



CONNECTIONPOINT

LEE'S SUMMIT

Gathering Protocol

EFFECTIVE OCTOBER 9, 2020

THE PLAN

Modified Seating Layout

- Chairs are set up in socially distant sections
- A staff member will assist families and individuals with finding appropriately distanced seating
- Signs are placed on each Worship Center entrance to communicate socially distant seating
- See seating map inserted on final page of this document

Signage to Reinforce Social Distancing

- Signs on all exterior entrances
- Signs on all Worship Center entrances
- Freestanding signs centrally located in large lobby spaces
- Signs in main hallways
- Signs in all restrooms

Eliminating Lines

- By limiting our occupancy to 50% of the Worship Center maximum, we have eliminated all lines.
- Our naturally occurring staggered entrance schedule also prevents lines and congregation.
- Natural staggering also occurs for exiting the building, but to stagger exiting the service, we will dismiss people from the Worship Center by section.

Limit Congregation Points (indoors and outdoors)

- Again, our naturally occurring staggered entrance schedule prevents lines and congregation.
- Natural staggering also occurs for exiting the building, but to stagger exiting the service, we will dismiss people from the Worship Center by section.

Adequate Supplies

- For adults, all printed or physical items are one per person
- For infants through teens, every attempt is made to provide one printed or physical item per person. In the event that a supply must be shared (changing table, toy, game station, etc.), the item will be disinfected by a trained volunteer before and after each use.

Multiple Entry & Exit Points

- As detailed under the "Enforcing the Plan" section our Sunday schedule creates naturally occurring staggered entrance times.
- Natural staggering also occurs for exiting the building, but to stagger exiting the service, we will dismiss people from the Worship Center by section.

Advanced Cleaning & Disinfection

- Church staff cleans and disinfects the Worship Center before and after every use
- Church staff and trained volunteers disinfect restrooms and high touch surfaces throughout the Sunday morning schedule

Health Checks

- All staff receive a health screening form via text message every morning. The form must be completed before they arrive at work. Any individual with a fever or Covid symptoms will be contacted by the HR department and told to remain at home.
- All children and volunteers working with children have symptom and temperature checks prior to entering the children's area.
- All musicians and speakers will receive a health screening form via text message every Sunday morning. The form must be completed before they arrive. Any individual with a fever or Covid symptoms will be contacted by a staff member and told to remain at home.
- Health screening questions are posted prominently at all exterior entrances for self screening for attendees.

COMMUNICATING THE PLAN

Venue Layout

- venue maps are available on our Covid response web page (<https://connectionpoint.tv/covid19>)
- a staff member will assist families and individuals with finding appropriately distanced seating
- signs are placed on each Worship Center entrance to communicate socially distant seating

Regular Announcements & Signage

- live announcements will be made from the stage to reinforce face coverings, social distancing, and other measures
- social media posts will be made each week to reinforce face coverings, social distancing, and other measures
- weekly church-wide emails will reinforce face coverings, social distancing, and other measures
- the Gathering Protocol is available at <https://connectionpoint.tv/covid19> and in print in lobby areas and at the reception desk

Educating Staff & Attendees

- All staff members have been told not to come to church if they have COVID-19 symptoms, test positive, are awaiting test results, or have been exposed to someone with symptoms or someone who has tested positive or is awaiting test results. Communication has taken place through these channels:
 - Staff-wide meetings
 - Staff-wide email
 - Staff Facebook Group
 - Team meetings
 - Signage on all exterior entrances
 - Daily screening
- All church members/attendees have been told not to come to church if they have COVID-19 symptoms test positive, are awaiting test results, or have been exposed to someone with symptoms or someone who has tested positive or is awaiting test results. Communication has taken place through these channels:
 - Website – <https://connectionpoint.tv/covid19>

- Church-wide emails
- Live announcements on stage
- Signage on all exterior entrances

Contact Tracing

- Should we be made aware that a confirmed positive case has been at identified at our church, we will use our attendance database (Fellowship One) to determine the individuals the person came in contact with and communicate with those individuals through their preferred method of contact (either phone or email).

ENFORCING THE PLAN

Limited Attendance

- Attendance is limited to 50% maximum capacity for the Worship Center to allow for social distancing in the Worship Center as well as in all other rooms and areas of the building.

Modified Venue Layout

- Worship Center
 - chairs are set up in socially distant sections
 - a staff member will assist families and individuals with finding appropriately distanced seating
 - signs are placed on each Worship Center entrance to communicate socially distant seating
- Restrooms & Water Fountains
 - Restroom doors will be propped open to remove the door handle as a high touch surface
 - Water fountains have been covered and taken out of use

Providing Physical Barriers

We have not implemented physical barriers as our face-to-face and hand-to-hand is extremely limited by extreme social distancing in our Worship Center and by providing information digitally.

Staggered Entrance and Exit Times

- Entrance into the building
 - Due to our Sunday schedule of events and limited attendance, entrance into the building is naturally staggered with approximately 130 people arriving over a two-hour period.
- Exit
 - Natural staggering also occurs for exiting the building, but to stagger exit times from the service, we will dismiss people from the Worship Center by section.

Enforcing Social Distancing & Face Coverings

- Signs to enforce face coverings and social distancing are placed:
 - on all exterior entrances
 - in all restrooms
 - in all large gathering spaces
- Prior to attendee arrival, they will have access to the information via:
 - church-wide email
 - social media
 - church website
- Personnel to enforce guidelines includes:
 - 5 staff
 - 1 security
 - 2+ trained volunteers

EMPLOYEE & GENERAL HEALTH

These precautions have been put into place for our employee health:

- All employees have been told not to come to work if sick.
- Screenings are being conducted daily before employees may enter their work space.
- Break rooms, bathrooms, and all common areas are disinfected frequently.
- Disinfectant and related supplies are available to all employees at the following locations:
 - staff break areas
 - reception desk
- Hand sanitizer, effective against COVID-19, is available to all employees at the following locations:
 - restrooms
 - lobby areas
 - Worship Center
- Soap and water are available to all employees at the following locations:
 - restrooms
 - kitchen areas
- Copies of this Protocol have been distributed to all employees in print and via email.
- Other preventative measures:
 - all staff meetings have been moved to the Raytown Campus to allow for maximum spacing
 - all employees have moved offices to the Raytown Campus to allow for maximum spacing

Stage

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