

Salem First United Methodist Church
Reimagining Life Together: Our Plan to Get to Phase 2



Historic Building



MICAH (Methodist Inner-City Activities House)

Dated: June 18, 2020

Salem First United Methodist Church
Reimagining Life Together – Our Plan to Get to Phase 2

Submitted to:

The Cascadia District, Oregon-Idaho Conference, United Methodist Church

Prepared by:

Reentry Task Force, Salem First United Methodist Church

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Overview.

The property of Salem First United Methodist Church consists of two separate buildings:

- (1) *The Historic Building.* The Historic Building is located at the intersection of State and Church Streets, at 600 State Street. The Historic Building includes the sanctuary, fellowship hall, kitchen, administrative offices, and numerous classrooms. In addition to worship, Christian education, committee meetings, music ministries, and pastoral and staff functions, the Historic Building hosts for several other ministries not formally affiliated with First Church. These include Congregations Helping People, 12-step programs, Salem Audubon, and no fewer than 10 other groups, most or all of which are nonprofit.

- (2) *MICAH (Methodist Inner-City Activities House).* The MICAH building is located at 680 State Street and is adjacent to the Historic Building. MICAH includes Taplin Hall (a multi-use space), a worship center, kitchen, dining area, and several meeting rooms. Taplin Hall is used for Family Promise at regularly scheduled times for overnight accommodations for homeless families. A number of spaces on the first and second floors in MICAH are rented to other users, including the Salem Bahá'í Center, Cascadia District Office of the Oregon-Idaho Annual Conference, United Methodist Archives for the Oregon-Idaho Conference, Clinebell Institute for Pastoral Counseling, and Center for Process Studies. The latter two are organizations of the Claremont School of Theology.

The Church Administrator is a member of the professional staff of Salem First United Methodist Church. This individual reports to the Assigned Pastor or the Assigned Pastor's designee. The Church Administrator is responsible for the day-to-day operation and maintenance of the church facilities under the advice and direction of the Assigned Pastor and the Board of Trustees. Many of the actions and duties identified in this plan are assigned to the Church Administrator. While ultimately accountable for their execution, the Church Administrator may delegate one or more of the actions or duties to other individuals.

Salem First United Methodist Church is currently in Phase 1, in which all facilities are closed. Phase 2 allows 10 or fewer people at any given time in the Historic Building and 10 or fewer in MICAH. Phase 3 increases the allowable number to 50, which will provide for weddings, memorial services, and other small gatherings. Phase 4 has no limits on the number of people who can gather, but carries over many of the protective measures from the earlier phases.

This plan for moving from Phase 1 to Phase 2 consists of five elements. Because of the physical separation between the Historic Building and MICAH, measures unique to these two buildings are addressed separately.

Element 1. Universal requirements for users in the Historic Building and MICAH

Element 2. Requirements for users in the Historic Building

Element 3. Requirements for users in MICAH

Element 4: Communications Plan

Element 5: Checklist of Actions

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Element 1. Universal requirements for users in the Historic Building and MICAH.

For all users of the Historic Building and MICAH of Salem First United Methodist Church, the following restrictions apply during Phase 2:

1. Good health. Any person who exhibits any symptoms of COVID-19, such as fever, cough, headache, unexplained tiredness, chills, sweats, aches, or difficulty breathing, is not allowed to enter. Any person who has experienced symptoms of COVID-19 in the past cannot enter unless that person has been symptom-free for at least three days (72 hours) and at least ten days have passed since the symptoms first appeared. If symptoms appear while the individual is in the building, the person must immediately leave the premises.
2. No in-person worship. No in-person worship is allowed.
3. No in-person vocal music. No in-person vocal music is allowed.
4. No wind instruments. No playing of brass, woodwind, or other wind instruments is allowed, with the exception of the Aeolian-Skinner pipe organ in the sanctuary of the Historic Building.
5. Essential purposes only. Access to either building is restricted to individuals involved in one or more of the following essential purposes:
 - (a) Custodial services
 - (b) Recording and producing online worship resources
 - (c) Routine and corrective maintenance
 - (d) Inspections and certifications
 - (e) Construction, repairs, and upgrades
 - (f) Church administration that cannot be accomplished remotely
 - (g) Facilities administration that cannot be accomplished remotely
 - (h) Other essential duties or responsibilities, provided the individual receives advance permission of the Assigned Pastor or Church Administrator
 - (i) Emergency response
6. Distancing required. Physical distancing of at least six feet must be practiced.
7. Face masks required. Face masks—N95-certified, surgical, or cloth—must be worn at all times when inside either the Historic Building or MICAH with the following exceptions:
 - (a) When speaking during active recording, provided the distancing requirement is being met
 - (b) When working in an office setting when the user has control of access to visitors to the space

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- (c) When eating or drinking personal refreshments brought into building provided the distancing requirement is being met
8. Normal operating hours. The normal operating hours of both buildings is 9:00 AM to 5:00 PM, Monday through Thursday and 9:00 AM to noon on Friday.
9. After-hours access. Access to either building after normal working hours is allowed with the approval of the Assigned Pastor or Church Administrator, who will ensure the alarm system(s) are disengaged prior to entry and re-engaged after the individual has exited the building.
10. Supplies. Cleaning supplies and personal protective equipment (PPE) will be purchased by FUMC, prepositioned at specific locations, and made available for users of our facilities. The locations for the supplies and equipment will be posted at the entrance to each building. Our custodial staff will check each day to ensure adequate supplies are in place at each location. Users of our facilities will be asked to contact the Church Administrator if supplies appear to be running low during the day. At minimum, supplies and PPE will be prepositioned as follows:
- (a) *Approved restrooms*. Disinfectant spray, hand sanitizer, sanitation wipes, disposable gloves (latex-free), hands-free trash receptacle.
 - (b) *Entry/Exit points*. Surgical masks (at least 20 at the beginning of each working day), hand sanitizer, sanitation wipes, disposable gloves, hands-free trash receptacle.
 - (c) *Within the facilities*. See Element 2 and Element 3 under “Supply station.”
11. Restroom cleaning. The authorized restroom in each building will be professionally cleaned and sanitized at the beginning of the day and the end of the day, Monday through Friday, by our custodial staff. Prior to departing the space, it is the responsibility of each user of the restroom to thoroughly clean and sanitize all surfaces used during the course of doing business. A list of surfaces to be cleaned will be prominently posted in the restroom. Sprays, wipes, gloves, and hands-free trash receptacles will be provided. (See “Supplies” above.)
12. Inadvertent exceedance. During Phase 2, the maximum number of individuals allowed in each building is 10. Measures included in this plan—calendar preregistration and logbook review—are expected to reduce the risks of inadvertently exceeding this maximum allowance. Individuals registering in the logbook will be requested to review the total number of people currently in the building and ensure that by entering themselves the maximum allowed number will not be exceeded.

If the maximum will be, or already appears to have been exceeded, the individual at the entrance is no longer authorized to enter the facility, regardless of preregistration or approvals, and will be required to immediately notify the Church Administrator. Upon notification by the Church Administrator, individual(s) in the building will be required to leave who:

- (a) Did not preregister by calendar

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- (b) Are no longer within the window specified in their preregistration on the calendar
- (c) Are requested to do so by the Church Administrator, regardless of preregistration

The Church Administrator is responsible for implementing actions necessary to reduce the number of individuals in the building to within the allowable limit. All exceedance will be reported by the Church Administrator to the Reentry Task Force at its next regularly scheduled meeting for review and consideration of any additional addition measures.

For any individual who does not comply with the instructions of the Church Administrator, see “Enforcement” under Element 2 or Element 3, as appropriate.

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Element 2. Requirements for users in the Historic Building.

In addition to the restrictions for all users of the facilities of Salem First United Methodist Church of Element 1, the following restrictions apply in the Historic Building during Phase 2:

1. Registered users. Individuals who enter the Historic Building at least once a week on average will be considered *Regular Users* and may be registered on the *Historic Building Approved Access List*. This list will be maintained by the Church Administrator and will contain, at minimum, the following information
 - (a) Name
 - (b) Position/business
 - (c) Cell Phone number
 - (d) Email
 - (e) Alternate point of contact information

2. Unregistered users. Individuals not registered on the *Historic Building Approved Access List* must complete a *Contact Tracing Information Form* each day and prior to entering the Historic Building. The *Contact Tracing Information Form* will require the same information as contained in the *Historic Building Approved Access List*. Blank forms will be available at the entrance along with individual pens/pencils in a container labeled “sanitized” for users to complete the form. After use, the pen/pencil will be placed in a container labeled “used” for later sanitation and reuse. The completed form will be placed in a designated box and will be retained for at least one year or per state statutes for records retention, whichever is longer.

3. Logbook. All users will register in a logbook maintained at the entrance to the Historic Building each time they enter and exit the building. The minimum information for each person shall be:
 - (a) Date
 - (b) Name
 - (c) Cell phone number at which the individual can be reached while in the building
 - (d) Acknowledgement of reading and agreeing to comply with the posted notice stating that one may *only* enter the building if *all* of the following criteria are met:
 - (1) The person is not currently experiencing COVID-19 symptoms
 - (2) If the person has ever had COVID-19 symptoms in the past:
 1. At least three days (72 hours) have passed since resolution of fever without the use of fever-reducing medications *and* since improvement in respiratory symptoms, and
 2. At least 10 days have passed since symptoms first appeared
 - (3) If the individual experiences symptoms of COVID-19 while in the building, the person will leave immediately
 - (e) Time of entering the Historic Building
 - (f) Time of exiting the Historic Building

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4. Entry/Exit point. Entry and exit to the Historic Building will be through the main entrance off of State Street.
5. Access. Once the system is installed (estimated July 2020), access into the Historic Building will be through the installed voice/video/buzzer system operated remotely by the Church Administrator or the administrator's designee. Prior to installation of the system, access to the Historic Building will be on request by cell phone call to: (1) The Church Administrator; (2) Any member of the professional staff, including custodial personnel; or (3) any other preauthorized individual in the building. A call list will be posted in the access point for this purpose.
6. Control of other access points. All other doors in the Historic Building will be prominently signed with "No Entry" from the outside and "No Exit" on the inside.
7. Social distancing upon entry/exit. If two or more individuals see that they will be using main entrance at about the same time, it is the responsibility of each person to ensure a minimum distance of six feet is maintained between them.
8. Advance scheduling. Individuals anticipating use of the Historic Building may reserve a time period with start and end times. The calendar will be available on the FUMC website and will be maintained by the Church Administrator.
9. Unscheduled entry. If advance scheduling is not possible, individuals must contact the Church Administrator prior to entering the Historic Building and request a time slot.
10. Authorized restroom. The ADA accessible women's restroom located in the hallway across from Room 112 will be equipped with a lock and designated as a unisex restroom. All other restrooms in the Historic Building will be signed "Out of Service."
11. High touch surface cleaning. It is the responsibility of each user to clean and sanitize all high touch surfaces after each use and prior to departing the Historic Building. By way of illustration but not limitation, high touch surfaces include desktops, keyboards, computer mouse, screen (if touch screen), copier control panels and lids, telephones, doorknobs, and light switches.
12. Supply station. A supply station will be established at a table in the hallway near the Administrative Office for common use by individuals in the building. This table will contain PPE and cleaning supplies for users to clean and disinfect surfaces where they have been working. At minimum, the supply station will include disinfectant spray, hand sanitizer, sanitation wipes, disposable gloves (latex-free), hands-free trash receptacle. The supply station will be restocked at the beginning of each working day.
13. Enforcement. Any individual who refuses or otherwise fails to abide by the Universal Requirements of Element 1 or the requirements of this Element will be removed from the *Church Facility Approved Access List* (if applicable) and placed on the *Denied Access List* that will be maintained by the Church

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Administrator. Once on this list, the individual will not be allowed to enter the Historic Building without advance written permission from the Assigned Pastor and Church Administrator.

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Element 3. Requirements for users in MICAH.

In addition to the restrictions for all users of the facilities of Salem First United Methodist Church of Element 1, the following restrictions apply to MICAH during Phase 2:

14. Registered users. Individuals who enter MICAH at least once a week on average will be considered *Regular Users* and must be registered on the *MICAH Approved Access List*. This list will be maintained by the Church Administrator and will contain, at minimum, the following information for use if required for contact tracing:
 - (a) Name
 - (b) Position/business
 - (c) Cell Phone number
 - (d) Email
 - (e) Alternate point of contact information

15. Unregistered users. Individuals not registered on the *MICAH Approved Access List* must complete a *Contact Tracing Information Form* each day and prior to entering the Historic Building. The *Contact Tracing Information Form* will require the same information as contained in the *MICAH Approved Access List*. Blank forms will be available at the entrance along with individual pens/pencils in a container labeled “sanitized” for users to complete the form. After use, the pen/pencil will be placed in a container labeled “used” for later sanitation and reuse. The completed form will be placed in a designated box and will be retained for at least one year or per state statutes for records retention, whichever is longer.

16. Logbook. All users will register in a logbook maintained at the entrance to the Historic Building each time they enter and exit the building. The minimum information for each person shall be:
 - (a) Date
 - (b) Name
 - (c) Cell phone number at which the individual can be reached while in the building
 - (d) Acknowledgement of reading and agreeing to comply with the posted notice (Rule #1) stating that one may *only* enter the building if *all* of the following criteria are met:
 - (1) The person is not currently experiencing COVID-19 symptoms
 - (2) If the person has ever had COVID-19 symptoms in the past:
 1. At least three days (72 hours) have passed since resolution of fever without the use of fever-reducing medications *and* since improvement in respiratory symptoms, and
 2. At least 10 days have passed since symptoms first appeared
 - (3) If the individual experiences symptoms of COVID-19 while in the building, the person will leave immediately
 - (e) Time of entering MICAH
 - (f) Time of exiting MICAH

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17. Entry/Exit point. Entry and exit to MICAH will be through the main entrance off of State Street.
18. Access. Access into MICAH will be through use of the touch keypad.
19. Control of other access points. All other doors in MICAH will be prominently signed with “No Entry” from the outside and “No Exit” on the inside.
20. Social distancing upon entry/exit. If two or more individuals see that they will be using main entrance at about the same time, it is the responsibility of each person to ensure a minimum distance of six feet is maintained between them.
21. Advance scheduling. To the degree possible, individuals anticipating use of MICAH will reserve a time period with start and end times. The calendar will be available on the FUMC website and will be maintained by the Church Administrator.
22. Unscheduled entry. If advance scheduling is not possible, individuals must contact the Church Administrator prior to entering MICAH and request a time slot.
23. Authorized restroom. The ADA accessible restroom on the main floor will be equipped with a lock and designated as a unisex restroom. All other restrooms in MICAH will be signed “Out of Service.”
24. High touch surface cleaning. It is the responsibility of each user to clean and sanitize all high touch surfaces after each use and prior to departing MICAH. By way of illustration but not limitation, high touch surfaces include desktops, keyboards, computer mouse, screen (if touch screen), copier control panels, telephones, doorknobs, and light switches.
25. Supply station. A supply station will be established at a table in the entryway just inside the main door for common use by individuals in the building. This table will contain cleaning supplies and PPE for users to clean and disinfect surfaces where they have been working. At minimum, the supply station will include: Disinfectant spray, hand sanitizer, sanitation wipes, disposable gloves (latex-free), hands-free trash receptacle.
26. Enforcement. Any individual who refuses or otherwise fails to abide by the Universal Requirements of Element 1 or the requirements of this Element will be removed from the *MICAH Approved Access List* (if applicable) and placed on the *Denied Access List* that will be maintained by the Church Administrator. Once on this list, the individual will not be allowed to enter MICAH without advance written permission from the Assigned Pastor and Church Administrator. If one or more individuals on the Denied Access List still enter MICAH, the touch keypad combination will be changed, and authorized users informed of the new combination.

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Element 4. Communications Plan.

This Element describes how we will communicate to our congregation, our tenants, and users of our facilities. Information we will be sharing includes:

- (a) Updates, status, and changes
- (b) Policies, plans, and procedures
- (c) Expectations and responsibilities
- (d) Issues, problems, and remedies

Communications with our congregation.

The following means will be utilized when communicating with the members and regular attendees of Salem First United Methodist Church:

1. Website: <http://salemfirstumc.org/>
On our main website we will add a tab titled COVID-19 Update. This will be the primary source of information regarding our plans of action and milestones. On this page we will provide the following information:
 - (a) Summary of our current phase.
 - (b) Updates of actions and intentions of the Reentry Task Force.
 - (c) Members of the Reentry Task Force
 - (d) FAQs on Reimagining Life Together
 - (e) Links to pertinent references on Reimagining Life Together
 - (f) A link to the Task Force's email: ReentryFUMC@yahoo.com
 - (g) Any other information we believe will be helpful for readers
2. Facebook: <https://www.facebook.com/FUMCSalem/>
We will post updates on Facebook along with links to information contained in our website.
3. Emails
First Church has an email list of approximately 320 subscribers. We will use this list to send out periodic updates on the status, actions, and plans of the Reentry Task Force.
4. FUMC Calling Team
A volunteer Calling Team has been established at FUMC to maintain interpersonal connections with members of our congregation who are known to be nonusers or infrequent users of electronic means of communications.

Communications with our tenants.

We will communicate with our tenants through a combination of letters, emails, and phone calls.

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Communications with our users.

Communications with the users of our facilities will be through signs posted at appropriate locations throughout the Historic Building and MICAH. Appendix A contains a list of signs and sample designs.

Contact Tracing

If we become aware of an individual who has used our facilities who later tested positive for COVID-19, we will notify Marion County Health and Human Services and provide whatever information we may have to support contact tracing. We will make available our contact information and logbook(s) upon request from a health service agency for the purpose of contact tracing.

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Element 5. Checklist of Actions.

While not all-inclusive, the checklist below identifies key actions necessary to support our Plan to Get to Phase 2. Subject to the Superintendent's approval of this plan and completion of the actions listed in Table 1, Salem First United Methodist Church will become a Phase 2 ministry.

Element 1. Universal requirements for users in the Historic Building and MICAH

- Create Checklist: Supplies at entry point
- Create Checklist: Supplies at Supply Station
- Create Checklist: Supplies in Approved Restroom
- Create Form: "Contact Tracing Information Form"
- Create Form: In/Out Logbook pages
- Create Labels: "sanitized" and "used" for pens/pencils
- Create List: "Denied Access List"
- Order Pens/pencils for filling out form
- Order Signs: Authorized restroom
- Order Signs: Enter Here
- Order Signs: Exit Here
- Order Signs: Face Masks Required
- Order Signs: Preventing the Spread of COVID-19
- Order Signs: In case of emergency, contact....
- Order Signs: No Exit
- Order Signs: Physical distance required
- Order Signs: Restroom closed/Out of Service
- Order Signs: Rule #1, Do not enter if you have signs of COVID-19
- Order Signs: Warning indications of COVID-19
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Element 2. Requirements for users in the Historic Building

- Create List: "Historic Building Approved Access List"
- Create Online: Google Calendar for Historic Building Use
- Place Pens/pencils for filling out form
- Place Supplies at entry point
- Place Supplies at Supply Station
- Place Supplies in Approved Restroom
- Post Sign(s): Enter Here
- Post Sign(s): Exit Here
- Post Sign(s): Face masks required
- Post Sign(s): In case of emergency, contact....
- Post Sign(s): No Entry
- Post Sign(s): No Exit

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Element 2. Requirements for users in the Historic Building (continued)

- Post Sign(s): No singing, no wind instruments allowed
- Post Sign(s): Physical distance required
- Post Sign(s): Restroom closed/Out of Service
- Post Sign(s): Warning indications of COVID-19
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Element 3. Requirements for users in MICAH

- Create List: "MICAH Approved Access List"
- Create Online: Google Calendar for MICAH Use
- Place Pens/pencils for filling out form
- Place Supplies at entry point
- Place Supplies at Supply Station
- Place Supplies in Approved Restroom
- Post Sign(s): Enter Here
- Post Sign(s): Exit Here
- Post Sign(s): Face masks required
- Post Sign(s): In case of emergency, contact....
- Post Sign(s): No Entry
- Post Sign(s): No Exit
- Post Sign(s): No singing, no wind instruments allowed
- Post Sign(s): Physical distance required
- Post Sign(s): Restroom closed/Out of Service
- Post Sign(s): Warning indications of COVID-19
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Element 4: Communications Plan

- Create Webpage specific to COVID-19 on FUMC website with the following:
 - Summary of our current phase.
 - Updates of actions and intentions of the Reentry Task Force.
 - Members of the Reentry Task Force
 - FAQs on Reimagining Life Together
 - Links to pertinent references on Reimagining Life Together
 - A link to the Task Force's email: ReentryFUMC@yahoo.com
 - Any other information we believe will be helpful for readers
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Attachments

1. Signage Examples
2. Logbook Page Format: Historic Building and MICAH

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SIGNAGE EXAMPLES

The signs shown below are examples of the types of signs we will use to reduce the risks to members, visitors, tenants, and other users of our facilities.

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SIGNAGE EXAMPLES



<https://outreach.com/Products/Church-Floor-Stickers/Red-Guidelines-61489.aspx?N=41>

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SIGNAGE EXAMPLES



<https://plumgroveinc.com/download/notice-face-coverings-required-at-all-times/>

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SIGNAGE EXAMPLES



<https://plumgroveinc.com/download/stop-keep-your-distance-6-feet/>

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SIGNAGE EXAMPLES



<https://plumgroveinc.com/download/stop-if-you-have-symptoms-go-home-now/>

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SIGNAGE EXAMPLES

Rule #1

You must read and agree to comply with the following before entering this building

1. I currently do not have any of the following symptoms associated with COVID-19
 - Fever, cough, headache, unexplained tiredness, chills, sweats, aches, or difficulty breathing
2. If I have ever had any symptoms associated with COVID-19, both of the following apply to me:
 - At least three days have passed since I have had a fever without the use of fever-reducing medications and since my respiratory symptoms cleared, *and*
 - At least 10 days have passed since my symptoms first appeared
3. If I start experiencing any symptoms associated with COVID-19 I will leave the building immediately.

Available as file: Rule#1.pdf or Rule#1.pptx

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SIGNAGE EXAMPLES

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Stay at least 6 feet (about 2 arms' length) from other people.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.


When in public, wear a cloth face covering over your nose and mouth.

Do not touch your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

31697C May 13, 2020 11:03 AM

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

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SIGNAGE EXAMPLES



Available as file: No Singing or Wind Instruments.pdf or No Singing or Wind Instruments.pptx

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LOGBOOK PAGES: HISTORIC BUILDING AND MICAH

Our Plan to Get to Phase 2, Element 2 (Requirements for users in the Historic Building) and Element 3 (Requirements for users in MICAH) states records be maintained of every individual entering and exiting the buildings. This attachment provides the format for logbook pages that can be printed and maintained in a loose-leaf binder at the entrance of both buildings.

The elements of the logbook are:

1. Date
2. Name
3. Cell phone number at which the individual can be reached while in the building
4. Acknowledgement of reading and agreeing to comply with the posted notice (Rule #1) that states:
 - (1) The individual does not have any symptoms of COVID-19
 - (2) If the individual has ever had symptoms associated with COVID-19, specific periods of time have passed since the symptoms were present
 - (3) If the individual experiences symptoms of COVID-19 while in the building, the person will leave immediately
5. Time of entering the building
6. Time of exiting the building

Rule #1 refers to our self-made sign that every individual entering our buildings must read and agree to comply.

Rule #1

You must read and agree to comply with the following before entering this building

1. I currently do not have any of the following symptoms associated with COVID-19
 - Fever, cough, headache, unexplained tiredness, chills, sweats, aches, or difficulty breathing
2. If I have ever had any symptoms associated with COVID-19, both of the following apply to me:
 - At least three days have passed since I have had a fever without the use of fever-reducing medications and since my respiratory symptoms cleared, *and*
 - At least 10 days have passed since my symptoms first appeared
3. If I start experiencing any symptoms associated with COVID-19 I will leave the building immediately.

