



# Zion Evangelical Lutheran Church

## KEY POINTS FOR RE-OPENING ZION

*(Below are recommended worship-only strategies  
to have in place when Zion re-opens.)*

### SECTION 1: CLEANING

#### 1. ***Deep Cleaning***

Deep cleaning of the church must be done prior to the church being opened for worship. This cleaning includes vacuuming the sanctuary, cleaning tile floors, and the slate chancel area. Additionally, the bathrooms and flat surfaces throughout the church must also be cleaned. Deep cleaning is also recommended if a staff member or congregant tests positive for COVID-19.

*Vindicator Disinfectant* is to be used if an area being cleaned does not need to be done in 3-minute or less. In order to preserve the wooden pews *QT-3* must be used on the pews between services. High touch areas must also be cleaned with *QT-3* between services.

#### 2. ***Disinfectant***

*QT-3* filled spray bottles will be available in the choir room. This product is safe for wooden pews as well as other areas. This product can also be used with Zion's Arsenal System which proportionately mixes the disinfectant with water. This product is purchased from Hillyard.

Individuals will be needed to help clean the pews, doorknobs, door handles, lights switches, etc. after each service. Scott Hetrick or Marvin Hoover will assist with the Sunday cleaning process; Anne will work with the sextons to determine their availability; volunteers may also be needed. Anne Rankin will recruit "helpers" when members call in to reserve worship space.

The sextons have created a list of the high-touch points for cleaning after each service including door handles; doorknobs; top, sides, and seats of pews; light switches; and the control panel for the Sanctuary lights. (Obtain list from Anne Rankin.)

**Note:** Disinfectant is to be sprayed on a cloth to wipe the down the light switches and the Sanctuary lighting control panel. Do not spray disinfectant directed on light switches, the Sanctuary lighting control panel, or any other electrical fixture.

#### 3. ***Rags***

Hillyard has provided Zion with the proper microfiber rags. These rags are to be used with the ***QT-3 disinfectant only***. Rags will be placed in a large plastic bag after use and put in the Narthex for pick up by Altar Guild members. Altar Guild members will wash the rags each week and return them to the church for reuse.

4. ***Masks***  
Disposable face masks are available if someone forgets to bring their own.  
  
It is expected that members will have their own masks; the disposable masks are for backup only. Members of the congregation may also provide handmade masks. The masks will be placed on the ushers' table by the back doors into the sanctuary. Masks are to be worn by worshipers (additional directions can be found under **Section 2: Worship, item 3, page 3**) and by staff and volunteers during cleaning.
5. ***Gloves***  
Gloves are to be worn only by staff and volunteers who are cleaning the church.  
  
Worshipers ***do not*** need to wear gloves.
6. ***Hand Sanitizer***  
Bottles of hand sanitizer are available to refill pump bottles located around the church. The pump bottles that are currently on the windowsills in the sanctuary, will not be used initially due to the designated flow of individuals within the sanctuary. (A chart is attached to the end of this document identifying flow and seating positions).  
  
Wall hand-sanitizer dispensers are located in the downstairs hallways, the narthex, the zone, and the social hall. Everyone is advised to "Be Wise and Sanitize."
7. ***Pew, Bookcase, and Children's Corner Materials***  
All books, notebooks, and Children's Corner materials have been removed from the Sanctuary. These items are currently in storage. Contact Anne Rankin when these items can be returned to their normal location.
8. ***Trash***  
Will need to be emptied after each service. The trash in the front Narthex area and near the back-exit doors can be accumulated in a large plastic bag by the volunteer cleaners until all the services are over and then placed in the dumpster. Between services the bag is to be placed outside the back doors (i.e. to the side of the Pantry entrance doors).  
  
Note: Trash bags and cleaning supplies will be located in the choir room.
9. ***Sacristy***  
The large counter and the top of the refrigerator are to be cleaned only after Sunday services have ended (and after Saturday services if it is necessary to have additional services on Saturdays).
10. ***Bathrooms***  
**All** bathrooms, **except** the ones across from the Food Pantry, will be closed. The bathrooms across from the Food Pantry are to be cleaned after the Food Pantry closes on Mondays and Wednesdays as well as between worship services. Bathrooms are to be used by one person at a time. Signs will need to be posted to indicate when the bathrooms are occupied. Signs will also need to be placed on the doors of the closed bathrooms directing individuals to the bathrooms that are open.
11. ***Water Fountains***  
Water fountains will be turned off for an indefinite period of time.

12. ***Hallways***  
The hallways are to be cleaned with disinfectant after the Food Pantry closes on Mondays and Wednesdays as well as after Sunday worship services have ended. This is to be done by the sextons.
13. ***Pews***  
When cleaning pews between services, the seat areas, the top of the pews in front of occupied pews, as well as the sides of the pews are to be disinfected. Pews that are not to be used will be cordoned off with roping.
14. ***Use of the Parlor***  
The Parlor is not to be used for worship overflow. All worshipers are to be in the Sanctuary. The only people in the parlor should be the individuals who are volunteering for certain jobs and are waiting to begin cleaning.
15. ***Special Note about Disinfecting***  
**If an area of the church has been occupied but will not be used for three days, it is not necessary to disinfect that area; however, all areas are to be kept clean at all times.**

## **SECTION 2: WORSHIP**

1. ***Screening of worshipers***  
Worshipers will be screened with a ***digital no-touch thermal thermometer*** prior to entering the sanctuary. (Anne Rankin will obtain people to do screening when worshipers call in to reserve seating.) Admittance into worship will require that an individual's temperature not exceed 100.4 degrees Fahrenheit.  
  
Anne will create temperature logs with the names of individuals who have reserved worship seating so temperature can be easily recorded. Additionally, this list will be important if contact tracing is required.
2. **A total of 25 individuals may gather in the sanctuary for worship** while Zion. This will include 20 members plus the Pastor, Director of Music, Technical Support, and 2 ushers per service. Designated seating areas have been identified. (Seating/Flow Chart can be found at the end of this document.)
3. Two empty pews will separate the pews designated for use. Pews which may not be used will be cordoned off and sign will be placed on the pews. Social distancing must be practiced at all times and masks are to be worn inside the church. (Please see note below about masks )

**\*Note:** Adults with medical respiratory issues or others medical issues are exempt from wearing a mask if it interferes with their breathing.

Any child who cannot wear a face covering due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, a disability, and children who are unable to remove a face covering without assistance, are not required to wear face coverings. Children under 2 years of age are exempt from wearing a mask.

4. Because of limited seating at each service, **worshippers must call Anne Rankin each week at (717) 945-4585 no later than noon on Thursdays** to “reserve” a seat. Two services will be initially offered on Sunday mornings at 8:30 and 11:00 a.m. If “reservations” exceed two-service availability, an additional service will be offered on Saturday at 3:00 p.m. If needed, one more service will be added at 5:30 or 6:00 p.m. When individuals call in to “reserve” a space, they may be asked to help with ushering or cleaning between services or helping with reading texts. This is an opportunity for church members to help Zion during a difficult time.
5. **Two ushers will be needed at each service** to assure proper flow within the sanctuary. Anne Rankin will ask people who call in to reserve a seat if they are willing to usher. One of the ushers should be a person who has previously ushered. A current list of “experienced” ushers is available for Anne Rankin.
6. Prior to and immediately following each service, one usher will be stationed at the back of the church and the second one will be stationed at the front of the church. **The back usher will need to take the “official” attendance assuring we do not exceed 25 worshipers; direct individuals to the offering plates (one in the Narthex or one on the usher’s table); and direct individuals to seats. The front ushers will make worshipers sit in accordance with the planned layout and fill seating positions from front to back appropriately; direct worshipers out of the church at the end of the services;, and point out the offering plate if someone forgot to put their offering in one of the plates at the back of the church. During the service, ushers will sit in the choir loft area making sure to social distance. The front usher will get to the choir loft by exiting the doors by the baptismal font and walking to the main sanctuary doors.**
7. **All worshipers must enter the sanctuary at the back of the church** and will be asked to fill in the designated pews from front to back. A family unit or a couple may sit together. A family unit will occupy one pew; a couple will also occupy one pew. An usher will not escort worshipers to their seats; however, they will direct them to available seating.
8. **All worshipers must exit the sanctuary through the doors by the baptismal font** starting with those seated in the front. An usher will assist with the flow and assure social distancing is being practiced.
9. ***Bulletins***
  - Paper bulletins will not be available during in-church worship services.
  - Electronic bulletins will be emailed to all members (paper bulletins to those without computers). Sermons will be included in the bulletins at this point in time.
  - A simple version of the service will be displayed on the overhead screen. Dave Albin will take care of this for all services.
10. ***Videoring of Worship Services***

If equipment and necessary volunteer(s) is/are available to video or livestream a service, it will be provided.
11. ***Worship Service Format***

The worship service (Service of Word and Sacrament) would include the following:  
Welcome and Announcements

Brief Prelude  
 Confession & Forgiveness  
 Liturgical Greeting  
 Prayer of the Day  
 OT Reading  
 Epistle Reading  
 Gospel Reading  
 Sermon  
 Sermon Music (No Singing – See *Service Music* below)  
 Creed  
 Prayers  
 Lord's Prayer  
 No-touch Passing of the Peace  
 Communion (Great Thanksgiving, Eucharistic Prayer including Words of Institution, the Taking of Communion, and the Post-Communion Prayer)

**Note about the distribution of communion ...**

Individual Communion Kits with the grape juice and a wafer will be used for communion. The kits will be placed in the regular communion cup holders and each communing congregant will pick up a Communion Kit prior to entering the sanctuary. After the Words of Institution are spoken, everyone would open their kits and partake in the body and blood of

Christ.

Blessing  
 Dismissal  
 Brief Postlude

12. ***Service Music***

- There will be no choir.
- There will be no hymn singing by the congregation.
- There will be no special vocal music unless it is prerecorded.
- Special instrumental music can be played as long as wind instruments are not used.
- James will play the prelude, a sermon piece, and a postlude on the organ or piano.

13. ***Worship Visitors***

A visitor, or someone who has not reserved a seat, will need to wait until the service is ready to start and it is determined that there are less than 25 members in attendance to be admitted into the sanctuary.

If someone chooses to visit Zion, they should call in as per the newspaper announcements. If they don't call in and there are less than 25 attending the service, they may attend but will need to be screened. When their temperature is taken, their name and phone number can be placed on the temperature screening list. No additional information can be collected from visitors due to confidentiality rules.

14. ***Collecting of Donations from Offering Plates***

After each service, the offerings will be taken to Cooper House by an usher and locked in the finance office. Since most of the ushers do not have a key to Cooper House, the Pastor or an usher will unlock the door for the usher. Phil Houseal will pick up the collected offerings on Mondays and make the bank deposit.

### **SECTION 3: Plan for When a Staff Member or Congregant Tests Positive for COVID-19**

1. Notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with the church staff and congregation members about potential exposure while maintaining confidentiality as required by the Americans with Disability Act.
2. Advise those with exposure to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop (Check with your physician for specific instructions).
3. Close off areas used by the infected person and do not use the area until after cleaning and disinfecting. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
4. Advise staff and congregation members with symptoms of COVID-19 or those who have tested positive for COVID-19 not to return to the church until they have met the CDC's criteria to discontinue home isolation. An individual's physician can be consulted for the specific recommended period of isolation.

### **SECTION 4: MISCELLANEOUS INFORMATION**

1. ***Locking of Church Doors***  
Ushers will lock the church doors.
2. ***Social Gathering (i.e. Coffee Hour)***  
Restricted social gathering may take place outside the church as long as social distancing is maintained and masks are worn. No food or drinks should be available to avoid the handling of the food.
3. ***Ventilation of the Church***  
The church should be well ventilated before and during the worship service. Windows and doors should be opened. The courtyard doors will remain open during worship; the front and back doors will be closed. System ventilation is not recommended since it is more likely to circulate the virus within the building; system ventilation may be used in accordance with Council approval.
4. ***Functions and Activities to be Temporarily Withheld***
  - No Greeters
  - No Acolytes
  - No Assisting Minister (unless someone attending a services volunteers to serve as an Assisting Minister. If there is a volunteer, the volunteer must sit in the chancel area.
  - No Baptisms
  - No Nursery Care (Nursery Room will be locked.)
  - No gatherings of outside groups (i.e. Scouts, Community Meals) unless approved by Council.
5. ***Funerals and Weddings***  
The pastor will work with families as needed.
6. ***Pastoral Visitations***
  - No home, hospital, or nursing facility visitations until it is deemed safe
  - Phone calls, emails, texts, virtual (FaceTime) will continue

- Pastor is willing to do drop-offs of items needed by members

7. ***The Food Pantry***

- Will continue to operate as it has been since March 15 with curbside pick-up only and a minimal number of volunteers.
- Pantry volunteers clean up after they are in the building on Mondays and Wednesdays. Brian will disinfect as indicated in Section 1 of this document.

8. ***Signage Around Church***

- To direct people to appropriate doors
- Entrance sign
- COVID-19 Safety signs
- Bathroom occupancy signs

9. ***Liability Insurance***

- According to Zion’s insurer, if anyone were to sue Zion, they would have to prove that we were negligent in some way. The insurance company would back Zion as long as we cover our bases by meeting the CDC guidelines.

10. ***Newspaper Advertisements***

- Zion’s worship ads updated as necessary by Anne Rankin. The following should be Included:
  - Worship times
  - Information about calling to reserve seats by noon on Thursdays
  - Masks Required
  - Temperature Screening
  - Adherence to CDC Guidelines

11. ***Cleaning “Crew” Instructions***

- Scott Hetrick (and possibly Dave Wise) will write up separate cleaning crew instructions.

Note: This document is based on CDC Guidelines as well as recommendations by the World Health Organization, the Bishop of the ELCA-Lower Susquehanna Synod, and other published documents related to the COVID-19 pandemic. It will continue to be reviewed and updated as necessary.

**Transition Team Members**

David Dumeyer  
 Cathy Benedict  
 Scott Hetrick  
 Adele King  
 Anne Rankin  
 Pastor Caruana

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