

Highland Community Church

Transition Plan

Issue Date: March 14, 2024

Purpose of this Plan

As we prepare to enter our new facility, let us be prepared for changes. These changes are essential to help us maintain our safety and foster good stewardship. Please read through the details of this plan.

Video Surveillance, Safety & Security

- The gym and grounds will be monitored through video surveillance. Be mindful of this development as we will be monitored in these areas.
- Sidewalks and green spaces should always remain free of debris, trash, stray-items and furniture. If an event is taking place on the sidewalks, items are allowed to be utilized for the duration of the event. There should be no lasting marks from markers, pens, or paint (etc...) left on the sidewalk. Also, all items should be returned to respective locations at the end of the event.
- All exterior doors to classrooms and facilities are to remain closed and locked at all times. Doors are not to be propped open for any period of time.
- Those who work with children are subject to background checks and to training(s).

Grounds & Facilities Procedures

- The church-grounds and facilities will be assigned for use by Highland Community Church. Assignments are given through Church Administration.

Sunday Mornings

Coffee & Conversation

- ***Update: Parking lot gates and building doors will be open by 8:30 am.
- Coffee & Conversation will take place in our kitchen and our dining facility.
- Service teams who are setting up chairs or preparing classes will be able to enter and serve in their specific roles. However, there is to be no loitering throughout the building during Coffee & Conversation.
- There is to be no smoking or vaping inside of the facility.
- Our grounds are to remain free of cigarette debris.
- Please extinguish cigarettes and place debris in the nearest trash can or dumpster.
- Restroom facilities will be available during Coffee & Conversation. Once finished in the restroom, please return directly to the dining facility.
- The gym will not be available for use or play during Coffee & Conversation (signage to be posted and/or facility will be secure).
- During Coffee & Conversation, children may use the grounds and they may use the playground with adult permission. All children must be supervised by their parent(s) while on the playground.
- At the conclusion of Coffee & Conversation, the dining room and the kitchen will be secured. At the start of service, all need to exit the dining facility, either to attend service or to leave the premises. Food will no longer be served at the conclusion of Coffee & Conversation.
- When the 9 am classes begin, adult classes will take place in classrooms along the parking-lot side of the building; children's classes in classrooms alongside the playground.
- Storage will be available in each classroom. It will be shared storage between Highland and Truth Spring Academy. Truth Spring Academy staff has been notified of this arrangement.

Sunday Morning Service

- Our parking lot entrance is along 5th Avenue.
- Please park in the parking lot or along the street; please do not park on the grass.
- Childcare during the 10am service will be available in our new facility for children up to 4 years of age. As you enter through the main entrance, we will have a check-in station available for children. Please register your child at the check-in station.
- Our 10am church-service will be held in our gym.
- Drinks, such as coffee, are allowed in the sanctuary; cups just need to have a lid.
- During our service, everyone in our facility (children and adults) who are not serving in any capacity will need to be in the sanctuary (gym) or will need to vacate the premises.
- During service, children who are beyond the age for childcare will join us for service.
- Children are only allowed to go outside and to the playground with their parents.
- When children report to the restroom(s), they are to be escorted by parents.
- Children are not allowed to roam on the stage when in the gym.
- Children are not allowed to roam throughout the hallways.
- At the conclusion of service, let's all stack and pack chairs and clean up the facility.
- Please do not leave doors propped open.
- Exit our driveway toward 6th avenue.

Kitchen and Dining Hall Use

- The dining facility and kitchen are to be cleaned after service
- These facilities are to not be cleaned during devotions throughout Coffee & Conversation, nor during service.
- Any and all pans, dishes, serving utensils should be washed and sanitized.

- Pantry and refrigerator/freezer items should be labeled for each group using the space. If there is a need to use any item(s) that do not belong to the group, permission should be obtained before using the item(s) and a plan should be made for replacement.
- All trash should be removed and placed in the dumpster, surfaces should be wiped down, floors cleaned of debris and dirt swept.
- Appliances should be cleaned and maintained according to the schedule created.

Cleaning Procedures

- Classrooms should be cleaned and left orderly after each use.
- All trash should be removed and placed in the dumpster, surfaces should be wiped down, floors cleaned of debris and dirt swept
- Vacuum mats, inspect and spot clean as needed.
- Clean horizontal surfaces and straighten any items on tables after each use.
- Remove all trash to the dumpster and replace liners as needed.
- Sweep and/or dust mop all hard surface flooring to remove all loose debris before leaving.
- Spot clean walls, doors, door frames, and kick plates on a weekly basis.

Entry to the Building

- Exterior doors will have key code access. Codes will be assigned through Church Administration.
- Interior doors will be keyed.
- Codes and keys are the responsibility of the individual assigned to the codes/keys. These should be kept by that individual to ensure the safety and security of the building and spaces.
- Compromised codes or lost keys should be reported to church administration for replacements.
- All spaces should be secured at all times.

