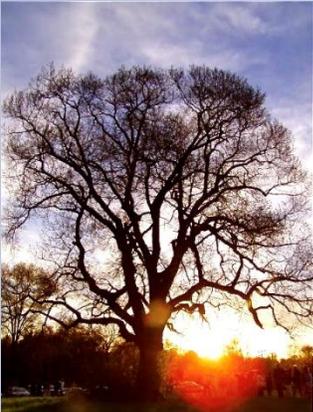




123 Main Street



**The Gathering Place
at Alwington Farm**

This document captures the plan for Warrenton Baptist Church to re-open the 123 Main Street facility closed in response to the COVID-19 pandemic as well as use of our new facility – The Gathering Place. This plan updated regularly as we open wider over time and respond to the ever-changing landscape of the pandemic.

Re-Open Plan Warrenton Baptist Church

Prepared by:
Pastoral Staff, WBC Safety
Committee, and Ministry Council

Approved and Maintained by:
The Ministry Council

August 17, 2020
Version 2.1

Key Changes from July 23 version 2.0 highlighted

First Principle... Under divine guidance and in service to our Lord... Safety First!

We are in no hurry to re-open church facilities. We are functioning well now and will continue to function well serving our members and the community of Warrenton. We have not stopped being the church.

FOREWORD

The COVID-19 pandemic situation produces profound effects on our community, nation, and entire world. To ensure health and safety of our church members and community visitors, we closed our 123 Main Street facility in early March and immediately transitioned Sunday morning worship services to an online LIVE STREAMING environment. Since then, we have been monitoring the situation daily; learning more about the virus, the pandemic, and associated health and safety protocols; and collaborating with others outside of our church working the same challenges. All the while we prayed and planned for the day when we could safely begin to re-open for “in-person” events.

The Ministry Council (*which includes Sr. Pastor, Chairman of the Deacons, and two health professionals*) transitioned from monthly in-person to weekly videoconference meetings. We engaged assistance from the already established WBC Safety Committee to help us navigate through Federal, State, and Local requirements, and published health guidelines to design and implement safety protocols. The outcome of these actions resulted in this written plan to develop, coordinate, and integrate the procedures and guidelines needed to re-open our church and remain safe, consistent with established health guidelines.

OUR GUIDING PRINCIPLES

- 1. *Safety First!*** First and foremost, we want everyone to know that we are not in any hurry to re-open our church facilities and gather people. Under divine guidance and in service to our Lord... Safety First! We take very seriously the fact that we are a community church and personal health is our primary concern – inclusive of spiritual, emotional, and physical health. We must earn the trust of each other and our community while demonstrating we can operate a safe place to gather in Warrenton.

- 2. *Re-open incrementally in coordinated manner.*** The plan to re-open starts small, with gradual increases in social contact over time, while we monitor results and take further steps to re-open wider only when we believe we are ready. We maintain the capability to take a step or two back, if needed, up to and including re-closing our facilities. We remain in close coordination with Warrenton leaders to include Warrenton health professionals, the mayor, and town police.

- 3. *Establish and Implement Safety Guidelines.*** We established simple, easy to follow guidelines for all to follow upon their return. This is to ensure everyone remains informed of their personal role and responsibilities as loving and thoughtful people that respect the well-being of others – to include their fellow church members and visitors. We will continue to follow, federal, state, and local community health guidelines and requirements driven by government officials, science, and health professionals, coupled with the timeline of the virus. We are confident our members will respond in patience, kindness, and love for one another.

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1.0 INTRODUCTION

1.1 Purpose

This document captures the plan for Warrenton Baptist Church to re-open the *123 Main Street* facility closed in response to the COVID-19 pandemic situation. First opening and use of *The Gathering Place* facility is also addressed. This plan updated regularly as we open wider over time and respond to the ever-changing landscape of the pandemic. This document collaboratively prepared by the Pastoral Staff, WBC Safety Committee, and Ministry Council.

This plan crafted in accordance with guidelines published by the Centers for Disease Control and Prevention (CDC), Virginia Department of Health (VDH), and Executive Orders (EO's) issued by the Governor of Virginia. We incorporated input from our own WBC Safety Committee, NorthStar association churches as well as our partner churches across the state through the Baptist General Association of Virginia (BGAV). We also remain in close coordination with Warrenton leaders to include Warrenton health professionals, the mayor, and town police.

This document approved and maintained by the Ministry Council who coordinates and oversees its implementation. This plan remains in effect until assessed as no longer necessary and subsequently retired by the Ministry Council. This assessment is conducted weekly by the Pastors, Safety Committee, and Ministry Council.

1.2 Scope

The scope of this plan includes worship services, church office operations, and other potential gatherings at either *123 Main Street* or *The Gathering Place*. This plan does not address the Tiny Tots Weekday Education ministry. Tiny Tots handled separately by the Ministry Council as a distinct and closed community of people who do not routinely interact with church office staff or church members.

1.3 How to use this document

This document used by the Ministry Council, Pastoral staff, WBC Safety Committee, Body of Deacons, Ushers, and Members as the definitive source of approved information for implementation of our plan to re-open Warrenton Baptist Church. The Ministry Council reviews, coordinates, and approves changes to this plan.

The current approved version of this document is posted to the WBC website COVID-19 page for access and review by all church members. Please submit all comments and suggested changes to the church office or your personal deacon. You may also contact any member of the Ministry Council with comments and suggested changes.

This plan can only be effective if every member of the church assumes their personal role and responsibilities as presented herein. We ask for on-going support of everyone during this particularly challenging time while this plan remains in effect.

2.0 GOALS & OBJECTIVES

Table 2.1 presents the goals & objectives of this plan.

Table 2.1 – WBC Re-Open Plan Goals & Objectives

No.	GOALS
1	PRIMARY – Ensure health & safety of church members and visitors while attending in-person activities and events held at our church facilities – Reduce health risk as much as possible.
2	Provide opportunity for WBC family to gather for worship once again.
3	Identify & implement new opportunities to further enhance WBC church ministry and outreach efforts given unique pandemic situation.
No.	OBJECTIVES
1	Establish & maintain a unified, coordinated, and timely response to the COVID-19 pandemic.
2	Maintain compliance with requirements established by Federal, State of Virginia, and Warrenton/Fauquier County local government authorities.
3	Maintain compliance with health guidelines established by Federal, State of Virginia, and Warrenton/Fauquier County local health officials.
4	Ensure church leadership and members at large are cognizant of and understand their personal role & responsibilities in implementation of this plan.
5	Continue to “be the church” to our member family and community of Warrenton/Fauquier County throughout the COVID-19 pandemic situation.
6	Be a leader and model to our community in safety and healthy pandemic response. Assist other churches dealing with same situation. Collaborate and share Best Practices and lessons learned.

3.0 COVID-19 RESOURCES

Table 3.1 presents primary resources used by authors of this plan. This list is maintained and validated by the Safety Committee in support of our efforts to remain compliant with Federal, State, and Local government authority requirements and health official guidelines.

Table 3.1 – WBC Primary COVID-19 Pandemic Resources

No.	DESCRIPTION
1	Commonwealth of Virginia Office of the Governor → www.virginia.gov
2	Coronavirus (COVID-19) in Virginia → www.virginia.gov/coronavirus/ SAFER AT HOME: Phase One Guidelines for all Business Sectors SAFER AT HOME: Phase One Guidelines for Religious Services SAFER AT HOME: Phase Two Guidelines for all Business Sectors (see page 37-Religious Services) SAFER AT HOME: Phase Three Guidelines for all Business Sectors (see page 32-Religious Services)
3	<u>Governor of Virginia Executive Orders (EO) and News Releases:</u> a. (7/15/2020) News Release – Virginia Adopts First-in-the-Nation Workplace Safety Standards for COVID-19 Pandemic b. (06/30/20) EO-67 Phase Three Easing of Certain Temporary Restrictions Due to Novel Coronavirus (COVID-19) c. (06/02/20) EO-65 Phase Two Easing of Certain Temporary Restrictions Due to Novel Coronavirus d. (05/26/20) EO-51 Amended Declaration of a State of Emergency Due to Novel Coronavirus-(COVID-19) e. (05/26/20) EO-63 Requirement To Wear Face Covering While Inside Buildings f. (05/08/20) EO-61 Phase One Easing Of Certain Temporary Restrictions Due To Novel Coronavirus g. (03/30/20) EO-55 Temporary Stay at Home Order Due to Novel-Coronavirus (COVID-19) h. (03/23/20) EO-53 Temporary Restrictions on Restaurants, Recreational, Entertainment, Gatherings, Non-essential Retail Businesses, and Closure of K-12 Schools Due to Novel Coronavirus i. (03/12/20) EO-51 Declaration of a State of Emergency Due to Novel Coronavirus-(COVID-19)
4	Virginia Department of Health → www.vdh.virginia.gov/coronavirus/
5	Centers for Disease Control and Prevention (CDC) → Coronavirus (COVID-19) CDC → Considerations for Communities of Faith
6	Baptist General Association of Virginia (BGAV) → www.bgav.org/re-gathering-resources/
7	North Star Association → www.northstarcnet.org/covid19/
8	A Conversation : What Do Science and Data Say About Near-Term Future of Singing (5/5/2020)

4.0 PARTICIPANT ROLES & RESPONSIBILITIES

Table 4.1 presents the list of participants and their personal role and responsibilities unique to development and execution of this plan.

Table 4.1 – WBC Re-Open Plan Participant Role & Responsibilities

No.	ROLE	RESPONSIBILITIES
1	Ministry Council Members	<ul style="list-style-type: none"> Accept responsibility for development & implementation of this plan in accordance with MC role as defined in WBC Bylaws Contribute to development and review of this plan Maintain general awareness of content of Table 3.1 COVID-19 resources Review and process inputs from Safety Committee Prepare and offer informed and independent decision recommendations to MC on all matters related to this plan
2	Safety Committee Members	<ul style="list-style-type: none"> Contribute to development and review of this plan Maintain & validate Table 3.1 COVID-19 resources – maintain knowledge Develop requirements, standards, and protocols for inclusion in this plan to ensure health & safety of church members and visitors Offer informed advice and counsel to Ministry Council on all matters related to health & safety and COVID-19 pandemic Brief Ministry Council on topics of interest, when requested Document and report risks, concerns, and issues with recommendations for resolution to Ministry Council Establish priorities of each input based on criticality to health & safety
3	Sr. Pastor	<ul style="list-style-type: none"> Contribute to development and review of this plan Lead, guide, and direct pastoral staff in accordance with this plan Ensure worship plans and conduct remain compliant with this plan Identify opportunities to further enhance church ministry and outreach efforts given unique pandemic situation
4	Pastoral Staff	<ul style="list-style-type: none"> Contribute to development and review of this plan Identify opportunities to further enhance church ministry and outreach efforts given unique pandemic situation Conduct Church Office Operations in accordance with Appendix F
5	Worship Planning Team	<ul style="list-style-type: none"> Plan and conduct worship services in accordance with Appendix C, Appendix D, and Appendix E
6	Ushers	<ul style="list-style-type: none"> Prepare sanctuary space for worship in accordance with Appendix C Support conduct of worship services in accordance with Appendix B
7	Deacons	<ul style="list-style-type: none"> Keep your deacon families informed on church posture and plans related to COVID-19 – respond to questions & concerns Be ready to offer backup support to Ushers, if needed
8	Church Members at large	<ul style="list-style-type: none"> When planning to attend and while attending worship, follow Appendix A Requirements & Guidelines for In-Person Worship Attendees
9	Everyone	<ul style="list-style-type: none"> Raise any risks, issues, and concerns you deem critical to health & safety of our church body and visitors
10	Small Groups	<ul style="list-style-type: none"> Small Groups plan and conduct meetings in accordance with Appendix G
11	Large Groups	<ul style="list-style-type: none"> Large Groups plan and conduct meetings in accordance with Appendix H
12	Youth Ministry	<ul style="list-style-type: none"> Youth Ministry Leaders plan and conduct meetings in accordance with Appendix I

5.0 COMMUNICATIONS PLAN

Table 5-1 presents the key elements of our *Communications Plan* to ensure all members are aware of current plans and emergent changes in a timely fashion such that all goals & objectives presented in Paragraph 2.0 are satisfied.

Table 5-1 – Key Elements of WBC Re-Open Plan Communications Plan

ELEMENT	
No.	DESCRIPTION
1	Re-Open Plan. This plan is maintained by the Ministry Council and posted to WBC COVID-19 web page for access and review by all church members. Updates are announced.
2	Ennouncements. The church office publishes weekly Ennouncement devoted solely to COVID-19 updates. A time-ordered history of all Ennouncements available for review.
3	WBC COVID-19 web page. Post relevant updates and keep current on weekly basis.
4	Daily Pastoral Staff meeting. A daily church staff meeting is led by the Sr. Pastor and attended by all church staff. Timely updates coordinated, captured, and discussed.
5	Weekly Ministry Council COVID-19 Tag-up. A weekly special Ministry Council tag-up devoted to COVID-19 is hosted by the Ministry Council chair using videoconference technology. Timely updates are coordinated, captured, and discussed. Decisions made in timely fashion such that all goals & objectives presented in Paragraph 2.0 satisfied.
6	The Messenger Newsletter (aka WBC Happenings). Monthly publications of church newsletter provide additional mechanism for Pastors, Deacons, and Ministry Council to communicate COVID-19 status and plans at broad strategic level.
7	LIVE STREAM Worship. As needed, verbal announcements made from the pulpit at weekly worship services.
8	Deacon Family Ministry. Deacons stay in close contact with their families (esp. those without computer access) and offer continuous service of responding to COVID-19 questions and concerns from members.
9	Small Groups/Sunday Schools. Small Groups and Sunday Schools meeting virtually highly encouraged to share relevant COVID-19 information with their members.

6.0 SCHEDULE

The church will re-open in “Limited Worship Operations” mode at 123 Main Street (i.e., one in-person worship service on Sunday mornings at 10 AM) on Sunday, June 7 in accordance with this plan. The church will continue in this mode each week until Pastoral Staff, Safety Committee and Ministry Council determine next steps. *The Gathering Place (TGP)* will be used for outdoor worship events as soon as possible after 123 Main Street re-opens. TGP will be configured for indoor worship as well, in case it rains, using same safety protocols as defined for 123 Main Street. **Table 6-1** presents a Timeline of Key Events including State of Virginia actions and WBC responsive actions.

Table 6-1 – Timeline of Key Events

No.	DATE 2020	EVENT DESCRIPTION	REMARKS
1	Mar 12	State of Emergency declared by Gov. Northam.	Outlines Additional Measures to Combat COVID-19.
2	Mar 12	EO-51 Issued: Declaration of State of Emergency due to Novel Coronavirus (COVID-19). Effective Mar 12, 2020.	Remains in full force and effect until June 10, 2020 unless sooner amended or rescinded by further executive order.
3	Mar 15	WBC closes sanctuary for in-person worship	LIVE STREAMING via Facebook begins.
4	Mar 23	EO-53 Issued: Temporary Restrictions Due To Novel Coronavirus (COVID-19). Effective Mar 24 thru Apr 23, 2020.	PHASE ZERO BEGINS All public and private in person gatherings of 10 or more individuals are prohibited.
5	Mar 23	WBC closes office.	Staff begin to work remotely from home.
6	Mar 30	EO-55 Issued: Temporary Stay At Home Order Due To Novel Coronavirus (COVID-19). Effective Mar 30, 2020. Remains in full force and effect until Jun 10, 2020.	Established temporary <i>Stay at Home Order</i> unless carrying out necessary life function and continued limiting all in-person gatherings to 10 people or fewer. This includes parties, celebrations, religious, or other social events, whether they occur indoor or outdoor.
7	May 5	WBC assumes occupancy of The Gathering Place at Alwington Farm	“Day One” of TGP Operations declared. 1 st Sunday after Day One was May 10 th .
8	May 8	EO-61 Issued: Phase One Easing Of Certain Temporary Restriction Due To Novel Coronavirus (COVID-19). Effective May 15 thru Jun 10, 2020.	PHASE ONE BEGINS → Phase 1 Guidelines Individuals may attend religious services subject to requirements specified in EO.
9	May 26	EO-51 Amended Issued: Extended Declaration of State of Emergency due to Novel Coronavirus (COVID-19). Effective Mar 12, 2020	Shall remain in full force and effect until amended or rescinded by further executive order. <i>(No longer ends June 10 per original EO-51)</i>
10	Jun 1	Tiny Tots opens	Establishes COVID-19 posture in accordance with VDH guidelines for Child Care facilities.
11	Jun 2	EO-65 Issued: Phase Two Easing Of Certain Temporary Restriction Due To Novel Coronavirus (COVID-19). Effective 12:00 AM, Fri, Jun 5, 2020.	PHASE TWO BEGINS → Phase 2 Guidelines Individuals may attend religious services subject to requirements specified in EO. Phase Two guidelines for religious services, non-essential retail, and personal grooming services remain the same as Phase One.
12	Jun 2	MC approves v1.0 of WBC Re-Open Plan.	Establishes procedures & guidelines for Re-opening WBC at 123 Main Street for limited worship operations.
13	Jun 7	WBC opens 123 Main Street in “Limited Worship Operations” mode.	Successful event with lessons learned and carried forward.
14	Jun 14	WBC conducts 1 st outside worship at 6 PM at <i>The Gathering Place.</i>	~70 people attended. Beautiful weather. First member event held at TGP since Day One (May 5).
14	Jun 28	WBC Kicks off virtual “Home Grown VBS” for month of July.	Combination of virtual events and outside events implementing safety protocols with nothing indoors.
16	Jun 30	EO-67 Issued: Phase Three Easing Of Certain Temporary Restriction Due To Novel Coronavirus (COVID-19). Effective Jul 1, 2020	PHASE THREE BEGINS → Phase 3 Guidelines Individuals may attend religious services subject to requirements specified in EO. Phase Three guidelines for religious services essentially same as Phase Two.

TABLE 6-1 – TIMELINE OF KEY EVENTS *(continued)*

No.	DATE 2020	EVENT DESCRIPTION	REMARKS
17	Jul 15	VA Governor issues Announcement 15-Jul. Virginia Adopts First-in-the-Nation Workplace Safety Standards for COVID-19 Pandemic	Emergency temporary standards, infectious disease preparedness and response plan templates, and training guidance developed by Virginia Department of Labor and Industry (DOLI) and posted to website at www.doli.virginia.gov
18	Jul 23	MC approves v2.0 of WBC Re-Open Plan	Revised for use of <i>The Gathering Place</i> and the transition of Virginia to Phase 3.
19	Aug 11	MC approves v2.1 of WBC Re-Open Plan	Added Appendix H and Appendix I.

7.0 BUDGET

There are no budget requirements established for our response to COVID-19. Any related expenses will be reviewed and approved by the Ministry Council based on recommendations from Corporate Treasurer. Current plan is to draw from Contingency Fund, if needed.

8.0 RISKS, ISSUES AND OPPORTUNITIES

Table 8-1 presents Risks, Issues and Opportunities identified to date as COVID-19 related.

Table 8-1 – Risks, Issues, and Opportunities

No.	RISK	MITIGATION
1	Member and visitor exposure to COVID-19 virus in sanctuary space and over length of time in space <i>coupled with</i> WBC contributing to COVID-19 virus spreading in Warrenton and surrounding area	<ul style="list-style-type: none"> • Continue LIVE STREAM worship indefinitely • Ask each member to stay home if they meet certain conditions associated with illness and COVID-19 exposure • Emphasize each member should know or learn and discover their personal risk factors before attending in-person events and seriously consider on-line worship • Limit attendees in sanctuary; set aside overflow space • Implement social distancing practices administered by Ushers • Require people to wear masks; have some available for people who forget to bring theirs • Use hand sanitizer stations • Designated person to monitor in-person events to identify any shortfalls or gaps in health & safety protocols
2	Decrease in financial giving with fewer people in attendance in the sanctuary with concomitant impact to meeting budget requirements	<ul style="list-style-type: none"> • Continue to emphasize on-line giving • MC increased monitoring giving from monthly to weekly • MC secured Paycheck Protection Program (PPP) loan from Small Business Administration through Oak View National Bank (OVNB) in case giving reaches level so low we cannot afford to pay the pastoral staff.
No.	ISSUES	RESOLUTION
1	None currently identified	
No.	OPPORTUNITIES	INVESTMENT
1	LIVE STREAMING extends outreach of WBC to digital world	<ul style="list-style-type: none"> • Established new ZOOM accounts for video conferencing and LIVE STREAMING • Continuing to evaluate technology, methods of procedures to extend outreach for increased effectiveness • Monitoring performance metrics (e.g., number of on-line users connecting) to evaluate effectiveness and offer recommendations for improvement.
2	Apply lessons learned to Strategic Plan Strategy #15 (Digital Church) “Establish a new church congregation totally on-line.”	<ul style="list-style-type: none"> • Strategy #15 traces to Strategic Plan Goal #8 which is to “MULTIPLY” by establishing new communities of believers in Warrenton and Fauquier County that are self-sustaining. Implementation details TBD at this time.

9.0 NOTES

1. 123 Main Street Sanctuary Seating Capacity Limiting Requirements

Per health guidelines, we need to limit attendance to lesser of 50% room capacity or maximum that can be accommodated while maintaining six-foot social distancing protocol. 123 Main Street seating capacity is 228 people. 50% capacity is 114 people. With proper social distancing, Safety Committee initially recommended 70-person limit assuming that three (3) empty seats between family groups is sufficient. The Ministry Council established 65-person limit to establish margin for seating of visitors. Pastoral staff and worship team included in 65-person limit. The Ushers have a key responsibility (see Appendix B) to ensure proper social distancing is maintained throughout the sanctuary when they seat people. The on-line reservation system is used to establish a pre-defined seating plan to help ensure everyone is seated properly.

2. "Pew math"

Nominal Seating Capacity. For WBC, a pew holds 4 adults comfortably (23" per person). Two pews joined together forms a double pew. Two double pews separated by the center aisle form a row. There are 12 full size rows that hold 16 adults. The slightly shorter front row holds 14. The rear row of pews holds 12. The row of benches behind the rear pews hold 10. Thus, the total seating capacity of the main sanctuary is comfortably 228 adults. This calculation does not consider the choir loft or the balcony. The choir loft could possibly be used for worship team members when they are not leading a part of the service and are on standby. The balcony could possibly be used for overflow of worship attendees. But in its present state (equipment and wires here and there) it could probably handle only 4 singles, couples, or families.

Limited Seating Capacity. Assuming 4 people per pew, social distancing requires 3 empty seats between unrelated persons or family groups. This empty space requirement ignores the barrier, thus affecting available capacity for the pew on the other side of the barrier. Even though there are 8 nominal sitting positions on a double pew, social distancing means that only 5 positions can be used assuming a max family size of 4. If perhaps 5 people in a family group can fit into one side of a double pew, it is possible that 1 or perhaps 2 more people on the other side could bring the max per double pew at 7 people. Thus, the max per double pew is somewhere between 5 and 7 people, and the max per row is somewhere between 10 and 14 people.

Since the plan is to allow unmasked singers performing from the platform, the 1st row of pews left vacant to add a bit more distance (about 15' from 2nd row to midpoint of platform). Starting with row 2, every other row left vacant to provide social distancing front to back. Thus, seven 7 rows are available for seating.

If all people attending were singles, the church could only accommodate 28 (7 rows x 4 people per row). If there was a mix of families more people could be accommodated since fewer seats are used to provide social distancing. The maximum is nominally 70 (7 rows of 10 people per row), but it could be as high as 98 (7 rows of 14). The practical limit is probably in the 70 to 80-person range. To allow for visitors who show up without a reservation, a good number to cut off reservations is 65 people.

The bottom line is that space will be limited and must be managed by a reservation process and controlled by ushers at the actual time of seating. The overflow room must be ready to go.

APPENDIX A: PROCEDURES & GUIDELINES FOR IN-PERSON WORSHIP ATTENDEES

1. Reservation for Worship

Per health guidelines, we established a 65-person limit for seating in the 123 Main Street sanctuary. As we begin to re-open, we request members make a reservation to attend to help us meet but not exceed our 65-person limit. Members and guests are able to do this through the WBC website. If you are not able to use the website capability for any reason, please call the church office by noon on Friday before the Sunday you wish to attend. Your reservation will include number of family members planning to attend and sit together. After making reservation, you will receive instructions and guidelines by e-mail to ensure you know how to prepare and attend the worship service within the established guidelines and have a meaningful worship experience. If you have any special needs not addressed by these guidelines, please call the church office. Depending on attendance history, the reservation system may be suspended. Members notified accordingly via Ennouncement. We do not take reservations for *The Gathering Place* outdoor worship services as we have plenty of space to spread out.

2. Seating Arrangements and Procedures

Families permitted, and encouraged, to sit in small groups within a single pew. Social distancing protocols will be implemented with minimum 6 feet distance between occupied pews. All attendees will be escorted to their pews by ushers, who will ensure sufficient space between groups such that 6 feet distance protocol sufficiently maintained. At conclusion of the worship service, Ushers will assist you in exiting sanctuary in orderly, socially distant manner when directed by the worship leader.

3. Avoid Person-to-Person Contact

We ask all people to avoid physical contact and/or getting within 6 feet of others not in your group/family while entering, moving around inside, and exiting the building. Avoid shaking of hands and hugging others. Act as if you may have the virus and wish not to infect others.

4. Hand Sanitization

We ask you use hand sanitizer stations made available upon entry and exit (especially before and after using handrail on stairs). You will be reminded by Ushers and Greeters to do this.

5. Use of Personal Face Masks

Per Governor of Virginia Executive Order, all people must cover their mouth and nose with a face covering while in the building. You will be asked to put on your mask when you enter the building. Ushers will provide face covers to those who forgot to bring theirs. You may not remove your mask until you exit the building. As an exception, face coverings may be removed by those leading worship while on the platform.

6. In-Person Attendance Guidelines

We ask you to consider risk you may present to others if you attend in person. We ask you to stay home and join us for worship online if any of the following are true for you or any member of your party wanting to attend worship in person:

- You are not feeling well, you are showing symptoms of illness of any kind, or believe you may be coming down with an illness that may or may not be related to COVID-19.
- You believe you, or any member of your party, have been exposed to COVID-19 within the past 14 days.
- You cannot wear a facemask or do not wish to do so for any reason.
- You will find it difficult to manage young children sitting with you while adhering to these guidelines.

CONTINUED ON NEXT PAGE →

7. Know Your Personal Risk Factors

Finally, we ask you to consider your personal risk factors associated with any gathering of people indoors, including our *123 Main Street Sanctuary* as well as *The Gathering Place*. Consider your risk category for COVID-19 due to age, health concerns, chronic condition, or compromised immune system. We recommend you consult with your personal care physician if you have any concerns or questions. There are plenty of resources on-line from the Centers for Disease Control and Prevention (CDC) and Virginia Department of Health (VDH) to help you assess your risks. Please call the church office if you need assistance. The church staff are there to help you.

We ask you to learn about and discover your personal risk factors, and those within your household, before attending any church gathering and seriously consider our online worship experience instead. We take very seriously the fact that we are a community church and personal health is our primary concern – inclusive of spiritual, emotional, and physical health. We must earn the trust of each other and our community while demonstrating we can operate a safe place to gather in Warrenton.

APPENDIX B: USHER ROLE & RESPONSIBILITIES FOR IN-PERSON WORSHIP

- **ROLE:** Prepare sanctuary space for worship in accordance with Appendix C of this plan. Support conduct of worship services in accordance with Appendix D of this plan.

1. Assignments

- a. Four (4) ushers required for in-person worship.
- b. Usher assignments confirmed by close of business on Wednesday prior to each scheduled in-person service.
- c. Usher leadership to notify church office on who is assigned for upcoming service.
- d. All ushers required to review special training video prepared by the pastors before serving.

2. Post two (2) ushers in downstairs foyer with following duties:

- a. While maintaining social distance, joyfully greet and welcome each attendee as they enter and direct them to hand sanitizing stations.
- b. Ensure each person is wearing a mask before they proceed upstairs to sanctuary. If folks need a mask, direct them to the table to pick up one. Do not handle masks.
- c. Check names off reservation list and log names of all visitors.

3. Post two (2) ushers in upstairs foyer with following duties:

- a. Prior to service, identify people designated to move to overflow space (Youth Center) if capacity limit reached. Consider balcony as overflow if space available.
- b. Prior to service, receive worshipper seat assignments from Worship Team.
- c. Seat each attendee/family in their assigned pew ensuring proper social distance maintained throughout sanctuary. Available pews are those with cushions. First available pew in front of sanctuary reserved for those leading worship. Side pews in front are left vacant for people to pass by without proximity to others.
- d. Make attendees aware of available restrooms which are through the front two doors of the sanctuary.
- e. Remind each individual attendee and family to stay 6 feet apart as they enter and exit building.
- f. Direct attendees to tissue, if needed, located on radiators in foyer.
- g. If attendees observed standing too close to each other, ask them politely to maintain 6-foot social distancing.
- h. If attendee observed removing/removed their mask, ask them politely to put it back on. If they refuse, remind attendee that governor's requirements sent to them prior to the service stated the mask must be worn to attend the service.
- i. If attendee feeling unwell, ask them to immediately leave building and seek medical assistance. If they are unable to drive themselves or have no one to drive them, call 911 to request ambulance.
- j. When there are no more available seats properly social distanced from others, coordinate with pre-determined people (Item 3.a) to move them to designated overflow room.
- k. At end of worship service, assist people in exiting sanctuary in orderly, socially distant manner as directed by worship leader.

**APPENDIX C: PROCEDURES & GUIDELINES FOR PREPARATION OF BUILDING AND SANCTUARY
FOR IN-PERSON WORSHIP**

1. **Cleaning.** Before & after sanctuary cleaning agreement in place with qualified vendor for single worship service. When we transition to multiple services, we will have to consider volunteer cleaning and allow for sufficient time to allow for cleaning in between services. Ensure Overflow rooms are ready and cleaned.
2. **Clean Stair Handrails.** Wipe down handrails before people arrive for worship. Before worship service ends, wipe down handrails again before people begin to depart.
3. **Doors and Windows.** Open windows in stairwell (6th St. parking lot side) to promote air flow. Prop open all internal and external doors in use.
4. **Pew setup.** Sanctuary seating arrangement designated by pew cushions placed on every other double pew. Side pews in front of sanctuary left open. First available front pews reserved for those leading worship.
5. **Pew Racks.** Remove any remaining pew Bibles, hymnals, pencils, cards, etc., in pew racks.
6. **Signage.** At our near church entrance, post required/validated signage ([CDC placards: Please Wear a Cloth Face Covering, Stop the Spread of Germs, Symptoms of Corona Virus, What You Can Do if at Higher Risk](#)).
7. **Wait to be Seated signs.** Post these signs at sanctuary door to help ensure members and visitors know that they need to wait to be seated by an Usher. They are not to seat themselves.
8. **Masks/Hand Sanitizers.** Place masks and hand sanitizing stations in front of Fellowship Hall doors in lower foyer.
9. **Tissues.** Place tissues on radiator in upper foyer.
10. **Offering Baskets.** Place baskets in upstairs foyer. These will not be passed during service.
11. **Wait to be seated signs.** Post these signs to help ensure members and visitors know that they need to wait to be seated.
12. **Seat Assignments.** Receive seat assignments from Worship Team.

APPENDIX D: PROCEDURES & GUIDELINES FOR CONDUCT OF WORSHIP AND WORSHIP PRACTICES

1. **Restrict Movement.** Restrict attendees to 2nd floor only. Only restrooms available for use are those just outside two sanctuary doors (by organ and drums).
2. **Clear Pathways.** Maintain clear path for entering and exiting with 6-foot distancing. Leave vacant those side pews by drums and organ so clear path available for restroom access.
3. **Masks.** Staff/worship leaders must always wear masks except when on platform speaking.
4. **Handouts.** No bulletins, handouts, children packets, etc., made available to attendees.
5. **Choir/Band.** Choir and band groups limited to no more than 4 people (incl. worship leader) on platform at one time. Band players can stand in back of choir loft so long as they wear masks and do not sing. Singers do not stand behind or in front of another. Congregational singing deemed safe since people wearing masks.
6. **Childcare.** No Nursery/Childcare provided at this time.
7. **Music Equipment.** Items such as microphones, music stands, etc., not shared between people. Worship Team cleans Music Equipment after each worship service.
8. **Coffee & Snacks.** Not served at this time because not deemed safe by health professionals.
9. **Dismissal.** At end of service, worship leader directs Ushers to lead people out of sanctuary in orderly, socially distant manner.

APPENDIX E: PROCEDURES & GUIDELINES FOR WBC BUILDING USE DURING COVID-19 PANDEMIC

1. **Groups.** The *123 Main Street* and *The Gathering Place* facilities are currently closed for Sunday School, Committee Meetings, and other groups of any kind. Exceptions to these limitations on church gatherings can be coordinated through the church office.
 - a. **Small Groups.** Small Groups (defined to be no more than twenty (20) people) should use electronic and perhaps outdoor meetings as a substitute before considering indoor meetings. Resumption of indoor Sunday School and indoor Sunday night programs will be planned and approved by the Ministry Council. When a Small Group leader feels that in-person meetings are needed, they contact the church office for approval and scheduling. See Appendix G for Procedures & Guidelines.
 - b. **Large Groups.** Large Groups (i.e., events) are defined as any gathering of more than twenty (20) people/guests. See Appendix H for Procedures & Guidelines for Large Groups/Events.
2. **Baptisms.** Scheduled during weekdays, videotaped, and inserted into Sunday service via video. Baptismal water chemically treated to minimize virus threat.
3. **Choral anthems.** Prerecorded and inserted into services via video. No full choir rehearsals conducted at this time. NOTE: Nancy Redding conducted substantial research regarding singing and potential health risks. Guidelines established in collaboration with Pastor Mike based on information from VDH, CDC, and American Choral Directors Association.
4. **Saunders and Wood buildings.** Closed to members and to general public. These buildings only used by church staff or in times of emergency.

APPENDIX F: PROCEDURES & GUIDELINES FOR WBC CHURCH OFFICE OPERATIONS

PREREQUISITES

1. Provide VIRGINIA SAFER AT HOME: Phase Three (*Guidelines for All Business Sectors, Pages 1-4*) for all staff to review. Emphasize personal responsibility and team effort to keep everyone safe by maintaining self-awareness of COVID-19 and its potential lethality through spreading by both *symptomatic* as well as *asymptomatic* people.
2. Sr. Pastor designates a staff member as *COVID-19 Safety Officer* to keep up to date on government guidelines and regulations and their impact to church office operations.
3. **Staff to stay at home if any of the following are true:**
 - a. **You are uncomfortable with coming to the office due to age or health concerns.**
 - b. **You are not feeling well, show symptoms of illness of any kind, or believe you may be coming down with illness that may or may not be related to COVID-19.**
 - c. **You believe you, or any member of your household, may have been exposed to COVID-19 within past 14 days. Carefully consider all places you have been via travel or other means while being self-aware of COVID-19 status in those places.**

PROCEDURES & GUIDELINES

1. **Social/Physical distancing**
 - a. Maintain at least six (6) feet of distance between staff throughout workday.
 - b. Wear facemask when gathering and in all common areas (e.g., hallways, conference rooms, restrooms) and while walking in and out of building. Wear facemask when entering each other's offices or interacting with others face-to-face. Masks NOT required when working alone in personal office/desk space.
 - c. Limit in-person work-related gatherings (e.g., team meetings, one-on-ones).
 - d. When in-person meetings occur, keep meetings as short as possible, limit staff in attendance, and use physical distancing practices. Use larger meeting spaces (e.g., large conference room) over smaller office spaces.
 - e. Post signs on all church entry doors and in staff offices as reminder to staff and visitors that masks required and social distancing in effect.
 - f. When visitors ring bell to request admission, responding staff member asks visitor if they feel ill or have been exposed to COVID-19 within last 14 days. If not, visitor directed to enter and sign log with name and contact information. Remind visitor masks required and social distancing protocol in effect.
 - g. Encourage telework whenever possible.
2. **Cleaning and Disinfection**
 - a. Provide hand sanitizer, disinfecting wipes, masks, and rubber gloves at a common point for all staff to use. Provide hand sanitizer at each office/desk.
 - b. Implement best hygiene practices on regular basis, including washing hands often with soap and water for at least 20 seconds.
 - c. Disinfect work areas and common touch points at beginning of each workday.
 - d. For shared items (e.g., copier), clean places you touch and sanitize hands before and after each use.
3. **Enhanced Safety**
 - a. Minimize sharing of food and beverage items. If sharing (e.g., coffee pot), clean places you touch and sanitize hands before and after each use.
 - b. When coughing or sneezing, appropriately cover mouth and nose.

APPENDIX G: PROCEDURES & GUIDELINES FOR SMALL GROUP MEETINGS INSIDE CHURCH BUILDINGS

PREREQUISITES

1. Small Groups defined as no more than twenty (20) people.
2. Small Group Leader, or designee, acts as designated safety person for Small Group supervising preparation and conduct of meetings from standpoint of COVID-19 safety.
3. Small Group Leader pre-coordinates with Church Office as described below.
4. Small Group leader must call church office and schedule meetings in advance on church calendar in order to reserve suitable space to allow for social distancing.
5. Before first meeting, Small Group leader must contact Church Office and review how meeting will be conducted safely in accordance with these guidelines. Church Office reviews these Procedures & Guidelines with Small Group Leader. This is only required before first meeting and not required for every Small Group meeting.
6. After first meeting, Small Group Leader reports back to Church Office on how meeting went in terms of implementing Procedures & Guidelines. Leader also reports any safety issues that surfaced. They jointly resolve questions and concerns before scheduling next meeting. Safety Committee available for consultation.
7. Small Group Leader commits to running Small Group meetings in accordance with established Procedures & Guidelines. They must report any significant deviations or changes, and any safety issues, to Church Office.
8. **Small Group Leader informs potential meeting attendees they should not attend if any of the following are true:**
 - a. **They are not feeling well or show symptoms of illness of any kind.**
 - b. **They believe that they or any member of their household have been exposed to COVID-19 within past 14 days.**
 - c. **They are not willing to bring and wear a face mask.**
 - d. **They are not willing to practice social distancing and hand sanitation.**
 - e. **They are uncomfortable with attending due to age or health concerns.**

PROCEDURES & GUIDELINES

1. **Disinfection:** Small Group leader, or designee, disinfects common surfaces prior to meetings. This includes tabletops, chairs, doorknobs, light switches, and any other surfaces that people would be likely to touch.
2. **Social/Physical distancing**
 - a. Set up seating to ensure 6-foot separation.
 - b. Maintain at least 6-foot separation between people before, during, and after meeting.
 - c. Wear facemasks while inside church buildings.
3. **Enhanced Safety**
 - a. Food and drink: As long as facemask restrictions in place, food and/or drink shall not be part of any meeting inside church buildings.
 - b. When coughing or sneezing, appropriately cover mouth and nose.

APPENDIX H: PROCEDURES & GUIDELINES FOR LARGE GROUP EVENTS INSIDE/OUTSIDE CHURCH BUILDINGS

Added in v2.1

PREREQUISITES

1. Large Groups (i.e., events) defined as any gathering of more than twenty (20) people/guests.
2. Event Leader, or designee, acts as designated safety person for event supervising event preparation and conduct from standpoint of COVID-19 safety.
3. Event Leader must call church office and request event be scheduled in advance on church calendar in order to reserve suitable space to allow for social distancing.
4. Event Leader must review with Church Office how event will be conducted safely in accordance with these Procedures & Guidelines. Church Office reviews these Procedures & Guidelines with Event Leader.
5. Event Leader commits to conduct event in accordance with these Procedures & Guidelines. They must promptly report any significant deviations or changes, and any safety issues, to Church Office.
6. After event, Event Leader reports back to Church Office on how event went in terms of implementing Procedures & Guidelines. Leader also reports any safety issues that surfaced.
7. **Once event scheduled on church calendar, Leader informs attendees invited to event they should not attend if any of the following are true:**
 - a. **They are not feeling well or show symptoms of illness of any kind.**
 - b. **They believe that they or any member of their household have been exposed to COVID-19 within past 14 days.**
 - c. **They are not willing to bring and wear a facemask.**
 - d. **They are not willing to practice social distancing and hand sanitation.**
 - e. **They are uncomfortable with attending due to age or health concerns.**

PROCEDURES & GUIDELINES

8. **Disinfection:** Event Leader, or designee, disinfects common surfaces prior to event. This includes tabletops, chairs, doorknobs, light switches, and any other surface people likely to touch.
9. **Social/Physical distancing**
 - a. Maintain at least 6-foot separation between people before, during, and after event. Families/households may gather and sit together without 6-foot separation.
 - b. Set up all seating to ensure 6-foot separation between families/small groups.
 - c. If live musicians performing, they must remain at least ten (10) feet from guests.
 - d. All attendees to event wear facemasks while inside church buildings and when closely interacting with others outside. Exceptions include eating and drinking or individuals directly participating in a religious ritual (e.g., wedding, funeral).
10. **Enhanced Safety**
 - a. If food and/or drink to be served, detailed planning required to minimize risk associated with preparation and handling of food and/or drink. See below for *Special Guidelines for Food/Drink Safety*.

I acknowledge receipt of these Procedures & Guidelines, and I commit to conducting event accordingly.

Event: _____ Event Date: _____

Event Leader Name: _____ Phone Number: _____

Event Leader Signature: _____

SPECIAL GUIDELINES FOR FOOD/DRINK SAFETY

For large group events, Event Leader must pay detailed attention to how food and drink will be prepared and served and how families/small groups will be seated to reduce risk. The following guidance derived from *Virginia Safer at Home: Phase Three Social Gatherings* section and *Restaurant and Beverage Services* section.

[NOTE: If a caterer is used, Event Leader must work with caterer to make sure they have appropriate Procedures & Guidelines in place to prepare and serve food in a safe manner regarding COVID-19 and in accordance with Virginia Department of Health (VDH) guidelines.]

1. All gatherings, whether seated together or across multiple tables, must be limited to no more than 250 people or 50% of facility capacity, whichever is less.
2. Do not seat multiple parties at any one table unless marked with six-foot divisions (such as with tape).
3. Event staff working in guest dining and service areas required to wear face coverings over their nose and mouth.
4. Buffets may be open for self-service with continuous monitoring by event staff required at food lines. Floor markers (e.g., tape) should be used to guide families/small groups to maintain 6-foot distance while waiting in buffet line.
5. Hand sanitizer must be provided at buffet tables and to be used by guests before serving themselves. Guests required to wear facemasks while at buffet table.
6. Guest required to use a clean plate each time they return to buffet table. Guests must use some form of barrier (e.g., deli tissue) when touching shared utensils. Event Leaders should strongly consider providing disposable tongs for serving of food to avoid use of shared utensils. Guests would use new disposable tongs for each trip to buffet table.

APPENDIX I: PROCEDURES & GUIDELINES FOR SUMMER YOUTH MINISTRY

Added in v2.1

PREREQUISITES

1. Prior to events, Summer Youth Activity Leaders review and discuss **Virginia SAFER AT HOME: PHASE 2 Guidelines for Social Gatherings** to identify and implement Best Practices and Resources applicable to planned events.
2. Designate Event Coordinator responsible for identifying COVID-19 related issues and their impact on Summer Youth Activity.
3. Share these Procedures & Guidelines with youth participants and their parents/guardians.
4. If any participant or household family member is ill or showing symptoms of illness, they should remain at home.

PROCEDURES & GUIDELINES

1. **Outdoor Activities only.** Youth Group in-person activities hosted “outdoors only” until guidelines for COVID-19 are eased or lifted.
2. **Transportation.** Since social distancing requirements are difficult to meet using church vans, parents/guardians need to provide transportation to and from Youth Group events.
3. **Social Distancing.** Participants in Youth Group events need to maintain a distance of 6 feet from each other. Planned activities need to make this feasible at all times.
4. **Face covering.** Participants need to bring and wear a face covering (mouth & nose) in case circumstances make 6-foot distancing difficult to achieve. Face coverings should be worn if going indoors for a short time (e.g., using bathroom). Everyone should cover their faces when they sneeze or cough.
5. **Meals & Drinks.** No buffet items will be used in youth activities. Grilled items will be prepared by adults who sanitize their hands and wear face coverings. Pre-packaged items will be set out on a table with spacing. No shared or returning of items.
6. **Bathroom visits.** Visits should be one at a time, and end in thorough hand washing.
7. **Hand Sanitizer.** Leadership provides hand sanitizer and encourages general use (esp. before eating, after using bathroom, etc.). Youth encouraged to bring personal hand sanitizer as well.
8. **Recreational activities.** Participants will be asked to sanitize hands before and after activity. Objects used during activity will be sanitized before and after each use.

POST EVENT

1. Summer Youth Activity Leaders identify and report problems in implementing these guidelines to Associate Pastor with recommendations for change/improvement.

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