

PROPOSED PHASED APPROACH

METRO CHURCH OPENING GUIDELINES

The Initial plan is based on CDC and Government Guidelines
(see accompanying document)

All phases will be based on the state of Virginia (Fairfax County)

PHASE ONE

STAFF OPERATIONS

- *Small recordings continue at offices*
- Exec Team Meetings may begin to take place in person

GOVERNMENT GUIDELINES

- *All Vulnerable should stay Home*
- *Maintain physical distance*
- *No gatherings more than 10 people*

CHURCH OPERATIONS

Maintain all current church activities and operations

PHASE TWO

STAFF OPERATIONS

- Employees can return to work (Workspace protocols now in place)
- Special accommodations will be in place for those who are more vulnerable (see description of vulnerable on the attached document).
- 1 Work from home day a week to allow a transition period for staff (Wednesday)
- Staff Day Care can now resume

GOVERNMENT GUIDELINES

- *All Vulnerable should stay Home*
- *Maintain physical distance*
- *No gatherings more than 50 people*

CHURCH OPERATIONS

- *Maintain all current church activities and operations*
- *SEU, Team Gatherings, Classes and Dinner Parties with a 30-person cap can resume. Maintain online Options.*
- *Sunday Church at Home continues*
- *Online engagement continues (Devos, lives, etc.)*
- *Staff begins meeting in small coffees with those in their Deacon Care Teams*
- *Outreach measures begin to return to more in-person interactions.*
- *Care check-ins (Text in Church shifts to once a month)*
- *Counseling sessions resume to in person.*
- *Begin implementing Synagogue model*

PHASE TWO CHURCH OPERATIONS EXPLAINED

Current Activities

- *All current online options for engagement, care, and outreach practices will continue during this phase. This includes Sunday Church at Home, devotionals, lives, etc.*

Gatherings

- *For those leaders who are comfortable; SEU, Team Gatherings and Classes can begin meeting in the church offices (30 people maximum, one group at a time and with the appropriate staff oversight). Dinner Parties with a 30-person cap can resume meetings in homes (controlled environment with shared hygiene guidelines). Those who are unable to meet in homes or are not comfortable gathering in person may maintain online options.*

Outreach & Care

- *Staff will begin meeting in small groups for coffees with those assigned in in their Deacon Care Teams and Serving Teams*
- *Current biweekly deacon/care check-ins (Text in Church) shifts to once a month in the first week of each month.*
- *Outreach measures begin to return to more personalized engagement and in-person interactions. Deliveries and donations can return to full force. Partnerships with organizations that may have been suspended due to Covid-19 are reestablish*
- *Counseling sessions resume to in-person meetings. For those who are homebound, a digital option will remain.*

Implementation (synagogue model)

- *A shift from the primary focus being on Sunday Services and large gatherings. Implement equal promotion around smaller gatherings throughout the week to be equipped, encouraged and receive care.*
 - *Potential opportunities include:*
 - *Regular Open House times where congregants can come receive prayer or meet with a pastor (staff rotation)*
 - *Smaller Service options or other opportunities for people to participate in spread evenly throughout the week with equal value, focus, and support.*
 - *Care, personalized Coaching, Equipping classes Outreach to become a larger part of regular communication and presented as "for everyone"*

PHASE THREE

STAFF OPERATIONS

- *Vulnerable Employees can return to work*
- *Workspace protocols can lessen (maintain: sanitation stations, daily cleanings and sick policy)*

GOVERNMENT GUIDELINES

- *Vulnerable and High Risk should be mindful of distancing and limit interactions*

CHURCH OPERATIONS

- *Team Gatherings, Classes and Dinner Parties take place without limitations.*
- *Ministry Gatherings gradually begin to return*
- *Services and Nursery options begin to return*
- *Potential Online Mid-week option begins*
- *Launch fulltime Online Pastor and serving team*
- *Online engagement continues (devos, lives etc.)*
- *Staff continues meeting with those in their Deacon Care Teams*
- *Care check ins (text in church) continues at once a month.*
- *Large outreaches and teams resume*
- *Counseling sessions continue in person.*
- *Synagogue model reaches full Implimentation*
- *Mission Trips Resume*

PHASE THREE CHURCH OPERATIONS EXPLAINED

Gatherings

- *Team Gatherings, Classes, and Dinner Parties take place without limitations. Based on Leader feedback, metrics and involvement a percentage of online options will continue.*
- *Ministry Gatherings begin to return. Worship nights, The Social, Sisterhood can begin meeting at the church. Focus on smaller gatherings and dinner parties is preferred. Pre-registration may be required for any perceived large gathering and all kids' experiences.*
- *Adjusted model for Services and Nursery can begin to resume (with new hygiene and safety protocols) Pre-registration may be required for all services and kids' experiences.*

Church Online

- *Online (or in-person) Mid-week option could be added to spread out service options.*
- *Launch fulltime Online Pastor and serving team. Sunday Church at Home resources continues even after full-service options resume. Recognize that many may still choose to engage in their homes with their family. This ensures attention and priority remains for this demographic.*
- *As much regular online engagement continues (Devos, lives, etc.). May shift to evenings for a larger audience.*

Outreach & Care

- *Staff continues meeting with those in their Deacon Care Teams*
- *Care check-ins (Text in Church continues at once a month)*
- *Larger outreach and teams resume*
- *Counseling sessions continue.*
- *Mission Trips Resume*

Implementation

- *Synagogue model reaches full implementation.*

HYGIENE & SAFETY PROTOCOL

Staff

- *All employees will receive Temperature checks upon entrance to staff offices*
- *All open collaborative workspaces and conference rooms will have spaced out and limited seating*
- *Employees who are sick or displaying any symptoms (runny nose, cough, sore throat, upset stomach, fever, etc.) will not be permitted into the office or any church functions. Failure to do so will result in a formal reprimand. The sick policy will be adjusted to accommodate when necessary.*
- *Sanitizing stations will be available throughout the office*
- *Daily cleaning and sanitation of high traffic spaces will occur.*
- *Any employee who receives a positive or presumed positive diagnose of Covid-19 needs to immediately communicate to HR so tracing and containment can occur.*
- *Those wishing to wear masks will be permitted to do so. Gloves, however, will not be permitted due to cross-contamination concerns.*

Church Venue

- *All sanctuary and gathering spaces will have spaced out seating*
- *Sanitation stations will be placed throughout the venue*
- *Pre-registration could be required for any perceived large gathering and kids experience*
- *Attendance for all gatherings and kids experiences will be capped at a maximum deemed appropriate for social distancing*
- *Any Team members who are sick or displaying any symptoms (runny nose, cough, sore throat, upset stomach, fever, etc.) will be asked to return home.*
- *Offering Buckets will no longer be passed and stations have been set up near main exits to drop tithes and offerings.*
- *Only individually packaged food will be served in the café or Team Lounge.*
- *The cafe may remain closed for a period of time. Once it reopens. Extra precautions will be used while fixing drinks and line spacing.*
- *Regular cleaning and sanitation of high traffic spaces will occur.*
- *A team member will be located at all Kids check-in stations (to decrease the use of touch screens) along with line spacing.*
- *The Children's Playzone will remain closed indefinitely*
- *Team members will capture information on a digital connection card to reduce the use of paper and pen methods of data capture.*

REGULARLY ENCOURAGED PERSONAL HYGIENE PRACTICES

- *Wash your hands frequently for at least 20 seconds*
- *Maintain your distance from strangers.*
- *Be conscious and courteous that others may be uncomfortable.*
- *Avoid touching your eyes, nose or mouth*
- *Cover a cough or sneeze in the bend of your elbow.*
- *Avoid contact with anyone who is sick*
- *If you feel unwell stay home*
- *If you experience, fever, cough or difficulty breathing, seek medical attention early. preferably by phone first.*