

Greater Community Temple COGIC

Pandemic Protocol

Worship Service Guidelines

Purpose

Greater Community Temple's goal is to minimize exposure and implement exposure by completing an approved COVID-19 temperature and questionnaire screening of everyone prior to entering the facilities for worship services. Greater Community Temple (GCT) is taking every precaution in accordance with the CDC and local government guidelines to ensure a safe, secure, and socially spacious worship experience at each Campus.

"Beloved, I wish above all things that thou mayest prosper and be in health, even as thy soul prospereth" (3 John 1:2).

Seniors, those with compromised immune systems, and anyone uncomfortable with assembling, are encouraged to worship with GCT online via Facebook, YouTube, or on www.gctministries.org.

Health Team and Volunteers

Our Pastor has created a Health Advisory Team consisting of trusted healthcare professionals and leaders, first responders, and ministry leaders who are monitoring COVID-19 risks and impact and are able to communicate effectively. The Health Advisory Team has a vested interest in the success of safely preventing COVID-19 spread and exposure at Greater Community Temple.

The Ministry of Helps and Volunteers are solicited to assist with implementing the Pandemic Protocols for each worship service held on both GCT campuses.

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Communication

Communication strategies have been implemented to communicate the Pandemic Protocols using:

1. Radio & TV broadcasting
2. GCT Social Media Posts
3. Robo Calls
4. Text & Broadcasting Messaging
5. Hashtag: #WeAreGCT
6. PSAs during worship services

Cleaning and Disinfecting

The Cleaning staff will clean and disinfect all areas such as bathrooms, common areas, shared electronic equipment (i.e. credit card devices, mics, keyboards, mice, screens), door handles, light switches, podiums, etc., focusing on frequently touched surfaces.

1. The cleaning staff and other volunteers should clean their hands often, including after removing gloves.
2. Approved cleaners and disinfectants are ordered in bulk and stored accordingly for easy access.
3. Each church will be cleaned and closed one day prior to worship services. This will allow COVID-19 screening to be conducted prior to entering the church on worship service days.
4. Seating will be sanitized before and after each service in accordance with CDC guidelines.
5. Restrooms will be sanitized before and after each service and monitored for the duration.
6. The podium and mics will be sanitized accordingly.
7. Disinfectant wipes and spray, masks and gloves will be provided in the pulpit area during worship services.

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Protocol Equipment and Supplies Needed

The following items are needed to implement the Pandemic Protocol and conduct screenings appropriately:

1. Masks (mandatory—without exception; must cover the nose and mouth)
2. Gloves
3. Face Shields/PPEs (when appropriate)
4. IR Thermometers (2-4 and Touchless)
5. AAA Batteries
6. Hand Sanitizer (touchless if possible, available in the screening area and inside the church in designated areas)
7. Disinfectant Wipes and Spray
8. Cleaning Supplies
9. COVID-19 Protocol Basket
 - a. COVID-19 Protocol Binder (one per screener)
 - i. GCT Pandemic Protocol Guidelines
 - ii. COVID-19 Questionnaire
 - iii. COVID-19 log sheets and pen (log information from persons responding “Yes” to the screening questionnaire)
 - iv. All signs posted in the church
10. Screening complete indicator (i.e. colored stickers - indicates screening completed and the person is cleared to enter the church)
11. Other healthcare items available as needed for other health related indicators (i.e. possible blood pressure issue)
12. Tables (2-4 to create the screening zone)
13. Table Covers
14. Ability to cover seating, mark seating/area, and flip or remove seating from the sanctuary for appropriate 6-foot social distancing.
15. Ability to open doors for touchless entry and exit (door stops if needed)
16. 6-foot Markers (designates 6-foot during standing lines, i.e. signs, duct or painter tape)

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17. Signs (clear and concise indicating screening area, entrance, exit, social distancing, restroom, hand washing, and mask requirements)
18. Control Block Posts (block areas of the church to eliminate foot traffic)
19. Communication Devices (i.e. walkie-talkie - communicate between the logistical, sanctuary, and healthcare leads, security and ministry designated leads regarding capacity limits, security, etc.)

Note - All items directly related to the GCT COVID-19 screening area will be stored in the COVID-19 Protocol Basket and locked in the healthcare room when not in use.

Protocol Personnel Needed

The following personnel are required to be on campus to conduct the GCT COVID-19 screening appropriately and implement the Pandemic Protocol effectively:

1. Security Ministry
2. GCT Staff (Admin and Cleaning)
3. Deacon Ministry
4. Ministry of Helps
 - a. Healthcare
 - b. Ushers
 - c. Greeters
5. Volunteers (number needed will depend on church size)

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Sanctuary and Church Precautions

The following are approved by our Pastor to provide additional safety precautions for all worship services on campus:

1. Wearing a mask is mandatory—without exception. It must cover your nose and mouth. It can be disposable or cloth; a scarf that functions as a mask is acceptable.
2. All Departments and Volunteers participating in the Worship Service will enter through the main entry to be screened prior to entering the church. Masks and gloves are required.
 - a. Mic speakers are not required to wear a mask when speaking only.
 - b. Praise and Worship Teams are not required to wear a mask when singing on the mic only.
 - c. Choirs and Musical Guests are not required to wear a mask when singing on the mic only.
 - d. Musicians are not required to wear gloves when performing in the musician area only.
3. Some areas of the campus will be closed to minimize foot-traffic.
4. Offering envelopes will be on your seat prior to service.
5. Offering will not be passed down the row as normal. Offering will be dropped in the offering baskets located at the front of the sanctuary and at each exit door after the dismissal.
6. Communion (when applicable) will be available when entering.
7. Seating will be in accord with guidelines to sit 6-feet apart (families who come together can sit together).
8. Seating will be sanitized before and after each service in accordance with CDC guidelines.
9. Meet and Greet segments of the worship service will not be conducted.
10. Alter call will not be conducted.
11. Restrooms will be sanitized before and after each service and monitored for the duration.

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12. A mask will be provided if needed.
13. A Ministry Leader, Healthcare screener, and security will be located at the main entrance after worship services begin and the duration.
14. Ushers, Greeters, Deacons, and Volunteers will direct traffic out of the sanctuary after the dismissal.

Note - These guidelines will be updated as new/updated information is released.

Protocol Prep Procedures

1. 1-2 days prior to worship service, an Admin staff member will:
 - a. Review and check all equipment and supplies are ready and available at the designated entry door at each church.
 - b. Verify all signage are posted.
 - c. Test all thermometers and replace batteries if needed.
 - d. Place Offering envelopes on the designated seats.
 - e. Confirm required personnel are ready for their post and are clear on all instructions and protocols.
 - f. One thermometer is given to the lead ministry person to complete a screening prior to entering the church on worship service days.
2. One day prior to worship service, the Cleaning staff will:
 - a. Clean and disinfect the church according to the cleaning guidelines implemented.
 - b. Lock the church until Worship Service day. Other than an emergency, no one should enter the church without completing a GCT COVID-19 screening.
3. Worship Service day, assigned Security, the Lead Ministry and Logistics persons will arrive early to:
 - a. Conduct a GCT COVID-19 screening and temperature check for each other as trained.
 - b. Unlock the main church /ramp side doors only and leave open.

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- c. Place the corner signs outside in the screening area.
- d. Move the covered tables to the designated screening area as implemented.
- e. Place the COVID-19 Protocol Baskets on the tables.

GCT COVID-19 Screening Process

The GCT COVID-19 Screening Process was created based on information from the CDC website, the Memphis COVID-19 Task Force, the GCT Health Advisory Team, Advisors, GCT Leaders, and research.

Screening is required for all persons before entering the church for worship service.

All persons will be screened individually unless assistance is needed due to a medical or handicap need.

1. GCT Staff Members and Ministry Volunteers are encouraged to arrive early.
 - a. At East by 7:30 am or at North by 10:50 am to be screened.
 - b. Wear a mask.
 - c. Wear gloves.
 - d. After completing and clearing the screening process, proceed to your assigned area to prepare for service.
2. Persons attending worship services at GCT can expect to arrive for screening prior to entering the church.
 - e. Screening begins for East at 8:30 am
 - f. Screening begins for North at 11:30 am.
 - g. Wear a mask that covers the nose and mouth.
 - h. Answer CDC questions before entering the church.
 - i. Get temperature checked before entering the church.
 - j. Sanitize hands upon entry.
 - k. Follow directions from GCT greeters and ushers to be seated in the sanctuary, to give offering, and to be dismissed.

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3. When arriving at GCT, expect to maintain 6-foot distance at all times.
4. A volunteer will direct you to the screening area.
 - a. A mask will be provided if needed.
 - b. Persons being screened must understand and verbally answer “Yes” or “No” to the five screening questions based on the last 14 days:
 - i. Have you been in close contact with a confirmed case of COVID-19?
 - ii. Are you experiencing a cough, shortness of breath, or sore throat?
 - iii. Have you had a fever (over 99 degrees Fahrenheit) in the last 48 hours?
 - iv. Have you had new loss of taste or smell?
 - v. Have you had vomiting or diarrhea in the last 24 hours?
 - c. If answering “Yes” to any question above, you will be asked to seek medical attention and testing, self-quarantine, and continue to worship online.
 - d. Your temperature will be checked after answering “No” to all questions.
 - e. A green sticker will be applied when cleared to enter the sanctuary.
 - f. Hand Sanitizer will be available.
5. Offering envelopes will be on your seat prior to service.
6. Communion (when applicable) will be available when entering the church.
7. Rest rooms will be designated with signage.
8. All doors will be open after dismissal to allow quick exit of the church.

Guidance for Screeners

Each screening site should have two screeners at a minimum.

The screening site should be configured to ensure 6-feet of separation between the screeners and persons entering the church.

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1. Screeners should be instructed on the following:
 - a. Information contained in this document.
 - b. Questions and instructions on the COVID-19 questionnaire.
 - c. Screeners must wear a mask and gloves at all times while on post.
 - d. Instructions for those who answer “Yes” and cannot enter the church (as indicated on the screening questionnaire).
 - e. Security and Logistic contacts of the day.
 - f. Communicate with the Healthcare Lead for the *Code* of the day.
2. Prior to beginning a screening post, each screener should ensure they are feeling fit and by completing a GCT COVID-19 screening.
3. Screeners should avoid physical contact with persons entering the screening area.
4. Screeners should ensure their screening station and the surrounding area, including commonly touched surfaces, are regularly cleaned/disinfected.
5. Gloves should be worn for the duration of a post as long as screeners do not touch others or personal items, and the gloves are not damaged.
6. A used PPE may be wrapped and disposed of in the trash when no longer needed or no longer serviceable.
7. Individual screeners can re-use a PPE if standing multiple worship services during the same day as long as it does not become soiled or damaged, and is stored in a paper bag and in a safe location during off-post period(s).
8. Screening is required for all persons before entering the church for worship service.
9. All persons will be screened individually unless assistance is needed due to a medical or handicap need.
10. Ensure persons waiting to enter the church or be screened use the 6-foot distancing.
11. Screeners shall request responses to the five questions from each person entering the screening area.
12. Screeners will confirm that each person's response to all five questions is “No”.

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13. Screeners will log the information of persons who respond "Yes" to any question and direct them to seek medical attention and testing, self-quarantine, and continue to worship online.
14. Screeners will use the IR thermometer to take the temperature of all persons who respond "No" to all questions on the questionnaire.
15. Screeners will ensure they do not touch individuals or their possessions when taking their temperature. If a screener inadvertently touches other persons or their personal items, they should discard their gloves, clean their hands with hand sanitizer, and don another pair of gloves before continuing with additional screenings.
16. Screeners will write the code of the day on the sticker. With one finger, the screeners will gently place a sticker on the left lapel and clear for entry if the individuals' temperature is below 99 degrees Fahrenheit.
17. Screeners will not clear for entry those individuals whose temperature is 100 degrees Fahrenheit or higher. Individuals with a high temperature may elect to stand aside for 10 minutes and undergo a second temperature check.
18. Screeners will rescreen individuals whose temperature registers below 96 degrees Fahrenheit as this is likely a false reading due to operator error or problems with the thermometer.
19. A spare thermometer is available if needed. Notify the healthcare or logistic lead if any thermometer is consistently inaccurate or becomes non-operational.
20. Screeners will contact the healthcare or logistic lead if they have any questions.

Note - High outside air temperatures can elevate an individual's body temperature. Standing aside in a shaded or cool area will provide an opportunity for their temperature to return to normal operating procedures for the thermometer.