

## WESTGATE REOPENING PLAN

### Re-opening

- We plan to reopen June 21 but could change this date if circumstances change.
- We continue to monitor other church openings and the Massachusetts guidelines.
- We can accommodate 100 people safely. This is 25% of our sanctuary capacity.
- We will limit our opening day to 50 people in order to test our safety procedures.

### Policies

#### General Standards

- Congregants who feel ill, are exhibiting any of the following symptoms (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell), or have potentially been exposed to someone with confirmed or suspected COVID-19, should not attend services in-person. A potential exposure means having household contact or having close contact (within 6 feet) with an individual with confirmed or suspected COVID-19 for a prolonged period of time (over 10 minutes) while the person is symptomatic or 48 hours before symptoms developed.
- Congregants who have recently traveled out of state should not attend church for two weeks unless that travel was within New England, New York or New Jersey.
- Persons who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to watch our service online from home.
- Services will be streamed live so that everyone can experience Westgate's worship service.
- There will be no in person Sunday school classes in our facility until further notice.
- Choir will be suspended until further notice. Choir members are encouraged to participate in our virtual choirs which will be shown as a part of our in person and streaming worship service.
- The praise team will be appropriately spaced.
- Home groups, Bible studies and prayer meetings can determine for themselves when it is safe to meet in person. They will abide by all of the social distancing and safety guidelines of Massachusetts.
- Opportunities for safely distanced fellowship outside our building will be provided following some of our worship services.
- All items in the pew racks will be removed. Connect and prayer request cards will be noted as available online.
- The water fountains will be marked as off limits. They will be run regularly by the staff to ensure that they are safe when they are ready for use. Bottled water will be available.
- The cry room and parlor will be reserved for families with nursery or toddler aged children. Two families will be allowed in each room. There will be room dividers to separate the families.

- An online pre-registration for worship services is being established in order to monitor and limit the number of attendees. Information about this sign-up will be posted on the church website under “Reopening” and will be included regularly in the Westgate Weekly.
- The library will be set aside for people who feel ill during a service. An usher will see to their care.
- Any parties that use our facility (Eg. weddings, funerals) will abide by Westgate’s safety policies.

### Church Service Procedures

- Ushers will monitor the number of attendees to ensure compliance with the safe occupancy level of 100 people.
- Attendees will enter by the front door and remain on the main floor unless they are serving in a capacity that necessitates their presence in the balcony or in the office space.
- An usher will monitor the front door and acclimate attendees to our distancing and face mask rules if needed.
- Attendees who are not related or a part of the same immediate household must be seated at least 6 feet apart. Members who are related or of the same immediate household are permitted to sit together and less than 6 feet apart
- Ushers will ensure that unrelated attendees sit 6 feet apart and stand 6 feet apart as they arrive and leave. They will direct attendees to approved seats which will be marked out beforehand in accordance to the numbers who have registered online with 10% of seating reserved for visitors.
- People entering and leaving the sanctuary will be directed to use the single doors closest to the walls of the entrance hallway.
- Ushers will dismiss the attendees one row at a time beginning with the last row of pews after the cry room and parlor families have been dismissed.
- Only two adults (with or without a child) will be allowed into a restroom at a time. Those using the restrooms should note that they will touch surfaces touched by others. They should be sure to wash their hands thoroughly and use a paper towel to push the door open as they leave. Trash cans will be available outside the restroom.
- The number of pulpit participants will be minimized and the pulpit will be wiped down immediately after each use.

### Facemasks

- All attendees and staff should wear CDC approved facemasks ([go to https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf)) The church will help you with this if you have questions.
- Facemasks should not be removed inside the facility except for individual’s carrying out speaking/singing ministries. The congregation should keep their masks on during their singing due to the increased potential for the spread of the virus during singing.

- For children between the ages of 2 and 5, the wearing of a face covering or mask will be encouraged but left to the discretion of the child's parent or guardian.
- Children under the age of 2 should not wear a face covering or mask.
- A person who declines to wear a face mask because of a medical or disabling condition will not be required to produce documentation verifying the condition.
- Those refusing to wear facemasks will be given an explanation of its importance and seated where there is the least possible exposure if they believe that their masks impairs their breathing.

#### Contributions and Communal Food, Drink, and Sacraments

- We will minimize the items that can be touched by multiple people.
- We will forgo communion until it is safe.
- We will not have communal gathering pre or post service (e.g., coffee hours or other food services).

#### Nurseries and Childcare

- All childcare services at the church shall remain closed until such time that there is additional guidance.
- Kids Journey and the Sunday morning prayer meeting will be online at 9:00 AM

#### Cleaning and Disinfecting and Hygiene Protocols

- We will be keeping the church clean according to the guidelines of the CDC.
- The first floor from the front door through the sanctuary will be cleaned and disinfected between each service, including disinfection of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms, microphones, shared instruments).
- If we learn that an individual with COVID-19 attended a service or otherwise entered the place of worship, we shall conduct a deep cleaning and disinfecting consistent with the Centers for Disease Control guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- We will provide alcohol-based hand sanitizers with at least 60% alcohol available throughout the first floor.

#### Notification of Positive Case

- If we learn that an attendee or worker or other worker has tested positive for COVID-19, we will notify the Weston Board of Health (LBOH) and assist them as reasonably requested to trace likely contacts and advise contacts to isolate and self-quarantine.