contact tracing through sign-in sheets to determine if any other groups were potentially exposed. If other groups were exposed, their meetings will also be canceled for the subsequent (2) weeks and participants will be notified of their potential exposure. Any group that would normally meet in the same room as the exposed group will have their meetings canceled until the room can be properly sanitized and disinfected. The church office will do its best to accommodate a room shift for groups that may be affected, but due to limited availability this may not be possible. Groups that have been exposed and are restricted from in-person gatherings for the subsequent (2) week period are encouraged to utilize online meeting platforms in the interim.

Exposure among Church Staff

If it is confirmed that someone on staff has a confirmed case of COVID-19, Due West UMC will do extensive contact tracing to determine who else on staff may have been exposed. Exposure through close contact is considered to be in proximity of less than (6) feet for longer than (15) minutes. The infected staff member will be quarantined for a period of (10) days from the date of the positive test or until said staff member receives a negative test, whichever comes first. Staff members who were found through contact tracing to be in close proximity to the staff member testing positive will also be asked to quarantine and be tested for COVID-19. Staff members who were exposed to the infected staff member will be asked to quarantine for at least (5) days or until said staff member receives a negative test, whichever comes first. Staff members who demonstrate symptoms may, at the discretion of the senior pastor, may be asked to self-quarantine for at least (10) days or until said staff member receives a negative test, whichever comes first.