

PLEASE NOTE: RETURN OF FOURTH PAGE IS REQUESTED BEFORE MAY 19TH

May 11, 2021

Dear Building Use Groups and Churches

The re-opening guidelines found on the Covid19.nj.gov website have been updated. The Calvary Church Council is dedicated to safe practices that will help to ensure the well-being of all persons who use our building. Our protocols are based on mandates and guidelines from the state and federal government and the leadership of the Conference of Greater New Jersey UMC.

Science is clear that the Coronavirus is transmitted by droplets primarily through the air or when someone touches their nose or mouth with droplets from commonly touched surfaces. Therefore, masks, distancing, sanitizing, hand washing, air circulation and vaccinations remain our primary tools in reducing transmission and keeping all persons safe while at our property.

**We expect all persons using our building and property to follow and enforce these protocols within your organization / congregation.**

This communique has four parts:

- A. Pertinent information found on the Covid19.nj.gov website today.
- B. Occupancy for each of the rooms in our building. Maximum occupancy is determined by the NJ mandates, maintenance of required distancing, and the ventilation within each area. Occupancy can vary slightly based on the number of ppl from the "same bubble."
- C. Safety tips from the Covid19.nj.gov website
- D. Signature form for you to sign and return indicating that you have read this document and that you will follow and enforce these rules as shared. We are requesting your signature as the leader of your organization even if you signed a similar form at the start of the Pandemic.

Once again, it is our prayer and intention that all persons who use our building remain healthy and safe. We've all endured a very long year. Some of us have experienced the death or compromised health of loved ones – or ourselves. We are close but "not yet" at the point to where we can fully relax our safety measures. Let's all continue to do our part! We give thanks for those of you who've been especially attentive to this life-saving effort. If you have any questions, please reach out to Pastor Elaine Wing at 201 317 5718 or Council Chairperson Tanya Zimmerman via the church at 201 384 3630.

In Christ,

The Calvary United Methodist Church Council

## A. Pertinent information found on the Covid19.nj.gov website on 05/11/21

NOTE: "Social distancing means 6 feet apart" This detail has been verified by Rev. Elaine Wing in a telephone conversation with a NJ State employee.

### Are churches and other houses of worship offering services? What are the social distancing requirements? Last Updated: 05/07/2021

**NOTE: If there is no unexpected surge in COVID-19 numbers, on Wednesday, May 19, indoor religious services and celebrations may be held at 100 percent of a room's capacity, but no more than 250 individuals, so long as social distancing can be maintained. (6 feet apart)**

Yes, houses of worship can open for in-person services. While services can resume, houses of worship must comply with the [limits on indoor gatherings](#).

Indoor gatherings for religious services and celebrations must be limited to 50 percent of a room's capacity. See note above: 100% on May 19. All attendees at indoor gatherings must wear face coverings and stay six feet apart.

All indoor wedding ceremonies, funerals, and memorial services must be limited to 50 percent of a room's capacity, but no more than 250 people so long as social distancing can be maintained.

General outdoor gatherings must be limited to 500 people. There is no limit for outdoor gatherings for wedding ceremonies and receptions, funerals, memorial services, religious activities, or political activities.

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.

**AA/NA Indoor meetings of addiction support groups**, such as Alcoholics Anonymous and Narcotics Anonymous, must be limited to 35 percent of a room's capacity, but no more than 150 individuals.

**MEALS Indoor gatherings for wedding receptions, wedding ceremonies, funerals, memorial services, political events, and private catered events including proms**, must be limited to 50 percent of a room's capacity, but no more than 250 people so long as social distancing can be maintained. The "private catered event" includes religious fellowship meals. HOWEVER, the six foot distancing and safety tips for serving remain enforce.

**Outdoor catered events** are limited to 500 individuals, excluding staff, as long as appropriate social distancing can be maintained. [Learn more](#). If there is no unexpected surge in COVID-19 numbers, on Wednesday, May 19, the outdoor gathering limit will be removed.

There is no limit for **outdoor gatherings for wedding ceremonies, wedding receptions, funerals, memorial services, religious activities, or political activities.**

**B. Occupancy for each of the rooms in our building.** Maximum occupancy is determined by the NJ mandates, 6 ft. distancing, ventilation within each area AND the number of people from the “same bubble” sitting together. Because of the last criteria, we cannot tell each group exactly what the maximum number is – what is below will vary per church/group because of that factor. **We ask each group to apply all the criteria when determining their maximum number in the sanctuary.**

As of May 19, 2021 (if a surge in cases does not occur)

**AA / NA Meetings and General Indoor gatherings** of a *non-religious* nature (this includes churches holding a meeting or rummage sale...)

Fellowship hall: 28 - 30 people

Sanctuary: 70 - 85 people (lesser number using main pews only)

**Indoor *religious* services, weddings, funerals/memorial services, prayer, Bible studies:** (as of May 19 when full occupancy is OK with 6 ft distancing)

Calvary’s sanctuary (no balcony): est. 140 people in pews & as noted below

Fellowship hall: 30 on chairs. Much less with single width tables given 6 ft distance

Room 5 upstairs: 16-18 people depending on AV equipment and musicians.

Room 6 (GTCC exclusive space): 4 people

Room 7 (OTWB exclusive space): 4 people

Room 9 upstairs: (lg. classroom): 8-12 people – 6 ft. / 8 if seated at doubled tables

Room 4 upstairs: (former library): 8 people – six ft. apart / less if seated at table

Rooms 1-3: (BTIC exclusive rooms): 6 - 8 people

**Calculations are based on the Sanctuary** having a max. 100% occupancy of 240 ppl with NO CV19 spacing: ground floor (27 regular pews X 8 ppl each – no CV spacing = 216 ppl) plus 2 ppl at keyboards, 4 addtl. Ppl on instruments near the altar rail; 2 on AV board, 8 ppl on the altar/choir pews and 8 at back pews / children’s area near the narthex.

**Calculations are based on the Fellowship Hall** having a max. occupancy of **80-100 people** (based on set up) with NO CV19 spacing. However the 6 ft. distancing drops FH’s max. occupancy to **28 to 33 people**. The higher number applies when the stage is available for full use.

### C. Safety tips adapted for use from the Covid19.nj.gov website

1. Masks (fully over the nose and mouth) must be worn indoors / outdoors whether a person is vaccinated or not. Masks can be removed outdoors only when safe distancing of 6 feet (or persons are moving quickly past each other) is maintained.
  - a. Anyone using a microphone needs to either – have their own microphone (no sharing), have the microphone covered (change the cover for each speaker) or keep their mask on the entire time they are at the microphone.
  - b. Singers, speakers, musicians, preachers on our altar in the sanctuary must be separated by 4-5 feet from each other and (we suggest) 15 – 20 ft from those in front of them. This is a “contextual rule” because the air circulation on the altar is less than in the pews.
  - c. Windows in any room being utilized must be kept open during occupancy. Please remember to close and lock the windows before leaving the building.
2. Distancing of six feet is to be maintained for anyone outside of the immediate household – who live together – for all activities in the building.
3. Persons entering the building must immediately sanitize or wash their hands.
4. “No touch” rules are still in place – no hugging, handshakes, passing of an offering plate, shared object, or communion elements.
5. Sharing food together inside the building is now addressed under the new “catered event” rules. It is allowed but ONLY when these rules are followed: 6 feet distancing at all times, no shared use of serving utensils, hand washing, sanitizing, and masks on when not eating.\*\*
6. Cleaning. Each group is asked to continue disinfecting commonly touched surfaces before they leave the building. Use the appropriate spray or treated wipe for the surface (wood cleaner for pews and wood surfaces) and alcohol or bleach spray for non-wood surfaces.

\*\* Please realize that while NJ says that indoor catering is available, the distancing rules *still apply*. This means that only about 30 people can eat together indoors – less if using single width tables. It is still preferred that fellowship meals take place outdoors.

We suggest you ask individuals to bring lawn chairs like our AA groups do and plan to eat outside in the parking lot. Chairs and tables are not to be taken outside on a regular basis. Use of the parking lot for this purpose MUST be prearranged because of groups who use the building and parking lot simultaneously.

**D. Signature form for you to sign and return indicating that you have read this document and that you will follow and enforce these rules as shared.**

We, the undersigned leaders of our organization, have fully read this document dated May 11, 2021, and we commit to enforcing it among our organization.

Furthermore, we agree to fully communicate the core message and application of this document to our organization's members and participants in the most effective and timely manner possible.

We commit to asking any person who does not comply with these mandates (hand sanitizing, FULL masking, distancing and "no touch") to step out of the building until they are willing to comply.

We also understand that it is our responsibility to provide hand sanitizing product, masks, microphone covers etcera.

The signatories below are the designated leaders of our organization. For churches, we ask for both the Pastor and a Church Trustee or Council chairperson to sign.

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Name of the organization

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Printed name and Title

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Date

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Signature

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Printed name and Title

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Date

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Signature

**PLEASE RETURN A COPY OF THIS SIGNED PAGE TO [CALVARY185@VERIZON.NET](mailto:CALVARY185@VERIZON.NET) BY, OR BEFORE, WEDNESDAY, MAY 19, 2021.**