### Modified Phase I Guidelines for In Person Worship and Operations – July 10, 2020

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| Occupancy                                  | • 25% of legal occupancy for in-person worship  
• 6-foot social distancing must be maintained  
• Encouraged use of pre-recording and livestreaming to facilitate at home worship |
| Mandatory closure for 14 days              | • If someone tests positive for COVID-19 who attended your in-person worship, there is a mandatory 14-day shutdown of the church.  
• Mandatory deep cleaning required of all rooms and spaces used by COVID-19 positive person. |
| Drive up, Drive in and Drive through Worship| May start/continue with appropriate safeguards in place to protect those distributing and those receiving communion |
| Discontinue use of                         | • Passing of the offertory plates  
• Chalice  
• Multi-use books and booklets  
(n.b. Single-use bulletins are permissible.) |
| Exchange of the Peace                      | No physical exchanges (e.g. handshakes, embraces)                                                                                     |
| Social distancing                          | • 6-foot social distancing for congregation and altar party  
• 12-foot distancing for musicians/singers |
| Masks                                      | • To be worn at all times by all persons in congregation and in altar party (except children under 2 and those with medical conditions)  
• Masks should be worn during times of reading/celebrating/preaching  
• Masks are not required for soloists/duets/ensembles when they sing if they are social distanced 12’ from each other and 12’ from congregation and altar party.  
• Instrumentalists (i.e. musicians who are not singing) should remain masked at all times. |
| Choirs and Musicians                        | • Soloists, duets and small ensembles only – no large choirs  
• 12-foot social distancing |
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| **Record Keeping** | Mandatory records kept of the following:  
  a) All visitors (with contact info so that they may be informed of confirmed COVID-19 exposure)  
  b) Cleaning/sanitizing including date, spaces cleaned and who performed the cleaning |
| **Coffee Hour** | Food and beverage service not permitted during this phase |
| **Nursery and Children/Youth Ministries** | In-person nursery, youth and children’s ministries are not permitted during this phase |
| **Food Pantries** | • May continue if they meet the following criteria:  
  a) Masks and gloves worn by all workers  
  b) Masks given to recipients to be worn during exchange  
  c) Persons receiving food must remain outside church facility  
  d) Hand sanitizer should be used before and after each recipient |
| **Thrift Stores** | Remain closed during this phase |
| **Clergy visitation, home communions, pastoral visits** | • Clergy visits permitted only for viaticum and last rites and only when permitted by family, hospital, nursing home, assisted living facility, hospice facility  
  • No lay visits, LEM, LEV, Stephen’s ministers, etc. |
| **Baptisms, Funerals and Weddings** | • Limited to 25% of building occupancy  
  • Masks must be worn by all persons  
  • No receptions which include food/beverage service |
| **Meetings and Outside Groups** | Must adhere to all church guidelines including use of masks |
| **PPE, Cleaning Supplies and Records** | Re-evaluate your cleaning schedule/personnel  
  a) If having in-person worship, ensure there is a cleaning plan between services  
  b) Provide a written checklist of what is to be cleaned and when  
  c) document who cleaned, on what date and save cleaning records  
  e) Check/reorder necessary cleaning and PPE items including single use masks or cloth face coverings, disposable gloves for celebrant/altar servers, Clorox wipes, Hand sanitizer (sufficient quantity for a station at each outside door) |