

CENTRAL PRESBYTERIAN CHURCH, MONTCLAIR, NJ

AUGUST 11, 2020

REENTRY PLAN - STAGE 2

- Building entry beyond staff and volunteers as identified by staff and/or task force in Stage 1, expanded to larger meetings outdoors and opening of Park Street Academy (PSA)
 - Anyone who feels sick must notify the head of staff or small group leader
 - Individuals testing positive for COVID-19 must quarantine in their home until such time they test negative for the virus and are fever free for three days
 - Individuals who live with family members or roommates that test positive for COVID-19 must quarantine in their home in accordance with CDC recommendations
 - Any individual who tests positive for COVID-19 after visiting Central Presbyterian Church will initiate a deep cleaning of the facility visited (e.g., if individual visited PSA, only PSA facility would require deep cleaning)
 - PSA will follow all rules laid out in their plan in separate document, and adhere to all state guidelines
 - Family Promise Stage Two same as Stage One until clients arriving on a more regular basis

SUNDAY WORSHIP

- Sunday worship continues online, presented from the sanctuary or education building at worship leaders' discretion
 - Face masks, worn over nose and mouth, required for all except for speaker/soloist when leading worship
 - Masks will be provided for those who have not brought their own
 - 6 feet distance minimum social distancing
 - Building should remain locked at all times
 - Signs will be posted at all entrances reminding everyone of mask and social distancing rules
 - Signs will be posted at any toilet with a lid reminding users to close lid before flushing
 - Signs will be posted at all sinks detailing the importance of handwashing and proper methods
 - One soloist permitted – downstairs and safely distanced at least 10 feet from other worship leaders
 - Hand sanitizing wipes and/or sanitizer liquid, without ethyl acetate, available
 - Worship leader responsible for compliance of above guidelines
- Or worship will be presented from other locations via Zoom/Facebook live

Education building

- Doors should be designated for:
 - Church members – near Community Room

- IHN – front entrance close to the church office
 - PSA – use their entrance
 - Building should remain locked at all times
 - Hand sanitizer, without ethyl acetate, will be provided in all common areas, including but not limited to areas just inside of entrances
 - Face masks, worn over nose and mouth, required in public spaces; not required when alone in private spaces, such as private offices
 - Social distancing of six feet by people not of the same household/family unit should be maintained at all times when inside building
 - Signs will be posted at all entrances reminding everyone of mask and social distancing rules
 - Designated bathrooms
 - Church members – near Community Room and second floor
 - Family Promise – front hall near elevator and next to Guild Room and second floor
 - PSA – use facilities in their space
 - Designate stalls and sinks when possible at discretion of staff
 - Signs will be posted at any toilet with a lid reminding users to close lid before flushing
 - Signs will be posted at all sinks detailing the importance of handwashing and proper methods
 - Sporadic community requests for assistance, food and monetary, handled outside the door; sign will be posted directing people to kitchens providing meals
 - Tenants mail will be delivered in boxes in front hall
 - Pastor responsible for compliance; tenants must designate compliance manager
- Cleaning
 - Cleaning products – CDC approved Clorox is being used according to directions on the package.
 - Areas regularly cleaned: doorknobs, handles, bars, and areas around them on all doors; buzzers at doors
 - All high touch surfaces- tables, counters, stair railings
 - Kitchens- counters, handles on all doors and equipment
 - Bathrooms- counters, sinks, dispensers, all handles, toilet seats and bowls
 - Church Office included; staff offices cleaned by individual staff.
 - Timing- by 8:30 AM and again around 12:00 PM
 - Process- Mark Schoonfield sprays (he has NJ training through Rutgers and licensing for all sprayable chemicals, as well as use and handling), Arshon Moses follows after an appropriate waiting period to wipe.

- In Stage 2, outdoor space can be used for worship and church small group meetings:
 - 50 maximum attendees
 - Anyone who feels sick should not attend
 - Face masks, worn over nose and mouth, required for all except for speaker/soloist when leading worship/event
 - Masks will be provided for those who have not brought their own
 - Participants highly encouraged to bring own chairs
 - 6 feet distance minimum social distancing
 - Seating areas will be pre-marked
 - No restrooms will be provided
 - No food will be served
 - Hand sanitizer will be provided
 - No passing of the peace
 - No Communion to be served
 - No singing by congregants
 - No paper bulletins, pew Bibles or hymnals will be provided
 - Member of Task Force or Worship Committee will serve as Usher and is responsible for compliance of guidelines and collection of attendee names for contact tracing purposes; meeting leader if not a worship event
 - Signage for people attending off the street to text info to Usher
 - List of names collected for contact tracing should be sent to the Task Force and Church Office within 24 hours
 - anyone feeling sick or testing positive for COVID-19 after attending such event/meeting should notify the meeting organizer within 48 hours

Request for uses outside of Sunday Worship and use of office space not outlined in this document must be sent to Task Force.

Congregation will be notified of Stage 2 Guidelines and scheduling via website, email to congregation, and newsletter.

Tenants will be notified by Pastor David; their compliance plans for all stages of reentry must be submitted to Session for approval and then shared with the Presbytery for archiving. The staff will be notified in a Staff Meeting.