



COVID-19 PLAN FOR ROADMAP TO REUNION

Introduction

Thank you for serving at Harvest! While the church never closed (because you are the church!) we are excited to reopen our building for in-person services. Doing so requires diligence on your part to minimize the risk of contagious spread of COVID-19.

What's the win of this reunion?

Creating a celebratory atmosphere for those joining us.

Your part. You're here for others! We're going to ask you to lay aside some of your preferences for the safety and preferences of others. That's part of what it means to serve.

Will you commit to:

1. Review this document thoroughly.
2. Find ways to improve these ideas every week.
3. Confirm your schedule and RSVP for the service you attend
4. Practice Physical Distancing
5. Wash hands thoroughly and frequently
6. Wear a mask
7. Stay home when you're sick

Phase 2 Regathering

With the reopening atmosphere and guidance in Florida for Phase 2, we feel it is time for Harvest to plan to open up to in-person gatherings again. Updated CDC guidelines acknowledging the low risk for surface transmission of COVID-19, low infection rates in our community, and the ability to social distance within our building lead us to believe that we can invite people to meet in-person again with relatively low risk.

Additionally, we believe that we can meet the needs for limiting the risk with measures that people are becoming accustomed to in other environments (such as 6' physical distancing and wearing of face masks).

Worship Services

Decision: Online and modified in-person services

With the current situation in Florida looking positive on stats and expectations we feel we can resume offering in-person gatherings with modifications for safety.

- **Face masks:** We will hold to a face-mask *encouraged* policy:
 1. Attendees will be encouraged to wear masks with the following guidelines:
 - Building signage will state the “masks are encouraged” policy
 - Disposable masks will be available for those entering who do not have a mask but would like one
 2. All staff and close-contact volunteers will wear face masks.
 3. Platform roles will *not* wear masks while on the platform.

- **Temperature screening:** Temperature screenings will be required for staff, volunteers, and kids (attending Harvest Kids).
 1. Touchless thermometers will be used to quickly scan for temperatures.
 2. Staff or volunteers with a fever of 100.4 or above should go home
 3. Kids with a fever of 100.4 or above will not be admitted into Harvest Kids

- **Physical distancing:** We will preserve physical distancing around the building.
 1. Signage at building entrances will encourage physical distancing
 2. Auditorium seating will be spaced more widely to increase distance between groups/families
 3. Child check in will be separated further using space in the lobby
 4. The service dismissal will happen in stages to allow guests to exit with space
 5. Child check in and pick up will be done in a fashion allowing for physical distancing

- **Additional precautions:** We will do the following to help our guests abide by safety standards for public gatherings.
 1. **Touchless environment:** We will limit the opportunities where items are potentially touched by attendees.
 - Offering will not be passed. Kiosks will be available in the lobby and auditorium for giving.
 - Coffee will not be provided initially
 - Communion, when celebrated, will not be passed in trays, but instead will be made available in individually wrapped servings for guests to pick up as they enter the auditorium.
 - Guest Service team will wave and welcome guests *without* handshakes or hugs.
 - Self check-in will use scanners and key cards to limit the number of guests touching the kiosks.
 2. Vulnerable populations are encouraged to stay at home (65+ or health/immune compromised).
 3. Online services will continue to be rigorously pursued for quality of experience and engagement. We expect many, if not most individuals and families, will continue to attend online or most of the time this summer.

Harvest Kids

Decision: Harvest Kids can reopen with smaller preschool classroom sizes, and socially distanced elementary program. This will only happen in conjunction with the opening of worship services church-wide.

- The reality is kids don't practice social distance. For this reason, Kids preschool classrooms will be limited to 10 in attendance.
- Team members will have temperature checked before serving
- Sickness policies will be widely distributed and enforced
- Elementary will move into room 131 with round tables to space out. Room cap for 131 will be 24. As numbers increase, we will open up the previous large group elementary room and divide the experience to keep numbers under low per room and students distanced in small groups within the room.
- All "vulnerable population" volunteers would be cautioned on serving

Groups and Classes

Decision: Online or in-person permitted in homes. Building will remain closed to classes. The following guidelines will be added for groups meeting in homes during this phase:

- Those exhibiting any symptoms of fever or illness should not attend.
- If a resident of the host home exhibits symptoms, the group should meet at a different location or online.
- If a resident of the host home tests positive for COVID-19, the location should be moved and residents of the host home under concern (even if it is the group leader) should not attend the gathering. The gathering could move to an online-only gathering. The host home should not reopen to gatherings until 21 days following any evidence of illness in the home.
- Extra care toward disinfecting public areas should be taken. Bathrooms open to guests, door handles, commonly touched surfaces should be cleaned before and after the gathering.
- It is encouraged that guests feel comfortable using face masks. While not enforced, it should be encouraged that guests feel comfortable doing so.
- Groups are encouraged to meet outside if the host home layout allows for it.

Harvest Students

Decision: Resume with modified in-person events beginning [DATE]. Continue supporting on-line connections.

- Launch our new weekly Harvest Students programming in August
- Summer camp has been canceled. An alternative Fall Retreat is being pursued.
- Depending on the number of students in the fall—assess the use of the chapel versus a section of the auditorium for the large group gatherings.
- The programming for the weekly gathering should maximize physical distancing appropriate to large group gatherings.

Team and Staff meetings

Decision: In-person with discretion.

- Groups of larger size (under 50 people) could utilize the building for meetings or trainings as necessary.
- Harvest staff has permission to telecommute as needed but will shift into mostly normal office work.
- Vulnerable members of the population and anyone with any symptoms should remain home.

Regathering Training

Harvest Team Member Check-in Updates

- Remember, *if you feel sick, stay home.*
- All Sunday service team members will check in through the entrance nearest the Harvest Kids hallway.
- All staff and volunteers will wear face masks in the building. The check-in station has extra disposable masks for those who need them.
- Sanitize hands upon entry.
- Temperature will be checked. Anyone with a temperature above 100.4 should return home and not serve.
- Pick up your Team Member lanyard. You can now bypass the check-in stations for guests if you're wearing your team lanyard.
- All Team Huddle will be at 8:45-8:50 a.m. Team-specific huddles will be at 8:50-9 a.m.

Harvest Kids Policy Updates

Kids pre-registration option

- Families will pre-register their kids to allow Harvest Kids to control the amount of kids in each room and staff volunteers as needed.
- Each room will have a maximum of 10 kids in preschool room and 8 kids per table in large elementary room.

Volunteer Check-in

- Arrive 30 minutes before service. Enter the building near the Kids Entrance.
- Answer health questions based on volunteer health policy
- Take temperature
- Receive mask

Room prep

- Place new hand sanitizer bottle outside of entry door
- Use wipes and/or spray to wipe down commonly touched areas (e.g. doorknobs, handles, tables, chairs, gate, toys, bathroom sink, door, toilet seat)
- Set-up tables and chairs to social distancing standards

Check-in Procedures

Outside health check-in station:

- Volunteer asks family if child has had any symptoms on health list
- Check temperature of child

Inside check-in procedures:

- Stations set-up to direct people flow with taped lines to guide social distancing
- Have “hands free” and “manual” stations set-up to create social distancing
- Wipe down computer screen between services
- Send families down hallway six feet apart. Families should stay on lines designated in hallway.

Drop-off Procedures

- Each family including parent must sanitize hands before allowing child into room
- Allow kid to walk through gate or parent hands child to volunteer unable to walk
- Wipe down any bags with sanitation wipes
- Designate a parent to be the drop off/pick up volunteer to walk all children to their room
- Infants could be transported in their car seats. Store car seat out of children’s reach.
- After parents drop-off children, they will continue down the hallway and exit to the right towards the auditorium

During Service

Elementary Rooms:

- Keep kids at tables during the duration of the service. All games, worship, teaching and small groups will happen at the tables.

Preschool Rooms:

- Designate specific play areas for kids to play to help maintain social distancing
- During carpet time, keep kids spread apart as best you can
- Have kids sit every other chair during the craft and use gloves when assisting kids. Have kids sanitize hands before sitting down.
- Make sure each kid uses their own supplies and not share with other kids.

Pick-up

- Check-in team will funnel parents down kids’ hallway one family at a time and ensure families maintain social distancing
- Kids hallway will act a “one way” hallway with families exiting the kids area at the end of the hallway
- Rooms will hand-out all “take home” items using gloves
- All kids and parents must sanitize hands when exiting the kids’ area

Room Clean-up

- place hand sanitizer bottle inside cabinets
- Use wipes and/or spray to wipe down commonly touched areas (e.g. doorknobs, handles, tables, chairs, gate, toys, bathroom sink, door, toilet seat)
- Reset chairs and tables
- Dispose of trash and any used gloves, masks, and other sanitation equipment

Guest Services Policy Updates

Team-wide updates:

- **Greeting** with COVID-19 precautions. Since our team will need to wear masks and provide physical distancing, we need to be deliberate at remaining warm and friendly!
 - Bring the energy in welcoming people!
 - Practice the 10' rule: Verbally welcome people by the time they are 10' away.
 - Wearing a mask means people can't see your smile. Compensate with extra friendly verbal welcome. Use your body language (e.g. wave while saying hello).
 - We are not initiating physical greetings (handshakes, hugs, high 5s, fist bumps).
 - If a *guest* is initiating a physical welcome, you can respond in kind (like with a fist bump or an elbow bump). In other words, we are not initiating contact (that will cross people's boundaries in this season) but that does not mean you have to run away to avoid someone who is "going in" for it.
 - Wash hands thoroughly after any setup and between services.

Medical Team

- The medical team will staff temperature check stations for volunteers and for Harvest Kids. Volunteers will have their temperature taken as part of their check-in process entering the building.
- Masks will also be available for those needing one.
- The medical team will also check the temperature of kids as part of their check in process for classrooms.
- Provide stickers for kids after they get their temperature taken. This will help to make the process more "fun" and less scary for kids.
- **Cleaning:** Use cleaning wipes to wipe down surfaces and thermometers between services.

Outside Greeters, Signage & Entrances

- We will have signs with our facemask encouraged and social distancing policies.
- We will open up the entrance nearest the kids' hallway for families. A banner will be placed outside helping people see the Kids Check-in entrance as they approach the building.
- Greeters outside should confirm with families as they approach the building if the kids are attending the service or checking into Harvest Kids.
 - If Harvest Kids-- direct them to the building entrance closest to the Kids hallway.
- Outside Greeters should allow for extra distance on the sidewalks.
 - Doors should be propped open or opened by a greeter for guests to minimize touching handles.

Ushers

- Doors at both the entrance closest to the Kids hallway and the typical main auditorium doors should be propped open and an usher ready to greet just *inside* the doors. Any greeter inside or outside of the doors should stand so that someone walking in or out can still keep a 6' distance.

- Our auditorium is laid out with sections of 3, 4, 5 and 6 chairs. Ushers should welcome guests as they enter.
 - “Good morning! How many seats can I help you find?”
 - When you confirm how many walk guests to one of the sections that has enough seats in the rows to fit the group. Let them choose which row: “You can pick any of these rows you like” as you point them to the correct section.
- We will have giving kiosks in the auditorium and the lobby. No baskets will be passed during the services.
- Our communion process will also be changed. At this point we plan to purchase individually-wrapped communion cups/cracker sets. The team should decide on the best way to get these to people on communion Sundays. Could be stations around the auditorium or picked up on the way into the auditorium.
- **Cleaning:** Use cleaning wipes to wipe down all door handles on main entrance doors, bathroom doors between services.

New Here, Start Here

- As guests identify as either by parking in Guest Parking, stopping at one of the New Here signs, or otherwise identified we want the same personal tour and touch as before. Your goal is to make their first impression at Harvest awesome. There are a few practical changes:
 - We are not handing out printed cards of information. Instead, direct guests to the weekly on their phone and encourage them to fill out the New Here link at the top of the page.
 - When they do, they will receive a follow-up text that gives them information for their next steps. This includes an invite to pick up a free gift from the Harvest Swag table.
- Harvest Swag Table.
 - Each week we will have a table dedicated to Harvest Swag. For now, that includes t-shirts and pint glasses. A guest can choose either one. They are also available for sale at cost to others.
 - Those working the table should learn guest names, introduce themselves and introduce guests to that day’s speaker. Your goal is to make their last impression at Harvest awesome.
- **Cleaning:** Use cleaning wipes to wipe down high-top tables between services.

Prayer/Next Steps

- We will place a “Living Room” type of setup inside of the auditorium near the back. This location will be staffed by a combination of Harvest pastors, small group leaders, or Guest Service team members who are prepared to:
 - Lead through “next steps” faith conversations about getting involved in serving, groups, baptism, saying “yes” to Jesus, and so forth.
 - These people are also available to pray before and after services with anyone who would like to receive prayer.
- **Cleaning:** Use cleaning wipes to wipe down coffee table/end tables between services.