

Presbyterian Church of _____

Covid19 Exposure Control, Mitigation and Recovery Plan

COVID-19 Supervisor: XXXX

The capacity of our sanctuary is 208 persons. This means we will work with the 50 attendees or less guidelines from the state in Phase 2.

The Purpose of this document is to lay out a clear plan to begin services at _____

- (1) A team of members and staff from the church will oversee that the following guidelines are followed and in place.
- (2) COVID-19 safety information will be posted at several different locations in the building – on the bulletins at entrance points, on the bulletin board near the single-use bathroom on main floor, and in other public gathering places.
- (3) Services will remain live on video for at least 6 months for those who choose to remain home. These videos will be live on Sunday mornings at 10am and then remain on the website for at least 2 weeks for members to view.
- (4) Every member is encouraged to take their temperature Sunday morning before coming to the building. Anyone with a fever should remain at home and watch on-line. Family members of anyone with COVID19 or symptoms of COVID19 should remain at home and participate on-line.
- (5) On Sunday mornings we will limit entrance to the building to the Parking-Lot/Alley door. Other entrances will remain locked (we have push bars on inside and so these can still be used as exits in case of emergency). We will place tape and/or signage across stair ways to encourage all attendees to stay on the main floor of the building (tape will be low barrier and very easy to break in case of emergency). Access to the main floor bathrooms will be available.
- (6) A team of cleaners will arrive one hour before the service time to clean off the entry way on the outside of the beginning as well as clean and sanitize all of the doorknobs, the seats, the pew backs, bathrooms, and all other public use surfaces. This team will also ensure that soap dispensers in bathrooms are filled, hand sanitizer is available throughout the building and sanctuary. Garbage cans will be available in the sanctuary entry and exit points. Windows will be open on days this is possible. There is a maximum of two people in the woman's bathroom at a time and one in the solo-use handicapped accessible bathroom on the main floor.
- (7) Hymnals, Bibles, information cards and offering envelopes will be removed from the pews and stored away for the time being. Safe distancing will be clearly marked in the sanctuary.
- (8) A team of ushers will help visitors find a pew. We will use every other pew and limit one family unit to each pew used. We will also stagger the seating so that the first family is on the left side of the pew they are in. And the next family is seated on the right side of the pew they are in.
- (9) Everyone is expected to wear a mask unless they have a medical reason to not do so.
- (10) Prior to the service starting, bulletins will be placed at each seating location by the cleaning team wearing disposable gloves – bulletins will include all the songs, readings, etc. for the service in addition to space to write the names of those in attendance. Bulletins will remain in the sanctuary and the cleaning team will pick them up and file away to keep a list of attendees for 2 weeks in a file in the office in case there is a need to alert members of possible exposure.
- (11) A drop box for offerings will be placed in the back of the sanctuary near the exit.
- (12) After the service, a team of cleaners will clear the pews, and then disinfect and clean all surfaces again (pews, door knobs, bathrooms, surfaces, push bars, etc.).
- (13) There will be no coffee hour at this time.

- (14) There will be no choir or Sunday School until further notice.
- (15) Those leading in worship will remain at safe physical distance from one another and from the attendees at all times during the worship service.
- (16) On Sundays we choose to worship outside on the front lawn (Broadway side of building) we encourage attendees to bring their own lawn chairs. We will also provide metal chairs for use which will be cleaned before and after the service.
- (17) Access to the building during the week will remain limited. The Pastor and Office Administrator will have access to offices, the custodian will maintain normal cleaning routines, and other small building projects, etc. will continue but no other weekly events will take place at this time.
- (18) The Korean Community Church will follow these same guidelines. The ____ Food Bank will continue to operate as they have during the Stay Home, Stay Safe time.
- (19) We will change and adapt these requirements as necessary following the guidelines provided by the CDC, office of the Governor, and with each change in the _____ 4-Phase plan or as new information about COVID19 becomes available.
- (20) If there is any reason to cancel an in-person service we will do so and continue services on-line.