

A photograph of St. Philips Baptist Church, a Gothic Revival style stone building with a prominent steeple, framed in an oval. The church features a large arched entrance with a cross above it, and a tall, narrow window in the steeple. The text is overlaid on the central part of the image.

St. Philips Baptist Church
Proposed Post-COVID Reopening Plan
October 4, 2020

Dr. Tony Baker, Sr., Pastor



Dear St. Philips Family & Friends,

We are planning to reopen for in-person Sanctuary worship on Sunday, October 4, 2020. The purpose of this document is to clearly share the protocols we have created to reopen our building safely. Although we trust God, we take our safety against spreading the coronavirus very seriously; your health means everything to us. We will strictly adhere to these CDC-directed protocols. Please bear with us; we will continue to update you as the state revises our city guidelines. As always, my door remains open to your positive input of this continually rolling process.

*In Christ,
Dr. Tony Baker, Sr.*

Reopening

- All occupants will enter through the side door/ramp only. A tent will be set up at the bottom of the ramp for the Nurses Ministry to perform temporal temperature checks for everyone. See *Hygiene Protocols* for these guidelines.
- The flow of movement will be 1-directional: there will be one way in, and one way out; one way to seating, one way to exit. Floor/ground markings will be provided for this purpose.
- Masks will be worn throughout the service, except by worship leaders while preaching/speaking/singing. Masks will be provided prior to entry, if needed.
- Indoor religious gatherings are recommended at no more than **33% capacity** in Phase Four³. For SPBC, that is roughly **82** persons in the sanctuary.
- The Coat Room will be closed for use.
- Sanctuary pews will be marked for distanced seating (an “x” will show where to sit).



The Worship Service

- Sanctuary doors will remain open throughout service to minimize touching.
- Four (4) ushers (one on each side of the sanctuary; two in front, two mid-way) will direct to seating. One (1) usher and one (1) nurse will remain at the sanctuary doors (socially distancing) to perform temperature checks and direct seating for late arrivals.
- The side door (ramp) will be closed during service; the front door will be opened only after the benediction (dismissal).
- Only the Pastor and presiding minister will occupy the pulpit. Remaining ministers will sit in the first pew. [Note: first pew on both sides will be closed for occupancy.]
- For those who are most vulnerable and/or uncomfortable with in-person worship at this time we will ensure an ongoing online presence through Facebook Live.
- Congregants will be advised not to engage in any physical contact (like hugging or moments of fellowship).

³ NYS Reopening Guidelines, “Reopening, What You Need to Know,” <https://forward.ny.gov/reopening-what-you-need-know>.

- Because we don't want to turn anyone away, attendance is subject to **pre-registration**. Each person is encouraged to register (parents, register children). You can register 4 different ways:
 - On the "Contact Us" page of our website
 - Emailing the Church at stphilipsbaptists@gmail.com
 - Through Google Forms at <https://forms.gle/jy6opR6GiBSnk8dU9>
 - Leave a message on the Church's phone: **(718) 720-8141**.
- Deacons, Trustees and Choir will observe social distancing guidelines (6 ft.) in their designated sections. We are suspending Ministry sit-ins for the time being, due to limited available seating.
- Children will sit with their family members during worship service.
- We have suspended van service for now.
- Two (2) designated Deacons will remain in the foyer throughout the service to maintain security.
- For the time being, we will not resume meals in the church.
- Congregants will be provided streamlined and controlled access to restroom facilities (only 2 persons at one time). Children under 8 years of age must be accompanied to restrooms.
- We will not resume the offering table. Congregants are encouraged to tithe online through Givelify, or use CashApp if possible. If tithing with cash or checks, envelopes must be placed in a basket at the sanctuary doors after the Benediction. Two (2) designated Deacons will be stationed at the sanctuary doors with baskets (one each) at the end of service to collect tithe & offerings. These baskets will be retrieved by the designated Trustee.
- Communion sacraments will be provided in sealed baggies upon entry prior to service by the Deacons Ministry.
- All non-worship activities (ministry meetings, Sunday School) will remain virtual. This does not include funerals and memorials. We are still working on protocols for weddings, dedications and baptisms. Sunday School classes will take place via Zoom.
- For the time being, the Fellowship Hall will remain closed (this excludes the bathrooms, Dr. McBeth's office and the Trustee Office; any usage of these areas is subject to distancing guidelines.).



Hygiene Protocols

- Congregants above the age of 2 years old¹ must wear facial coverings upon entering the building and throughout the service. Conductors of services, including Pastors and Ministers are encouraged to practice social distancing. While it may not be feasible to wear a mask while conducting services, social distancing should be enforced.
- Signs on how to stop the spread of COVID-19 by promoting everyday protective measures will be posted throughout the building.
- The building will be fully sanitized and disinfected with the proper cleaning solutions pre- and post-service gatherings (ALL surfaces that are touched during services).

¹NYS Title: **Section 66-3.2 - Face-Coverings**, [https://regs.health.ny.gov/volume-1a-title-10/content/section-66-32-face-coverings#:~:text=\(a\)%20Any%20person%20who%20is,when%20not%20maintaining%2C%20social%20distance](https://regs.health.ny.gov/volume-1a-title-10/content/section-66-32-face-coverings#:~:text=(a)%20Any%20person%20who%20is,when%20not%20maintaining%2C%20social%20distance).

- Those who distribute masks will do so wearing disposable gloves.
- Upon entering the building, congregants will have access to touchless hand sanitizer.
- Each person will be subject to temperature checks, using a temporal thermometer before they enter the building. According to CDC guidelines, *any temperature 100.4° F or greater is considered a fever.² No fever: People with temperatures at or below 100.3° F may proceed as normal.* All temperatures will be logged (see *Monitoring*).
- We will attempt to increase circulation of outdoor air by opening windows and doors as long as it poses no threat to safety.
- Congregants who are immune compromised or show symptoms of COVID-19 will be asked to forgo in-person services and will not be permitted into the building.
- Musical instruments including microphones will be disinfected prior to, and after each use.
- Cleaning staff will wait 24 hours before cleaning and disinfecting to reduce their risk of becoming ill.
- Sick staff and congregants will be advised not to return until they have met the CDC's criteria to discontinue home isolation.
- Worship aids like Bibles, hymnals, fans and bulletins will be removed from the pews. We encourage everyone to bring their own Bibles and fans, and to use the monitors.
- Door knobs will be disinfected after each service.



Promoting Social Distancing in the Sanctuary

- Congregants will be asked to maintain a 6 ft. distance while walking toward the entrance.
- There will be ground markers used to alert congregants of the need for 6 ft. distancing as they wait to enter the building as well as the sanctuary.
- The Ushers Ministry will direct parishioners to appropriate sanctuary seating.
- We encourage congregants to enter through the side doors and exit through the front doors, thereby limiting convergence of members.

The Offering

- Trustees who carry the offering will be asked to wear disposable gloves.
- Trustees must wear disposable gloves to open and count cash in the designated area.
- The counting area must be sanitized and disinfected after each use and used gloves must be discarded in a closed, non-touch garbage receptacle. Paper bills and coins should be disinfected (sprayed) and placed inside of a Ziploc storage bag.

² U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, CARE, *Check and Record Every Day*, https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19_CAREKit_ENG.pdf?fbclid=IwAR2UYIYJXN-hAd16AwMaolY3rUs_K9xlrbnLn126_YqB9hbWHFWpKSkoolc#:~:text=Start%20recording%20your%20temperature%20and,38%C2%B0C%20or%20higher.&text=them%20that%20you-.traveled%20from%20a%20country%20with%20an%20outbreak%20of%20COVID%2D19, and%20that%20you%20are%20selfmonitoring.&text=outbreak%20of%20COVID%2D19%2C%20or,indicated%20by%20public%20health%20authorities.

- Choir members and musicians will be appropriately spaced to ensure 6ft. social distancing.



Monitoring

- In the event it becomes necessary to trace our contact, we will log all temperature checks by name and temperature reading.
- Congregants who are sick will be asked to stay home.
- Any person who becomes ill during service will be directed to the Coat Room.

**Thank you for your understanding
and compliance.
Peace & Blessing**

