

COVID-19

**Procedures,
Safety Plan &**

Exposure Control, Mitigation and Recovery Plan

Outdoor

Generations Community Church of the Nazarene

COVID-19 Location Supervisor

Craig Laughlin and Nichole Rech will monitor the health of employees and enforce the safety plan.

Staff, Greeters and/or hospitality team members will, by example and attitude towards the congregants, support this Safety Plan and will not demean or seek to circumvent the requirements thereof.

Employee Training

All employees of Generations Community Church of the Nazarene shall complete the following training:

- Read this Procedures Manual

- Watch the following videos to learn about coronavirus and how to prevent transmission:

 - <https://www.youtube.com/watch?v=TjcoN9Aek24> (What older adults need to know)

 - <https://www.youtube.com/watch?v=9pVy8sRC440> (How Covid-19 Spreads)

 - <https://www.youtube.com/watch?v=lQvhoFMdXJo> (Covid-19 on surfaces and in the air)

- Every employee shall send an email to office@generationscommunity.org indicating that they have completed the above training.

Employee Screening

Upon entering the building, every employee shall sign in and certify that they have taken their temperature, that their temperature is not above 100.4 degrees Fahrenheit (38 degrees Celsius), and that neither they nor anyone in their household has been diagnosed with COVID-19 or has symptoms of COVID-19 (including a fever above 100.4°F).

After signing in, every employee shall disinfect their hands either through hand washing or hand sanitizer.

Employees who are sick, or who have household members who are sick, are prohibited from entering the building and should not report for work. In this case, employees should contact Craig Laughlin or their appropriate supervisor and make arrangements to work from home.

If it is determined that an employee has a probable or confirmed case of COVID-19, any areas where that person has worked, touched, etc., shall be cordoned off until the area is cleaned and disinfected.

Personal Protective Equipment (PPE) for Employees

Personal Protective Equipment will be provided for all employees, volunteers, and guests, including masks & gloves. Tissues (and trash cans) will also be available throughout the building

Disinfectants will be available to employees, members, and visitors throughout the church.

Employees are required to wear face coverings before, during and after services and while interacting with the public in widely accessible areas, including the lobby and sanctuary.

Greeters and/or hospitality team members are required to wear face coverings and single-use disposable gloves while actively serving. Single-use gloves shall be discarded after use.

Employees are encouraged to leave their workstations to wash their hands regularly, and required to do so before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol will be provided and used, but are not a replacement for the water requirement.

Unsafe Working Conditions

An employee may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for the employer to take adverse action against an employee who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances.

Self-Screening for Volunteers and Congregants

Volunteers in a serving role will be required to self-screen before attending a service, including taking their temperature. Guests will not be required to take their temperature, but thermometers will be provided if they choose to do so. Any individual with a temperature of 100.4°F will not be permitted to serve or attend a service. Any individual with a household member who has been diagnosed with COVID-19 or with symptoms of COVID-19 (including a fever above 100.4°F) may not attend the service or serve on the property.

Signs communicating these requirements will be placed in front of the entry doors.

Personal Protective Equipment for Volunteers and Congregants

Personal Protective Equipment will be provided for all volunteers including masks & gloves. Tissues (and trash cans) will also be available throughout the building

Disinfectants will be available to volunteers and congregants throughout the church.

Greeters and/or hospitality team members are required to wear face coverings and single-use disposable gloves while actively serving. Greeters and/or hospitality team members unable to wear face coverings will not be allowed to serve. Single-use gloves shall be discarded after use.

Face Coverings

Reusable cloth face covering that fully covers mouth and nose are required for employees covered by Governor Executive Order Industry agreements except when working alone in a room, vehicle, or on a jobsite.

[Washington Coronavirus Hazard Considerations for Employers \(except COVID-19 care in hospitals & clinics\) Face Coverings, Mask](#)

Congregants are required by the State of Washington to wear face coverings.

- Children under five years of age are exempt from the directive to wear face covering.
- Persons with a medical condition, mental health condition or disability that prevents wearing a face covering are exempt from wearing a face covering.
 - Persons under this exemption are NOT required to provide proof of exemption under the ADA and HIPPA regulations.
- Face coverings are not required at an outside event IF 6' social distancing is maintained by all present.

[DEPARTMENT OF HEALTH](#)

Congregant singing is permitted, but individuals must not remove their face covering to sing - it must stay on for the duration of the service.

[Phase 1, Modified Phase 1, Phase 2, and Phase 3 Religious and Faith-based Organization COVID-19 Requirements](#)

Worship Team and speakers recommendations as developed by Randall & Danskin Attorneys on behalf of Churches of the Washington Pacific District:

- Consider only having one signer on the worship team that removes their face covering while leading worship and that is at least 10 feet away from any other individual;
- While highly discouraged, if it is not feasible for only one singer to lead worship and multiple singers are necessary, the singer should be spaced at least 10 feet from any other individual and should only remove their face coverings while leading worship.
- All other members of a worship team should be 6 feet apart with face coverings;
- The location of the singer(s) without a face covering and the location of where a speaker will be should be at least 10 feet apart.
- The number of speakers during a service be limited and the location of each speaker should be spaced 10 feet from the location of other individuals who are speaking or singing without a face covering;
- Speaker should only remove their face covering while speaking (i.e., they should wear a face covering before speaking and put the face covering after speaking);

- All congregants should be a least 10 feet away from the location of the speaker without a face covering; and
- If possible, the ventilation system should be set to bring more air from outside and if recycled air is used, a higher efficiency filtration (i.e., a MERV rating 13 or above) should be evaluated.

Physical Distancing

Employees, visitors, and church members shall maintain separation of at least six feet with anyone outside of their household. Hugs, handshakes and other forms of physical affection are actively discouraged.

Six feet of space will be provided between the congregants seats, pews and benches or have physical barriers between them. Members of the same household may be seated together as a single unit.

Markings will be placed on the floors and seats indicating a six foot radius to help guide members and visitors.

Outdoor seating areas will be marked with a six foot radius for either families or individuals. Covered areas with six feet of space between congregant seats will be provided for Seniors.

Shared Usage

Offerings plates will not be passed during services. Rather, locked stationary collection boxes will be placed at each exit from the sanctuary. Offerings will be removed from the boxes according to the Financial Policy.

During outdoor services offering boxes will be placed near the East entrance doors attended by a volunteer, greeter or member of the hospitality team. These will be moved to the designated safe storage area according to the Financial Policy.

When communion is served, the elements may be distributed to each participant by an usher wearing gloves. Participants shall not be served from a common basket or tray.

Building Access & Traffic Flow

Primary building access shall be through the West and East main entrance doors. Other doors shall remain locked.

Non-essential rooms shall remain closed and, if needed, locked during Phases 2 & 3.

At the conclusion of a service, congregants will be dismissed by rows from the back first. Congregants will be encouraged to leave the building as directly as possible.

During outdoor activities doors to the building will remain locked. (See restroom plan below.)

Restroom Access

Access to restrooms will be controlled and limited to no more than 2 people at a time. Individuals waiting to use the restroom must maintain at least 6 feet of distance between each person.

Children's wing bathrooms will remain closed.

During outdoor services volunteers, ushers or members of the hospitality team will escort those requesting to use the restroom through the door at the East end of the children's wing. The Children's wing bathrooms will be utilized. The rest of the church, and main restrooms, will remain closed.

Cleaning and sanitation schedule

Surfaces will be cleaned using soap and warm water (if the surface is visibly dirty) and disinfected with an EPA-approved disinfectant. The list of EPA-approved disinfectants can be found here:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

High-touch surfaces, including personal work stations, mirrors, chairs, headrests and armrests, doorknobs, handrails and restrooms, will be cleaned and disinfected at least daily.

Areas used for weekend services will be disinfected before, during and after services.

Adam, Sue and Kari will make sure that cleaning supplies are frequently replenished.

Incident Reporting, Exposure Response Procedures, & Post-Exposure Incident Project-Wide Recovery Plan.

If an employee or guest becomes sick or exhibits symptoms of COVID-19 during hours of operation, they will be escorted by a staff member to Room 204. Paramedics will be called if the employee or guest needs to be transported to a healthcare facility or if they have no family member available to transport them home.

If an employee tests positive for COVID-19, they must inform Craig Laughlin and then focus on recovery. An individual who tests positive for COVID-19 will be advised by their health care provider to self-isolate, and may not return to the facility until they have met CDC's criteria to discontinue home isolation. If an employee tests positive for COVID-19, the church will determine if any other individuals were exposed to COVID-19 in the workplace and inform individuals how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure. The church will maintain confidentiality regarding the individual who tested positive for COVID-19. Any medical information will be maintained in a file separate from an employee's personnel file. If a sick employee is suspected or confirmed to have COVID-19, the church will follow the CDC Guidance for Cleaning and Disinfecting. If it is determined that an employee or guest diagnosed with COVID-19 has been in the facility, the church will notify local health officials. The church will also notify staff and congregants about potential exposure. Communication must ensure confidentiality as required by the Americans with Disabilities Act (ADA). In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the

community, staff or contractors will properly clean and disinfect the area and the building where the individual was present before resuming activities.

[What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws | US Equal Employment Opportunity Commission](#)

Ventilation

We will increase the ventilation rates on the HVAC system throughout the building where feasible.

Safety Information and Requirements Posting

Hand washing posters will be posted in each restroom.

Employee posters will be posted in the copier room.

Requirements for building entry will be posted on every entry door.

At least four posters that advise how to stop the spread of germs will be posted inside the building.

Face covering posters will be posted outside the main entrances to the building.

Section 15: Safety Plan Communication and Publication

A copy of this plan will be available for inspection by state and local authorities.