

## COVID 19 Response Plan for Florence Christian Church and Discover Zone

*These precautions and responses have been outlined in collaboration with staff, health ministry coordinator, property chair and other leaders. We are constantly monitoring information and recommendations of the NKY Health Department, CDC, reliable news outlets and our insurance companies. We have tried to balance our responses in a way that both protects the health and safety of our church and Discover Zone community and the wider community while recognizing that the continued operation of our ministries is vital to many vulnerable populations and our employees' livelihoods. We are making decisions based on accurate information in ways that both plan and prepare while not panicking.*

**Level One Responses** - These precautions and responses will be implemented as part of our practices to faithfully response to the threat of COVID 19.

Ministry	Precautions/Cleaning	Staffing/Financial Implications	Communication
<b>Worship</b>	<ul style="list-style-type: none"> <li>- Share information from health department</li> <li>- Increase availability of hand sanitizer</li> <li>- Modify communion to small cubes &amp; tong held by elders</li> <li>- Prep done in gloves &amp; Lysol wipe down of trays</li> <li>- Teach non-touch alternatives for greetings</li> <li>- Add hand washing signs to every sink</li> </ul>		<ul style="list-style-type: none"> <li>- Email communion prep, elders, deacons</li> <li>- Email response document sent to elders, deacons, health cabinet, &amp; board to share response plan</li> <li>- Overview response letter (email)</li> <li>- Mail overview letter &amp; church at home to older adults</li> </ul>
<b>Discover Zone</b>			<ul style="list-style-type: none"> <li>- Letter sent to families explaining response plan</li> </ul>
<b>Shower Ministry &amp; Cold Shelter</b>	<ul style="list-style-type: none"> <li>- Educate guest ways to help stop the spread of germs</li> </ul>		

<b>Ministry</b>	<b>Precautions/Cleaning</b>	<b>Staffing/Financial Implications</b>	<b>Communication</b>
	<ul style="list-style-type: none"> <li>- Increase availability of hand sanitizer</li> <li>- Provide access to fluids, tissues, plastic bags for the proper disposal of used tissues.</li> <li>- Ensure bathrooms and other sinks are consistently stocked with soap and drying materials for handwashing</li> </ul>		
<b>Pastoral Care</b>			
<b>Other Outreach Ministries</b>			
<b>Meetings &amp; Faith Groups at Church</b>			
<b>Scouts/AA</b>			
<b>Outside Groups</b>			

**Level Two Responses** – These precautions and responses will be implemented when there are confirmed cases of COVID 19 in the immediate area (Northern KY/Greater Cincy) or as recommended by government authorities (such as Health Department, CDC, Governor’s Office, etc.)

Ministry	Precautions/Cleaning	Staffing/Financial Implications	Communication
<b>Worship</b>	<ul style="list-style-type: none"> <li>- Modified offering distribution (Offering plate on table for people to place offerings)</li> <li>- Greeters greet with hand sanitizer</li> <li>- James - Extra sanctuary cleaning on Sun. with disinfectant &amp; rags</li> <li>- Sanitize with wipes</li> <li>- pews/doors/railings/handles/elevator surfaces in between services</li> <li>- Clean up team after worship</li> <li>- Communion with elders serving in food-prep gloves (9 AM in 10:30 AM style)</li> <li>- Practice no touch greetings (including hand holding at end of 9 am service)</li> <li>- Hospitality Hour cancelled (coffee poured by host in gloves with individual cream cups)</li> <li>- Facebook live the service (and include the views in avg. worship attendance counts)</li> <li>- Create outline for “Church at home” available in print for people to take home.</li> </ul>	<ul style="list-style-type: none"> <li>- Check streaming license cost</li> <li>- Need to have a deacon training session</li> </ul>	<ul style="list-style-type: none"> <li>- Email communion prep &amp; extra cleaning to elders, deacons</li> <li>- Deacon &amp; hospitality leaders informed and ask to communicate it to their teams</li> </ul>
<b>Discover Zone</b>	<ul style="list-style-type: none"> <li>- Disinfect door knobs, handles, railings, door jams, switches, poles, key pads, chairs, etc. during nap time/closing</li> <li>- Weekly disinfect toys</li> </ul>	<ul style="list-style-type: none"> <li>- Hand sanitizer MAY not be where children are</li> <li>- Must be mounted</li> </ul>	

Ministry	Precautions/Cleaning	Staffing/Financial Implications	Communication
<p><b>Shower Ministry &amp; Cold Shelter</b></p>	<ul style="list-style-type: none"> <li>- Arcadia Chapel canceled</li> <li>- Switch to disinfecting laundry detergent (white needs to be bleached)</li> <li>- Monitor clients who could be at high risk for complications from COVID-19</li> <li>- A critical time to practice good hygiene etiquette is when you are sick, especially when coughing or sneezing.</li> <li>- Perform routine environmental cleaning</li> </ul> <p>Linens, Clothing, and Other Items That Go in the Laundry</p> <ul style="list-style-type: none"> <li>- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.</li> <li>- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.</li> <li>- Clean and disinfect hampers or other carts for transporting laundry with Lysol spray/wipes.</li> <li>- Use bleach when washing towels (watch out for clothes)</li> </ul>		
<p><b>Pastoral Care</b></p>	<ul style="list-style-type: none"> <li>- Homebound communion and pastoral visits by elders &amp; pastoral are suspended.</li> </ul>	<ul style="list-style-type: none"> <li>- Create elder call list</li> </ul>	<ul style="list-style-type: none"> <li>- Email elders sign up link</li> </ul>

Ministry	Precautions/Cleaning	Staffing/Financial Implications	Communication
	with phone calls substituted and request weekly calls - Pastor visits by phone as needed - Hospital visits by Pastors only		
<b>Other Outreach Ministries</b>	- Sanitize after evening childcare - Food Aid – wear gloves & only knock at door and place outside - No extreme shelter - Pie Day/Hometouch cancelled		
<b>Meetings &amp; Faith Groups at Church</b>	- As many virtual meetings as possible		
<b>Scouts/Recovery</b>	- Use extra caution & provide cleaning list & disinfectant	- Melissa will make kits & put up high	
<b>Outside Groups</b>	- Cancelled activities after 3/13		

**Level Three Responses** - These precautions and responses will be implemented when there is community spreading of COVID 19 or as recommended by government authorities (such as Health Department, CDC, Governor's Office, etc.)

<b>Ministry</b>	<b>Precautions/Cleaning</b>	<b>Staffing/Financial Implications</b>	<b>Communication</b>
<b>Worship</b>	<ul style="list-style-type: none"> <li>- Cancel worship services. Offer online opportunity.</li> </ul>		-
<b>Discover Zone</b>	<ul style="list-style-type: none"> <li>- Investigate all day school age care</li> </ul>		
<b>Shower Ministry &amp; Cold Shelter</b>	<ul style="list-style-type: none"> <li>- Cancel Shower Ministry</li> </ul>		<ol style="list-style-type: none"> <li>1. Phone/text each guest via the contact information that is provided on the code of conduct.</li> <li>2. Inform Boone County Public Library</li> </ol>
<b>Pastoral Care</b>	<ul style="list-style-type: none"> <li>- Hospital visits except in life/death are suspended. Phone/video calls replace.</li> </ul>		
<b>Other Outreach Ministries</b>	<ul style="list-style-type: none"> <li>- Food Aid canceled</li> </ul>		
<b>Meetings &amp; Faith Groups at Church</b>	<ul style="list-style-type: none"> <li>- Must be virtual</li> </ul>		
<b>Scouts/AA</b>	<ul style="list-style-type: none"> <li>- Scouts is cancelled (if they haven't already)</li> <li>- Ask them to self-regulate vulnerable population</li> <li>- Clean bathrooms afterwards</li> </ul>		

<b>Ministry</b>	<b>Precautions/Cleaning</b>	<b>Staffing/Financial Implications</b>	<b>Communication</b>
<b>Outside Groups</b>			

**Level Four Responses** - These precautions and responses will be implemented when there is a suspected or confirmed cases of COVID 19 in the church/Discover Zone community or as recommended by government authorities (such as Health Department, CDC, Governor's Office, etc.)

**Major Response: Close the campus as recommended by health department**

Ministry	Precautions/Cleaning	Staffing/Financial Implications	Communication
<b>Worship</b>	<ul style="list-style-type: none"> <li>- Cancel worship &amp; replace with online service</li> </ul>	<ul style="list-style-type: none"> <li>- Salary church staff work from home</li> </ul>	<ul style="list-style-type: none"> <li>- Hold or forward mail with USPS (staff pick up?)</li> <li>- Package delivery rerouted</li> <li>- Add signs to doors</li> <li>- Forward voicemail calls</li> </ul>
<b>Discover Zone</b>	<ul style="list-style-type: none"> <li>- Get health department to close DZ to activate business interruption insurance</li> <li>- Close as required by</li> </ul>	<ul style="list-style-type: none"> <li>- James &amp; Shauna, Property team for deep clean as requested</li> <li>- Professional team as needed</li> <li>- Salary Staff work from home/virtually</li> <li>- Purchase addition Zoom license</li> <li>- Melissa takes home computer &amp; we get her remote access to the server for people</li> </ul>	
<b>Shower Ministry &amp; Cold Shelter</b>	<ul style="list-style-type: none"> <li>- Cancel Shower Ministry</li> </ul>		<ul style="list-style-type: none"> <li>- Phone/text each guest via the contact information that is provided on the code of conduct.</li> </ul>



<b>Major Response: Close the campus as recommended by health department</b>			
<b>Ministry</b>	<b>Precautions/Cleaning</b>	<b>Staffing/Financial Implications</b>	<b>Communication</b>
			- Inform Boone County Public Library
<b>Pastoral Care</b>	- Pastoral care entirely virtual		
<b>Other Outreach Ministries</b>			
<b>Meetings &amp; Faith Groups at Church</b>			
<b>Scouts/AA</b>			
<b>Outside Groups</b>			

