

Allegheny East Conference Corporation

OF SEVENTH-DAY ADVENTISTS

March 13, 2020

Allegheny East Conference Coronavirus Action Plan

In response to the Coronavirus (COVID-19), Allegheny East Conference after prayerful consideration, legal counsel and consideration of best practices is outlining the following measures detailed below to promote the safety of our churches, schools, and surrounding communities.

Please note that this action plan reflects where we are now, but it will be adjusted and updated as the situation develops.

Gatherings

- All churches are to follow the local and state guidelines of where they are located. Furthermore, in an abundance of caution, ALL congregations are to find alternate ways to worship other than gathering at the church or the usual meeting place for the next two weeks. Some of those alternatives include the following (we will be offering additional suggestions over the next two weeks):
 - Live streaming, video conferencing, free conference calls, etc.
 - The use of small groups (recommended not to exceed 12-15 persons) which do not violate travel restrictions and/or advisories by local and state authorities.

General Preventative Measures

- Practice social distancing, keeping at least arms distance between you and another person.
- If you are sick, have a comprised immune system or fall into any of the vulnerable categories, stay at home
- Refrain from handshaking, fist bumps, or hugs
- Wash hands frequently
- Use sanitizer regularly

Congregational Exposure

- In the case someone in your congregation contracts the virus, please notify your congregation, as well as AEC's Risk Management office.
- Please do not share the individual's name.

Alternate Giving

- Remember to encourage online giving during this time.

- If your church is not yet set up for AdventistGiving, please go to AEC's website at visitaec.org/treasury to download and complete the application.
- In the interim, you may direct churches to make donations to the Allegheny East Conference Church on the AdventistGiving website. This can also be accessed from AEC's website under the "Give" tab.
- If there are those uncomfortable with online giving, have them contact their local treasurer to explore other options for receiving donations

Elementary Schools

- The AEC Office of Education is adhering to all local and state guidelines regarding school closures.
- March 16th – 20th: Schools will utilize distance for closed school. They currently include:
 - Baltimore Junior Academy
 - Dupont Park Adventist School (closed through March 31st)
 - Ephesus Junior Academy
 - George E. Peters Adventist School
 - Jessie R. Wagner Adventist School
 - Wilbert F. Mays Adventist School
- School leadership will share specific details for distance learning with students.
- March 23rd -27th: Schools are closed for spring break.
- The regional spelling bee and STEM fair have been postponed.
- AECO will continue to monitor state restrictions to make decisions regarding graduation ceremonies.

Pine Forge Academy

- Spring break will commence on March 16 and continue through Tuesday, March 24th.
- Students must exit the campus no later than Monday, March 16th.
- March 25th -April 10th: Implementation of an online academic program.
- April 13th -Students will return to campus between 12-8 PM.
- AECO will continue to monitor state restrictions to make decisions regarding graduation ceremonies.

Conference Office

- Conference office employees are asked to adhere to restrictions issued by the State of Pennsylvania and government entities where they reside.
- Contact your supervisor immediately if you are subject to self-quarantine or if you reside in a locality that has issued restrictions.
- Employees will be notified through the typical means of any impact to conference office operations.

Conference Events

- All conference-sponsored activities and events have been suspended through the month of April.

International and Domestic Travel

- Use of public transportation such as planes, buses, and ride-share are strongly discouraged during this time.
- All school and church-sponsored international trips are to be cancelled until further notice.
- International and domestic travel for all employees is restricted.
- If travel is absolutely necessary to an area where there is a known outbreak, approval must be obtained from AEC administration and will be evaluated on a case-by-case basis
- If you have travelled outside of the country or to areas with reported cases, you should self-quarantine for 2 weeks upon your return.

Communication to Members

Each church should appoint a safety officer (or designee) and a communication representative to monitor the local news in their respective area, and then update the church's website and social media platforms with pertinent information.

In addition to the specific measures listed above, please do not neglect to be diligent in prayer.

"Be anxious for nothing, but in everything by prayer and supplication, with thanksgiving, let your requests be made known to God." -Philippians 4:6