

Based on directives and information from state and local government health officials, reopening dates and guidelines will be re-evaluated as information becomes available.

Grace First Steps of Reopening
“Faithful Phasing”
Steps 1-4
Revised 8/25/20

All-Campus Guidelines

Control the Variables that Affect Contagion

- Space: Maintain 6’ physical distance from each other.
- Face Covering: Per the ‘Safer At Home’ Order, face masks are required to be worn on campus. Please put on a face mask before entering.
- Time Exposure: The longer you are together, the more exposure you have to the virus. Limit your time together.
- Density: Outside activities are strongly encouraged, but if the group will be inside, they must not exceed the posted distancing limitations of each room. Breaking into small groups is encouraged. Do not mix groups.

Healthy Hygiene Practices

- Participants and staff who are sick or have recently had close contact with a person with COVID-19 will stay home.
- Everyone entering the campus will be temperature scanned – 100.4° or higher will not be admitted.
- Everyone entering the campus will complete a Health Survey. Anyone answering YES to any of the questions will not be admitted.
- The Church will provide adequate supplies of soap, tissues, no-touch trashcans and CDC approved hand sanitizer.
- Restrooms will remain open for handwashing and necessary use only. Everyone is strongly encouraged to use the restroom at home, as we cannot guarantee thorough cleaning between each use. Restrooms should be used by one person at a time with others waiting outside, 6 feet apart.
- Participants and staff will often and thoroughly wash hands for at least 20 seconds, avoid contact with eyes, nose, mouth, and cover coughs and sneezes. Washing hands is more effective than using hand sanitizer, but if hand sanitizer is used, it must be rubbed into the hands until completely dry.

Intensify Cleaning, Disinfection, Ventilation

- The custodial staff will be instructed in proper cleaning and sanitizing procedures as it pertains to each area of the campus, paying special attention to high touch surfaces.
- The staff will be instructed in proper sanitizing procedures as it pertains to their workspace and group involvement.

Based on directives and information from state and local government health officials, reopening dates and guidelines will be re-evaluated as information becomes available.

- Before the campus is reopened, a thorough deep cleaning using CDC approved sanitizers will be performed in all areas of campus. Where possible, red security tape will be placed on each doorway. This will help alert the custodial staff of room usage and need for additional sanitizing.
- Once activity has resumed on campus, trained custodial staff will clean and disinfect frequently touched surfaces throughout the day, including door handles, light switches, sink handles, bathroom surfaces, tables, chairs and railings. Staff will also maintain well-stocked EPA approved sanitary supplies.
- For indoor spaces, fresh outdoor air will be introduced as much as possible. Rooms will have the windows and doors opened before participants arrive.
- HVAC systems and filters will be checked and replaced as needed to ensure optimal air quality.
- Disinfecting wipes that are effective against COVID-19 are available near high touch surfaces.
- Hand sanitizers with at least 60% ethyl alcohol, soap/ water will be available to the staff and visitors/ participants at entrances/ exits and areas of high frequency interactions between people.

Implement Physical Distancing

- We will use a registration process to ensure the number of participants is appropriate for maintaining physical distance and does not exceed the number allowable on campus - especially when the Preschool is in session. There should be less than 25% of campus capacity or fewer than 100 people, whichever is less.
- Physical distance will be maintained at all times while on campus. This includes during drop off/ pick up times, and upon entering and leaving the campus for all activities and events.
- Physical guides, such as tape on floors/ sidewalks and signs on walls, will be placed to ensure participants remain at least 6' apart.
- Use of outdoor recreational space is encouraged but 6' distancing is still required.
- All groups will be kept small and consistent.
- All seating will be arranged in a way that minimizes face to face contact and maintains 6' distancing. Our goal is to establish and maintain adequate separation in all areas of the campus.
- Where possible, employees who can carry out work duties from home will do so.
- The option of flexible meetings by teleconference or videoconference will be available.

Limit Sharing

- Drinking fountains on campus will be turned off until further notice.
 - Use of shared objects and equipment will be limited as much as possible.
- No food or beverages will be served on campus until further notice. Staff and participants may bring their own beverage in a sealed container.

Based on directives and information from state and local government health officials, reopening dates and guidelines will be re-evaluated as information becomes available.

- Shared office equipment and touchable surfaces will be cleaned and sanitized between each use.

Train Staff, Ushers and Volunteers

- The staff, ushers and participants will be instructed in distancing guidelines and screening / check-in procedures.
- Employees will be trained on COVID-19, preventing the spread, who is vulnerable.
- Employees will be trained on self-screening at home, including temperature and symptom checks
- Employees will be informed of the importance of not coming to work if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste/ smell, or if they or someone they live with have been diagnosed with COVID-19
- Employees will be trained when to seek medical attention, the importance of hand washing, and keeping a physical distance at work and off work time.

Check for Signs and Symptoms

- Educate participants about when they should stay home.
- All staff members and participants will undergo a screening procedure before entering the campus. This will include a Health Survey and a Temperature Scan.
- Anyone answering YES to any of the Health Survey questions will not be allowed on campus.

1. Have you traveled to any of the following countries (China, Iran, UK, Ireland, Brazil, European Schengen area) or been in close contact with anyone who has traveled to any of those countries within the last 14 days?
2. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
3. Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath, or other respiratory problems)?

- Anyone with a temperature of 100.4° F. or higher will not be allowed on campus.
- They will be told to call the Long Beach Health Department Hotline at 562-570-4836 to schedule a testing appointment. They should then follow the guidelines given by the Health Department.
- Attendance Sheet – MUST BE COMPLETED FOR EACH ACTIVITY AND KEPT ON FILE FOR 3 WEEKS.
- COVID-19 Liability Release – we must have this on file for all leaders, volunteers, staff and participants. This can be filled out electronically in advance and kept on file.

Based on directives and information from state and local government health officials, reopening dates and guidelines will be re-evaluated as information becomes available.

When Someone Becomes Sick

- An isolation room or area will be specified to separate anyone who exhibits symptoms of COVID-19.
- If someone becomes ill while on campus, with a temperature of 100.4 or higher, they will be isolated until they can be sent home or picked up.
- Areas used by the sick person will be closed off. We will wait 24 hours or as long as practicable, before the room is cleaned and disinfected.
- For serious illness/ injury, call 911.

Procedure for Positive Test

In the case that someone who has been on campus tests positive for Covid-19, and has possibly exposed others, we will consult with the Long Beach Health Department to determine if closure is warranted and for how long. We will follow all the recommendations of the Health Department.

Gathering Spaces – Maximum Capacity

Sanctuary: groups of 50 depending on pre-registered seating

Ministry Center: groups of 40 depending on pre-registered seating

Japanese Garden: groups of 15 or less

Fireside Room: groups of 12 or less

Library: groups of 5 or less

Youth Room: groups of 12 or less

Choir Room: groups of 10 or less

- The maximum capacity is 25% of capacity of the entire campus or fewer than 100, whichever is less.

STEP 1 – Youth Group – On Campus Gatherings--- TBA

Modified Summer Camps

Musical Theater - cancelled

School of Rock “Unplugged” -cancelled

All procedures listed in **All-Campus Guidelines** must be followed.

Leaders must agree to follow these ADDITIONAL guidelines:

- Youth Group and Summer Camps are limited to 15 participants and 3 hours.
- All rooms must be pre-reserved through the Office Manager.
- The campus will be locked. The group leader will check in with the Office Manager and receive the temperature scanner and clip board for check-in.
- The leader will be responsible for meeting the group at the specified gate for check-in. See below for **Check-In Procedure**

Based on directives and information from state and local government health officials, reopening dates and guidelines will be re-evaluated as information becomes available.

- Check-In Procedure must be followed each day of camp / youth group.
- NO refreshments or beverages will be served. Participants may bring their own beverage in a sealed container.
- After each day of camp, the leader must let the Office Manager know if rooms other than those scheduled have been entered and/or used.
- The attendance sheets will be kept for 3 weeks
- The Office Manager and Facility Support will work together to assure the room is thoroughly sanitized before another group enters.

CHECK-IN PROCEDURE:

All staff / leaders / participants must complete the following each time they enter the campus:

1. Temperature scan – anyone with a temperature of 100.4 or higher will not be allowed on campus. **MUST BE COMPLETED DAILY.**
A dated sticker will be given upon completion and should be visibly worn while on campus.
2. Health Survey – anyone answering YES to any of the questions will not be allowed on campus. **MUST BE COMPLETED DAILY.**
3. Attendance Sheet – **MUST BE COMPLETED DAILY.**

These forms must be filled out and kept on file for all camp / youth group participants:

4. COVID-19 Liability Release – we must have this on file for all leaders, [staff](#), volunteers, and participants.
5. Liability Release / Consent for Medical Care
6. Photo Release

MUSICAL THEATRE - Plan for Safe Camp 2020

BASICS

- 12 campers maximum; ages 2nd grade and older.
- 3 coaches maximum
- 15 maximum on campus at any given time
- All coaches and campers follow Grace First rules and regulations
- Outdoor space utilized as much as possible with easy-ups
- Piano rolled out to east courtyard
- No drum sets, only percussion, only handled by owner or player.
- Single microphone for playing tracks and camp director to make announcements if needed
- No snacks or food service
- No outside audiences allowed at performances. Performances will all be live-streamed.

Based on directives and information from state and local government health officials, reopening dates and guidelines will be re-evaluated as information becomes available.

SCHEDULE

- 9:00 Registration / Warm-ups (physical and vocal) in courtyard spots will be marked 6 feet apart, masks will be used during blocking and need to be closer.
- 9:30 Music and Dance rehearsal in courtyard
- 10:30 Break
- 10:45 Acting Rehearsal in the courtyard
- 11:20 Closing and rehearsing everything taught.
- 12:00 End of camp, clean and sanitize anything touched.
Final performance to be live streamed on YouTube

SCHOOL OF ROCK - Plan for Safe Camp 2020

BASICS

- 12 campers maximum
- 3 coaches maximum
- 15 maximum on campus at any given time
- All coaches and campers follow Grace First rules and regulations
- Outdoor space utilized as much as possible with easy-ups
- Piano rolled out to east courtyard
- No drum sets, only percussion, only handled by owner or player.
- No PAs, microphones or amplification.
- No snacks or food service
- No outside audiences allowed at performances. Performances will all be live-streamed.

SCHEDULE MONDAY - THURSDAY

- 10:00 Registration, check-in, opening camp sessions:
Two sessions, 6 campers each (MC & Sanctuary, social distance kept, side doors to Sanctuary and MC open for cross-ventilation.)
- 10:45 Group lessons under easy ups, 2-4 campers each group. (Estimated numbers in parentheses)
GUITAR - Easy up in west courtyard (2-4)
BASS - Easy up on Sanctuary entry patio (1-2)
VOCALS - East courtyard with piano (3-4)
PERCUSSION - Ministry Center with side doors open (1-2)
PIANO - Library (1-2)
Other instruments - If there are other instruments, taught outdoors on sidewalk or parking lot with easy-up
- 11:30 3-4 Combos (3-4 campers each) in outdoor easy-ups or Ministry Center.
- 12:30 Closing camp performance on Sanctuary steps. Campers watch from safe distance socially distanced.
- 1:00 Camp ends, all chairs tables, etc. sanitized, returned

Based on directives and information from state and local government health officials, reopening dates and guidelines will be re-evaluated as information becomes available.

FRIDAY SCHEDULE will be similar with some minor modifications. Closing concert featuring campers and a local group on Sanctuary steps begins at noon, live-streamed to friends and family at home.

Additional Precautions:

1. Social distancing for wind and brass players will be 12 feet.
2. Singers will observe 12 feet social distancing. Singers will wear masks when indoors. Wearing a mask outdoors will be optional.
3. Guitarists, drummers, and bass players will wear masks at all times.
4. There will be no sharing of instruments.
5. If there is more than one keyboard player, they will either use separate keyboards or carry sanitizer and spray down the instrument before they use it each time

STEP 2 – Grace First Preschool Opens – August 31, 2020
See separate Preschool document

STEP 3 – Worship in the Ministry Center – Target date: TBA

Rationale: Places of worship are among the many workplaces that have been described as ‘high risk’. This means that the risk of acquiring or transmitting the COVID-19 virus is significant. It is therefore important that staff, worshippers, volunteers, and visitors adhere to strict safety guidelines to help prevent the spread of the virus.

PLAN

- Attendance: Place of worship will limit attendance to 25% of campus capacity or a maximum of 100 attendees, whichever is lower.
- Grace First will conduct a risk assessment to (1) identify the hazards of the church campus, (2) decide who might be harmed and how, (3) evaluate the risks and decide on precautions, (4) record findings and implement them, and (5) review as needed.
- Grace First will establish a COVID-19 mitigation plan based on the risk assessment for the campus as well as for staff, worshippers, volunteers and visitors.

PREPARE YOUR STAFF AND SPACE FOR WORSHIP

- Staff and volunteers will be trained in COVID-19 mitigation, health, and safety procedures.
- Face coverings and gloves will be available for staff and participants as needed.
- The Ministry Center, kitchen, classrooms, Library, Fireside Room, and office spaces will be deep cleaned before reopening for worship.
- The Ministry Center will be configured to adhere to the 6’ physical distancing rule. Seating will be preset based on online registration.

Based on directives and information from state and local government health officials, reopening dates and guidelines will be re-evaluated as information becomes available.

- Rules and reminders for physical distancing, wearing face coverings, handwashing, using hand sanitizer, no touch greeting, etc., will be posted at all entrances and around the campus.
- Worshippers, staff, volunteers, visitors will be informed on the risks involved in worshipping together and the procedures to be followed.

PROCEED WITH SERVICES

- One service each morning will be Livestreamed for those who prefer to remain at home.
- Grace First will implement an online reservation system and limit attendance to comply with the State of California COVID-19 Industry Guidance document for churches. Eventbrite will be used for reservations unless a better option becomes available. Those unable to use the online platform may call Chris for help with reservations / registration.
- COVID-19 Liability Release – we must have this on file for all leaders, volunteers and participants. This can be filled out electronically in advance and kept on file.
- Services will be offered at 9am and 11am unless otherwise determined.
- Two entry gates to the campus will be open on Sunday mornings. Temp scans and health survey will take place at these two gates. This will be performed by the Greeters.
- One entry will be available to the Ministry Center. The Ushers will mark attendance at this entry point.
- 6' spacing will be marked along the sides of the Ministry Center leading to the north and south gates, to allow for distancing while participants wait to check in and enter for worship.

CHECK-IN PROCEDURE:

All participants must complete the following each time they enter the campus:

1. Temperature scan – anyone with a temperature of 100.4 or higher will not be allowed on campus.
 2. Health Survey – anyone answering YES to any of the questions will not be allowed on campus.
 3. Attendance Sheet – **MUST BE COMPLETED FOR EACH SERVICE AND KEPT ON FILE FOR 3 WEEKS.**
- Hand sanitizer will be provided at check-in. Participants will be required to use it upon entering the Ministry Center.
 - Face coverings and 6' physical distance from others are required. Face masks will be provided at check-in for those who need one.
 - Doors will be kept open to increase ventilation and decrease touching.
 - Upon entering, participants will be directed to fill the space from the front to the back to avoid passing in the aisles.
 - Once pre-registered, individuals from the same household may sit together. There will be NO Sunday School or childcare at this time. Family units should remain together.
 - NO paper bulletins, hymnals or bibles will be provided. Everything needed will be projected.

Based on directives and information from state and local government health officials, reopening dates and guidelines will be re-evaluated as information becomes available.

- NO offering plate will be passed. Online giving options are available and wooden drop boxes will be posted at both the entrance and exit of the Ministry Center.
- NO Passing the Peace or Communion will be offered at this time.
- Upon dismissal, participants will be directed to exit from the back to the front to avoid passing in the aisles. Ushers will direct the flow of traffic to the appropriate exits.
- Singing, group recitation, and performances will all be modified to decrease the likelihood of transmission from contaminated exhaled droplets.
- Restrooms will remain open for handwashing and necessary use only. Everyone is strongly encouraged to use the restroom at home, as we cannot guarantee thorough cleaning between each use. Restrooms should be used by one person at a time with others waiting outside, 6 feet apart.
- NO refreshments will be served at this time. Participants may bring their own beverage in a sealed container.
- NO fellowship time is permitted at this time. The campus should be cleared between services to allow for proper sanitizing, resetting and preparation for the next service.

DISINFECTING BEFORE AND AFTER WORSHIP

- Disinfect frequently touched surfaces such as doorknobs, chairs, podium, pulpit microphones, music stands, etc. before and after services.
- Restrooms will be cleaned and disinfected with CDC approved cleaning agents, and restocked between services.
- Hand sanitizer dispensers will be refilled and made available at entrances, exits, and other contact areas.
- Weather permitting, windows and doors will be open to provide extra ventilation.

STEP 4 – Grace First Ministry Teams and Small Groups

Team meetings and small group meetings will be able to meet on a date to be announced. Groups also may continue to meet virtually via Zoom.

Overview:

Basic prevention practices as described by the State of California are:

1. **Physical distancing** to the maximum extent possible.
2. Use of **face coverings** by employees, volunteers, congregants and visitors is required.
3. **Frequent handwashing and/or hand sanitizing** and regular cleaning and disinfection
4. **Training** of employees and volunteers on these and other elements of the COVID-19 prevention plan.

Guidelines and Protocol:

Please follow the guidelines given in the section titled **All Campus Guidelines**.

Based on directives and information from state and local government health officials, reopening dates and guidelines will be re-evaluated as information becomes available.

Leaders must agree to follow these ADDITIONAL guidelines:

1. Before you plan your meeting, please encourage meeting participants who are coughing, sick or exhibiting symptoms of COVID-19 OR who have been in contact with someone who is ill with COVID-19 symptoms, to please stay home.
2. Your meeting space (indoors/ outdoors) must be pre-reserved and entered into the church calendar by the Office Manager. She needs to make sure that maximum number of individuals on the church property remains at <25% of the total capacity or <100, whichever is lower. This is why she needs to know who and how many will be attending and for how long.
3. The campus will be locked. The group leader will check in with the Office Manager and receive a temperature scanner and a clip board for check in.
4. The leader will be responsible for meeting the group at the specified gate for check-in.
5. The leader will open windows and doors (weather permitting) for better ventilation before the meeting. Hold meetings outdoors if possible.
6. The leader will sanitize high touch surfaces (door handles, chairs, tabletops) before the meeting with provided products. Soiled cloth wipes should be placed in the marked receptacle for laundering.
7. Please follow the check-in and check-out procedures for each meeting. All leaders and participants must complete the following:

CHECK-IN PROCEDURE

- a. Leader will scan the temperature of self and each participant. Anyone with a temperature of 100.4° or higher will not be allowed on campus.
- b. Leader will conduct the health survey. Anyone answering YES to any of the questions will not be allowed on campus.
- c. Leader will complete the attendance sheet.
- d. Leader will affirm that the church has on file the *COVID-19 Liability Release* for all participants.

DURING YOUR MEETING

- a. NO refreshments or beverages will be served. Drinking fountains will be turned off. Participants may be their own beverage in a sealed container.
- b. Everyone will be asked to use hand sanitizer, wear face covering, observe a 6' physical distance. Please do not share items. Do not touch each other unless it involves people from the same household.
- c. Please limit the length of your meeting.

Based on directives and information from state and local government health officials, reopening dates and guidelines will be re-evaluated as information becomes available.

- d. Restrooms will be open for handwashing and personal emergencies. One person at a time may use the restroom in order to maintain a physical distance.
- e. The leader will sanitize high touch surfaces (door handles, chairs, tabletops) after the meeting with provided products. Soiled cloth wipes should be placed in the marked receptacle for laundering.

CHECK-OUT PROCEDURE

- a. After the meeting, the leader will let the Office Manager know if any rooms, other than the one assigned, have been entered and used.
 - b. The leader will sign the checklist, ensuring that the number of limitations were observed, the room has been sanitized, and the windows closed, and the doors locked.
 - c. The leader will return the clipboard, the signed checklist, temperature scan, attendance sheet and other supplies to the Office Manager. The Office Manager will keep the attendance sheets for 3 weeks.
 - d. The Office Manager and Facility Support will work together to assure the room used is thoroughly sanitized before another group enters.
8. What if someone becomes ill at our meeting? Follow the All Campus Guidelines.
- If someone becomes ill while on campus, with a temperature of 100.4 F or higher, they will be isolated until they can be sent home or picked up.
 - Areas used by the sick person will be closed off. We will wait 24 hours or as long as practicable, before the room is cleaned and disinfected.

*References are available upon request.

Based on directives and information from state and local government health officials, reopening dates and guidelines will be re-evaluated as information becomes available.