

Santaquin Utah East Stake

Church Meetings During Covid - Version 9 (February 7, 2021)

In consultation with the Area Seventy, stake and ward leaders, we ask that each of you follow this plan for returning to Church meetings and activities consistent with information provided herein, while exercising care to follow established safety protocols (e.g., appropriate social distancing, wearing of masks, sanitation of surfaces, limitations on the number of people attending Church meetings and activities). We are grateful for your ongoing efforts to implement protocols to mitigate the spread of COVID-19.

Priority for in-person gatherings should be given to meetings where ordinances are performed, such as sacrament meetings however we will continue to function remotely using technology. Technology is encouraged for stake and ward conferences and other leadership meetings; however, presidency, bishopric, and council meetings may be conducted in-person with safety protocols.

| General Guidelines | |
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| Exposure | Anyone who has been exposed to COVID-19 should stay home for at least 14 days. In addition, anyone awaiting test results should also stay home. |
| Symptoms | Individuals who do not feel well, or who have been asked to self-quarantine, or who exhibit any of the following symptoms should not attend meetings: fever, cough, shortness of breath, headache, runny nose, body aches, or sore throat. |
| Face Coverings | All members are encouraged to wear face coverings. For individuals who might forget to bring one, a limited number of face masks will be provided at the church. |
| Sacrament in the Home | To support high-risk individuals, and others who may choose not to gather in sacrament meetings for a time, bishops may continue to authorize administration of the sacrament as provided in the First Presidency Guidelines. |
| Attending in Person | Members may choose to attend sacrament meeting, and are encouraged to use wise judgement when considering attending. It is crucial for us to be sensitive to feelings of members, to ensure that they do not feel compelled to attend meetings but feel support, should they choose not to participate for a time. |
| Callings | While there may be creative ways to magnify callings remotely, members should be relieved of the obligation of returning to church solely for their calling. |

Sunday Worship Service Details

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| Sunday Worship Service | <p>Opened and closed with prayer; it may include organ or piano music as a prelude, as well as opening and closing hymns (no hymn books or programs should be distributed or utilized at church),</p> <ul style="list-style-type: none"> ● Provide for two or more speakers (Sunday Worship and Sacrament are limited to one hour) ● Immediately after the broadcast, the sacrament should be administered at the meetinghouse in the same manner and with the same precautions which have been followed in Phase 1 sacrament meetings. <ul style="list-style-type: none"> ○ It is appropriate to have a sacrament hymn prior to the sacrament being administered ● At the same time, upon cessation of the broadcast to homes, worthy priesthood holders as authorized by the bishop, should administer the sacrament in their own homes, where a sacrament hymn can be sung. |
| Presiding | Members of the bishopric may alternate presiding/attending at meetings, if necessary. |
| Seating | Individuals from the same household may sit together, but others should sit at least 6 feet from other households, skipping every other row of seating between occupied benches according to the seating chart according to meeting times . The recommended seating chart is at the bottom of this document. Chairs in the cultural hall should be used to maintain every other row seating in the chapel. . |
| Ushers | Assigned by each ward, ushers can provide additional guidance for seating and people with younger children as needed. |
| Speakers | It is acceptable if speakers prefer to remove their face coverings while they speak at the pulpit (as determined by Bishopric and Ward Council). |
| Music | Wards have the option to use technology to play the hymns electronically where possible (it is preferred that you use the recorded hymns that include both instrumental and voice) or have a member play the organ or piano and sing the hymns (members would use electronic devices to see the sheet music) . Note: Members with music callings should not feel compelled to attend because of their calling. |
| Cleaning the Pulpit | A member of the bishopric will clean the pulpit and microphone after each speaker. |
| Broadcast | <p>We are now authorized to broadcast the sacrament meeting weekly within each ward.</p> <ul style="list-style-type: none"> ● The broadcast should be streamed live and should not be recorded or posted to the internet (Stake Assistant Technology Specialists are available to help). ● The Sunday worship service should <u>not</u> include the administration of the sacrament during the broadcast ● Following the closing prayer, broadcast of the Sunday worship service should conclude. |

Administration of the Sacrament

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| Wash Hands | Before preparing, blessing, or passing the sacrament, priesthood holders will thoroughly wash their hands with soap and water for at least 20 seconds. This is out of love and concern for all in attendance. |
| Hand Sanitizer | Either before or during the playing of the sacrament hymn and prior to breaking the bread, all priesthood holders (those blessing and passing) will use an alcohol-based hand sanitizer to sanitize their hands within view of the congregation. |
| Sacrament Trays | Surfaces on sacrament trays, including handles, should be cleaned and disinfected before and after each use. Priesthood holders will use a sufficient number of trays so that pieces of broken bread may be separated and so that water cups may be spaced to ensure the remaining cups are not inadvertently touched. |
| Disposal of Used Cups | A separate tray will be used to collect used sacrament water cups. |
| Passing Trays | A priesthood holder offers the tray to all members instead of passing it along. |

First Hour Sunday Worship Services

- Each ward should hold one session of the Sunday worship service every week
- Sacrament meeting, limited to 150 members or less
 - Bishoprics should have priesthood holders monitor attendance to ENSURE that attendance does not exceed 150. Your plan should limit the number of people attending Sunday worship services and continue to broadcast Sunday Worship Services for those who participate from home.
 - The Bishopric and Ward Council should pre-communicate with certain families that could go home and have Sunday Worship services in their home if sacrament meeting attendance exceeds 150 on any given Sunday.
- Sacrament attendance rotation for each ward
 - A portion of each ward will be invited to attend each Sunday **determined by the Bishopric and Ward Council** with each member having the opportunity to attend **Sunday Worship Services in person** at the **chapel at least once every other week**.
 - Bishops continue to authorize priesthood administration of the sacrament in homes for those not attending in person.
 - Sunday Worship Services (not including the ordinance of the sacrament) will be simultaneously broadcast to ward members who choose to participate from their homes (Details below).
- It is crucial that we help members understand that they should not feel obligated to attend the Sunday Worship service in-person, and that they are encouraged to do what they feel comfortable with. All members are encouraged to participate regularly in meetings weekly either in-person or virtually.

Second Hour Church Meetings Broadcast Over the Internet.

- Second hour meetings (Sunday School, Priesthood Quorums, Relief Society, and Young Women) held on Sundays over the internet
- The virtual meeting should be live and not recorded or posted to the Internet. Interactive meeting applications, **such as Zoom**, should be used so that class or quorum members can participate. Wards will determine when these meetings will occur on Sundays.
- Second hour meetings should follow the same alternating pattern which was followed by wards prior to the suspension of meetings due to the Covid-19 pandemic. These meetings are important and should be held according to the schedule below. Wards and branches hold classes for youth and adults on alternating Sundays according to the following schedule:
 - First and third Sundays: Sunday School.
 - Second and fourth Sundays: Priesthood quorums, Relief Society, and Young Women.
 - Fifth Sundays: youth and adult meetings under the direction of the bishop who determines the subject to be taught.
- Given the limitations caused by Covid-19, Primary meetings will not be held during the second hour. Until further notice, we invite parents and leaders to counsel together to enhance home instruction and learning by teaching and singing with their primary-age children using resources available for primary children.

Youth Gatherings

- In addition to the Sunday worship services outlined above, we invite individual Aaronic Priesthood quorums and Young Women classes to plan activities in person and/or through technology.
- In-person activities for youth should be limited in size to maintain safety protocols. All activities should have a religious purpose.
 - Large group activities with combined quorums and classes are discouraged.
 - Physical gatherings of quorums and classes should be planned to ensure that social distancing and other safety measures are followed.
- Please plan to have these youth gatherings by class/quorum weekly.
- Ward and stakes building may be used for in-person youth gatherings for a religious purpose. Close contact or sports related activities are NOT authorized.
 - If the building is used, appropriate cleaning before and after the activity must be done per the guidelines/protocols contained within this document.

Primary Activity Days

- Ward leaders should plan and conduct regular primary activity day activities in person and/or through technology.
- In-person activities for children (Activity Days) should be limited in size to maintain safety protocols. All activities should have a religious purpose.
- Ward and stake buildings may be used for in-person children gatherings for a religious purpose. Close contact or sports related activities are NOT authorized.
 - If the building is used, appropriate cleaning before and after the activity must be done per the guidelines/protocols contained within this document.

Building Use During the Week

- Ward and stake buildings may be used for immediate household (individuals living within the same household) activities. These activities must not interfere with any scheduled/planned ward or stake uses of the building.
- Appropriate cleaning must be done before and after the activity per the guidelines/protocols contained within this document.

Funerals, Baptisms and Weddings

- Funerals, Baptisms, and Weddings. We invite stake presidents and bishops to counsel with those who plan or participate in funerals, baptisms and weddings to “be both cautious and sensitive to the challenges associated with the sacred settings where feelings can be so tender.” We reiterate the continuing need for caution and ask stake presidents and bishops to place appropriate limits on attendance at these events, providing for social distancing and other safety measures.

| Preparing the Building | |
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| Furniture | Furniture will be removed from foyers and replaced with metal chairs. |
| Doors | Door stops will be placed at the inner foyer doors to hold them open. An assigned person should be placed at each entrance to open the exterior doors for those attending. Door stops will also be used for the chapel doors to hold them open, even during the sacrament. Door stops will be placed at the bathroom doors to avoid the need to touch them when entering/exiting. |
| Hand Sanitizer | Hand sanitizer will be provided in meetinghouse foyers. |
| Signage | Signage will be placed in each foyer reminding families to maintain distancing standards. |
| Hymn Books | Hymn books have been temporarily removed from the chapel. |
| Seating Labels | Labels will be added to benches and pews for seating arrangements. The seating charts can be found at the bottom of this document. |

Cleaning and Building Care

Determining who will Clean (by the Ward)

- **Agent ward will coordinate weekly cleaning of the building with other wards**
- To ensure that members are comfortable with cleaning, specific members should be asked to clean on an individual basis.
- Young children should not be asked to clean.
- The number of members cleaning at any one time should align with social distancing standards.

Cleaning Guidelines

- Cleaning should be done with Virex Tb, if available.
- Remove and discard gloves if they become damaged while cleaning. Gloves should be discarded after use and not washed or reused.
- Members should 1) use disposable gloves and 2) wash their hands with soap and water or an alcohol-based hand wash upon completion of cleaning.
- Bleach based cleaners can be deadly to electronic equipment. If they must be used please ensure the chemical is sprayed onto the cloth/towel and not directly onto the item to be cleaned.
- The keys on the piano and the organ need to be cleaned with hydrogen peroxide. The fluid needs to be put on a clean cloth and then wiped on. Do not spray cleaner onto the keys.
- Try to avoid choke points as much as possible (people flowing towards exits).

| Santaquin East Stake Cleaning Requirements for Sunday Meetings | | | |
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| Before | During | After | Description |
| | X | | Clean podium between users |
| X | | X | Sanitize benches and pews |
| X | X | X | Assigned usher to provide additional guidance for seating and people with younger children as needed. |
| X | | X | Clean high-touch surfaces: light switches, drinking fountains, door handles inside and outside of the building. |
| X | | X | Clean restrooms, especially high-touch areas in restrooms. |
| X | | X | Clean sacrament trays with soap and water |

| Santaquin East Stake Cleaning Requirements for Meetings During the Week | | | |
|--|--------|-------|---|
| Before | During | After | Description |
| X | | X | Clean high-touch surfaces: light switches, drinking fountains, door handles inside and outside of the building. |
| X | | X | Clean restrooms, especially high-touch areas in restrooms. |
| X | | X | Clean any surface or area of the building used for any activity |

(UPDATED) UTAH AREA SUPPLEMENT TO FIRST PRESIDENCY *GUIDELINES FOR SAFELY RETURNING TO CHURCH MEETINGS AND ACTIVITIES*

FOR USE BY AREA SEVENTIES, STAKE PRESIDENTS, AND BISHOPS IN UTAH

In a First Presidency letter dated September 11, 2020, *Safely Engaging in Church Meetings and Activities*, The First Presidency and the Quorum of the Twelve expressed a desire for members to gather for weekly sacrament meetings, whether in person or via technology, where conditions permit. A copy of the First Presidency letter and enclosure is attached.

Following that direction, we encourage leaders and members in the Utah Area to continue their efforts to return to Church meetings and activities. In counsel with the Quorum of the Twelve Apostles and the Presidency of the Seventy, we provide this (Updated) Utah Area Supplement, which supersedes and replaces our previous direction issued on May 19, 2020.

We invite stake presidents to counsel with bishops and their assigned Area Seventy in determining how best to proceed. Carefully study the above-referenced First Presidency letter side-by-side with this (Updated) Utah Area Supplement, take into consideration any specific needs or issues in your particular stake, and prayerfully develop and implement a plan to safely return to church meetings and activities.

(UPDATED) UTAH AREA GUIDELINES

Wards and branches in the Utah Area are approved to hold Sunday worship services and administer the sacrament as follows:

First Hour Sunday Worship Services at Church and at Home.

Under the direction and keys of bishops, wards and branches should now hold one Sunday worship service each week by gathering at church during their normal meeting times. Where multiple units occupy the same meetinghouse, stake presidents and bishops may need to make adjustments in meeting times to allow for the orderly departure of members, cleaning of the chapel, and arrival of the next ward. Members should be invited to attend the Sunday worship service in person or by broadcast (see details below). Members at higher risk due to age or underlying medical conditions may not be able to attend in person but should participate via the broadcast.

We have been impressed in recent months with how carefully and successfully leaders have ensured the protection and safety of members, while providing spiritually satisfying sacrament meetings. We now ask that attendance not exceed 150 participants taking into

consideration the size and capacity of the meetinghouse, including overflow, and the need to follow social distancing and safety procedures. Families or individuals who reside in the same household may sit together at Church.

The Sunday worship service should be less than one hour so congregations can safely leave the building and allow sufficient time for cleaning before the next ward arrives. **Each ward should hold one session of the Sunday worship service every week** at the appointed time. For those wards that have more than 150 members who desire to attend the Sunday worship service at church, **leaders may alternate attendance each week so that all members who desire may attend on a rotating basis.**

As noted above, **the Sunday worship service at Church should be simultaneously broadcast to ward members who choose to participate from their homes.** The broadcast should be streamed live and should not be recorded or posted to the internet. **The Sunday worship service should not include the administration of the sacrament during the broadcast;** it should be opened and closed with prayer; it may include organ or piano music as a prelude, as well as opening and closing hymns (**no hymnbooks or programs should be distributed or utilized at church**); and it should provide for two or more speakers. Wipes may be used to disinfect the pulpit after each speaker. **On fast Sunday**, wards should modify the Sunday worship service to provide for the bearing of testimonies.

Stake and ward technology specialists should be consulted regarding the process, application and/or platform that would be most suitable for broadcasting the Sunday worship service.

Administration of Sacrament at Church and at Home.

Following the closing prayer, broadcast of the Sunday worship service should conclude. **Immediately after the broadcast, the sacrament should be administered at the meetinghouse in the same manner and with the same precautions which have been followed in Phase 1 sacrament meetings.** Neither an opening nor closing prayer is needed; however, an appropriate sacrament hymn may be included. Local leaders should determine if singing the hymn is appropriate.

At the same time, upon cessation of the broadcast to homes, worthy priesthood holders, as authorized by the bishop, should administer the sacrament in their own homes, where a sacrament hymn can be sung.

Members desiring assistance with the administration of the sacrament at home should inform the bishop, who will authorize other worthy priesthood holders in the ward, such as ministering brothers, to prepare and administer the sacrament each Sunday at a time that does not interfere with the Sunday worship service at church.

Second Hour Church Meetings Broadcast Over the Internet.

We invite all wards and branches to begin holding second hour meetings on Sunday afternoons over the Internet. The virtual meeting should be live and **not** recorded or posted

to the Internet. Interactive meeting applications, such as Zoom, should be used so that class or quorum members can participate. Second hour meetings should follow the same alternating pattern which was followed by wards prior to the suspension of meetings due to the Covid-19 pandemic:

Wards and branches hold classes for youth and adults on alternating Sundays according to the following schedule:

- First and third Sundays: Sunday School.
- Second and fourth Sundays: Priesthood quorums, Relief Society, and Young Women.
- Fifth Sundays: youth and adult meetings under the direction of the bishop who determines the subject to be taught.

Given the limitations caused by Covid-19, Primary meetings will not be held during the second hour. Until further notice, we invite parents and leaders to counsel together to enhance home instruction and learning by teaching and singing with their primary-age children using resources available for primary children.

The Sunday schedule allows for home evening and/or home-centered gospel learning as determined by individuals and families. A family activity night can also be held on Monday or at other times during the week, according to individual circumstances.

Youth Gatherings. In addition to the Sunday worship services outlined above, we invite individual Aaronic Priesthood quorums and Young Women classes to plan activities in person and/or through technology. Large group activities with combined quorums and classes are discouraged. Physical gatherings of quorums and classes should be planned to ensure that social distancing and other safety measures are followed.

YSA Meetings in YSA Stakes. Due to the unique nature of YSA stakes and wards, including the desire of YSAs to interact face-to-face, we suggest that some exceptions be made to the above (updated) guidelines for Sunday meetings. These exceptions will allow YSAs living in YSA stakes to enjoy improved fellowship in quorum and class meetings.

Accordingly, we invite YSA units within YSA stakes (not YSA units in conventional stakes) to gather—in person or via the Internet—for the second hour meetings on Sunday. YSA stake presidents should give careful attention to and follow principles and guidelines for safe interaction at Church meetings and avoid excessive social mingling in hallways between meetings.

Establishing a Meeting Plan. We ask stake presidents to counsel with their assigned Area Seventy and with bishops in developing a meeting plan consistent with these (updated) guidelines. This plan should include the timing and logistics for resuming Church meetings and activities and include steps to ensure the safety of participants and compliance with the First Presidency Guidelines, the additional items in this (Updated) Utah Area Supplement, and state and local governmental regulations.

Where appropriate, announcements should be made at the beginning of the Sunday worship services to explain the sequence of Sunday meetings and how and when the sacrament will be administered.

Funerals, Baptisms, and Weddings. We invite stake presidents and bishops to counsel with those who plan or participate in funerals, baptisms and weddings to “be both cautious and sensitive to the challenges associated with the sacred settings where feelings can be so tender.” We reiterate the continuing need for caution and ask stake presidents and bishops to place appropriate limits on attendance at these events, providing for social distancing and other safety measures.

Additional Safety Precautions. In consideration of governmental guidelines relative to COVID–19 and those issued by the Church, **we continue to emphasize the importance of maintaining all social distancing requirements, sanitary procedures, safety in administering the sacrament, the wearing of masks, and other approved practices when participating in Church meetings and activities.**

Utah Latter-day Saints Asked to Wear Face Coverings

Dear Brothers and Sisters:

We are in the midst of a global pandemic unlike any the world has experienced in more than a century. The effects of this escalating health crisis are being felt everywhere, with incidents of COVID-19 infection rising dramatically especially in the United States, including in Utah. Latter-day Saints are not immune. Just today, more than 800 new infections were reported in our state.

A growing chorus of medical authorities has confirmed that the simple wearing of a face covering when in public and when social distancing is not possible will significantly reduce the spread of COVID-19. This is true both indoors and outdoors.

We note with appreciation the care exhibited by our members in returning to sacrament meetings wearing face masks. Now we ask all Latter-day Saints in the Utah Area to be good citizens by wearing face coverings when in public. Doing so will help promote the health and general welfare of all.

We are most grateful for all you do to minister to one another and to your neighbors. Please join with us now in common purpose for the blessing and benefit of all.

Sincerely yours,

Elder Craig C. Christensen
Elder Randy D. Funk
Elder Walter F. González

Utah Area Presidency

SUGGESTED SEATING CHART EAST STAKE CENTER

Aaronic Priesthood

Sacrament table

ROSTRUM

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| 10:30 am/1:30 pm | 9 am/12 pm | 10:30 am/1:30 pm |
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| | 10:30 am/1:30 pm | |

SUGGESTED SEATING CHART EAST BENCH BUILDING

Aaronic Priesthood

ROSTRUM

Sacrament table

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| 10:30 am/1:30 pm | 9 am/12 pm | 10:30 am/1:30 pm |
| 9 am/12 pm | 10:30 am/1:30 pm | 9 am/12 pm |
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