

<b>Active</b>	<b>COVID-19 Standard Operating Procedure for Redemption Fellowship Church</b>	<b>SOP #</b>	01
		<b>Revision:</b>	A
		<b>Last Reviewed/Update Date</b>	3-12-2021
<b>Page #</b>	1 of 7	<b>Implementation Date</b>	3-12-2021
<b>SOP Owner</b>	RFC Session	<b>Approval Date</b>	3-12-2021

## **Covid-19 Standard Operating Procedure**

### **1. Purpose**

Provide and promote healthy hygiene practices for reopening Redemption Fellowship Church.

Page | 1

### **2. Scope**

This applies to any person entering Redemption Fellowship Church at any time.

### **3. Procedure**

- 3.1 Safety action/awareness
- 3.2 Entering Redemption Fellowship grounds and church.
- 3.3 Seating arrangements
- 3.4 Sharing of worship material & equipment during service.
- 3.5 Exiting the church.
- 3.6 Intensify Cleaning & Airborne Disinfection Frequency
- 3.7 Ventilation of the church
- 3.8 Contingency plan
- 3.9 Reference
- 4.0 Revision

#### **3.1 Safety action and awareness**

***Note:** The CDC, Georgia Department of Health and the Citizen.com metrics will be referenced and used to help drive decisions on what actions to take for reopening the church in phases related to hospitalization, death and confirmed cases linked to covid-19.*

- Encourage staff and congregants to maintain good hand hygiene, washing hands with soap and water for at least 20 seconds.
- Have adequate supplies to support healthy hygiene behaviors, including soap, and hand sanitizer (with at least 60 percent alcohol for those who can safely use hand sanitizer).
- Encourage staff and congregants to cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues must be thrown in the trash and hands washed.

<b>Active</b>	<b>COVID-19 Standard Operating Procedure for Redemption Fellowship Church</b>	<b>SOP #</b>	01
		<b>Revision:</b>	A
		<b>Last Reviewed/Update Date</b>	3-12-2021
<b>Page #</b>	2 of 7	<b>Implementation Date</b>	3-12-2021
<b>SOP Owner</b>	RFC Session	<b>Approval Date</b>	3-12-2021

- Whenever soap and water are not readily available, hand sanitizer with at least 60% alcohol can be used.
- Communicate clearly with staff and congregants about actions being taken to protect their health (posters/cleaning logs, etc.).

### **3.2 Entering Redemption Fellowship Church grounds and building.**

**3.2.1** If you feel sick with the following Covid-19 symptoms stay at home:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing.
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**3.2.2** Alternating parking in parking lanes is recommended but not required.

**3.2.3** The following Personal Protective Equipment (PPE) is required among staff and congregants when exiting vehicles:

- Face mask that covers nose and mouth (required throughout the entire service).
- Rubber latex gloves (optional).

**3.2.4** The front door entry will be the only door accessible for entrance into the building.

**3.2.5** Temperature checks are required. Any temperature check that meets or exceeds 100.4 degrees will require you to return home.

**3.2.6** Social distancing of 6 feet or more will be required and monitored while entering the church (ground markings will be in place to help guide the 6 feet distance).

Active	COVID-19 Standard Operating Procedure for Redemption Fellowship Church	SOP #	01
		Revision:	A
		Last Reviewed/Update Date	3-12-2021
Page #	3 of 7	Implementation Date	3-12-2021
SOP Owner	RFC Session	Approval Date	3-12-2021

**3.2.7** Face masks are required prior to entering the building and must be worn throughout the entire service. Face shields may be worn but not as a replacement for the face mask. Face masks are most essential when social distancing is difficult to maintain.

***Note: Face mask/shield should not be placed on children younger than 2 years old, anyone who has trouble breathing or is unconscious, and anyone who is incapacitated or otherwise unable to remove the face covering without assistance.***

Page | 3

**3.2.8** Hand sanitizer will be available and required to use prior to entering the building. Hand wipes and other sanitation materials will be available upon entering and exiting the church.

### **3.3. Seating arrangements**

**3.3.1** Social distancing will be in practice during the seating of the congregants, this includes the pulpit, choir stand and the musicians area. ***No more than 107 people will be allowed in the building at one time.***

**3.3.2** Designated officers will direct attendees/congregants to their seating area. All seating will comply with 6 feet distancing requirement. ***Exceptions*** to this requirement apply strictly to members of the same household.

### **3.4 Sharing of worship material & equipment during service.**

**3.4.1** Bibles, bulletins, writing pads and utensils will not be available. Giving envelopes will be available, however we encourage members to mail or give their offering/gifts on-line.

**3.4.2** The number of people entering the pulpit area will be limited to the Pastor. During phase 1 the Pastor will open and close all worship services.

**3.4.3** Praise Team participation will be limited to no greater than four (4) members per/Sunday. Sharing of microphones and/or other equipment is prohibited.

**3.4.4** To prevent excessive touch points, all doors leading into and out from the Sanctuary will remain open during church service.

Active	COVID-19 Standard Operating Procedure for Redemption Fellowship Church	SOP #	01
		Revision:	A
		Last Reviewed/Update Date	3-12-2021
Page #	4 of 7	Implementation Date	3-12-2021
SOP Owner	RFC Session	Approval Date	3-12-2021

**3.4.5** Restroom use will be limited to 2 persons at one time. Family members of the same household are the exception to this requirement.

**3.4.6** Parents are required to escort their children if they leave the Sanctuary for any reason (ages middle school and under).

Page | 4

**3.4.7** Nursey will be used for changing purposes only. Instruction on proper disinfecting will be posted.

**3.4.8** All other auxiliary rooms will be closed during and after service. This includes all classrooms, ministry meeting rooms, conference room and fellowship hall.

**3.4.9** Other than the Sanctuary, the Pastor's office and the Business office will be the only areas open with limited access.

### **3.5 Exiting the church.**

**3.5.1** It is required that congregants/attendees exit the church immediately after service with no lingering.

**3.5.2** Congregants/attendees will be escorted to nearest exit from their seating area by designated church officers.

### **3.6 Intensify Cleaning & Airborne Disinfection Frequency (deep sterilization cleaning of the entire building).**

**3.6.1** The entire Sanctuary will be cleaned and disinfected prior to reopening and once a month thereafter. Airborne particle misting will be performed weekly.

**Note: Due to the sensitivity of the audio and video equipment members of the Media/Audio/Visual Team will be responsible for complying with all sanitation standards and requirements for their area.**

**3.6.2** The intensify cleaning & disinfection will include airborne particles and ordinary touch points:

- Weekly airborne particle misting
- Carpet cleaning (annually)
- Door handles
- Pews (hard & soft surfaces)
- Microphones & stands.
- Tables

<b>Active</b>	<b>COVID-19 Standard Operating Procedure for Redemption Fellowship Church</b>	<b>SOP #</b>	01
		<b>Revision:</b>	A
		<b>Last Reviewed/Update Date</b>	3-12-2021
<b>Page #</b>	5 of 7	<b>Implementation Date</b>	3-12-2021
<b>SOP Owner</b>	RFC Session	<b>Approval Date</b>	3-12-2021

- Pulpit equipment including the lectern.
- Choir box chairs
- Restrooms
- Finance office, Pastor office, Copy room.

**3.7 Ventilation of the church**

**3.7.1** Properly functioning ventilation is required and vital for reopening the church.

**3.7.2** Ventilation preventive maintenance service checks will be performed bi-annually by an outside company.

**3.8 Contingency plan if an attendee/congregant tests positive.**

**3.8.1** If a congregant has tested positive, after attending church service, we recommend that all persons having had direct contact, (being within the

6 feet perimeter), with that congregant be tested and quarantined. In such cases the church airborne and surface particles will be immediately sanitized.

**3.8.2** Positive cases will be immediately discussed by the Session and church officers followed by safety recommendations to the congregation.

**3.9 References:**

**3.9.1** Center of Disease Control (CDC), Georgia Department of Health, the Citizen.com

**3.9.2** Reopening in phases (see page 6)

**3.9.3** Reopening Team and responsibilities (see attachment page 7)

**3.9.4** Equipment

- Lono Max Mister
- Touch Free Thermometers

**4.0 Revisions**

<b>Change</b>	<b>Revision</b>	<b>Date</b>	<b>Who</b>

<b>Active</b>	<b>COVID-19 Standard Operating Procedure for Redemption Fellowship Church</b>	<b>SOP #</b>	01
		<b>Revision:</b>	A
		<b>Last Reviewed/Update Date</b>	3-12-2021
<b>Page #</b>	6 of 7	<b>Implementation Date</b>	3-12-2021
<b>SOP Owner</b>	RFC Session	<b>Approval Date</b>	3-12-2021


**The RFC Session has agreed to reopen our church in phases. In keeping with all required Covid-19 Standard Operating Procedures for Redemption Fellowship Church, phase 1 will consist of the following restricted format:**

1. No individual member should feel obligated to return to in-person worship before they are ready.
2. There will be one in-person gathering per/week. This will be our Sunday morning worship service.
3. The Sunday morning worship service will begin at 11:00am and conclude no later than 12:15pm. The ordinary elements of worship will include:
  - Scripture reading
  - Corporate confession
  - Limited worship in song utilizing selected PT members/musicians.
  - Sermon
  - Prayer
  - Offering (the offering box will be located at entrance of sanctuary)
  - Benediction
4. During phase 1 we will discontinue shared meals and all other activities where people may gather in groups, (e.g., ministries, meetings, Connections Cafe, meet and greet time before and after service, etc.).
5. During phase 1 we plan to offer some form of online video stream of worship service for those members who are not yet ready to participate in worship gatherings in-person.
6. During phase 1 we plan to continue all other RFC ministry activity via Zoom and/or other technology (e.g., Wednesday BS, Women’s Fellowship, Men’s Fellowship, Youth, etc.)
7. Currently there is no definitive way of knowing how long we will need to operate in phase 1. Phase 2 adjustments TBD.

<b>Active</b>	<b>COVID-19 Standard Operating Procedure for Redemption Fellowship Church</b>	<b>SOP #</b>	01
		<b>Revision:</b>	A
		<b>Last Reviewed/Update Date</b>	3-12-2021
<b>Page #</b>	7 of 7	<b>Implementation Date</b>	3-12-2021
<b>SOP Owner</b>	RFC Session	<b>Approval Date</b>	3-12-2021

**The RFC Reopening team and responsibilities.**

<b>Reopening Team</b>	
<b>Name</b>	<b>Responsibility</b>
Bret Vanlandingham, Facilitator	<ul style="list-style-type: none"> <li>Any question related to the reopening procedure.</li> <li>To ensure compliance to the procedure is maintained and effective.</li> <li>Any suggestion or process improvements should be directed to the facilitator.</li> </ul>
Dexter Bostic, Coordinator	To direct the overall reopening process in real time.
Willie Maddox, Team Lead	Any question or concerns related to entering RFC and grounds, which includes temperature checks and proper PPE.
Don Artis, Team Lead	Any question or concerns related to seating and exiting the Church, this includes ushering in the congregants. (Traffic control inside the Church)
Byron Johnson, Team Lead	Any question related to PPE, supplies and sanitation stations
Warren Chisolm, Support	Will assist the facilitator.