



New Day – Office Staff, Board Members, Pastoral Staff, Volunteers, and Worship Staff

New Day Assembly will follow Assemblies of God, Center of Disease Prevention (CDC), local and state guidelines on keeping members and non-members safe during this pandemic. New Day staff members including pastoral, board members, volunteers, and worship staff shall perform self-checks prior to coming onto New Day property. Self-checks are defined as checking their temperature and asking themselves if they feel ill. If anyone who is feeling ill and/or running a fever, it is asked for those to stay home. If a need is to be completed and a staff member is ill, she or she should ask a fellow staff member to complete those needs. If a face to face meeting that is unable to be rescheduled, consider using a teleconference, face time, zoom meetings, or another form of electronic meeting platform to conduct the meeting.

For pastoral and office staff members, the board requests the use of proper hygiene practices while staff members are on New Day Property. Frequent hand washing and the use of hand sanitizer when hand washing is not feasible. Hand sanitizer stations have been placed at common exit points in the church for all to use. Office staff will be encouraged to keep areas clean and free from dirt and assist in disinfecting the office prior to leaving the property by using EPA/CDC approved disinfectants. The website for the EPA approved disinfectants is at the end of this document.

For Worship staff, the board requests the use of proper hygiene practices while on New Day Property. Frequent hand washing and the use of hand sanitizer when hand washing is not feasible. Hand sanitizer stations have been placed at common exit points in the church for all to use. The board requests the worship staff to take pride with their equipment after each use. Worship members should follow manufacture's recommendations to disinfectant their instruments. It is strongly recommended for worship members not share microphones or IPADS until they are properly disinfected. Any wireless microphones used should only be used by the same person. Consider keeping wireless microphones in bags with the designated person's name on it for continued use by the same person. All microphones will need to be disinfected properly after each use. The sound board should also be disinfected after each use.

Ushers will be used to help church members and visitors identify the location of the offering basket and the communion plate. Ushers should consider wearing facial coverings to protect church members and visitors. On Sundays when communion is served, Ushers will encourage parents to obtain communion

for their children. Ushers will also assist in keeping flow into the sanctuary. Ushers will monitor the amount of flow into the sanctuary and assist the security team with overflow into the fellowship hall as needed. When services have ended, one usher will assist the pastor with dismissal. Dismissal will consist of one row at a time using the two exit doors of the sanctuary allowing social distancing as members and non-members leave the church.

For Volunteers who work for the church, the board requests the use of proper hygiene practices while staff members are on New Day Property. Frequent hand washing and the use of hand sanitizer when hand washing is not feasible. Hand sanitizer stations have been placed at common exit points in the church for all to use. Volunteers who are working should consider wearing facial coverings to protect members and visitors entering in the church. Volunteers will need to practice social distancing as much as possible unless their task requires them to be in close proximity of other church members and visitors. During services, the board requests volunteers to wipe high touch areas like light switches and door handles of the church.