

Checklists for Reopening Orchard

For All Meetings

- Masks shall be worn at all times by anyone over the age of two.
- Notice signs stating such will be posted at each entrance to building.
- Masks will be made available to those who do not have one.
- Drinking fountains are to remain covered and cannot be used.
- Bathroom doors will be propped open and may be used one person at a time.
- Rooms must be cleaned and sanitized room immediately before and after usage utilizing disinfecting wipes provided in each space.
- No food or beverages are allowed in room(s).
- Social distancing guidelines must be enforced.
- Chairs may not be removed from a closet or room and brought to another room.
- Touchless hand sanitizer stations will be placed around the building.

For Recovery Group Meetings

- Meeting host shall open the Fellowship Hall door and have attendees enter through that door.
- Host must take attendance for contact tracing purposes.
- Host must disinfect all surfaces and chairs before and after the group's use, including bathroom counter, light fixtures and doorknobs/locks.

For Outdoor Worship

- People will bring their own chairs.
- Social distancing spaces will be set up to mark where chairs shall be placed.
- An offering basket will be positioned at the entrance to the courtyard.
- Church attendance will be recorded by staff members recording names.
- There will be no singing.
- Staff will count and monitor number in attendance.
- If the service is at capacity, people will be asked to wait in their cars until the next service begins (20-30 minutes).
- We will consider moving to a reservation system if the need arises.

For Communion

- Tables will be set up in the MAC in a social distanced manner with one family/household per table.
- Elements will be placed on each table - they will be hygienically prepared by a select few.

- Families/households will come in every ten minutes with no more than 50 people gathering at a time. There will be a blessing offered by one of the clergy when new people enter.
- Congregants will enter through the SW door of the MAC and exit through the NW door. Both doors will stay open.
- Drive up communion will be offered for at-risk persons.
- After a family/household leaves, tables will be wiped down and elements replaced.

For Office Re-Opening

- Staff must wipe surfaces and wear masks when people enter their office.
- Masks must be worn by staff when in all areas of the church outside of individual offices.
- All who enter the building will be asked to sign in and wear a mask.

For Worship in Sanctuary

- Hymnals, bibles, envelopes and friendship pads shall be removed from pews.
- There will be no passing of the peace or holding of hands during the benediction.
- There will be no coffee hour.
- People will be encouraged to leave following worship.
- Ushers and concierges will hold doors open and control traffic flow as people enter and exit the building.
- Staff shall attempt to record attendance.
- The children's wing entrance will remain locked. Everyone will enter through the main entrance.