<table>
<thead>
<tr>
<th>Adult Worship Services</th>
<th>PHASE 1 (Reduced)</th>
<th>PHASE 2 (Limited)</th>
<th>PHASE 3 (Modified)</th>
<th>PHASE 4 (Steady)</th>
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<tbody>
<tr>
<td>In Person (25% Capacity) &amp; Online</td>
<td>In Person (50% Capacity) &amp; Online</td>
<td>In Person (allowable Capacity) &amp; Online</td>
<td>Allowable in person gatherings and vulnerable population can return</td>
<td></td>
</tr>
<tr>
<td>Kids Worship Services</td>
<td>Online only</td>
<td>Online only*</td>
<td>In Person (allowable Capacity) &amp; Online</td>
<td>In Person (allowable Capacity) &amp; Online</td>
</tr>
<tr>
<td>CITY YTH</td>
<td>Online only</td>
<td>HouseParty Format in groups of 10</td>
<td>HouseParty Format in groups of 10 and once a month large group gathering off campus</td>
<td>House parties and on campus gatherings</td>
</tr>
<tr>
<td>Community Groups</td>
<td>Online only</td>
<td>Off Campus groups can gather in homes. Auditorium groups to continue gathering online or in homes</td>
<td>No restrictions on where groups can meet. On-Campus groups can return.</td>
<td>No restrictions on where groups can meet. On-Campus groups can return.</td>
</tr>
<tr>
<td>Special Events</td>
<td>Postponed</td>
<td>Postponed</td>
<td>Can begin scheduling and planning</td>
<td>Operational under govt capacity and safety guidelines</td>
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<tr>
<td>Staff</td>
<td>Staggered/Remote</td>
<td>All Staff Reporting on campus</td>
<td>All Staff Reporting on campus</td>
<td>All Staff Reporting on campus</td>
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<tr>
<td>Church Offices</td>
<td>9AM - 1PM</td>
<td>9AM - 5PM</td>
<td>9AM - 5PM</td>
<td>9AM - 5PM</td>
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COVID-19 Recovery Efforts at Pinellas Community Church

STAFF-CONFIDENTIAL

Purpose of this Document
To provide clarity on recovery efforts for Pinellas Community Church operations, church services, facility, and staffing changes in response to COVID-19.

This document provides guidance for the following:
• Recovery Timeline and Milestones
• Service & Ministry Changes / Online Strategy
• Social Distancing / Close-Contact
• Facility Changes / Sanitization
• Special Events

Definitions:
Vulnerable members: Over the age of 65 or immune-system compromised

Social Distancing / Close-Contact
The Surgeon General and CDC strongly recommend that we keep social distancing (a minimum of 6’ buffer between people) at all times.

Recovery Timeline and Milestones
Pinellas Community Church’s recovery timetables are predicated on the Phase requirements set forth by the Centers for Disease Control (CDC) and the State of Florida. While some PCC programs will continue during all phases, they may have different expressions (online vs in-person group gatherings) depending on the Phase Milestone we’re currently under.

Phase 1 (REDUCED) Operations
Phase 1 operations have the most strict requirements due to concern of spread of the virus, where we have the most responsibility of doing our part to keep social distancing and isolation of staff. The only allowable loosening of restrictions are for Sunday Adult Worship Services, Staff office hours, and the continuation of Feed St. Pete.
During this phase, the following will be in place:

- **Church Services** // In Person Gathering for Adults at 25% capacity & Church At Home (Website, PCC App, Facebook & YouTube)

- **Kids Worship Services** // ONLINE ONLY, (Website, PCC App, Facebook & YouTube)

- **CITY YTH Services** // ONLINE ONLY, (YouTube/Zoom)

- **Community Groups** // ONLINE ONLY (Zoom/Website/FaceTime)

- **Feed St. Pete** // OPEN using drive-through model

- **Special Events** // POSTPONED (Includes VBS, Youth Camp, PCC Men’s Event, IF:St. Pete)

- **Staff Location** // Staggered on campus schedule until June 1st. All Staff on campus during regular office hours starting June 1st.

- **Church Offices** // 9AM -1PM

**Phase 2 (LIMITED) Operations**

Achieving Phase 2 Operations allows for the further lightening of restrictions towards gatherings and will allow for small groups of people to gather together. This is the milestone that will allow for Community Groups to continue meeting in person; it is expected that no more than 50 people can congregate in this phase, with limitations adjusted as we near Phase 3.

**During this phase, the following will be in place:**

- **Church Services** // In Person Gathering for Adults at 25% capacity & Church At Home (Website, PCC App, Facebook & YouTube)

- **Kids Worship Services** // ONLINE ONLY, (Website, PCC App, Facebook & YouTube)

- **CITY YTH Services** // House Party format where students are assigned to off-campus locations to participate in service/smallgroup no more than 10 at each location

- **Community Groups** // Regularly occurring off campus groups may return to meeting in person at regular locations. All regular on campus groups remain gathering online but may opt to meet together off campus.
• **Feed St. Pete** // OPEN using drive-through model

• **Special Events** // POSTPONED (Includes VBS, Youth Camp, PCC Men's Event, IF:St. Pete)

• **Staff Location** // All staff working on campus during regular hours

• **Church Offices** // 9AM - 5PM

**Phase 3 (MODIFIED) Operations**
Achieving Phase 3 Operations allows for the gathering of larger groups of people, and the local government has yet to provide the number restrictions. It is expected that groups of 20, 30, 50, 100 will be able to gather over time with social distancing, and church leadership will determine which activities will be allowed during each of those representative gathering levels, ensuring safety and security of those who gather. Some things we are looking at but are not ready to decide:

• **Church Services** // In Person Gathering for Adults as allowable by best practices issued by government & Church At Home (Website, PCC App, Facebook & YouTube)

• **Kids Worship Services** // In Person Gatherings, (Website, PCC App, Facebook & YouTube)

• **CITY YTH Services** // House Party format where students are assigned to off-campus locations to participate in service/smallgroup no more than 10 at each location. Once a month large gathering format off campus*

• **Community Groups** // Regularly occurring off campus groups may return to meeting in person at regular locations. All regular on campus groups may meet on campus

• **Feed St. Pete** // OPEN using drive-through model

• **Special Events** // Can be scheduled and planned (Includes VBS, Youth Camp, PCC Men's Event, IF:St. Pete)

• **Staff Location** // All staff working on campus during regular hours

• **Church Offices** // 9AM - 5PM

**Phase 4 (STEADY-STATE) Operations**
Achieving Phase 4 Operations is the new steady-state for Pinellas Community Church, keeping protective measures in place, but allowing for the return of our vulnerable members.
Service & Ministry Changes

As we begin to reopen and become one church in two locations, we will continue to stream our services on our Website, PCC App, Facebook and Youtube. The 9AM & 11AM will be streamed live. We will move our third online service to 6PM. This service will not have an online chat except for on Facebook without church staff interaction.

Protection of Vulnerable Members
People over the age of 65, those with compromised immune systems, or anyone who is sick is strongly encouraged to participate in online services until Phase 4. This will be communicated via multiple methods (including mailer). Volunteers in the vulnerable category will be asked not to serve until Phase 4 is achieved.

Service Elements
Until further notice, service elements that come into contact with multiple people will be changed to reduce contact between church members.
- Communion will continue on schedule with communion elements being placed on seats prior to service start by gloved and masked servant leaders.
- Pens will be removed from circulation until Phase 4.
- Quarterly devotionals will be discontinued until further notice.
- Commonly kept items (Bibles, mints, earplugs) will be distributed at the Next Steps tent only, and communal reach items will be removed until Phase 4.
- The “meet and greet” portion of the service is discontinued until further notice.
- Service Program moves to a digital format and will be housed in the PCC App.
- Giving Envelopes will be placed in seat backs for optional use.

Welcome Team
The Connections team (greeters, parking team, Next Steps) interact with people and typically are in close contact with church members. Until further notice, PCC Servant Leaders and Staff will not engage in physical contact to make church members feel comfortable. A simple wave and a friendly greeting is sufficient to welcome people into the church. Even if our Servant Leaders feel comfortable greeting with a handshake or hug, it may make others uncomfortable. Training will be conducted prior to returning to services on site. The following will be practiced by the Connections Team:
- Refrain from handshakes or hugs until further notice.
- Greeters will help direct people to appropriate seating based on number in party.
- Greeters will help keep auditorium seats at proper social distancing measurement.
- Greeters will count up each individual entering into auditorium to keep in line with capacity limits and move people to over flow rooms (Elementary Auditorium first, then youth).
- Fam Min Staff will help maintain Calming rooms and be present as Elementary and Youth Auditoriums open.
- Provide individual items (pens, earplugs, bibles) at Next Steps tent only.
**Children’s Ministries**
Children's ministry will have a significant increase in oversight for interaction between the children when we phase open Nursery, Discovery Kids & Pinellas Kids. In addition to the increased disinfection in the children’s areas, the following precautions will be in place:

- A disinfection checklist will be in place to clean rooms between services
- TBD

**Cafe**

- Free coffee will be served from the Cafe
- There will only be up to 3 Servant Leaders in Cafe
- No food service until further notice

**Next Steps**

- Will be available for a limited amount of functions including giving information to First Time Guests, handling registration for any event or groups.
- Masks will be available to be handed out to attendees

**Prayer Partners and Staff** Utilize Zoom Prayer Rooms. Prayer Rooms will run for 10-15 min directly after service! Prayer Partner’s can join in, and Room Host will break guest and team out in rooms.

**Blue route**
Classes provided will not return to campus until Phase 3 is achieved, regardless of class size. They will be held online in zoom format

**Missions Changes**
Kenya missions trip is cancelled.

**Food Pantry Precautions**
Food Pantry will continue operating maintaining a drive-through process, with patrons staying in their vehicles, maintaining social distancing between volunteers until Phase 4. Gloves and masks will be used by volunteers until Phase 4.

**Facility Changes / Sanitization**
The following facility changes have been made to protect the congregation before, during, and following services on campus.

- All occupied spaces will be cleaned and sanitized every 20 minutes
- All adult restrooms have been converted to touch-free sink areas, to include faucets and soap dispensers. Towels will remain as they were before, and trash cans will be in place so a paper towel can be used to open the door upon exit, disposing of the towel in the trash can nearby. Foot door openers have been installed on the doors to adult restrooms.
- 4 additional cleaning service team members added to support additional disinfecting efforts.
• Disinfecting efforts include:
  o High-touch areas (doors, iPads, restrooms, auditorium, countertops, patio chairs and tables)

• Hand sanitizer stations will be located throughout the facility.
• Hand-held radios will be sanitized after each use by the user prior to being returned to the charger.
• Water fountains will be closed
• Playground is closed until Kids ministry phased opening

**Branding & Jargon**
The following terms will be used to communicate changes being made to ministries.

**Pinellas Community Church** is one church in two locations, our physical campus and our online campus.

**Service times are as follows:**
PCC Physical Campus: Sundays 9AM & 11AM
Pinellas Kids: 10:15AM & 12:15PM
PCC Online: 9AM & 11AM both live with a replay of the service at 6PM

**Postponed:** Unless a ministry team leader has communicated in Blue Loft that a ministry or ministry event is no longer happening, we will use the term postponed ... until further notice or use date if available.

**Community Groups:** These are our small groups.

**Next Steps:** information tent

**Security Team:** This team consists of those handling traffic, security, and facility cleaning

**Social Distancing:** Maintaining a 6ft buffer between persons