



COVID-19 Policy Manual

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Our mission at Tabernacle is to provide a safe environment for all attendees to return to in-person worship.

The purpose of this manual is to:

- ❖ Ensure the personal safety and health of members and visitors who attend Tabernacle SDA Church in Miami, FL.
- ❖ Adhere to public health requirements and guidelines including but not limited to: physical distancing, face coverings, temperature screening and hand washing and sanitizing.
- ❖ Monitor and take immediate steps to limit and mitigate the spread of Covid-19 positive cases, and complete the necessary sanitization of the building as required by public health guidelines.
- ❖ Manage a return to virtual services for 14 days should there be any exposure for the protection of members and to limit the spread of the Covid-19 virus.
- ❖ Be a living document that will change with the approval of the Tabernacle Church Board to accommodate and address the constantly changing Covid environment.
- ❖ Provide policies for safety requirements inside of the building. Masks are recommended, but not required for outdoor activities.

The Tabernacle Covid-19 Policy Manual is designed to prepare the church for the effective transition from completely virtual services to full in-person services, depending on community levels of transmission of the Covid-19 virus and with guidance from the Centers for Disease Control, the World Health Organization, the Southeastern Conference of Seventh-day Adventists and state and local authorities.

PHASE ONE: VIRTUAL SERVICE

- ❖ Virtual services will be in place. Divine hour will continue to be streamed with a minimal staff present for the purpose of streaming. Pre-recordings are encouraged to limit the number of face-to-face interactions which create greater risk for the spread of the Covid-19 virus. Wednesday night prayer meetings, Sabbath school, Communion and other activities will be held virtually.

PHASE TWO: DRIVE- IN SERVICE

- ❖ Members may attend church by driving-in for the service. Members must register to attend the service and park in allotted spots. Members must remain in their vehicles at all times. This phase would continue until the air conditioning replacement project is completed and the fresh air intake is finalized. (Committee & Elders to determine if this is feasible re quality of service and streaming outdoor. Praise and worship and other parts of service would remain pre-recorded. (Are we going to seek out a radio frequency or just have members roll their windows down?)
- ❖ Discussions with Communications Department and Elders Board

PHASE THREE: SOFT RE-OPENING

- ❖ Beginning with one weekly in-person service for Divine Hour, starting with 50* members and guests, not including administration (Communications, Rostrum members, security, ushers, deacons). All attendees, members, visitors and administrators would need to pre-register, submit to temperature screening, hand sanitizing and wear appropriate face coverings over the mouth and nose, prior to entering the church building. Services will not exceed 1-1.5 hours in length. Wednesday night prayer meetings, Sabbath school, Communion and other activities will be held virtually. Communion will continue to be held by members in their individual homes. The use of the kitchen and Heath Dining Hall are prohibited during this phase.

* This number is subject to change by approval of the Tabernacle Church Board.

PHASE FOUR: EXPANDED RE-OPENING

- ❖ Expanding to 2 weekly in-person services for Divine Hour, with 121* members and guests inside of the sanctuary, not including administration per service. Numbers may be increased as considered by the committee and in accordance with rates of transmission and guidance from the entities listed above. All attendees, members, visitors and administrators would need to pre-register, submit to temperature screening, hand sanitizing and wear appropriate face coverings over the mouth and nose, prior to entering the church building. Wednesday night prayer meetings, Sabbath school, Communion and other activities will be held virtually. Communion will continue to be held by members in their individual homes. The use of the kitchen and Heath Dining Hall are prohibited during this phase. All foods must be pre-packaged prior to arrival on church grounds. Food should be distributed as members are leaving the church premises. **
- ❖ * This number is subject to change by approval of the Tabernacle Church Board.
- ❖ ** Requirements are subject to change depending on the decision of the Church Board.

PHASE FIVE: FULL RE-OPENING

- ❖ All attendees and services return to in-person with the option of virtual for those members who may not be comfortable returning. Registration requirements and face covering requirements will be re-evaluated at that time.
- ❖ All attendees must pre-register, submit to temperature screening and hand sanitization and wear appropriate face covering over the mouth and nose, prior to entering the church building.

1.0 COMMUNICATION

- ❖ All policies and procedures must be communicated to the Members of Tabernacle SDA Church. Updates will be regularly communicated and distributed. Tabernacle SDA Church understands the importance of timely communication to ensure the knowledge and safety of all members and visitors.
- ❖ The Covid Committee will seek guidance from and work with the local Conference, and health and government organizations to develop standard communication. All Tabernacle stakeholders, including ministry leaders, elders and members should be careful to monitor for communications so that we are all informed and proactive.

Tabernacle SDA Church will:

- ❖ Secure certified Contact Tracers who will inform relevant local public health authorities regarding any outbreaks or infection.
- ❖ Advise members and visitors who are at higher risk of alternatives to in-person services.
- ❖ Communicate with members primarily through Faith Teams regarding registration for in-person attendance as well as confirmation of their ability to attend in-person service for a particular week. If there is any risk of infection, notification will be provided to all members within 48 hours by text for mass, by phone for Case and contacts (possible infected people)

2.0 SAFETY AND ENFORCEMENT

- ❖ The Tabernacle SDA Church Leadership and Safety Ministry will be responsible for enforcing Covid Guidelines and ensuring that members follow the guidelines so that all attendees remain protected and feel comfortable attending in person.

2.1 SCREENING and PREVENTING COVID-19 INFECTIONS

- ❖ The church shall have certified contact tracers to ensure that the proper protocol is followed should there be any Covid outbreak/infection. (A number will be provided to all members, where a contact tracer can be reached should a member discover that he/she has been exposed.)
- ❖ Any Staff, visitor or member who is sick or has had close contact with a person who has had or is suspected to have Covid-19 must quarantine for 14 days and may not attend in-person services.
- ❖ Each attendee must pre-register, submit to temperature screening and hand sanitization and wear appropriate face covering over the mouth and nose, prior to entering the church building.

- Should any registrant have a temperature higher than 100.4, then they will be required to return home and will not be allowed entrance into the church.
- ❖ Two (2) isolation units will be established in the clinic area, in case an attendee begins to show signs of infection while on the church premises or if someone receives a positive test result subsequent to entry.
 - The restroom in the clinic area should be limited for use by isolation units and sanitized regularly to limit any spread of the virus.
 - If any person becomes visibly distressed due to covid, to include bluish skin, difficulty breathing or other respiratory issues, confusion, 911 should be called immediately.

3.0 CLEANING and SANITIZATION

- ❖ Before and after each service: benches, common areas, elevator buttons, rostrum furniture, electronic equipment, microphones and AV aids should be cleaned and sanitized. (Microphones should be sanitized between each use by a different individual, or microphones can be assigned to individuals for the service.)
- ❖ Before, during and after services: all door knobs, handles, light switches, restrooms, the mother's room, should be cleaned **in between uses** whether by individual members or volunteers.
 - Members - please wash your hands and use hand sanitizer upon entry and exit of the restroom. (Hygiene education should be posted on Bathroom entrance and stalls, encourage members to clean after themselves) Pre-Recorded Covid tips and tricks should be played at the beginning of each service, no longer than 5 minutes)
- ❖ The church will aim to put in place as many touchless utilities as possible to lower the risk of the spread of Covid-19 and for the protection of members.
- ❖ Upon the commencement of two (2) services each Sabbath, a cleaning window of 1-2 hours will be put in place for cleaning and airing out the space prior to the subsequent service.
- ❖ Upon soft reopening, the fellowship hall and third floor will be closed until such time as the church board determines appropriate. This would assist in limiting the contamination of multiple floors.
- ❖ Consider training class of cleaning protocols for Covid

3.1 HOSPITALITY and FOOD SERVICE

- ❖ Circumstance – any event where food is being distributed or shared.
 - i. Everything must be premade and pre-packaged, there is no access to the kitchen for usage during the Soft-reopening.
 1. Meals must be boxed and sealed prior to reaching the church premises
 2. Catered food – must also be individual pre-packaged meals.
 - ii. Served from outside
 - iii. People remaining in their vehicles for service
 - iv. Drive-by to pick up plates (must remain in your vehicles) * Drive by or walk through to pick up plates
 - v. Limited to the number of people attending the event
 - vi. Logistics – Set-up location (Preferably under canopy to facilitate drive-by)

4.0 IN-PERSON SERVICES

1. Mask requirement - mask shall be required for all attendees aged two (2) and older (considering that children under the age of 12 are not vaccinated and are still at risk).
 2. If non-compliant with protocols, will be asked to leave, will not be allowed access to the building.
 3. Attendees are encouraged to bring hand sanitizer and water from home.
 4. Attendees should wash hands after using the restroom. (signs to be placed inside and out of restrooms)
 5. Attendees should be discouraged from shaking hands and hugging.
 6. Facility improvements will include, censored toilets, faucets and hand dryers additional hand sanitizing stations, water station and replacement of the HVAC Cooling system.
 7. Services should be limited to 1-1.5 hours, as long periods of confinement in air-conditioned rooms can be a source of breeding for the Covid-19 virus.
 8. Individuals to man the bathrooms (Capacity for bathrooms – no more than 2 people)
 9. Exiting instructions - ensuring 6-foot distance, ushers or deacons and deaconess will usher attendees from the church one pew at a time.
 10. Offering - encourage members to continue giving online
 - a. make an offering box available in the church (manned by security and or deacons)
 11. Church announcement to register online or by phone for services. (Recorded announcement)
 1. Seniors to be considered separately 5 seniors per service (section for seniors who may live alone) (Contact Sister Mierez (need to confirm willingness to be main contact for seniors to register) or alternate Sister Gillian Nedd)
 2. 45 members/ 5 seniors/ 5 guests (non-members)
 - ii. Praise and worship teams (pre-recordings will continue to be used, until such time as church board determines otherwise considering the safety of all members)
 1. Singing masks - to be considered
 2. Praise Team - singing is one of the easiest ways to spread the vaccine
 - a. not singing until everyone vaccinated
 - b. projection, pre-recorded praise team
 - c. soloist or instrumental
 - d. enclosure for the praise team
 - e. Blocking off first two rows
 - iii. Sabbath school
 1. Southeastern conference recommendation is to remain virtual at this time.
 2. Committee agrees with maintaining virtual sabbath school until either approval from the conference or moving to expanded re-opening.
- b. REQUIRED PERSONNEL FOR SERVICE
 - i. personnel who must be present
 1. Deacons (2)
 2. Deaconess (2)
 3. Ushers (2)
 4. Greeter (1)
 5. Security (2)

- a. Offering - box (at the front of the church)
 - b. 1 -1.5-hour service
 - 6. Pastor & Family
 - 7. 1 Elder & Family
 - 8. Communications - (5 members)
 - 9. Custodian
 - 10. Treasurer - (3 people)
 - 11. Health Team Member (1-3 for temperature scans)
 - 12. Clerk Team Member (1-2 for checking in members on Faith Teams)
 - ii. Parking
 - 1. Please park with one space between each vehicle
 - iii. Coding for groups of people
 - 1. Blue - families w/o young children (6+)
 - 2. Yellow - singles
 - 3. Orange - couples
 - 4. Red - Families with children aged 5 and below (Back rows)
 - 5. Green - Seniors
 - 6. Consider seating chart by color or pods (1-4 people 6 ft apart from the next group or person)
 - iv. Survey of people interested in coming back to in-person worship
12. STAGE Placement
- a. New podiums fitted with fiberglass screen (spit shield)
 - b. Lighting – platform (now on lower stage, consider moving speaker back to upper platform or ensuring at least 12 ft distance between the speaker and the first row of attendees.)
 - c. Seek to use only the amount of people that there are individual microphones for. (Enter facing the stage on the left side and exit on the right to eliminate unnecessary contact and crowding on the stage)
 - d. Use of second podium or tape to mark placement
13. Communion-
- a. Recommendation that the ordinance of communion continue virtually and that any change in recommendation be considered by the Pastor and Church Board.

CHILDREN'S MINISTRY, MUSIC, CHOIRS, SABBATH SCHOOL, WEDNESDAY NIGHT PRAYER MEETING, ACTIVITIES should remain virtual until further guidelines from SEC and or Church Board decision.