



Pinn Memorial Re-opening Plan

October 2020

“Let us not give up the habit of meeting together, as some are doing. Instead, let us encourage one another all the more, since you see that the Day of the Lord is coming nearer.”

HEBEREWS 10: 25 (CEV)

Preparation

- A Core group of committed volunteers will be needed
 - Ushers, Deacons/Deaconess, Facilities, Good Samaritan Nurses, Greeters, etc.
- Review and adhere to CDC guidelines
 - Monitor at-risk groups (elderly; members with underlying conditions)
- Implement the three D's
 - Disinfect
 - Distance
 - Diligence
- Signs and markers visibly displayed throughout church



Signs and Markers

Visibly displayed throughout the church facility

PPE Equipment (on site)

The following list of equipment is currently on site and readily available

- Handheld Thermometers (2)
- Case of hand sanitizer wipes
- Disinfecting wipes, 500-ct (4)
- Face masks (300)
- 16-oz Hand Sanitizer (4)
- Gallon of Sanitizer (3)
- Floor sanitizer stations (2)
- Air Purifiers* (4)
 - 1 in church office
 - 3 in Lower Chapel
 - **5 or more needed for Mitchell Auditorium*

Pre-registration

- Initial worship services will require pre-registration until further notice.
- The process will be communicated to our church members.
- The worship service capacity will be dictated by the type of service (worship, funeral, etc) and location (Lower Chapel, Mitchell Aud.)
- A questionnaire will be used to assess the risk exposure of any attendee.
- May need to include a liability waiver as part of the registration process.



Temperature screening

- Worship service attendees will be informed of the temperature screening requirement
- An infrared thermometer will be used to check attendees' temperature.
- Volunteers doing the screening are required to wear facemask, gloves, gown.
- The person doing the screening should be someone with formal training in healthcare. At a minimum, someone trained in First Aid.



Anyone with a temperature reading above 100.4 F will respectfully be refused entry

Morning Worship Guidelines

- **Modified Worship Services**
 - The duration of our services will be reduced to limit the time of in-person gatherings.
 - Virtual worship will continue to be offered via Facebook and Periscope.
- **Traffic Control**
 - Use RSVP and registration data to plan for the number of attendees.
 - Encourage minimal movement during worship service.
 - Dismiss attendees from back to front.



Capacity Guidelines

Lower Chapel (seating capacity 200)	25% capacity (initial recommendation) = 50 worshippers 4 persons on pulpit (<i>Musician, Soloist, Worship Leader, Preacher</i>)
Mitchell Auditorium (seating capacity 600)	25% capacity = 150 worshippers 4 persons on pulpit (<i>Musician, Soloist, Worship Leader, Preacher</i>) Musician and 10-12 max choir Ushers (4) <i>**The Committee recommends an initial capacity of 75 worshippers in Mitchell Auditorium for optimal spacing and distance.</i>
Meetings and Gatherings	All Purpose Room: 10 participants Music Suite: 20 participants Founders Hall: 50 – 75 participants

Funeral Services

- Guidelines will follow the worship service guidelines
 - Modified service with reduced time
 - Capacity guidelines will be followed for Lower Chapel and Mitchell Aud.
- No outside funeral services until further notice
 - Services will be limited to Pinn Memorial members and families
- Members should refer to our Funeral Policy pamphlet on the website
- Pinn Memorial will request and expect the cooperation and assistance of the bereaved family to help promote our Pandemic policies and guidelines to their guests and attendees during the funeral services.

Funeral Service Guidelines

- **Viewing** - a one-hour viewing will be open to all attendees. Maximum *10 viewers at a time* for a period of 1 hour. After the viewing, a 30-minute break will take place before the funeral service to allow for cleaning and sanitizing prior to the family's arrival/entry. *(Example: Viewing 9 -10 AM – Family Entry at 10:30 AM – Service 11:00 AM)*
- **Masks** are required and controlled entry will have to be maintained. Attendees will be seated by the Funeral Home staff. Social distancing must be followed. The funeral service will be 1 hour max.
- **Worship areas** should have as much ventilation as possible. Doors and windows should remain open as much as possible, weather permitting.

Graveside Services

As an alternative to an in-house Funeral service in the Lower Chapel or Mitchell Sanctuary, some families may choose a graveside service.

Pinn Memorial can offer the use of our Chapel for a 1-hour viewing (according to the guidelines previously listed) prior to the graveside service which will be managed by the Funeral Home.

Facility Instructions

The main entrance on 54th Street will serve as the check-in and entry station for members and guests. Station Attendants will be needed (masked and gloved). The following will take place during check-in. (*Usher Board in conjunction with the Good Samaritans- **ALL INDIVIDUALS PERFORMING THESE TASKS WILL NEED TO TAKE MANDATORY TRAININGS***)

1. Greeting – the Station Attendant will greet all attendees and welcome them to Pinn Memorial.
2. Temperature check: (100 degrees or less allowed entry after review of Entrance Requirements)
3. Review Attendance Requirements – (Handouts & Posted on Doors and Displayed on Station)
4. Inform attendees that additional masks and sanitizer are available. A mask is required in order to enter.
5. Direct guests to the appropriate area (Worship, Meeting, Etc..)
6. Attendees must remain 6 ft apart while entering
7. Should a person not meet above the temperature check, refuse to comply or is exhibiting symptoms associated with COVID19, they will be refused entry. Worship Social Distancing & Environmental Guidelines will be followed.

Facility Instructions...continued

Once inside Pinn Memorial Baptist Church, the following distance and environmental guidelines will be enforced during the worship service:

1. Controlled entry and exit.
2. All Physical Contact will be prohibited. (handshakes, hugs, etc.)
3. Masks should be worn covering mouth and nose at all time during services.
4. Limited movement throughout worship services.
5. Tithes & Offerings will be collected as worshippers enter or leave the sanctuary.
6. Restroom Access will also have to be monitored. No more than 2 person in the rest room at a time.
7. No printed church bulletins to limit hand to hand exposure. Announcements will be broadcasted on the screen and read orally.
8. Communion Sunday – Communion kit will be disbursed upon entry and disposed upon exit.

Sunday School and Ministry Meetings will remain virtual until further notice.

Non-compliance

The following steps will be taken in the event of an attendee's failure or refusal to comply with Pinn Memorial's policies and guidelines during the pandemic:

1. A guest will be refused entry into our facility if they do not meet the temperature requirements, as outlined in our Facility Entry Instructions above.
2. Once inside our facility, a guest will be asked to leave if they fail to comply with our Worship & Social Distancing guidelines listed above.
3. Security will be enforced and engaged as necessary. **Chair of Deacon Board or his representative will make the final call on what needs to happen and when to enlist the help of security)**

Prevent the spread...Protect Yourself

- Stay home if you feel sick (sore throat, diarrhea etc.)
- If you are 65 years or older or have underlying health issues, continue to attend services virtually.
- Always wear a mask while on our premises.
- Maintain a distance of at least 6 feet between you and anyone outside of your household.
- Sit with your family during services.
- Do not engage in any personal contact (hugging, touching, kissing, or shaking hands) with other members.
- Cooperate with ushers and other volunteers during services.
- Take care of your bathroom needs before attending church in order limit visits to the church bathrooms.
- If you must use bathrooms, practice safe handwashing afterwards (minimum of 20 seconds).
- Avoid touching your eyes, face and mouth while attending services.
- If you use the restroom, do not touch surfaces with bare hands. The use of gloves or paper towels is strongly recommended.
- Temporarily replace the use of water fountains with supplied bottled water.