



MONTCLAIR TABERNACLE
CHURCH OF GOD

PANDEMIC RESPONSE PLAN

NOT FEARFUL, JUST PREPARED!

The LORD is the stronghold of my life-- of whom shall I be afraid? When evil men advance against me to devour my flesh, when my enemies and my foes attack me, they will stumble and fall. Though an army besiege me, my heart will not fear; though war break out against me, even then will I be confident.

PSALM 27:1



PANDEMIC RESPONSE PLAN



WHY IS THIS POLICY IMPORTANT?

While our church hopes that emergency response plans will never be used, the truth remains that it is better to have a policy in place than to respond poorly should an emergency arise. This pandemic response policy has been developed by a task force of church staff, safety personnel, and medical personnel to ensure we are prepared to respond if a pandemic impacts our church and local community.



PANDEMIC RESPONSE PLAN

The pandemic response task force will monitor pandemic conditions by utilizing resources from local and state health departments, the CDC, and FEMA. Should pandemic conditions be present in our community and average Sunday attendance suddenly drop by 25%, phase 1 of the plan will be implemented. At this time, the church will communicate with staff, ministry leaders, church members, and non-church groups that use the facility to ensure all are aware of details regarding phase 2 and phase 3, should those phases become necessary to implement. During phase 1, increased cleanings of the facility will take place.

If average attendance drops by 40%, phase 2 will be implemented. During this phase, normal Sunday operations adjust to ensure minimal hand-to-hand contact between people occurs, such as propping open doors, skipping greeting time during services, and placing offering buckets or Lord's Supper elements in central locations instead of passing from person-to-person. Additional church activities, such as week-night Bible studies, will be canceled; facility access by non-church groups will be restricted; and church staff will work remotely.

If average attendance drops by 50-60%, phase 3 will be implemented. At this time, services will be canceled and a livestream or online video option will be offered. A deep cleaning of the facility will also occur.

Once local conditions begin to improve, the pandemic response task force will make and communicate decisions and a timeline to return to normal operations.



PANDEMIC PLANNING PHASES



PHASE 1

- ☐ Absenteeism is at 25%
- ☐ Communicate plan to church staff, ministry leaders, volunteers, and congregation
- ☐ Communicate plan to non-church organizations that use facility
- ☐ Check on updates from local and state health departments, CDC, and FEMA
- ☐ Remind parents of sickness policy for kids ministry



PHASE 2

- ☐ Absenteeism is at 40%
- ☐ Post signage to encourage hand washing and add hand sanitizing stations around facility
- ☐ Prop open doors in high traffic areas
- ☐ Ask guest services teams to avoid shaking hands of those entering church facility
- ☐ Exclude greeting times from worship services or encourage people to not shake hands
- ☐ Use offering buckets near exits instead of passing offering plates
- ☐ Increase cleanings in kids ministry space and high traffic areas
- ☐ Restrict building access to non-church organizations
- ☐ Limit building use for extra activities like weeknight Bible studies, kids programs, etc.
- ☐ Allow church staff to work from home



PHASE 3

- ☐ Absenteeism is at 50-60%
- ☐ Cancel services and restrict all building access
- ☐ Livestream a sermon or post a previous sermon video online
- ☐ Encourage app or online giving
- ☐ Ensure a deep cleaning of entire facility



WELL CHILD POLICY

For the protection of the children and families in our kids ministry, please adhere to these guidelines when determining if you should bring your child to church.

A well child has:

- No fever over 99.6° currently or within the last 24 hours.
- No vomiting or diarrhea currently or within the last 24 hours.
- No runny nose.
- No cough.
- No unexplained rashes.
- No skin infections.
- No eye infections.
- No childhood diseases such as chicken pox, mumps, measles, etc.

If a child currently has any of the above symptoms ...

Please do not bring your child to church. The volunteers, teachers, and leaders in your child's class may not accept him or her into the classroom.

If a child develops any of the above symptoms while in our care ...

We will ask you to pick up your child immediately. We will not administer medicine of any kind.

Your cooperation will help to protect the health of the children and families in our church!



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BEST HYGENE PRACTICES

FOR HOSPITALITY TEAM



ENTRY WAYS

- ☐ Wipe all doors and door handles with disinfecting solution before and after each use
- ☐ Prop open all doors in high traffic areas
- ☐ Post signage to encourage hand washing and add hand sanitizing stations around facility
- ☐ Ask guest services teams to avoid shaking hands of those entering church facility
- ☐ Place bulletins or worship guides on tables for people to pick up



DURING SERVICES

- ☐ Wipe all doors and door handles with disinfecting solution before and after each use
- ☐ Prop open all doors to sanctuary or worship center prior to service and close at start of service
- ☐ Add pre-service slides that encourage hand washing and discourage shaking hands
- ☐ Exclude greeting times from worship services
- ☐ Use offering buckets near exits instead of passing offering plates
- ☐ Use tables or stations for taking the Lord's Supper instead of passing the elements
- ☐ Prop open all doors to sanctuary or worship center at end of service
- ☐ Wipe all hard surfaces like tabletops, counters, etc. with disinfecting solution after each service



BASIC HYGENE PRACTICES

FOR KIDS MINISTRY



HAND WASHING

- ☐ When first entering a classroom
- ☐ After changing a diaper or assisting a child using the restroom (yours and child's)
- ☐ Before feeding a baby (yours and child's)
- ☐ Before preparing or distributing snacks and drinks (yours and child's)



CHANGING DIAPERS

- ☐ Only change diapers on a non-porous surface, such as a vinyl mat
- ☐ Wear disposable gloves
- ☐ Place waxed paper on top of clean diaper and slide both under child
- ☐ Roll used diaper and used wipes into waxed paper and discard
- ☐ Fasten clean diaper securely
- ☐ Wipe non-porous surface with mild bleach solution
- ☐ Remove and discard disposable gloves
- ☐ Wash your hands and child's hands



CLEANING TECHNIQUES

- ☐ Wash toys after each use with soapy water, disinfecting solution, and clear rinse
- ☐ Remove crib sheets and wipe crib with soapy water, disinfecting solution, and clear rinse
- ☐ Wipe all doorknobs, hard surfaces, shelves, and furnishings with a mild bleach solution
- ☐ Clean floors and walls (if flooring is carpet, use a nontoxic deep-cleaning process regularly)



CLEANING CONSIDERATIONS

IN CHILDREN'S AREAS



DISINFECTING SOLUTIONS

- ☐ Bleach solution can be used to disinfect toys, furnishings, hands, and other articles
- ☐ Mix ¼ cup of bleach with 1 gallon of water or 1 tablespoon of bleach with 1 quart of water
- ☐ Prepare fresh solution for each cleaning session
- ☐ Solution is not toxic if accidentally ingested but should be handled with caution



AREAS AND ITEMS TO CLEAN

- ☐ Cribs, including washing sheets and wiping down mattresses and rails
- ☐ Diaper changing areas (should be a non-porous surface)
- ☐ Toys
- ☐ Teaching materials
- ☐ Hard surfaces like doorknobs, tabletops, chairs, counters, shelves, etc.
- ☐ Carpet (use a non-toxic deep cleaning solution)
- ☐ Walls
- ☐ Floors
- ☐ Restrooms



CONTAMINATED SURFACES

- ☐ Use disposable gloves when cleaning contaminated surfaces
- ☐ Clean surfaces and toys immediately after any spills of bodily fluid, including blood, saliva, etc.
- ☐ Wipe surfaces and toys with disinfecting solution
- ☐ Rinse with clear water and allow to air dry
- ☐ Wash hands immediately after disposing of gloves



CLEANING MUST BE A PRIORITY



AREAS AND SURFACES TO CLEAN

- ☐ Doors
- ☐ Door handles
- ☐ Entry ways
- ☐ Welcome center
- ☐ Pews
- ☐ Hard surface chairs
- ☐ Floors
- ☐ Tables
- ☐ Counters
- ☐ Coffee stations
- ☐ Restrooms
- ☐ Water fountains
- ☐ Office furniture
- ☐ Kids ministry area
- ☐ Student ministry area
- ☐ Classrooms
- ☐ Kitchen
- ☐ Worship instruments
- ☐ Microphones
- ☐ Sound equipment
- ☐ Computers
- ☐ Tablets

