

SAFETY PROTOCOL

For the Tranquility Seventh-day Adventist church

Table of Contents

Overview	2
Links	2
General Safety Precautions	3
Materials Needed	3
Training	3
Before getting to church	3
Notification by Church Clerk	3
Parking Lot	4
Musical Instruments and Singing	4
Bathroom	4
Communion Service	4
Collection of Tithes and Offerings	4
Contact Tracing	5
Indoor Safety Precautions	5
Materials Needed	5
Church Building Preparation	5
Entering the Church	5
While in Service	6
Sound Room	6
Mothers' Room	6
Exiting Service	6
Cleaning	6
Outdoor Safety Precautions	7
Materials Needed	7
Meeting Grounds Preparation	7
Cleaning	7
Church Opening Committee Members	7

SAFETY PROTOCOL

For the Tranquility Seventh-day Adventist church

Overview

This Safety Protocol highlights the procedures to be followed before, during, and after services at Tranquility Seventh-day Adventist church. Understanding the dynamic nature of the pandemic, this Safety Protocol might need to be updated due to changes in state and local regulations.

The primary goal of this Protocol is to protect the physical wellbeing of the individuals gathering for worship. This Safety Protocol takes into consideration the State of New Jersey Executive Orders and recommendations from the New Jersey Conference of Seventh-day Adventists as referenced in the [Link](#) Section.

The maximum number of individuals gathering at a time inside the Tranquility Seventh-day Adventist church is 50. All attendees inside the building must wear face coverings at all times and stay at least six feet apart. The recommendation is to have gatherings at this location of no more than sixty minutes.

We are also recommending continuing the online worship presentations as an alternative to those who are not comfortable attending, sick, vulnerable, have symptoms, or have been exposed to COVID-19.

Quote from the State of New Jersey Government –

“While services can resume, houses of worship must comply with the limits on indoor gatherings. Indoor gatherings must be limited to 100 people or 25% of a room's capacity -- whichever number is lower. All attendees at indoor gatherings must wear face coverings and stay six feet apart.

To save lives and stop the spread of COVID-19, wear a mask, wash your hands, practice social distancing, and stay home if you are sick. Face coverings are required in indoor public spaces and in outdoor public spaces when social distancing is difficult to maintain”.

Links

- [NJ COVID-19 Information Hub](#)
- [NJ COVID-19 Church Services Update \(09 July 2020\)](#)
- [NJ Conference of SDA - Guidelines and Procedures](#)
- [NJ Conference of SDA - Checklist for in-person worship](#)
- [NJ Conference of SDA - Precautions Guidelines](#)
- [NJ Conference of SDA - Flyer](#)

SAFETY PROTOCOL

For the Tranquility Seventh-day Adventist church

General Safety Precautions

Materials Needed

- Extra face masks
- Log to track service attendance by name
- Bathroom sanitizer
- Cleaning agents

Training

The Deacons, Deaconess, Greeters, and Elders or any other person leading each service must familiarize themselves with this Safety Protocol before starting services.

Before getting to church

Notification by Church Clerk

The Church Clerk should send out an email to the church members before each church service, informing the church families of the procedures to be followed before, during, and after each church service to ensure a safe environment for all. This information should also be posted on the church's website.

The notification should include the following:

- Asking each member to confirm their attendance and how many from their household will be attending. This number is to be used to ensure the participation of no more than 50 people in total per service.
- Members should not come to church if:
 - They are sick, have a pre-existing condition, vulnerable (e.g., over 65 years old), or have symptoms of COVID-19 (e.g., fever, cough, chills, loss of taste or smell, shortness of breath, fatigue, body aches, headache, sore throat, congestion, runny nose, nausea, vomiting or diarrhea).
 - They or a member of their family unit have traveled to states or areas with a high rate of COVID-19 cases as currently listed by the state of New Jersey and have not quarantined for at least 14 days.
 - They or a member of their family unit have a known exposure to anyone with COVID-19 within the last 14 days.
- Inform that a face mask needs to cover both over your nose and mouth is mandatory inside the church at all times, except for children under two years of age, and highly encouraged for outside services to protect the well-being of our fellow worshippers.
- Bring hand sanitizer and water bottle, no access to a water fountain.

SAFETY PROTOCOL

For the Tranquility Seventh-day Adventist church

- While at church, maintain a safe distance of at least 6 feet at all times. This applies also while waiting to enter the church and parking lot.
- Avoid touching hands to face, eyes, nose, or mouth.
- Should not congregate in the foyer or parking lot.
- Wait to be ushered into and out of the church or directed to your seating area for outdoors services.
- Only the upper level of the church will be available for public access.
- Bathroom use (located in Mothers' Room) is discouraged but available if needed to be used.
- Wash hands before and after use of the bathroom and spray and wipe sink and toilet with provided sanitizer.

Parking Lot

Ensure that automobiles are parked with the equivalent of one empty parking space between each car. A deacon will guide traffic in the parking lot to ensure proper social distancing.

Musical Instruments and Singing

The use of church musical instruments (e.g., piano, organ) should be limited to a single person. The Instruments should be cleaned before and after its use by the person using them. The following are discouraged:

- The use of wind instruments
- Congregational or individual singing

Music videos or live instrumental music can be used as an alternative to singing.

Communion Service

We are not recommending Communion Service at this time.

Collection of Tithes and Offerings

There will be no collection of tithes and offerings in order to avoid handling cash and physical checks, and eliminating weekly money deposits. Members will be pointed to the various options they have for donating to the church, e.g., sending checks to the Treasurer, and giving through Adventist Online or PayPal.

Contact Tracing

If anyone who has attended a church service at Tranquility Church becomes COVID-19 positive within fourteen days from church attendance, they need to inform the Head Deacon. Based on attendance records, the Head Deacon will work with the Church Clerk to inform everyone who was present at the services where the COVID-19 positive attendee has participated in the previous fourteen days.

SAFETY PROTOCOL

For the Tranquility Seventh-day Adventist church

Indoor Safety Precautions

Materials Needed

- Hand sanitizer
- Material (e.g., tape, chalk) to mark walkways to ensure social distance
- Entry and exit signs
- Social distance guidance posters

Church Building Preparation

The following actions should be completed before starting services:

- Remove Bibles, Hymnbooks, tithe envelopes and pencils or pens from pews.
- Mark pews to allow for social-distancing sitting.
- Replace AC filters (HEPA or MERV-rated 13 or 14 filters).
- Remove non-essential material from the church foyer.
- Mark areas that are restricted.
- Post Safety guidelines for easy reading.

Entering the Church

The walkway leading to the main church entrance should be marked to guide people in maintaining social distance (at least 6 feet apart). There should be in the foyer a line dividing traffic direction. Preferably left side going in and right going out. The door going into the church should be opened. Hand sanitizer should be applied to the hands of each person when entering the church or use a hand sanitizer station.

The usher or greeter (or appropriately trained person) should record the names of the people attending each service, and then would direct people to their seating while maintaining social distance. Seating should be assigned from the front of the church to the back and only on the previously identified areas. People sitting on the outside pews would walk on the outer aisle, and people sitting on the inside pews would only walk down the middle aisle to avoid cross-contamination of family units.

While in Service

Ensure face-covering at all times while inside the church. Stay seated where assigned and by family unit. If you need to go out, use either the center or outside aisles according to your seating and maintain social distance.

The person leading the service, only behind the pulpit or in front, may remove their face-covering, provided that they are more than 6 feet away from the congregation.

SAFETY PROTOCOL

For the Tranquility Seventh-day Adventist church

Sound Room

Due to its limited space, the occupancy in this room is one person per service. The sound room operator should wash hands before entering and use latex gloves when operating the sound equipment.

Microphone covers should be removed and not used at this time.

Mothers' Room

We are not recommending the use of the Mothers' Room as intended to allow the use of the bathroom.

Bathroom

Bathroom use (located in Mothers' Room) is discouraged but available if needed to be used. Each person using the bathroom should wash hands before and after use and spray sink and toilet with provided sanitizer.

Exiting Service

1. Ensure the doors leading out are opened.
2. The person leading should remind the congregation of the process to follow on their way out before they are led out.
3. Wait for a deacon or appropriately trained person to direct people out by person or family unit.
4. The deacon will dismiss each row of occupied pews starting from the rear and moving forward to the first row of the church last.
5. The deacon should ensure that there is enough space (e.g., at least 6 feet of distance) before directing the second person or family unit to exit.
6. Should have someone trained in the foyer to ensure social distance and the continual flow of people towards the outside. This person would also direct the deacon to speed up or slow down depending on traffic at the main doors.

Cleaning

The church must be cleaned before and after each use. Consider the following areas to be cleaned:

- Pulpit
- Microphones
- Pews
- Light switched
- Doorknobs
- Bathroom

SAFETY PROTOCOL

For the Tranquility Seventh-day Adventist church

Outdoor Safety Precautions

Materials Needed

- Hand sanitizer
- Material (e.g., traffic cones, spray paint) to mark walkways and seating placement to ensure social distance

Outdoor Service

1. When meeting in an outside environment the use of face masks is not mandatory: however its use is highly encouraged to protect the well being of fellow worshipers.
2. Minimum distance of 6 feet shall be maintained between all persons other than immediate family members during time on the church property.
3. Bathroom use is discouraged, however if needed, the Pastor's Study restroom will be available. Please wash hands and wipe down surfaces before you leave. Small children should be accompanied by a parent.
4. If you have your own comfortable chairs, we encourage you to bring them. This will eliminate wiping down the metal chairs. If you come without a chair you can sit in one that has been sanitized. 6 foot spacing of chairs is required. Please do not switch seats during the service. A good rule is arms outstretched on each person for 6 feet.
5. Meeting in the tent will be weather dependent. If there is weather that would be dangerous, the meeting will be cancelled. Very heavy wind with rain or lightning would be an example. You will be notified if there is a cancellation.
6. The covid virus spread will be monitored on a weekly basis and when it is safe for everyone to return to worshipping inside the church you will be notified.
7. The tent will be located on the lawn behind the church to the right side of the garage and will be available through October 2020
8. General cautions to all parents with young children are in order. Hazards from stakes and ropes also electrical wires for amplifiers will be possible.
9. Elder/Deacon in charge keeps track of who attends the weekly service and follows the protocol mentioned above on informing attendees of COVID 19 sickness.

Church Opening Committee Members

Dawn Salmon

Fabian Rosas

Jackson De Souza

John Anderson

Oscar Harrison

Pastor Pete Thompson - New Beginnings Ministry

Violet Niederoest

Walter Perez

Walter Gang

Wenda and Jon Gesell

William Dieppa (Chair)