**ALL PHASES**

People who feel sick should stay at home, particularly:

* If they have a fever.
* If they have symptoms of cold, flu or Covid-19.
* If they have been in contact with anyone who has Covid-19 in the last 14 days.

Procedures for volunteers:

* Do temperature checks for all volunteers as they check in.
* Ask all volunteers to model social distancing and follow hygiene guidelines.
* The church will provide protective equipment as needed for all ministry assignments (masks, gloves, etc.).
* Regularly disinfect all common and high use areas.

**PHASE 1**

1. Communicate procedures and protocols in every way possible.
   * Post signs around the building
   * Social media
   * Email
   * Video updates from Pastor Rod with the guidelines
   * Connection Class Leaders
2. Encourage all vulnerable individuals continue to shelter in place.
3. All Connection Classes, Midweek services, CR, Reality, and other groups will not meet in person. They will continue to meet online.
4. Start Main Services only and apply strict social distancing protocols and sanitization measures.

* Service Schedule in the Sanctuary – All staff should plan to work all services. Staff can take Thursdays or Fridays as a day off.
  + Tuesdays at 4 p.m.
  + Saturdays at 11 a.m. – Family Service

*The family service is SLAM in the Sanctuary, but parents must attend with their children.*

* + **Optional** Saturdays at 1 p.m. - Family Service

*This service will be added if the 11 a.m. family service fills up.*

* Saturday at 5 p.m.
* Sundays at 8:30, 10:00, and 11:30 a.m.
* We will make a decision on Sunday at 6 p.m. once we see how many services we need to accommodate our crowd.
* Ask everyone to reserve their seat for services since our capacity is limited to about 400. An online form will be available and people can call the church to reserve a seat.
* Have a video overflow area in the Chapel set up with chair groupings set 6 feet apart for people who just show up or in case the Sanctuary fills up.
* Ask everyone to follow hygiene and social distancing protocols.
* Ask everyone to wear a mask.
* Masks are optional for preschool and under.
* We will provide disposable masks for anyone who needs.
* We will not force people to wear a mask.
* Signs will be posted for how to use the masks.
* Staff, not volunteers, will be responsible to handle any concerns. We are providing a safe environment while still demonstrating love to people. We aren’t going to be the rule police. If volunteers see areas of concern, they should contact a staff member.
* Areas not used for main services:
  + We will not provide childcare since social distancing protocols are impractical for small children.
  + We will not have shuttles or valet since social distancing and sanitization is impractical.
  + We will not have choir or orchestra since social distancing is not feasible.
  + We will not provide printed bulletins. They will be available online only. People can bring their own notepads and pens if needed.
  + Drinking fountains will not be used.
  + Common areas like coffee lobby, unused rooms and hallways will be closed to reduce the ability to congregate. We will lock unused rooms and block areas not in use.
* Areas modified for main services:
  + We will use directed parking and park people in specific spots. They will stay in their cars until they are released by a parking attendant. If people arrive before the prior service has been released, they will be asked to park on an Lot D until the service in progress is released.
  + Seats in the Sanctuary are arranged 6 feet apart so family groups can sit together. They will primarily be in groups of 2, 3, 4, 5, and 6. We can adjust for other size groups and as long as we maintain a 6 foot distance by only pulling chairs from adjacent groups.
  + As people arrive in the Sanctuary, they will be seated front to back to eliminate cross traffic.
  + Pastor Rod, Pastor Brad, musicians and worship team will be seated on the platform, not in the crowd.
  + A tithe envelope and pen will be placed on one seat in each family grouping.
  + Greeters (wearing masks and gloves) will open interior and exterior doors as needed to apply a “Touch Free” system. We will not hug or shake hands. We will wave, smile, air hug, etc. Let’s make this fun! If the greeter has to leave their position, they must remove or replace their gloves before they touching anything else. If they return to their position, they should put on fresh gloves.
  + Ushers (wearing masks) will take the offering with buckets by walking to family groups in order to apply a “Touch Free” system.
  + We will maintain the “Touch Free” system during prayer time. Pastor Rod will have people stand or raise their hands and let others stretch their hands toward them.
  + We will provide sanitizing wipes for kiosks and mark social distancing perimeter/lines at kiosks.
  + We will encourage people to use their personal devices to register attendance and give.
  + We will have someone continually sanitize/clean bathrooms including all surfaces and doors. We will have sanitizing wipes in the bathroom. We will make all bathrooms “Touch Free” if possible. We will have hand sanitizer available as people exit bathrooms.
  + People will be dismissed from the Sanctuary from back to front and will exit through designated doors to eliminate cross traffic.
  + Groceries will be loaded on tables at each door to eliminate cross traffic.
  + Promise card packs will be in Ziploc bags spread out on tables by each entrance.

1. Between services, sanitize all areas that have been used.
   * Throw away all remaining tithe envelopes from the Sanctuary. Gather pens and place in a bucket to be sanitized later. Put out new tithe envelopes and pens after Sanctuary has been sanitized.
   * Sanctuary
   * Lobbies
   * Bathrooms
   * Doors – Interior and Exterior
   * Usher’s Room
2. Signage

* How to use your mask.
* Put “CLOSED FOR USE” signs on all drinking fountains.
* Hygiene Protocols
* Social Distancing Guidelines

**Important notes:**1. This document was produced as an internal use staff only document at FirstNLR. Any church or entity adopting it should first ensure compliance with local, state and federal regulations.

2. Although legal, risk management and healthcare professionals were consulted in the formation of this document, it is not intended to be nor is it compliant with guidelines in states beyond Arkansas. This can be used as a guide, but is not intended to be all inclusive, nor is it represented to be so. Any church or entity is encouraged to consult their insurance company, legal counsel and risk management experts in developing their guidelines.  
  
3. First NLR is associated with the Assemblies of God. However, this document should not be interpreted as a statement or guidelines from the Arkansas Assemblies of God or the national Assemblies of God. First NLR is a sovereign local church.   
  
4. First NLR freely shares these guidelines without expectation of or demand for renumeration or compensation.   
  
5. This document was produced as an internal use staff only document at FirstNLR. Further guidelines were communicated to our local church membership in various forms, not limited to but including: Video, written communication, oral communication, and signage.

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