

Phase Zero (Dallas County Code Red) [Current Phase as of 5/28/20]

Phase Zero began on March 15, 2020 when the Presbytery Council suspended all face-to-face worship services for congregations in Grace Presbytery and the FPCR Session closed the church office - recommending that all employees work from home as much as possible.

Here is what has happened since that date:

WORSHIP

- Worship has transitioned to a completely online presence. We are live streaming to Facebook using a MEVO camera, an iPad and our Wi-Fi system (Spectrum internet 100). Randy Phillips has been trained to use the camera.
- Face masks are being worn by all who are not immediately in front of the camera.
- Social distancing is being practiced.
- Bulletins are provided in the weekly ePress. These have been edited to reduce the number of pages that need to be printed. Announcements and hymns are also provided by download.
- The order of worship has been edited to work with the online format.
- Due to increased concerns about singing, additional precautions are being taken in the production and posting of the services. This includes pre-recording elements. There are still elements to be worked out. On 5/27/20 the Session approved the use of prerecorded worship components for the summer, pending further developments in the current situation.

OFFICE ENVIRONMENT AND OUTDOOR FACILITIES

- Staff are encouraged to do most of their work from home. Many are doing so for a majority of the time.
- Staff are being paid their regular wages/salaries, even if they're not actively working. This may need to be revisited in the future.
- The Session applied for a SBA PPP loan that will have a forgivable grant component. That loan has been funded as of 5/8/20 and will cover a period of 8 weeks from the time of funding.
- Sometimeers continue to take care of facility issues. They are abiding by social distancing guidelines and wearing masks as they work individually as much as possible.
- On May 13, we began keeping a record of all individuals entering the building or working on the campus.
- Mail is now being received at our PO Box. The mailbox at entrance C was removed and stored after it was vandalized.
- Staff are encouraged to wear face masks when in common areas or when entering common areas. Gloves and hand sanitizer are available.
- Air conditioning has been scaled back.
- Signs have been posted at the playground and soccer field that reflect these areas are closed. The small playground has been secured.

OTHER

- Committees and staff have been advised that we are in a conservative spending pattern.
- New Sometimeers projects require office approval.
- Memorial expenditures are being tracked separately through this time.
- Pastors have been meeting regularly (via Zoom) with other local Presbyterian Pastors, in order to discuss current efforts.
- Sunday School and weekly Christian Education offerings are being held via Zoom. Each pastor has a Zoom-Pro account, and can facilitate meetings for committees, fellowship groups and others.
- Mission efforts are taking place, collecting food for distribution through the Network of Community Ministries, in partnership with Saint Barnabas and Canyon Creek Presbyterian Churches.

Supporting documents may be found here:

https://drive.google.com/drive/folders/1niu4zEyml-1SSLjFuK_Ow98IHuQiVnMI?usp=sharing

- A task force has been gathered to address the phased reopening of the Church.
- Online video options are being explored.
- Online “virtual” communion will be celebrated on May 31.
- No members have reported infection.
- Several members work in the healthcare field and are taking additional precautions.
- Family members of FPCR members have been exposed and diagnosed with COVID19.

Phase One (Dallas County Code Red)

Phase One will begin when:

- There have been 14 consecutive days of declining case counts in Dallas and Collin counties.
- There is widespread availability of testing: any Dallas or Collin county resident who has symptoms of COVID19 can get a lab test, in a timely manner.
- There are no known PPE shortages in Dallas or Collin counties.
- The Session (in consultation with the Task Force) approves Phase One beginning.

Phase One procedures:

- Entering the building:
 - Whenever anyone enters the building, their temperature will be taken upon arrival, and must be below 100.0 degrees Fahrenheit to enter.
 - Hand sanitizer will be at each entrance, and those entering the building are encouraged to sanitize their hands upon entrance.
 - Anyone who is entering the building is encouraged to self-screen for symptoms of COVID19. Those who have any of the following new or worsening signs or symptoms of possible COVID19 will be asked to go home immediately:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Known close contact with a person who is lab confirmed to have COVID19
 - Those entering the building are required to sign in, providing a current contact number, so that accurate records can be maintained by church staff and so that individuals may be contacted if there is a reported case of exposure.
- Worship:
 - Sunday worship will be online only, live streamed from the chapel or pre-recorded. The only people permitted to be present in person for the live stream include:
 - David Schaefer or guest preacher
 - Rosy Robson
 - Ralph Stannard
 - Edwin Walker
 - Randy Philips (or other healthy technology assistant)
 - Soloist/Musician (ideally below the age of 65; maximum of 4 on any given Sunday, though 1 or 2 are preferable)
 - Funerals & memorial services can resume. (See <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/funeral-guidance.html>)
 - In addition to necessary staff, attendance is capped at 10 people or immediate family members only. Social distancing is maintained.
 - There will be no receptions on church property following the service.

Supporting documents may be found here:

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- Education:
 - Educational opportunities (examples: Sunday School classes, Women's Circles, Faith Sharing groups, etc.) will continue to meet online.
- Facilities:
 - The Sometimers Ministry will continue with the following precautions in place:
 - Only essential projects necessary for minimal maintenance of the church facilities and property will be permitted. Projects and tasks, and any purchases affecting the operational budget must have pastoral approval.
 - While on church property, members of the Sometimers ministry shall maintain a safe distance from one another and work as independently from one another as possible, and wear masks at all times.
 - Members of the Sometimers ministry who fall into the at-risk category are encouraged to continually discern their comfort with the risk of exposure they will encounter in coming onto Church property.
 - Throughout this pandemic season, the Sometimers Ministry is encouraged to invite others (especially those who are 65 years or younger) to temporarily take part in necessary projects/tasks.
 - Church Office:
 - The office will open for staff members only.
 - Staff are encouraged to continue working from home a majority of the time.
 - Staff members will work together in scheduling who can be in the office to oversee essential services personnel (such as: custodians, exterminators, heating and air technicians, etc.)
 - Staff will continue meeting on Tuesdays via Zoom and all of Phase One protocols will be reviewed in the staff meeting prior to entering Phase One.
 - Those in the office should wear masks and abide by social distance guidelines as much as possible. Masks may be removed by staff members while in individual offices, provided that the office door is closed.
 - The sanctuary, choir room, education wing, library, kitchen, fellowship hall, and classrooms will remain closed.
 - Disinfecting wipes will be provided in all restrooms and staff are encouraged to wipe down surfaces both before and after use.
 - Custodial procedures:
 - The janitorial service will maintain their regular schedule.
 - Janitors will wear masks and gloves and abide by the same entry procedures as staff.
 - Janitors will take special care in removing waste from restrooms.
- Every third week, we will continue with our drive-thru food drives for the Network of Community Ministries.
 - Volunteers are to follow the food-drive guidelines provided to them ahead of time.
- The Session will continue to meet via Zoom.
- Activities taking place outside of these guidelines should have task force and Session approval.
- Staff will prepare the building for Phase Two.

Phase Two (Dallas County Code Orange)

Phase Two will begin when:

- Dallas County moves the COVID19 Risk Level to Orange.
- Phase One conditions continue to be met. If Phase Two begins, and then Phase One's criteria can no longer be met, we will move back to Phase 1.
- Public health officials have determined that it is safe to gather in groups of 10 or more.
- The Session (in consultation with the Task Force) approves Phase Two beginning.

Supporting documents may be found here:

https://drive.google.com/drive/folders/1niu4zEyml-1SSLjFuK_Ow98IHuQiVnMI?usp=sharing

Phase Two procedures:

- Entering the building:
 - Whenever anyone enters the building, their temperature will be taken upon arrival, and must be below 100.0 degrees F to enter.
 - Hand sanitizer will be at each entrance, and those entering the building are encouraged to sanitize their hands upon entrance.
 - Anyone who is entering the building is encouraged to self-screen for symptoms of COVID19. Those who have any of the following new or worsening signs or symptoms of possible COVID19 will be asked to go home immediately:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Known close contact with a person who is lab confirmed to have COVID19
 - Those entering the building are required to sign in, providing a current contact number, so that accurate records can be maintained by church staff and so that individuals may be contacted if there is a reported case of exposure.
- Worship:
 - Sunday worship will be online only, live streamed from the chapel or pre-recorded. The only people permitted to be present in person for the live stream include:
 - David Schaefer or guest preacher
 - Rosy Robson
 - Ralph Stannard
 - Edwin Walker
 - Randy Philips (or other healthy technology assistant)
 - Soloist/Musician (ideally below 65 years of age or younger; maximum of 4 on any given Sunday, though 1 or 2 are preferable)
 - Funerals & memorial services can resume.
 - In addition to necessary staff, attendance is capped at 10 people or immediate family members only. Social distancing is maintained.
 - There will be no receptions on church property following the service.
- Education:
 - Educational opportunities (examples: Sunday School classes, Women's Circles, Faith Sharing groups, etc.) will continue to meet online or in person in groups of 10 or less.
 - Online options are recommended to continue for those who do not feel comfortable meeting in person.
 - Groups will need permission from church staff before meeting on church property.
 - Groups will be assigned a designated location for their meeting, which will need to be sanitized and disinfected after the meeting and before another group uses that location.
 - Social distancing is maintained.
 - Masks will be required to be worn at all times.
- Facilities
 - The Sometimers Ministry will continue with the following precautions in place:
 - Only essential projects necessary for minimal maintenance of the church facilities and property will be permitted. Projects and tasks, and any purchases affecting the operational budget must have pastoral approval.
 - While on church property, members of the Sometimers ministry shall maintain a safe distance from one another, work as independently from one another as possible, and wear masks at all times.

Supporting documents may be found here:

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- Members of the Sometimers ministry category who fall into the at-risk category are encouraged to continually discern their comfort with the risk of exposure they will encounter in coming on to church property.
- Throughout this pandemic season, the Sometimers Ministry is encouraged to invite others (especially those who are 65 years or younger) to temporarily take part in necessary projects/tasks.
- Church Office:
 - The office will resume regular hours.
 - Staff can choose to work from home if they feel more comfortable doing so.
 - Staff will continue meeting on Tuesdays via Zoom.
 - Those in the office should wear masks and abide by social distance guidelines as much as possible. Masks may be removed by staff members while in individual offices, provided that the office door is closed.
 - Office volunteers are permitted to resume working in the office with the following precautions taken:
 - Masks will be worn at all times.
 - Volunteers will maintain social distancing from all other people in the building.

The sanctuary, choir room, education wing, library, kitchen, fellowship hall, and classrooms are closed to all members and visitors, unless given permission from church staff.

The session may resume in-person meetings, but will continue to offer Zoom options for those who wish to continue sheltering-in-place.

Masks will be worn at all times.

Social distancing must be maintained.

Every third week, we will continue with our drive-thru food drives for the Network of Community Ministries.

Volunteers are to follow the food-drive guidelines provided to them ahead of time and would be, ideally, under the age of 65.

Phase Three (Dallas County Code Yellow)

Phase Three will begin when:

- Dallas County moves the COVID19 Risk Level to Yellow.
- The criteria for Phases One and Two continue to be met. If Phase Three begins, and then Phase One and Phase Two criteria can no longer be met, we will move back to an earlier Phase.
- Public health officials have determined that it is safe to gather in groups of 50 or more.
- The Session (in consultation with the Task Force) approves Phase Three beginning.

Phase Three procedures:

- Entering the building:
 - Whenever anyone enters the building, their temperature will be taken upon arrival, and must be below 100.0 to enter.
 - Hand sanitizer will be at each entrance, and those entering the building are encouraged to sanitize their hands upon entrance.
 - Anyone who is entering the building is encouraged to self-screen for symptoms of COVID19. Those who have any of the following new or worsening signs or symptoms of possible COVID19 will be asked to go home immediately:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell

Supporting documents may be found here:

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- Diarrhea
 - Known close contact with a person who is lab confirmed to have COVID19
- Worship:
 - Sunday worship will continue to be streamed online.
 - In-person worship can resume with the following procedures in place:
 - Worship leaders shall wear masks during the service, if possible. If not possible, masks should be worn by worship leaders at all times leading up to the beginning of the worship service and following their final speaking part during the service.
 - In addition to worship leaders (no more than 10 people), there may be no more than 45 people in attendance (35 regular attenders and potentially 10 visitors), for a grand total of approximately 50 individuals.
 - Invitations to worship will be issued (via phone call or email), at least one week prior, to approximately 35 individuals in the directory, with required RSVP.
 - Church staff, in conjunction with the chair of the Worship Committee, will maintain accurate records, ensuring that all members receive an invitation in a timely fashion.

Worshippers must wear a mask, covering their mouth and nose, at all times while in the building.

Bulletins will be placed on designated pews ahead of time, and worshippers will be asked to take their bulletins home with them and dispose of them elsewhere. Extra bulletins will be in the narthex.

Bulletins will include printed hymns.

Bibles and hymnals will be in storage.

A team of 4 volunteer greeters (aged 60 and under) will:

Wear a mask and gloves

Take temperatures at the parking lot doors in the welcome center and at the office entrance, checking names off a list of RSVP/visitor attendees. (1 at each door)

Direct families to designated pews in the sanctuary (1 at the entrance to the sanctuary and 1 inside the sanctuary)

- Greeters inside the sanctuary will have a small flag to direct worshippers as they enter where to sit.

Greeters will dismiss worshippers pew by pew, following the service, beginning in the back of the sanctuary. (2 greeters)

- Greeters will direct worshippers to exit the building immediately after they exit the sanctuary, and discourage gathering/mingling inside in the building (2 greeters).

There may be 1 family unit seated on each pew. Every other pew is permitted to be used. On designated pews, worshippers will be asked to sit towards one side, so that there are potentially 2 empty pews directly in front them. (example: Pew 1- family seated to the left-hand side; Pew 2- empty. Pew 3- family seated to the right-hand side).

No one will be permitted to touch during the passing-of-the-peace, and worshippers will be encouraged to stay in their pews and pass the peace to others from a safe distance.

There will be a basket in the narthex before and after the worship to collect the offering.

Those handling the offerings will be required to wear gloves.

There will be no food collection during the worship service. Worshippers can drop off food donations in the narthex.

We will still have children's time, but children will remain in their pews.

Worshipping in person will be suspended for at least 2 Sundays, following the diagnosis of COVID19 among someone who attended worship in person the prior Sunday.

Funerals & memorial services can resume, following the guidelines for this phase.

Including all participants and staff, attendance is capped at 50 people or immediate family members only. Social distancing is maintained.

There will be no receptions on church property following the service.

Education:

Supporting documents may be found here:

https://drive.google.com/drive/folders/1niu4zEyml-1SSLjFuK_Ow98IHuQiVnMI?usp=sharing

No in-person educational opportunities will be offered on church property on Sundays. With the exception of Sundays, educational opportunities (examples: Sunday School classes, Women's Circles, Faith Sharing groups, etc.) will continue to meet online or in person in groups of 10 or less.

Online options are recommended to continue for those who do not feel comfortable meeting in person.

Groups will need permission from church staff before meeting on church property.

Groups will be assigned a designated location for their meeting, which will need to be sanitized and disinfected after the meeting and before another group uses that location.

Social distancing is maintained.

Masks will be required to be worn at all times.

Facilities:

The nursery will remain closed.

The choir room, education wing, library, kitchen, fellowship hall, and classrooms are closed to all members and visitors, unless given permission from church staff.

The Sometimers Ministry will continue with the following precautions in place:

Only essential projects necessary for minimal maintenance of the church facilities and property will be permitted. Projects and tasks, and any purchases affecting the operational budget must have pastoral approval.

While on church property, members of the Sometimers ministry shall maintain a safe distance from one another and work as independently from one another as possible, and wear masks at all times.

Members of the Sometimers ministry category who fall into the at-risk category are encouraged to continually discern their comfort with the risk of exposure they will encounter in coming on to church property.

Throughout this pandemic season, the Sometimers Ministry is encouraged to invite others (especially those who are 65 years or younger) to temporarily take part in necessary projects/tasks.

The office will be opened.

Staff will continue meeting on Tuesdays via Zoom.

Those in the office should be wearing masks and abide by social distance guidelines as much as possible. Masks may be removed by staff members while in individual offices, provided that the office door is closed.

Office volunteers are permitted to resume working in the office with the following precautions taken:

- Masks will be worn at all times.
- Volunteers will maintain social distancing from all other people in the building.

The session may resume in-person meetings, but will continue to offer Zoom options for those who wish to continue sheltering-in-place.

Masks will be worn at all times.

Social distancing must be maintained.

Every third week, we will continue with our drive-thru food drives for the Network of Community Ministries.

Nesting congregations and the Taiwanese Ministry may resume meetings, granted that a plan for social distancing is submitted to the Session for approval.

Phase Four (Dallas County Code Green)

Phase Four will begin when:

- Dallas County moves the COVID-19 Risk Level to Green.
- Public health officials have lifted restrictions on sizes of groups gathering.

Supporting documents may be found here:

https://drive.google.com/drive/folders/1niu4zEyml-1SSLjFuK_Ow98IHuQiVnMI?usp=sharing