



11 Ogden Ct Huntington Station NY

[www.NuevaEsperanzaNY.us](http://www.NuevaEsperanzaNY.us)

## 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:

- 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 Marlon with the guidelines
  - Small groups Leaders
2. Encourage all vulnerable individuals continue to shelter in place.
3. All small groups Classes, Midweek services, 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 serve all services.
    - Tuesdays at 7:30 p.m.
    - *Sundays at 9:30 am Additional service will be added if the 9:30a.m. service fills up to guidelines capacity.*
  - 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.

- Church leader , 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 church leader member.
- Areas not used for main services:
  - We will not provide childcare since social distancing protocols are impractical for small children.
  - 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 new hope caffe , 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.
  - 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 Marlon , Pastor Rosally , musicians and worship team will be seated on the platform, not in the crowd.
  - A tithe and offering envelope will be placed on one seat in each family grouping. when offering , one person per family will drop of at the front stage offering plate.
  - 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.
  - We will maintain the "Touch Free" system during prayer time. Pastor Marlon will have people stand or raise their hands and let others stretch their hands toward them.
  - We will provide sanitizing wipes and mark social distancing perimeter/line.
  - We will encourage people to use their personal devices to give their tithe and offerings.
  - We will have someone continually sanitize/clean bathrooms including all surfaces and doors. 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.

5. 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
- Office room

### **Important notes:**

1. This document was produced as an internal use staff only document at Iglesia Nueva Esperanza. Any church or entity adopting it should first ensure compliance with local, state and federal regulations.

2. Nueva Esperanza is associated with the Assemblies of God. However, this document should not be interpreted as a statement or guidelines from the Long Island section Assemblies of God or the national Assemblies of God. Nueva Esperanza is a sovereign local church.

3. Nueva Esperanza freely shares these guidelines without expectation of or demand for remuneration or compensation.

4. This document was produced as an internal use staff only document at Nueva Esperanza. Further guidelines were communicated to our local church membership in various forms, not limited to but including: Video, written communication, oral communication, and signage.

Nueva Esperanza Centro de Adoración  
11 Ogden Ct Huntington Station NY  
Rev. Marlon Rodriguez