

**REVISED POLICY effective June 6, 2021**  
**BALMORAL PRESBYTERIAN CHURCH**  
**CIRCLE OF FAITH CHRISTIAN CENTER**  
**THE SEED PROGRAM**

**Policy Regarding the Use of the Building and Grounds**

6413 Quince Road, Memphis, Tennessee 38119

Balmoral Presbyterian Church and the Balmoral Presbyterian Church COVID-19 Task Force deeply appreciate everyone's cooperation as we continue to try to protect everyone from undue exposure to COVID or any of its variants and to fulfill our responsibility to all who are served by the building, to the community, to the nation, and to our global world fellow human beings and neighbors.

Effective June 6, 2021 the building opens for Sunday worship services with the requirement for masks and social distancing at all times for all persons while in the building remains in place for the protection of all.

We will update you as COVID and its variants come under better control, we receive additional guidance from the Centers for Disease Control (CDC), and we feel the building can be used safely for all.

Effective June 6, 2021 the building and grounds of Balmoral Presbyterian Church are open only to the following groups: BALMORAL PRESBYTERIAN CHURCH; CIRCLE OF FAITH CHRISTIAN CENTER; THE SEED PROGRAM for the following uses and subject to the below outlined requirements. Until further notice the building remains closed to all other groups.

**SECTION 1: RULES FOR DESIGNATED USE**

- I. A. NARTHEX, SANCTUARY, LARGE BATHROOMS FOR THOSE WORSHIPPING WITH BALMORAL PRESBYTERIAN CHURCH**
  1. Those worshipping in and with the Balmoral Sunday morning worship subject to the below outlined procedures.
  2. The Balmoral worship and worship committee for purposes of setting up for Sunday morning worship subject to the below outlined procedures.
  3. Balmoral music team for practice for the Sunday morning worship subject to the below outlined procedures.

**B. FELLOWSHIP HALL AREA AND BATHROOMS NEAR THE FELLOWSHIP HALL AREA FOR THOSE WORSHIPPING WITH CIRCLE OF FAITH**

**C. CHURCH OFFICE, KITCHEN, THE LIBRARY AREA, THE TILED AREA AND THE PRE-SCHOOL/ELEMENTARY CLASSROOMS, HALL AND THE SMALL BATHROOMS NEAR FELLOWSHIP HALL FOR THE SEED PROGRAM**

It is important for the protection of the children and staff of the SEED program and all those who worship with Circle of Faith that use of the Fellowship Area be reserved solely for use by the SEED staff and those worshipping in and with Circle of Faith.

**II. FELLOWSHIP HALL**

**III. MAINTENANCE/VENDOR ACCESS**

- A. The building and grounds team of the Balmoral Presbyterian Church Operations Committee
- B. Repair personnel authorized by the building and grounds team
- C. Cleaning Crew
- D. Yard Maintenance crews on the property

**IV. RESTRICTIONS ON ANY OTHER USE**

- A. Any requests for additional use of the building or the outdoor property must be presented in writing in advance of any requested use through the Pastor and the COVID-19 Task Force Chair and will be permitted only if approved in writing and then subject to the conditions of such use.
- B. Because additional COVID standard cleaning is required after each and any use of the building, use may be conditioned upon payment for the cleaning crew to do COVID cleaning after the permitted use.

**V. CHURCH OFFICE WILL NOT BE STAFFED**

**SECTION 2: POLICIES AND PROCEDURES FOR THE FOLLOWING:**

- Balmoral and Circle of Faith Sunday Worship Services
- Sunday Worship Services Music Programs
- SEED Program

- Notification of Infection/Exposure and Quarantine Procedures
- Sign Posting Procedures
- Distribution of Procedures

#### **I. BALMORAL/CIRCLE OF FAITH SUNDAY MORNING WORSHIP SERVICES**

For the use of the building for Sunday morning worship by those worshipping in and with Balmoral and Circle of Faith, the following procedures will be followed:

**A. At all times while in the building, everyone (including both individuals who have been vaccinated and individuals who have not been vaccinated) must wear masks and honor social distancing (6 feet) at all times.**

1. The sole exception to the mask requirement applies to the pastor who will wear a mask except for preaching and officiating the service, during which times the pastor will maintain an 18-foot distance from congregants.
  2. There be no congregational singing, but there will be participation in music and worship as directed by the Pastor or Music Director.
  3. Special music will be presented by one to four singers as arranged by the Director of Music but the singers will be masked and will honor social distance requirements.
  4. Responsive reading by the congregation, masked, will be allowed.
  5. The kitchen cannot be entered or used.
  6. Balmoral will not conduct the offering or the passing of the plate in worship; we will continue to ask for tithes and donations online or through the mail.
- B. Congregants will have printed bulletins available as they enter and will be asked to take these bulletins home with them as they leave the worship service.**
1. For entering and exiting the sanctuary, congregants are asked to follow guidance from ushers. The ushers will direct incoming congregants to seat front to rear. When departing the sanctuary, ushers will direct outgoing congregants to proceed rear to front.

- C. That children are welcome in worship, but Child care will not be provided at this time.
- D. All Non-disposables will be removed from the sanctuary and not be used, to include but not limited to:
  - 1. Hymnbooks
  - 2. Friendship pads
  - 3. Children's bags
- E. **No food or drink is permitted in the building. Drinking fountains will not be available for use.**
- F. **Vaccinations are encouraged but not required for participating in worship.**
- G. Any congregants who are experiencing symptoms of illness (EG: sore throat; fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; congestion or runny nose; nausea or vomiting; diarrhea) are asked not to enter the building and, instead, participate in worship through livestream.
- H. Masks will be distributed to those who need them before they enter the narthex.
- I. Three hand sanitizing stations will be set up at the narthex entry.
- J. Hand sanitizers will be available in the restrooms.
- K. No name tags will be used
- L. No food collection in the building for the Food Cart
- M. In ample time for weekly worship in the large sanctuary, all interior and exterior sanctuary doors will be opened to allow fresh air into the building. During hot weather, the sanctuary air conditioning will be turned on in advance, in time to cool the space before worship.

## II. **CIRCLE OF FAITH SUNDAY MORNING WORSHIP SERVICES**

Those worshipping with the Circle of Faith will use the Fellowship Area for worship on Sunday morning under the following conditions:

- A. The procedures above for worship apply uniformly to congregants of Circle of Faith and Balmoral Presbyterian Church
- B. Circle of Faith congregants will enter and exit the Fellowship Hall area by the side door to the Fellowship Hall, with the exception of the person arming and disarming the alarm.
- C. Circle of Faith congregants may use the bathrooms next to Fellowship Hall.
- D. Hand sanitizing stations will be set up at the Fellowship Hall entry door.
- E. Hand sanitizers will be available in the Fellowship Hall restrooms.
- F. In ample time for weekly worship in the Fellowship Hall, the doors to Fellowship Hall will be opened to allow fresh air into the building. During hot weather, the Fellowship Hall air conditioning will be turned on in advance, in time to cool the space before worship.

### **III. PROCEDURES FOR SUNDAY MORNING MUSIC PROGRAMS**

- A. Singers will be fully vaccinated for Covid 19. "Fully Vaccinated" includes the recommended time following the injection to allow the vaccination to be effective.
- B. Musicians will be masked at all times.
- C. Musicians, socially distanced, who play a wind instrument may remove the mask when they play and should wear a mask at all other times.
- D. Musicians, socially distanced, who play a brass instrument may remove the mask when they play and will utilize bell covers and should wear a mask at all other times.
- E. A maximum of four singers at one time will participate in the worship service.
- F. Singers will sing from steps in front of the pulpit area and remain at least 35 feet away from the general congregation.
- G. Singers will maintain at least six feet of distance between themselves.

#### IV. THE SEED PROGRAM

The SEED Program: having agreed to the following in a July 9, 2020, letter from director, Julie DeMarco, is required to:

- A. Take the temperature of anyone entering the building on SEED business. Children's temperatures are to be taken at the beginning and end of day. Any temperature over 99
- B. requires a child to be away for 72 hours and a doctor's note to return.
- C. Ask a series of questions prior to children and staff before entering homes/office.
- D. Ensure that everyone washes hands upon entering the building and before each new activity.
- E. Stagger children's start times to avoid groups entering and leaving at the same time.
- F. Ensure that children with coughs, runny noses and other symptoms do not come to school.
- G. Ensure that staff persons wear masks 100% of the time; all kids have masks and they will wear
- H. them for certain activities since the sensory aspect is difficult for some.
- I. Ensure that children have their own supplies (writing/drawing utensils and sensory toys such as Play-Doh, slime, etc. will not be shared).
- J. Ensure that toys that are shared are put in a specific area until disinfected.
- K. Ensure that plastic bins are used to keep lunches/water bottles separated.
- L. Ensure that parents and outside therapists do not enter the building.
- M. Use hospital-strength disinfectant three (3) times a day.
- N. Keep air purifiers running at all times.
- O. Clean and sanitize bathrooms throughout the day.
- P. Ensure that no child uses the water fountains, but brings water from home.
- Q. Ensure that children may not attend if anyone in the family has had a temperature or traveled to a coronavirus "hot spot."
- R. Remove all furniture that cannot be sprayed or wiped down.
- S. Require all families and staff to sign legal waivers.
- T. Staff understand as essential workers they MUST follow local mandates and Balmoral

- U. Presbyterian Church policy regarding wearing masks in public and on the church property.

**V. NOTIFICATION OF INFECTION/EXPOSURE AND QUARANTINE PROCEDURES**

- A. Balmoral Presbyterian Church BPC COVID-19 Task Force and Session reserve the right to close the building at any time.
- B. Procedure for Notification and Quarantine for any known or suspected event of potential exposure to COVID in activities in the building: As set forth above, any person who has been exposed to the coronavirus or shows symptoms of the virus is not permitted to enter the building until that person has tested negative for COVID 19 or been isolated from the building for at least 14 days.
- C. Any person who has been in the building who subsequently discovers s/he has been exposed to the virus or contracted the virus at any time within 14 days prior to the time they entered the building shall do the following:
  - 1. Responsibilities of Exposed individual: Notify the Pastor.
  - 2. Responsibilities of Exposed individual: Notify the persons with whom you were in contact during your time in the building.
- D. Responsibilities of Exposed Individual: Give the point of contact the names of those persons with whom you have been in contact during your time in the building and confirm whether or not you have notified all such persons as required above.
- E. Upon receiving such notice the BPC COVID-19 Task Force and Building and Grounds shall do the following:
  - 1. Responsibilities of Pastor: Notify Building & Grounds (Fran Shannon or Barry Dotson)
  - 2. Responsibilities of Pastor: Notify or confirm that all individuals in contact with the exposed individual during the time the exposed individual was in the building have been notified of the exposure and inform those individuals to follow published CDC guidelines of isolation and/or testing.

3. Responsibilities of Building and Grounds: Shut down the building upon notification from the point of contact person and then notify cleaning and maintenance crew to clean the building in accordance with applicable CDC recommendations. Confirm next available date for users to return to the building.
4. Responsibilities of Pastor: arrange a meeting or discussion with the Task Force of any further actions that should be recommended and implemented. Confirm that Building and Grounds has made arrangements for cleaning the building as provided above.

## **VI. SIGNS AND POSTING**

- A. Procedures for any known or suspected event of potential exposure to COVID in activities in the building. As set forth above, any person who has been exposed to the coronavirus or shows symptoms of the virus is not permitted to enter the building until that person has tested negative for COVID 19 or been isolated from the building for at least 14 days.
- B. Any person who has been in the building who subsequently discovers s/he has been exposed to the virus or contracted the virus at any time within 14 days prior to the time they entered the building shall do the following:
  1. Responsibilities of Exposed individual: Notify Pastor at (901) 235-1014
  2. Responsibilities of Exposed individual: Notify the persons with whom you were in contact During your time in the building.
  3. Responsibilities of Exposed Individual: Give the Pastor the names of those persons with whom you have been in contact during your time in the building and confirm whether or not you have notified all such persons as required above.

**FOR THE PROTECTION AND SAFETY OF ALL PERSONS AND THE PUBLIC PLEASE HONOR AND ADHERE STRICTLY TO THE ABOVE AND TAKE SUCH OTHER PRECAUTIONS AS RECOMMENDED.**



**THANK YOU FOR YOUR UNDERSTANDING AND COOPERATION.**

**POLICY DISTRIBUTION:**

**THIS POLICY WILL BE AVAILABLE TO:**

- ✓ **ALL PEOPLE WHO ARE ALLOWED IN THE BUILDING**
- ✓ **THIS POLICY WILL BE PROVIDED TO THE DIRECTOR OF THE SEED PROGRAM WITH A REQUEST TO MAKE SEED STAFF AWARE OF POLICY PERTINENT TO THE SEED PROGRAM.**

**REVISED 5/11/2021 by the BPC COVID-19 Task Force**