

Ukiah Seventh-day Adventist Church

Pandemic Initial Reopening Process

Ukiah Adventist Church is gearing up to reopen live services in the church. Things will be able to change in stages as the pandemic situation improves, but this document details how we will begin opening to in-person attendance. This plan is based on state, county, NAD Risk Management, and Northern California Conference's published guidelines for individual church planning and implementation.

You must NOT attend services

- 1) . . . if you have any kind of symptoms (coughing, fever, etc.)
- 2) . . . if someone in your home has any kind of symptoms
- 3) . . . if you have been exposed to anyone known to have symptoms

Responsibilities of each person attending services:

- Use a face covering (except children under 2 years old).
- Do not make physical contact with others (such as handshaking, hugging).
- Always maintain good social distances (at least 6 feet).
- Do not pause or gather in groups inside—come in directly to seating and leave directly outdoors before engaging in conversation.
- Wash hands or use sanitizer whenever handling items others may have handled.
- Sit in a designated area only with members of a single household.

Responsibilities of the church:

- Communicate (email, website, Facebook, etc) steps the church is taking and expectations for attendees.
- Limit attendance to 100 persons.
- Use gloves if handling things handled by others.
- Leave doors open wherever possible to reduce points handled by multiple people, or doors be opened by designated personnel.
- Post highly visible signs alerting attendees to wear face covering and to observe social distancing.
- Mark areas to sit and not sit, keeping household units safe distances apart.
- Control entrance and exit traffic flow to avoid clustering too close together.

- Ushers/greeters positioned to keep traffic moving into seating area or exiting to outdoors.
- Deacons will usher out pew-by-pew as previous traffic clears from aisles.
 - Dismiss the north side first, exiting the organ, center, and PA doors.
 - Dismiss the south side next, exiting the organ, center, and south doors.
- Use only stand-mounted mics to avoid passing mics to multiple persons. Persons using mics are not to touch/adjust mics. Foam covers will be removed for easier sanitizing.
- Place boxes near exits for offerings so as not to pass offering plates from person to person.
- Use the HVAC feature to circulate outside air.
- Make a record of attendees each week for county health officials in case of an outbreak.
- Potlucks will not be held.
- Choir will not practice or perform.
- Congregational singing will not be implemented to start with. When it is, music is to be lead with one or far-spaced singers unless of one household. Same for special music, which to begin with is to be non-wind instrumental music only.
- Piano and organ are to be played by only one individual each during any given worship service.
- Remove hymnals from pews.
- Disable drinking fountains.
- Make hand sanitizer easily available at key locations.
- Encourage “at risk” ages to attend via streaming service until it is generally safer.
- Keep streaming service available for those not yet wanting to come in person, starting right at 11:00 a.m.
- In-house children’s or adult Sabbath School cannot be held for the time being.
- The pulpit is to be used only by the speaker of the day. Other presenters such as one reading scriptures or leading songs will each use their own music stand, if needed.
- Post signs inside and outside of restrooms that will encourage people to limit the number of persons inside and remind about responsible sanitation.
- Keep the Home Missions Desk closed.