

## Confidential

### *WMPC Re-Open Task Group*

#### **Interim Report and Recommendations**<sup>1</sup>

As requested by the Session of White Memorial Presbyterian Church, our Task Group has met on a weekly basis over the past eight weeks. We also have worked both individually and in smaller sub-groups in between meetings. Among the materials that have guided our work to date are the following:

1. Governor Cooper's May 20 and June 24 Executive Orders, along with FAQs and other guidance based on the Orders;
2. NCDHHS' Interim Guidance for Places of Worship and Religious Services (May 22, 2020);
3. CDC's Interim Guidance for Communities of Faith (May 23, 2020);
4. PCUSA's Returning to Public Worship: Theological and Practical Considerations;
5. Returning to Church – Wisconsin Council of Churches (April 23, 2020);
6. Multiple Sets of CDC and NCDHHS Guidance for Children, Schools, and Youth Programs During the COVID-19 Pandemic, including StrongSchoolsNC: Public Health Toolkit (K-12) Interim Guidance (June 30, 2020);
7. NCDHHS ChildCareStrongNC – Public Health Toolkit (June 26, 2020)
8. CDC Guidance for Cleaning and Disinfection for Community Facilities; and
9. Internal e-mails and suggestions from the infectious disease specialists and public health administrators on our Task Group.
10. Various documents and materials developed by private employers in the Raleigh area evidencing how they're addressing workplace and customer issues in the context of the COVID-19 pandemic. (Documents shared with our Committee were redacted for confidentiality purposes.)

#### **A. Threshold Considerations**

Our Task Group has taken note, as a threshold matter, that the legalities around government mandated activity restrictions in the context of worship services continue to evolve. In an Order in the Berean Baptist Church v. Cooper case dated May 16, 2020, United States District Court Judge Devers ruled that churches are not ***legally required*** to curtail activities or adhere to mass gathering limitations in connection with religious services in North Carolina. Subsequently,

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<sup>1</sup> This is a working document. We expect it to evolve and be revised from week to week going forward, prior to (and even after) distribution to the Session, as the COVID-19 pandemic continues to evolve and additional public health guidance is issued.

however, the United States Supreme Court ruled in an appeal from a California district court decision that churches do, in fact, have to follow California's restrictions.

Regardless of the evolving legal nuance, all of the public health materials and guidance, including the NCDHHS May Interim Guidance for Places of Worship and Religious Service and the CDC Interim Guidance for Communities of Faith, the core concepts in the May 20 and June 24, 2020 Executive Orders, and the guidance published by the PCUSA and New Hope Presbytery continue to **recommend and strongly advise** a cautious, careful approach to church activities in indoor spaces. These recommendations arise out of the highly contagious nature of COVID-19, the life-threatening conditions experienced by some people who develop COVID-19, and considerations intrinsically involved with indoor group activities at a large church like WMPC (size of congregation and the relatively large number of people anticipated to participate after in-person worship resumes, including those in high risk categories; confined spaces; restricted air flow and circulation; the nature of corporate worship and the activities ordinarily involved with it (mass ingress and egress, group singing, corporate speaking, etc.) The recommendations are intended to help our Session discern how best to practice our beliefs and engage in corporate worship while keeping our congregation and staff as safe as possible under the circumstances.

#### **B. Some Thoughts on the When and How**

Below are our Task Group's general recommendations on the when and how of reopening of WMPC based on the various functions of the church and the church campus. We acknowledge that well-intentioned, thoughtful people might disagree with some (or even many) of our thoughts. We note, however, that our Task Group is comprised of a cross-section of our Congregation, includes subject matter experts in the areas under discussion, and has studied these issues respectfully and in considerable detail. Our recommendations represent a consensus judgment of our group, including the Church staff who have participated in our work.

**When:** As previously approved by the Committee of Chairs and communicated to the Session and the Church at large, we recommended that the WMPC campus remain closed at least through the end of Phase II of North Carolina's re-opening process. When made, that recommendation was consistent with the approach recommended by PCUSA generally and New Hope Presbytery, in particular, and also, we believe, with the approach being taken by many other mainline churches in this area. Our recommendation was continued in late June when Governor Cooper and the NCDHHS extended the initial Phase II Order.

We now recommend that the first on-campus worship services resume on the later of August 9, 2020 or the expiration of Phase II. These dates are recommended in part to allow Church staff (and volunteers) sufficient time to implement the changes necessary for re-opening, some of which are detailed below. The church's internal deadline for making these preparations is July 26, 2020, so that we are prepared for this target date.

**IMPORTANT NOTE: These recommendations are based on current conditions and guidance. The timing aspects of our recommendations remain subject to the evolving public health considerations, Church staff input, the Church's practical experience in preparing to effect re-opening, COVID-19 outbreaks in our community, etc. Those factors could lead our Task Group to recommend delaying or revising these recommendations at any time.**

**How:** As a general proposition, we recommend that the Session direct Church staff to continue to follow applicable local, state, and national orders, guidelines, and recommendations (including CDC guidelines). We also recommend that Church staff and relevant governing groups (for example, the Sessional Worship Committee and the Weekday School Committee) be authorized to refine and elaborate on the operational details inherent in our recommendations. Additional details that are in the nature of core concepts are spelled out below:

A. Campus Buildings Generally

1. Post clearly written, plain language signage and placards at all entrance / exit doors, including warning language. Use NCDHHS and CDC models as guides for the signage.<sup>2</sup>
  - i. Incorporate into the signage information on where / how to seek help if a person develops symptoms.<sup>3</sup> This signage is particularly important in rooms that may be used by community groups in the future.
2. Mark entrance and exit doors for One-Way traffic wherever feasible
3. Mark stairwells for One-Way traffic wherever feasible
4. Post hand sanitizer stations at or near all entrance / exit doors, as well as other locations spread throughout the Church campus.
5. Prop interior doors when feasible for increased air circulation
6. Establish protocols for increased cleaning / sanitizing of all high touch surfaces regularly during the week, then implement protocols.
  - i. Additional protocols and interim disinfecting also should be implemented before and in-between each Sunday service
  - ii. Church staff and outside contractors to follow updated best practices guidance in connection with regular cleanings – gloves, masks, appropriate quality cleaning materials, etc.
  - iii. Worship volunteers to follow similar protocols, adapted for use by volunteers doing interim cleanings of high touch surfaces between services.

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<sup>2</sup> <https://covid19.ncdhhs.gov/materials-resources/know-your-ws-wear-wait-wash#know-your-ws>

<sup>3</sup> <https://covid19.ncdhhs.gov/materials-resources/know-your-ws-wear-wait-wash#know-your-ws/stop-if-you-have-symptoms>

7. Continue cessation of common food / beverage stations (coffee, lemonade, etc.) until after an evaluation of Phase III requirements applicable to restaurants can be undertaken<sup>4</sup>.
8. Post social distancing markers / reminders where appropriate
9. Use of cloth face coverings and social distancing required in all situations where two or more Church staff and congregation members are present. Have disposable masks available throughout the church property for those who forget their own mask.<sup>5</sup>
10. Playgrounds to remain closed until NC authorizes reopening; closed signs to be posted on all playground entrances and gates locked.
11. Persons with any symptoms or any close contacts with COVID-19 positive persons in the last 14 days specifically asked to stay home
12. Persons in high-risk categories encouraged to stay home and not come on campus
13. Continue with on-line streaming and video-conferencing of Church activities and events to the fullest extent practical prior to and after the Church campus re-opens.
14. Develop action and communications plan for if / when an employee or church member/visitor who has been on campus recently tests positive for COVID-19
  - i. Plan to include evaluation of which spaces the infected person inhabited and for how long, plus upgraded, hospital quality cleaning and disinfecting of all applicable Church space.
  - ii. Plan to require staff to report exposure to applicable HR coordinator on staff, and to encourage Church members to do so (if they've been on campus in the preceding two weeks)
15. Church staff to continue to monitor the efficacy and feasibility of further upgrading HVAC ventilation systems to incorporate heightened anti-virus protective equipment.
16. Determine promptly an Emergency Maximum Occupancy<sup>6</sup> for each room on WMPC's campus that is expected to be put into common or shared use during Church Gatherings after Re-Opening occurs. (See Section 6 of the May 20 Executive Order for Emergency Maximum Occupancy guidelines applicable to Retail Business and Restaurants.) Post those numbers near the entrance to the room wherever feasible, along with a statement to the effect that "Seating has been arranged to reflect this number. For Congregational safety, please do not re-arrange seating."

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<sup>4</sup> <https://files.nc.gov/covid/documents/guidance/NCDHHS-Interim-Guidance-for-Restaurants-Phase-2.pdf>

<sup>5</sup> <https://files.nc.gov/covid/documents/guidance/NCDHHS-Interim-Guidance-on-Face-Coverings.pdf>

<sup>6</sup> <https://files.nc.gov/covid/documents/guidance/businesses/MaxOccupancySign-ENG-COLOR.pdf>

17. Work with the Personnel Committee to develop a regular, consistent COVID-19 screening protocol (with testing paid for by Church, if needed) once the Church office fully re-opens and in-person worship resumes, as described below.

## B. Worship

1. Continue online streaming of worship activities (including Sunday services, WTRs and weddings) to the fullest extent practical after the Church campus re-opens.
2. Direct Church staff to purchase and implement an on-line reservations system for Sunday services (Brushfire).
3. Work with the reservation system provider to develop a maximum occupancy for all worship services that is based on the lesser of (a) 33% of the stated Fire Code capacity for the space<sup>2</sup> and (b) a capacity that allows for maintaining social distancing at all times, including application of the 6-foot principles. For spaces with no stated Fire Code capacity, substitute 12 people per 1,000 square feet for that component of the formula.
  - i. Available (and unavailable) seats to be marked in advance of each service.
  - ii. Seat markings to reflect modified proximity for members of the same immediate household (i.e., groups of 2, 3, 4, or 5).
4. Post signage encouraging social distancing, hand sanitizing, use of face coverings, etc.. Encourage prompt hand washing shortly after worship ends and healthy behaviors for coughing or sneezing during worship (into sleeves, etc.).
  - i. Face coverings required for anyone attending worship services.
  - ii. Have extra face coverings available for attendees who don't remember to bring their own.
5. For the remainder of the summer, hold two services each Sunday morning, with a 60-75 minute gap between services.
  - i. Gap is to allow a full cycle of the air exchange in the worship spaces as well as a wipe down of high touch surfaces (pew backs, aisle railings, push plates on doors, doors into bathrooms, etc.) by specially trained worship volunteers, specifically recruited for this purpose, in between services. Gloves and masks to be available for all worship volunteers.
  - ii. Gap also would allow for some limited adult Sunday School classes, if seating at such in-person classes can be arranged to comply with a high level of social distancing, disinfecting after classes is pre-arranged, etc.
  - iii. Ask the Worship Committee to make a recommendation on the times for services live in the Sanctuary, with simultaneous audio-video casting into

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<sup>2</sup> This percentage number to be re-evaluated and revised (if appropriate) periodically on a going-forward basis as further guidance and recommendations from health officials becomes available.

Pickard Hall and the Main Hall (Edinburgh building), if needed to accommodate demand

- iv. Defer until Fall the resumption of live OnPoint services, to allow time to iron out kinks in our delivery of live worship in this environment and monitor our ability to effect the delivery safely.
6. Remove or otherwise take out of service all commonly used, high touch items (hymnals, attendance registers, offering plates, Children in Worship bags, Communion trays, etc.)
7. Recommend strongly to the congregation the use of on-line giving and Offering collection boxes
8. Suspend Passing of the Peace until further notice.
9. Announcements at beginning of each service about new protocols. Encouragement at the end of each service to depart promptly through the designated exits, maintaining social distancing while in line. (Social interaction will be best conducted outside.) Ministers will not greet congregants following service to minimize close contact and to facilitate quick egress.
  - i. Consider asking congregation to depart by rows, to facilitate an orderly departure with appropriate social distancing.
10. Refrain from congregational singing until further notice
11. Use modified Communion procedures.
12. Minimum Choir only - until a date TBD; try to use instrumentalists and soloists as much as possible.
13. On the website and in all weekly e-mails and newsletters, encourage high risk persons to continue to worship from home
14. On the website, in the reservation system confirmation, in all weekly e-mail and newsletters, and at the door, specifically request that no one attend worship who has symptoms of any kind, who has tested positive, or who has had a direct exposure to anyone who has tested positive in the last 14 days. Encourage everyone who is considering in-person attendance to take their temperature before leaving from church and to remain at home if their temperature is over 100.3°. Direct staff to develop protocols to formalize these approaches as needed.
15. Direct Church staff to develop action and communications plan for if / when an employee or church member/visitor who has been in worship recently tests positive for COVID-19
  - i. Plan to include (a) process for encouraging anyone who comes to campus and later tests positive to self-report their status to WMPC pastoral staff promptly and confidentially, and (b) evaluation of which spaces the infected person inhabited and for how long, plus upgraded, hospital quality cleaning and disinfecting of all applicable Church space.

- ii. Remain mindful of the privacy expectations of any person who tests positive; do not use names or other personal identifiers when reporting that an individual with a positive test was on campus on XX YY date.
- 16. Continue cessation of child care / nurseries until a date TBD.
- 17. Continue cessation of van transportation from Glenwood Avenue and retirement homes until further notice.

#### C. On-Campus Gatherings at WPMC Generally

1. Campus to remain closed (except for humanitarian aid meetings of 10 or fewer persons, approved in advance and monitored by Church staff for social distancing, etc.) through the end of Phase II.
2. Pastoral visits can occur on an appointment-only basis.
3. Library access can occur on an appointment-only basis. Protocols to be determined by the Library committee, in accordance with state guidelines.
4. Committee meetings will remain virtual through the end of 2020. Session and Diaconate may resume in-person meetings in September (pending state guidance). Virtual attendance will continue to be an option for these meetings.
5. General Guidelines for Campus Buildings (Section A, above) to apply, including face coverings, social distancing, hand sanitizing stations, etc.
6. Use of cloth face coverings and social distancing required in all situations where two or more persons are present. Disposable masks should be available throughout the church property for those who forget their own mask.
7. Leaders to make COVID-19 specific announcements at beginning and end of every gathering
8. Occupy spaces in a manner that allows for maintaining social distancing at all times, including application of the 6-foot principles. Meet outdoors when possible.

#### D. On-Campus Gatherings – including Allied Social Organizations (Step-Up, Boy Scouts, AA, etc.)

1. Programming to resume only after WPMC campus re-opens
2. General Guidelines for Campus buildings to apply (Section A, above), including social distancing, hand sanitizing, etc.
3. Use of cloth face coverings and social distancing required in all situations where two or more persons are present. Allied organizations should have disposable masks available for those who forget their own mask.
4. Leaders to make COVID-19 announcements at beginning and end of every gathering and enforce hand sanitizing and social distancing recommendations.

5. Occupy spaces in a manner that allows for maintaining social distancing at all times, including application of the 6-foot principles. Meet outdoors when possible
6. Develop a form document and obtain written commitments from all allied social organizations using church facilities to comply with new protocols; prepare and require the execution of waivers / releases including COVID-19 specific language, similar to waivers required by most schools when their athletic facilities are used for practice and games by youth sports organizations.
7. The committee will reconvene to develop additional guidance for outside groups as needed.

#### E. Weekday School and Sunday School

Please see **Appendix A: Weekday School Addendum**.

1. Sunday School
  - i. Young Children's Sunday School
    1. This programming would not resume until after the later of Labor Day or the conclusion of Phase II and will be subject to review by WMPC Staff and the Faith Formation Committee.
    2. Generally, Young Children's Sunday School programs will follow applicable procedures and protocols implemented by the Weekday School.
    3. Training on such procedures and protocols for Sunday School volunteers will take place prior to the resumption of Sunday School.
2. Youth Sunday School
  - i. In-person programming would not resume until after the later of Labor Day or the conclusion of Phase II and will be subject to review by WMPC Staff and the Faith Formation Committee.
  - ii. Youth Sunday School programming (both on and off campus) will follow procedures and protocols set out in Section C - On-Campus Gatherings (above) and applicable guidelines on size of gatherings, social distancing, cloth face coverings, and cleaning, sanitization, and disinfection
3. Adult Sunday School
  - i. In-person programming would not resume until after the later of Labor Day or the conclusion of Phase II and will be subject to review by WMPC Staff and the Faith Formation Committee.
  - ii. The Task Group acknowledges that a number of adult Sunday School classes are comprised of large numbers of high-risk individuals. We recommend that WMPC Staff develop and send clear communications to those classes advising of the risk of in-person attendance and



recommending that attendance be delayed until COVID-19 risks are reduced.

- iii. Special consideration should be given to providing options to attend adult Sunday School classes via Zoom or other similar videoconference facilities until a later date TBD.
- iv. Adult Sunday School programming will follow procedures and protocols set out in Section C - On-Campus Gatherings (above) and applicable guidelines on size of gatherings, social distancing, cloth face coverings, and cleaning, sanitization, and disinfection.

F. Child Care, Including Nurseries Ordinarily Available on Sunday Mornings

1. Recommend that no childcare be offered until after the expiration of Phase II and further evaluation of public health guidance can be completed.

G. Kitchen and Meals

1. Wednesday Night Suppers will not be held until we revisit the possibility in 2021.
2. Smaller fellowship meals (Keenagers, StepUp, etc.) can be explored on a case-by-case basis.
3. Church staff will explore the possibility of family take-out meals on Wednesdays in the interim.
4. Further guidelines for consideration when meals resume can be found in Appendix B.

H. Legal/Risk Management

1. Provide notice and review protocol and procedures with insurance carriers
2. Develop announcements, disclaimers, warning language, etc.
3. Develop written form for allied social organizations to sign

All guidelines and schedules will be posted on the church website and included in online newsletters.

## APPENDIX A: Weekday School Addendum

The first priority for the Weekday School is to protect the health and safety of students, families, staff, and teachers, while attempting to provide a healthy nurturing learning and child development environment. The basic concepts and principles below outline the contemplated approach to reopening the Weekday School for the 2020-2021 school year, but with the recognition that facts and circumstances may change that would require modifications to these points.

1. WMPC Weekday School plans to resume classes on Tuesday, September 8, 2020 with operations, training, and student orientation occurring the week of August 31.
2. Generally, the Weekday School will follow CDC and NCDHHS COVID-19 guidance for child care settings and K-12 public schools to the fullest extent possible, unless not feasible, applicable, or age appropriate for our student population.
3. Generally, the Weekday School will follow Wake County Public School System health and safety protocols and procedures, unless not feasible, applicable, or age appropriate for our student population.
  - a. WDS staff has some concerns about committing to follow WCPSS protocol for K-12 schools because K-12 is a different demographic of students; may have less applicability in pre-K setting
  - b. WDS staff is evaluating the planned WCPSS school calendar, potential impacts on WDS staff with children in WCPSS schools, and potential additional modification to WCPSS calendar
4. Any relaxation of restrictions in the future will be based on state, local, or WCPSS guidance and protocols
5. The Director of the Weekday School will be the central and first point of contact for all COVID-19 procedures, questions, and implementation of policies
6. Cleaning, Sanitization, Disinfection – High Priority
  - a. CDC/EPA approved disinfectants to be used to clean bathrooms and classrooms every day after school and early Monday mornings (to account for Sunday School use as applicable) – WMPC Custodial Staff or third-party contractor
  - b. Weekday School staff and teachers to use CDC/EPA approved disinfectants to clean and wipe down high touch surfaces routinely during the day
  - c. Weekday School will coordinate availability and amount of cleaning products needed with the WMPC Executive Director
7. Cloth Face Coverings
  - a. Required for all teachers, staff, and all other adults
  - b. Per NCDHHS guidance, for children 2 years old and over, use of cloth face coverings is strongly encouraged if the child can reliably wear, remove, and handle mask properly
8. Detailed employee training and planning prior to beginning of school year

9. Weekday School Parents/Families will be required to sign a Weekday School Community Health and Wellness Commitment form that will outline certain expectations, protocol, and expected conduct with regard to COVID-19 issues, including but not limited to:
  - a. Daily self-screening of all teachers, staff, children, and any parent/guardian entering the building – daily self-screening would require an affirmation of no high temperature, no-symptoms, no known contact with COVID-19 positive persons (investigate app for this or verbal questions) – to be based on substance of *Parent/Guardian Attestation* in [NCDHHS Strong Schools Public Health Toolkit](#)<sup>8</sup>
  - b. Stay home when ill or running fever or displaying other COVID-19 symptoms, or has been in close contact for more than 15 minutes with anyone who has tested positive for COVID-19 (quarantine recommended for 14 days)
  - c. Inform school if anyone in household has a positive COVID-19 test
  - d. Will abide by [Handling Suspected, Presumptive, or Confirmed Cases of COVID-19 Flow Chart and Protocol – NCDHHS Strong Schools Public Health Toolkit](#)<sup>9</sup>
10. Class Size, Groups, and Social Distancing as Feasible
  - a. Arrange class sizes to the extent feasible toward a goal of Emergency Maximum Occupancy; social distancing will be maintained as feasible – “airplane arms”
    - i. Weekday School Staff will establish a plan for reducing class size in the event required at a later date by NCDHHS guidance or other applicable government requirements related to social distancing or classroom occupancy requirements.
    - ii. Groups of students stay together and with the same teacher throughout/across school day; no mixing of classes and groups do not mix
11. Pick-Up and Drop-Off Procedures/Enter and Exit Procedures
  - a. Staggered start and dismissal times
  - b. Signage at all doors and classrooms – modeled on NCDHHS [Sample COVID-19 Signage](#)<sup>10</sup>
  - c. Foot traffic flow – one way
  - d. Entrances and exits – one way only
  - e. Hand sanitizing stations at all entrances – to be used by **everyone** upon arrival
  - f. Only one parent/guardian to enter building
  - g. Students temperature to be taken upon arrival with non-contact thermometer
12. Teaching Good Personal Hygiene Practices
  - a. Develop and teach curriculum unit on cleaning, hygiene, disinfection, and measures to stop the spread of COVID-19

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<sup>8</sup><https://files.nc.gov/covid/documents/guidance/Strong-Schools-NC-Public-Health-Toolkit.pdf>

<sup>9</sup> <https://files.nc.gov/covid/documents/guidance/education/PHT-Screening-Reference-Guide.pdf>

<sup>10</sup> [https://files.nc.gov/covid/documents/KYWs\\_Stop\\_Symptoms\\_ENG\\_8.5x11.pdf](https://files.nc.gov/covid/documents/KYWs_Stop_Symptoms_ENG_8.5x11.pdf)

- b. Wash hands, wash hands, wash hands
  - c. Teach the 3 Ws
  - d. Teach and emphasize coughing and sneezing etiquette and courtesy
  - e. Limit sharing of items
13. Food and Snacks - Children will bring any snacks or organized food to avoid common food handling
14. Refrain from group gatherings until restrictions relaxed – no sing-alongs, no Chapel services
15. No unnecessary outside visitors to enter the building; any visitors must also self-screen and provide verbal affirmation of conditions as described in Section 9.a. above.
16. Refrain from off-campus activities, field trips, travel until restrictions relaxed
17. Playground Areas
- a. These areas will remain closed until permitted to reopen by NCDHHS
  - b. Develop and implement targeted and comprehensive cleaning protocol for playground equipment for when playgrounds reopen
  - c. Limit number of children and adults on playground at one time
  - d. Opportunities for creative movement outdoors will be evaluated and implemented as feasible
18. Actions Upon Confirmed COVID-19 Testing
- a. Confer with Wake County Human Services (Public Health)
  - b. Generally follow NCDHHS protocol set out in *NCDHHS ChildCareStrongNC – Public Health Toolkit* (June 26, 2020)
  - c. Establish one or two auxiliary classrooms for use when a class member has been exposed or tested positive; class would go to auxiliary class room until primary room is fully disinfected
19. Weekday School Board to find a means for requiring Flu vaccines for all students and staff

Some resources:

- a. NCDHHS ChildCareStrongNC – Public Health Toolkit (June 26, 2020)  
<https://files.nc.gov/ncdhhs/documents/files/covid-19/NC-Interim-Guidance-for-Child-Care-Settings.pdf>
- b. NCDHHS Interim Guidance for Child Care Settings (June 15, 2020)  
<https://files.nc.gov/ncdhhs/documents/files/covid-19/NC-Interim-Guidance-for-Child-Care-Settings.pdf>
- c. NCDHHS Strong Schools NC – Public Health Toolkit - Interim Guidance for Public Schools (June 8, 2020)

<https://files.nc.gov/covid/documents/guidance/Strong-Schools-NC-Public-Health-Toolkit.pdf>

- d. CDC Guidance – Considerations for Schools  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- e. Interim CDC Guidance for Administrators of US K-12 School and Day Care Programs;
- f. Interim CDC Guidance for Child Care Programs – CDC Reopening Guidelines  
<http://cdn.cnn.com/cnn/2020/images/04/30/reopening.guidelines.pdf>;
- g. CDC Guidance – Child Care Programs During the COVID-19 Pandemic;
- h. CDC Guidance for Child Care Programs that Remain Open  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren> ; and
- i. CDC Guidance Cleaning and Disinfection for Community Facilities

## APPENDIX B: Fellowship Meal Guidelines

1. When dining resumes, set up Dining areas at no more than Emergency Maximum Capacity, including six feet distancing of tables; reduce seating at tables. Expand dining areas into adjoining spaces to increase total capacity as necessary.
2. Cease buffet-style meals; switch to cafeteria-style where a server with mask and gloves puts food on plates
3. All food service personnel and meal volunteers in masks and gloves
4. Disposable plates, cups, utensils