



Worship Regathering

COVID-19

GUIDELINES

christcm.org

Revised July 14, 2020 / for the purposes of regathering "play 2"

A NOTE FROM PASTOR DREW

Christ community,

Thank you to all who committed to serve as we reopened for in-person worship in "play 2" of our regathering plan at Christ Lutheran. With recent updates from the State of California regarding limitations for places of worship, we will move back to "play 1" for the next 3 weeks at a minimum.



This means that we will not be able to invite volunteers to serve in the next few weeks as greeters, ushers, or cleaners as we will only have staff, musicians, and our tech crew in the sanctuary for live streaming.

When we can regather, we will reopen the sign up for you to schedule a time that you are available to serve, if you are healthy and comfortable joining us for in-person worship. We will close this sign up until we are able to regather for worship so you will not receive reminders.

If you have not received training and would like to serve, we encourage you to connect with us so that we can prepare for when we can regather. We will be in communication with you as we receive updates and anticipate regathering for in-person worship.

Stay safe and continue to connect with us in worship online!

Unified at Christ,

Pastor Drew

visit christcm.org for our reopening plays

TABLE OF CONTENTS

- **COVID-19 REALITIES**
 - Symptoms
 - Prevention
 - Safeguards
 - Response
- **WORSHIP REGATHERING
VOLUNTEER TEAM**
(FOR IN-PERSON WORSHIP ONLY)
 - Roles and Responsibilities
 - Supply List
- **CHECKLISTS**
 - Signage
 - Cleaning

COVID-19 REALITIES

Symptoms



- Cough



- Fever



- Chills



- Muscle pain



- Shortness of breath



- Sore Throat



- New loss of taste or smell

Stay home if...

- You have a temperature over 100.4 degrees.
- You feel sick or ill in any way.

If you are sick...

- Please notify Pastor Glenn at Pastor.Shelton@christcm.org if you are sick and unable to serve. This is for your health and safety, as well as others in our community.
- If you are unable to serve for any other reason, please let Pastor Glenn know as soon as possible so we are able to find a substitute in your absence.

COVID-19

PREVENTION PLAN

Preventive Action

- Staff and volunteers screened upon arrival. Worshippers to self-monitor health prior to arrival.
- Request for staff, volunteers, and worshippers to wear masks.
- Communicate to community, stay home to livestream if sick.
- Practice social distancing, maintain 6' between families of separate households.
- Make available hand sanitizer and restrooms for hand washing.
- Closure of every other pew, all drinking fountains, and areas not in use.
- Modify practices for offering, communion, and paper communication.
- Clean and disinfect objects and surfaces in between services.
- Signage posted for safety measures and directional guidance.
- Pastors will launder robes and vestments.
- Out of extra caution, we have installed HEPA air filters in the sanctuary.

Process for Disinfecting

- Disinfectant: Odoban cleaner (spray bottles to be mixed Sunday mornings)
- Paper towels
- Gloves
- Disinfecting wipes
- Buildings and surfaces disinfected before and after services by staff.
- Buildings and surfaces disinfected after both services by volunteers.

Training

- Volunteers are trained in the following:
 - How to greet, check in, and seat worshippers while maintaining social distancing
 - To follow proper disinfecting procedures for worship facilities
 - COVID-19 symptoms and safety measures outlined by CDC, state, and local guidelines.
- Volunteers will sign up [HERE](#) for Sunday volunteer roles.

Point of Contact

Karen Culp
Christ Lutheran Parish Administrator
(949)631-1611
mrs.culp@christcm.org

COVID-19

SAFEGUARDS



Worship capacity of 100 in the Sanctuary.

Overflow capacity of 30 in the fireside room.



Masks are asked to be worn by worshippers.



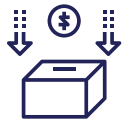
Social distance seating.



Disinfection of buildings and surfaces in between services will take place.



All items will be removed from pews.



Offering dropped off in donation containers.



Shaking hands and hugs are discouraged.



Worshippers asked to self-assess health before coming to worship.

COVID-19

RESPONSE PLAN

Immediate Action

- Isolate individuals immediately. If at church they should return home or be transported to a doctor or the ER if necessary.
- Alert Orange County Health Agency. Coordinate with OC Health Agency for further steps, like possible contact tracing.
- Communicate to worshippers who attended that Sunday (both services).
- Clean, disinfect, and close areas.
- Consider postponing gatherings to limit further spread in the community.

Process for Disinfecting

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
- Workers without close contact with the person who is sick can return to work immediately after disinfection. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Points of Contact

Orange County Health Referral Line
(800) 564-8448



SUNDAY WORSHIP Signage Checklist

- ☐ Social distancing, floor (36)

- ☐ Welcome / RSVP check-in (1)

- ☐ Please wear a mask (12)

- ☐ Pew numbers 1-40 (x 2)

- ☐ Pew closure (2)

- ☐ Balcony closed (2)

- ☐ Water fountain closed (2)

- ☐ Overflow (1)

- ☐ Handwashing

- ☐ Volunteer checklists

- ☐ Cleaning checklists

- ☐ Elevator temporarily closed (2)

- ☐ Exit Only (12)

WORSHIP REGATHERING VOLUNTEER TEAM ROLES + RESPONSIBILITIES



Parking Lot

- Welcome church members and guests as they park and arrive.
- Direct worshippers to check-in at "the Jesus gate" for their RSVP.



Check-in

- Greet and confirm individual and family RSVPs for church members and guests.
- Inform worshippers of the pew number they will sit in and coordinate for them to wait at a social distance until an usher is available to seat them.



Seating

- Welcome church members and guests to worship!
- Guide worshippers to the pew number they will sit in.
 - Left side (odd numbered)
 - Right side (even numbered)



Disinfecting

- Clean and disinfect all objects, doors, and surfaces according to the cleaning checklists.
- Ensure that supplies are set up and disinfected for communion, offering, and pew rotation as appropriate for each service.

When you arrive to serve...



WEAR A MASK

Staff and volunteers are asked to model and example of safety for worshippers.

Exceptions include:
use of microphone, headset, or instruments.



CHECK-IN

Staff and volunteers will check-in, have their temperature read, and use hand sanitizer or wash their hands in their restroom prior to service.

Check-in will be located at the double-door entry to the Sanctuary.

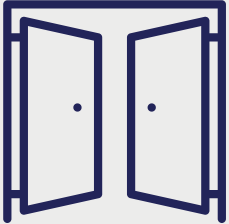


REVIEW CHECKLIST

Please go to your station, gather supplies needed, and review your checklist for your role.

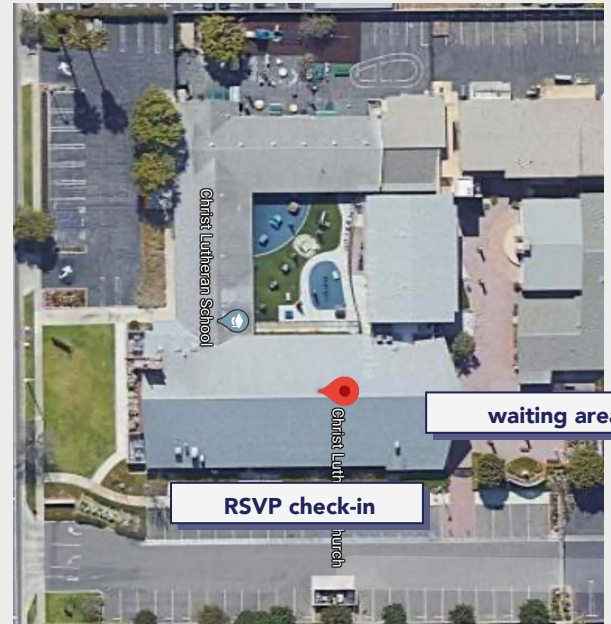
Supplies for each role will be located in the Sanctuary nursery.

WORSHIP REGATHERING PROCESS FOR CHECK-IN + SEATING



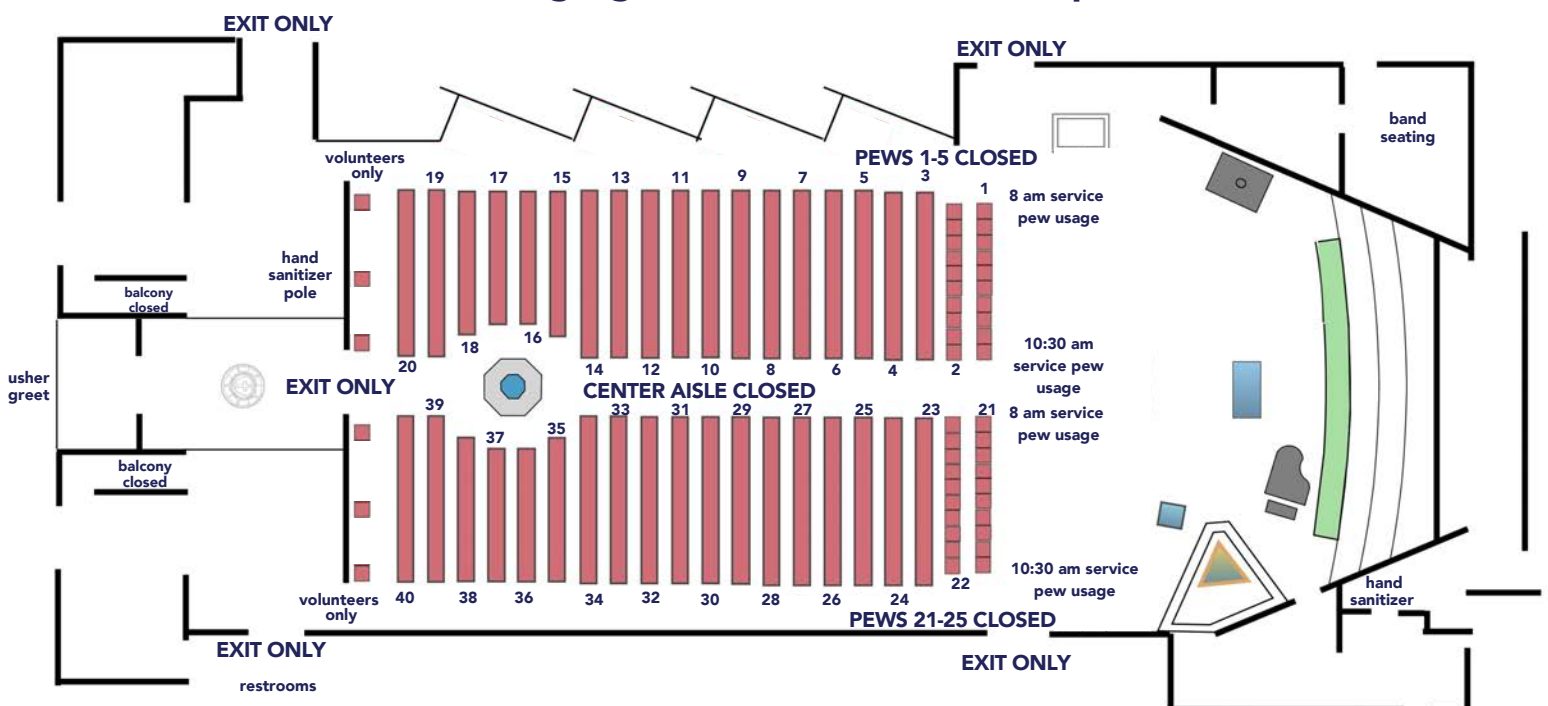
Check-in

- Individuals or families **WITH** an RSVP will be checked in, then asked to wait at social distance floor signage in the plaza until greeted by an usher.
- If we are at capacity with our registration, then those **WITHOUT** an RSVP will be asked to provide their cell phone number and wait in the car.



Seating

- 8 am service seat worshippers in odd numbered pews.
- Rotate signage to close odd numbered pews.
- 10:30 am seat worshippers in even numbered pews.
- Rotate signage to close even numbered pews.



WORSHIP REGATHERING VOLUNTEER

Responsibilities for Team Lead

DURING THE WEEK

 Review upcoming Sunday volunteer sign up on [VOMO HERE](#).

 Check if any volunteers signed up that are not trained.

 If not trained, send the [COVID-19 Guidelines for Worship](#) for them to read and review prior to Sunday.

 Schedule a phone call with volunteers not trained to discuss their role prior to arrival on Sunday and to clarify any guidelines.

 Update volunteer list for check-in, include staff, musicians, elders, greeters, ushers, and cleaners (20-25 per service).

 Check on supplies in the lobby closet:

- Supply Bin:

- Tablecloth
- Binder with attendance and volunteer tracking
- 2 thermometers,
- Pens, highlighters, scissors, blue tape
- Hand sanitizer, gloves, masks
- Social distance and mask signage on table

- Left-Wall of Closet:

- Attendance tracking sheets, store in binder for records

- Right-Wall of Closet:

- Remove volunteer name tags from lanyards, then disinfect

- Cleaning Supplies on Back Shelf:

- Odoban concentrate (1/3 of more full)
- 4 empty spray bottles (if full, rinse and let dry)
- 4 rolls of paper towels (minimum)
- 2 bottles of disinfecting wipes (minimum)
- 1 bottles of hand sanitizer

 Check signage (posted and standing in lobby)

- Pew numbers, pew closure, exit only, and masks
- 4 large signs (COVID Symptoms, Welcome, Exit Only, Overflow)

WORSHIP REGATHERING VOLUNTEER

Responsibilities for Team Lead

SUNDAY MORNING (6:30AM-12PM)

- Download and format RSVP lists for 8am and 10:30am services from Planning Center "Check-in". Print portrait and add to binder for greeter in lobby closet.
- Type and format volunteer lists for 8am and 10:30am services from Vomo in Google Sheets. Print portrait and add to binder for greeter in lobby closet.
- Check name tags are accurate in lobby closet for volunteers.
- Move out a table and chair from the lobby, then grab a long black table cloth for the RSVP check in table (check lobby closet or front of church storage near vestry).
- Prepare check-in table with tablecloth, binder, 2 thermometers, pens, highlighters, hand sanitizer, gloves, masks, and mask signage on table.
- Move signage for "COVID Symptoms", "Welcome RSVP" and Check-in Table, "EXIT ONLY" outside the plaza gate by the Welcome Center, and "OVERFLOW" in the Plaza (if RSVPs for Fireside Room).
- Set up pop-up tent if needed for greeter (protect from rain or shade from heat).
- Make sure attendance sheets are blank in the lobby closet.
- Ensure proper cleaning supplies are available: paper towels, Odoban concentrate, spray bottles, disinfecting wipes, hand sanitizer. Instruct cleaners to fill spray bottles in Altar Guild Room.
- Wear name tag or lanyard.
- Greet volunteers upon arrival, provide instruction, training as needed, and reminders for their service time.
- Introduce volunteers upon arrival that will be serving together, specifically cleaners and ushers with elders.

WORSHIP REGATHERING VOLUNTEER

Elder Responsibilities

FACILITIES BEFORE SERVICE

- Unlock: drive through gates, lobby Sanctuary doors with hex key, main restroom doors, altar guild and sound doors, Fireside (only if RSVP list has registered)
- Check campus for any homeless persons or belongings left behind and clean up area as necessary.
- Set out portable signs for: "EXIT ONLY" outside of gate by Welcome Center, "COVID Symptoms" and "Welcome" out in front of plaza gate entrance.
- If you encounter anything requiring non-emergency maintenance or attention (ie. nonfunctional lights, broken locks, etc.) please email mrs.culp@christcm.org.
- Turn on lights in Sanctuary if not already on.

SERVICE PREPARATION BEFORE SERVICE

- Walk through service with pastors for any special needs or plans
- Pray with pastors, at a safe distance with masks on.
- Light candles near altar and baptismal candle. (Lighter available in the lobby closet).
- Check in and introduce yourself to the ushers serving, be available to help guide or seat worshippers as needed.

COMMUNION PREPARATION

- Check the sacristy for communion supplies if it is a communion service. Fill baskets with pre-packaged wine and wafer and set out foldable tables in lobby.
- Prepare altar with the communion elements only for consecration, as individuals will receive in pews.

WORSHIP REGATHERING VOLUNTEER

Elder Responsibilities

DURING THE SERVICE

- Every service must have a count! Ensure an accurate count is entered on the attendance sheet in the lobby closet. Only enter on count for total people in the building (including pastors, tech crew, musicians, volunteers and worshippers).
- Be aware of any late arrivals or visitors who may be in the plaza or on campus.

AFTER THE SERVICE

- Gather offerings from the box in the Sanctuary lobby and/or Fireside Room if overflow was used. Sort offerings and put in safe. DO NOT place offerings on top of the safe. Open the safe if necessary and put offering bag inside and close safe.
- Distinguish all candles.
- Only after 10:30am service: Bring signage from the plaza into the lobby along with the RSVP check-in table, chairs, pop-up tent (if used).

Wait for cleaning volunteers to disinfect the Sanctuary. Be mindful of where you are and what you touch as they disinfect so they don't need to do double work. If they are cleaning the lobby, wait outside in the plaza or offer to help disinfect.
- Turn off all lights after the cleaning crew and volunteers are done.
- Straighten up and secure campus; check all doors and if unlocked, lock them. Please use gloves and a bottle of disinfecting wipes for any door handles you touch.

WORSHIP REGATHERING VOLUNTEER

Greeter Responsibilities

BEFORE SERVICE

7:15 AM - 8:15 AM & 9:45 AM - 10:45 AM

- Check in at "the Jesus gate" with mask for temperature read, then go to the lobby closet for your volunteer lanyard.
- Use the provided RSVP list to check in worshippers as they arrive, ensuring names and total attendee counts match online RSVP. (Location outside the "Jesus gate").
- Any walk ups will be asked for their contact information, then asked to wait in the car until we know if we have availability.
- Provide direction for worshippers on where to wait for an usher to seat them for service.
- 15 minutes after the start of the service, disinfect and store attendance supplies in lobby closet, including RSVP list.

DURING SERVICE

8:15 AM - 9:00 AM & 10:45 - 11:30 AM

- Complete worship service attendance card to report individuals checked in from RSVP and walk up list.
- Assists to keep plaza noise and crowding at a minimum in while service is in progress.
- Remain available to assist during the service for needs of staff, volunteers, or worshippers.

AFTER SERVICE

9:00 AM - 9:30 AM & 11:30 AM - 12:00 PM

- Check in volunteers and musicians arriving for service by asking for their name and a temperature read.
- Prepare lists for 10:30am service OR ensure that lobby closet door is locked so all supplies are secure.
- Check out before you leave so that Christ Lutheran staff and volunteers are aware of your departure.

WORSHIP REGATHERING VOLUNTEER

Usher Responsibilities

BEFORE SERVICE

7:15 AM - 8:15 AM & 9:45 AM - 10:45 AM

- Check in at "the Jesus gate" with mask for temperature read, then go to the lobby closet for your volunteer lanyard.
- Prop double-doors open for Sanctuary.
- Ensure that Sanctuary side doors are closed to encourage one entry.
- Stand in lobby, greet worshippers in the plaza one family unit at a time to direct them to their seat. Maintaining social distancing.
- Seat individuals and families 6' apart, front of the church first then fill the back. Odd numbered pews are for 8am seating; even numbered pews are for 10:30am seating.
- Thank individuals and families for joining us for worship. Request that they please remain seated during the service unless they need to use the restroom.

DURING SERVICE

8:15 AM - 9:00 AM & 10:45 - 11:30 AM

- Assist to keep foyer noise and crowding at a minimum in while service is in progress. Provide direction to restrooms if needed.
- Remain near doors for duration of service to open and close doors for those who arrive late, need to use the restroom, or if they need to leave during the service.

AFTER SERVICE

9:00 AM - 9:30 AM & 11:30 AM - 12:00 PM

- End of service encourage worshippers to exit the sanctuary at doors closest to their pews so that we can disinfect the area.
- Open any windows in Sanctuary and Fireside for air circulation.
- Check out before you leave so that Christ Lutheran staff and volunteers are aware of your departure.

WORSHIP REGATHERING VOLUNTEER

Cleaner Responsibilities

BEFORE SERVICE

7:15 AM - 8:15 AM & 9:45 AM - 10:45 AM

- Check in at "the Jesus gate" with mask for temperature read, then go to the lobby closet for your volunteer lanyard.
- Mix in spray bottles: 2 caps of Odoabn to 18 oz. water.
- Begin disinfecting high touch areas in the lobby and plaza.
- Remember to wear gloves while using disinfecting spray and wipes.

DURING SERVICE

8:15 AM - 9:00 AM & 10:45 - 11:30 AM

- Monitor restrooms to allow 1 person or 1 family unit in at a time. Disinfect after each usage, only surfaces touched (handles, locks, countertops).
- Remain available to assist during the service for needs of staff, volunteers, or worshippers.

AFTER SERVICE

9:00 AM - 9:30 AM & 11:30 AM - 12:00 PM

- Disinfect the Sanctuary (downstairs)
 - All open pews and chairs
 - Exterior and interior doors, door handles, and handrails
 - Offering boxes
 - Lightswitches
 - Credenzas and other surfaces
- Rotate signage to pews that were not used.
- Disinfect Vestry bathroom (handles, locks, sinks, exterior and interior door knobs)

WORSHIP REGATHERING VOLUNTEER

Cleaner Responsibilities

AFTER
SERVICE

9:00 AM - 9:30 AM & 11:30 AM - 12:00 PM

- **Disinfect the Fireside Room, Overflow (only if open)**
 - All chairs
 - Exterior and interior doors, door handles.
 - Offering boxes
 - Countertops and fireplace
 - Lightswitches

- **Disinfect Fireside Room / Gym bathrooms (handles, locks, sinks, exterior and interior door knobs)**












- **Check out before you leave so that Christ Lutheran staff and volunteers are aware of your departure.**

WORSHIP REGATHERING VOLUNTEER

Team Supply List

(stored in lobby closet)

SUPPLY BIN / CLOSET

-  **Binder with Volunteer and RSVP list for services and both locations**
-  **Worship service attendance sheets**
-  **Box of gloves**
-  **Box of masks**
-  **2 Thermometers**
-  **2 Hand sanitizer**
-  **Pens, highlighters, scissors**
-  **Blue painters tape**
-  **Odoban disinfectant, paper towels, 2-4 spray bottles**
-  **Disinfecting wipes**
-  **Refill hand sanitizer poles or bottles**

ADDITIONAL SUPPLIES NEEDED

-  **Table, chair**
-  **Signage: see signage checklist**

SUNDAY WORSHIP

Cleaning Checklist: Restrooms

Date: _____

Task	After 8am Service	After 10:30am Service
Disinfect sinks + fixtures	<input type="checkbox"/>	<input type="checkbox"/>
Disinfect countertops	<input type="checkbox"/>	<input type="checkbox"/>
Disinfect dispensers (paper towel, toilet paper, soap)	<input type="checkbox"/>	<input type="checkbox"/>
Disinfect toilets HANDLES ONLY	<input type="checkbox"/>	<input type="checkbox"/>
Disinfect stall doors (changing tables too, if present)	<input type="checkbox"/>	<input type="checkbox"/>
Disinfect main door (interior + exterior)	<input type="checkbox"/>	<input type="checkbox"/>
Check supply status (toilet paper, soap, paper towels)	<input type="checkbox"/>	<input type="checkbox"/>
Completed by	_____	_____

Comments:

SUNDAY WORSHIP

Cleaning Checklist: Sanctuary

Date: _____

Disinfect	After 8am Service	After 10:30am Service
All pews and chairs	<input type="checkbox"/>	<input type="checkbox"/>
Lobby Credenzas	<input type="checkbox"/>	<input type="checkbox"/>
Exterior + Interior (Doors, Handles, Handrails)	<input type="checkbox"/>	<input type="checkbox"/>
Offering Boxes	<input type="checkbox"/>	<input type="checkbox"/>
Lightswitches	<input type="checkbox"/>	<input type="checkbox"/>
Rotate Signage in Pews	<input type="checkbox"/>	<input type="checkbox"/>
Vestry Restroom	<input type="checkbox"/>	<input type="checkbox"/>
Completed by	_____	_____

Comments:

SUNDAY WORSHIP

Cleaning Checklist: Fireside (if open)

Date: _____

Disinfect	After 8am Service	After 10:30am Service
All chairs	<input type="checkbox"/>	<input type="checkbox"/>
Countertops	<input type="checkbox"/>	<input type="checkbox"/>
Exterior + Interior (Doors, Handles, Handrails)	<input type="checkbox"/>	<input type="checkbox"/>
Offering Boxes	<input type="checkbox"/>	<input type="checkbox"/>
Lightswitches	<input type="checkbox"/>	<input type="checkbox"/>
Fireplace	<input type="checkbox"/>	<input type="checkbox"/>
Fireside Restrooms	<input type="checkbox"/>	<input type="checkbox"/>
Plaza Handrails	<input type="checkbox"/>	<input type="checkbox"/>
Completed by	_____	_____

Comments:

SUNDAY WORSHIP

Cleaning Checklist: Platform (Worship)

Date: _____

Disinfect	After 8am Service	After 10:30am Service
Music Stands	<input type="checkbox"/>	<input type="checkbox"/>
Microphones	<input type="checkbox"/>	<input type="checkbox"/>
Instruments <small>(owned by Christ Lutheran)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Electronics <small>(iPads, in-ear monitors, etc.)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Sound Room	<input type="checkbox"/>	<input type="checkbox"/>
Completed by	_____	_____

Comments:

SUNDAY WORSHIP

Cleaning Checklist: Balcony (Tech)

Date: _____

Disinfect

After 8am Service

After 10:30am Service

All chairs

☐☐

Table surfaces

☐☐

Exterior + Interior
(Doors, Handles, Handrails)

☐☐

Electronics
(keys, mice, buttons, etc.)

☐☐

Headsets

☐☐

Microphones

☐☐

Completed by

Comments: