

# **COVID-19**

## **Preparedness and Response Plan**

**Pilgrim Lutheran Church**

**August 2020**

This plan template was developed to support the implementation of public health activities required to minimize the spread of COVID-19 at Pilgrim Lutheran Church and was informed by the CDC and Minnesota Department of Health (MNDH) Guidance. This template was designed with basic concepts and will require customization specific to each church. Steps may have been included or omitted in this template which will require the church to modify this plan according to their unique facility, mission, and activities. Examples found within this template have been provided for illustrative purposes and may not apply to each facility.

**Developed by: The Pilgrim Smart Team**

**Date: August 12, 2020**

**Approved by: The Pilgrim Congregational Council**

**Date: August 18, 2020**

**Pilgrim Lutheran Church Plan**

Pilgrim Lutheran Church is committed to providing a safe and healthy facility for our staff, members, and visitors. This plan was developed in response to the COVID-19 pandemic to ensure we implement strategies and procedures to preserve public health. It is expected that the entire church has a role in implementing this plan to mitigate transmission of COVID-19 within our facility and our community that would result in a disruption to our mission. **Therefore, all persons in our facility will be expected to comply with all aspects of this plan.** The church leadership and council have full support in enforcing the provisions of this policy.

This plan has been developed by the Pilgrim “Smart Team” made up of church staff and members recommended by the Pilgrim Congregational Council. Guidance and recommendations from the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), the ELCA, the St. Paul Synod, and the City of St. Paul have been incorporated into the plan as appropriate including:

- Hygiene, cleaning, and disinfecting;
- Prompt identification and isolation of sick persons;
- Controls for social distancing;
- Housekeeping, including cleaning, disinfection and decontamination;
- Communications and training that will be provided to persons on-site; and
- Management and supervision are necessary to ensure effective implementation of the plan.

This preparedness and response plan assume the following:

1. Pilgrim Lutheran Church will follow guidance from all relevant governmental authorities, including the Minnesota Governor, the Minnesota Department of Health, the City of St. Paul, and the ELCA.
2. Pilgrim Lutheran Church personnel will fall into different disease risk categories and decisions for return to the facility will be made in accordance with medical and public health guidance for risk stratification (e.g. age, health status). Pilgrim Lutheran Church’s role is not to determine the risk level of individuals; rather the church leadership should ensure that individuals can make their own informed choices and be supported. Pilgrim Lutheran Church’s personal and activities resumption will occur in a phased approach and comply with established guidance provided in this plan.
3. The COVID-19 situation will evolve and Pilgrim Lutheran Church will remain adaptable and nimble in this dynamic environment. The baseline level of risk for those working and using our facility will change as restaurants and retail businesses reopen, schools reopen, etc., requiring a reassessment of what level of resumption and precautions are appropriate.
4. Personnel who can practically stay at home to complete work will do so until Pilgrim Lutheran Church is fully opened to minimize close contacts.
5. Social distancing, wearing of masks or other appropriate PPE, hand-washing, and disinfection of surfaces are key factors in reducing the transmission of the COVID-19 virus.
6. Large gatherings pose a high risk of disease transmission. Worship services and other large gatherings should be carried out online when possible.

7. Personal responsibility is key to safe operations and the avoidance of disease transmission. Educational materials will be developed for staff, members, and visitors to the Pilgrim Lutheran Church facility.

## COVID-19 Plan Management

The COVID-19 church coordinator(s) is the Business Manager and is responsible for COVID-19 assessment and implementation of this plan with the Pilgrim Smart Team, Congregational Council, staff, and others. All staff in the facility will be provided with the coordinator's name and how to contact the coordinator with any COVID-19 concerns. Infection control and occupational safety and health plans will apply to anyone working in or visiting the church (e.g., all staff, members, and visitors).

- The church will be staying up to date on guidance from state and/or local public health officials and occupational safety and health professionals to make sure they are getting relevant and up-to-date information concerning COVID-19.
- The church coordinator(s) and staff leadership are aware of and will follow all applicable regulations and public health agency guidelines. This Plan may be updated based on any updates or changes to these guidelines, including when additional phases of reopening occur.
- Facility assessments to identify COVID-19 risks and prevention strategies should be done periodically as part of sound occupational health and public health practice. This plan will be reviewed when additional guidance from public health authorities becomes available to ensure effectiveness.

## Facility Public Health Measures

Infection prevention measures are being implemented at our facility in accordance with public health guidance and best practices. The following measures will remain in place until full reopening of Pilgrim Lutheran Church.

We use the term “visitor” to encompass all non-staff individuals entering the building, including Pilgrim members, visitors, outside workers, etc.

### Handwashing

Staff and visitors at Pilgrim Lutheran Church are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on-site, prior to any mealtimes, and after using the toilet. Hand-sanitizer dispensers (using sanitizers of greater than 60% alcohol) can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Hand-sanitizers will be placed at the following locations in the facility:

- Both church office areas
- At the front door to the new addition of the building
- At the back door to the new addition of the building
- At the main entrance of Fellowship Hall in the basement

All visitors are strongly encouraged to bring their own hand sanitizer to ensure adequate supplies.

“Clean Your Hands!” posters are located in all restrooms providing proper hand washing methods. Posters are available [here](#) from CDC and state departments of health.

In occupied areas of the facility, custodial staff will check and replenish soap dispensers, paper towels, and hand sanitizer stations at a minimum of once per day, and more often in heavily trafficked public spaces

### Respiratory etiquette: Masks / cover your cough or sneeze

Everyone, staff, and visitors must wear masks when inside the building unless Pilgrim Lutheran Church is fully reopened or they have a medical reason preventing them from using a mask. Children over the age of 5 will be expected to wear a mask unless physically unable to do so. Pilgrim reserves the right to deny entry to anyone not wearing a mask.

Everyone is expected to bring their own masks. A limited number of masks may be available at the church office for emergency use.

Staff are expected to wear cloth face coverings (masks) where social distancing measures are difficult to maintain. Individuals may bring their own mask, or Pilgrim Lutheran Church may order them for staff.

Everyone is asked to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face—in particular their mouth, nose, and eyes—with their hands. Respiratory etiquette reminders appear on posters and tissues and trash receptacles are readily available.

The CDC “Stop the Spread of Germs” poster is posted in all building lobbies and other common areas.

Tissues will be available in common areas, including both office areas, and the front and back doors of the office annex. Tissues should be disposed of in the trash and individuals should wash or sanitize their hands immediately afterward. Sanitization stations for disposal of used tissues and paper masks will also be available.

### Social distancing

Pilgrim Lutheran Church strongly recommends that meetings and gatherings are held online or via phone until we are fully reopened.

If you must meet in person, everyone entering the facility is asked to practice social distancing in accordance with public health guidance and best practices. These measures may be adjusted according to phases of this preparedness and response plan.

- Upon entering, visitors should proceed directly to their designated room. They should not otherwise wander around the building.
- Individuals must maintain at least 6 feet of distance between non-related family groups.
- Tables must have no more than 2 people per table if they are used.
- For approved groups, Pilgrim staff will set up the chairs. Once set up they should not be moved by anyone other than staff.

Rooms must always comply with their capacity limitations for social distancing. The current maximums are listed below. Depending on the layout, the maximum number may be less.

Room	Limit
Sanctuary	52
Fellowship Hall	27
Fireside Room	TBD
Upstairs Community Room	TBD

### Remote Work and Adjusted Onsite Hours

Pilgrim Lutheran Church has implemented the following procedures and practices for remote work and adjusted hours. All staff will meet with their supervisor to determine an individual plan for work location based on responsibilities and risk levels.

- Telework is approved and expected for all persons who can accomplish their primary duty functions from home.

- Staff are provided with guidance and training to work remotely. Staff are instructed to speak with their supervisor if they have any issues related to teleworking.
- Equipment is available for staff members to complete their assigned responsibilities and tasks. Equipment questions should be directed to their supervisor or the Business Manager.
- Flexible hours and staggered on site work are implemented to minimize the number of persons in the facility at one time. Staff on site come in at set times and notify the remainder of staff if there are changes to their onsite schedule.

## Onsite Work

Staff, members, and visitors on site must adhere to all the rules stated in these guidelines. Specifically, everyone must avoid gathering in groups and in confined areas where six feet separation cannot be maintained. Staff, members, and visitors are required to wear masks at all times. Masks may be removed when staff are in their personal offices and where six feet of separation is feasible.

- When staff is meeting visitors on-site, the staff must inform the remainder of staff that there will be visitors on the premises.
- Shared staff offices are assessed and where feasible staff are reassigned to other working areas or alternate hours to maintain social distancing. Shared staff offices have been arranged to maintain six feet of social distancing.
- In areas where a shared workspace is in use, sanitizing wipes are available to clean prior to and after use. Wipes must be immediately disposed of in the trash after use.
- Staff must avoid using anyone else's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment. If a staff member uses another's equipment they must immediately clean it when they are finished.
- Common spaces such as break rooms, study spaces, and conference rooms are rearranged to promote social distancing. All furniture has been separated with a distance of at least 6 feet. Furniture that could not be separated properly has been set aside for non-use.

## Housekeeping

Regular housekeeping practices are enhanced by Pilgrim Lutheran Church staff in accordance with [CDC guidance](#). Frequent cleaning and disinfecting will be conducted in shared spaces (e.g. break rooms) and high-touch areas (e.g. door handles, railings).

- All custodial staff and their supervisors are provided refresher training on proper cleaning techniques, as well as background information on COVID-19. They will also be provided updates as necessary.
- All cleaning products meet U.S. Environmental Protection Agency (EPA) requirements.

- If there is a confirmed positive case reported to Pilgrim Lutheran Church, the lead custodian will coordinate cleaning and disinfecting of that individual's work space.
- Each staff member will coordinate cleaning and disinfecting of that individual's workspace. Custodial staff will ensure supplies are available.
- Custodial staff will clean public spaces such as building lobbies, restrooms, door handles, handrails, and elevator buttons at least every other day, and more frequently if groups other than staff have been in the facility.
- A log and checklist of the procedures will be maintained by custodial staff and each time a cleaning is performed it will be recorded in the log.

## Screening, Exposure, and Illness Policies

Pilgrim Lutheran Church will notify all staff of screening protocols, self-monitoring guidelines, and policies for staff exposed or exhibiting symptoms. Staff will be notified via email with a follow up phone call if necessary. All COVID-19 related updates will be relayed to staff via email with updates occurring monthly or as protocols, guidelines, or policies change.

Pilgrim Lutheran Church has leave policies that encourage staff to stay at home when they are sick, when household members are sick, or when they are required by a healthcare provider to isolate or quarantine themselves or a member of their household. These policies can be found in the employee handbook.

Questions on leave policies should be directed to the Business Manager or Personnel Committee Chair, and/or the employee's supervisor.

## Employee Self-Screening for those Working On-Site

Staff members should conduct self-monitoring for symptoms of COVID-19. Symptoms of the virus often include, but are not limited to, fever, cough, or shortness of breath. The latest information on COVID-19 symptoms are available at the [CDC website](#).

Staff must report to their supervisor if they are sick or experiencing any of the symptoms of COVID-19. Employees exhibiting symptoms must not come into the church.

- Take your temperature in the morning and when you return home from work. Log those results and report any fever to your supervisor.
- Report any exposure to COVID-19 positive individuals, respiratory symptoms, sore throat, or dry cough to your supervisor.
- If the employee indicates any of these conditions, the supervisor must require that the employee stay home, and the employee should seek guidance from their healthcare provider.

If an employee begins to exhibit symptoms at work, they should immediately report this to a supervisor and immediately go home. If they cannot depart immediately, the employee should be isolated in the workplace until they can go home. After departure, the employee's workspace should be quarantined at least 24 hours until it can be safely cleaned.

## Confirmed Cases

If a COVID-19 case is confirmed in a staff member or in a member of their household, the staff member will be told to remain at home following appropriate local or [state guidance](#). A facility assessment will begin to determine what additional public health and cleaning measures should be implemented.

Pilgrim Lutheran Church will work with the Minnesota and Ramsey County health departments to inform staff members if they have been exposed to a person with COVID-19 in our facility, and the health department will provide instructions regarding staff self-quarantine measures.

Consistent with compliance with the Health Information Portability and Accountability Act (HIPAA), staff members health status and health information will be protected.

## Communications and Training

This preparedness and response plan is communicated to the Congregational Council and Staff via email distribution and, if requested, meetings. Training is available to staff and persons using the facility upon request, primarily via questions to the Smart Team and broader distribution of answers.

- Return to Work Training meetings and handouts
  - Topics should include but not limited to: Personal Protective Equipment, disinfection measures, social distancing protocol, COVID-19 signs and symptoms information, return-to-work policies, self-monitoring practices, signage, time-off options, and all other COVID-19-related safe workplace changes.
- Enhanced Cleaning instructions
- Pilgrim Lutheran Church visitor requirements handout
- Pilgrim Lutheran Church facility use handout
- Usher Guidelines
- Indoor worship guidelines
- Outdoor worship guidelines

## Facility Use

Pilgrim Lutheran Church serves as a gathering place for congregation and community members. Gathering purposes in the congregation include congregational work, support to social justice missions, celebration events, community meeting, and social engagements. Use of the facility will be based on the phases of this plan and align with state guidance and policies. Priority will be given to mission related activities.

Any group that would like to use the facility while this plan is operational must complete and submit a Request for Facility Use form (Appendix A). Each request will be reviewed by an internal committee designated by church leadership.

If approved, each group utilizing the facility will be required to:

- Review training provided by Pilgrim Lutheran Church
- Share Pilgrim Lutheran Church facility rules with participants. These rules will include:
  - Stay Home if you have or are suspected to have COVID-19
  - Conduct appropriate social distancing in accordance with [location] of this Plan
  - Wear masks
  - Wash hands / use hand sanitizer
  - Cover your cough
  - Bathroom Usage
  - Clean up and set up of spaces
  - Food & beverages
- Take attendance, which will include name and contact information. Attendance information will be provided to Pilgrim unless confidentiality is an issue. In such cases, the group leader must keep the information
- Follow additional Youth & Children specific rules if applicable
- Inform Pilgrim if a participant is later diagnosed with COVID-19
- Staff should follow additional staff specific rules

No member of the congregation or community may use the facility until they have received approval from the Business Manager, who will be provided necessary support from the Smart Team, Congregational Council and staff.

## Resources

Appendix E provides a list of resources to support the church's decisions and activities during the COVID-19 pandemic.

## Pilgrim Lutheran Church Phases

The purpose of this phase approach is to provide guidance and direction for activities at the church. The disease progression is imperfectly known and there may be times where Pilgrim Lutheran Church may need to move back and forth between phases. Phases will be defined by the State of Minnesota, with necessary adjustment due to local or federal guidelines. Given the fluid nature of disease progression, the Smart Team feels timelines and plans cannot be developed in advance for a given phase. Pilgrim may take actions stricter than those allowed by the state in a given phase as it pursues its overarching goal of the safety of staff, members and visitors.

External Conditions	Church Activities
<b>Phase 0:</b>	
<p><b>External Conditions:</b> Cases presenting in the state with limited community spread and testing is limited.</p> <p><b>Criteria (for phase):</b> Government and organization leaders are initiating plans for social distancing.</p>	<ul style="list-style-type: none"> <li>● Assess risk to staff and congregation</li> <li>● Meet with church council to determine facility plan</li> <li>● Cancel or postpone facility onsite activities</li> <li>● Plan for social distancing activities</li> <li>● Meet with staff and initiate plan for activities</li> </ul>
<b>Phase 1:</b>	
<p><b>External Conditions:</b> Government Orders for communities to stay at home. Disease spread is occurring in the community and hospitalizations are increasing. Testing is limited and there are widespread PPE shortages.</p> <p><b>Criteria (for phase):</b> Government issues to stay at home orders.</p>	<p><b>Church Activities</b></p> <p>Worship</p> <ul style="list-style-type: none"> <li>● Worship services move to online delivery.</li> <li>● Recording in the sanctuary is limited to critical elements of worship, while maintaining at least 6 ft of space between people, and 12 feet or greater distance for anyone singing and wind or brass instruments.</li> <li>● Life celebrations (weddings, funerals, baptism) are postponed and all participants notified.</li> </ul> <p>Activities on-site</p> <ul style="list-style-type: none"> <li>● All Pilgrim Lutheran Church staff will telework</li> <li>● Staff may return to the facility to acquire equipment and record worship segments.</li> </ul>

	<ul style="list-style-type: none"> <li>● Committees and small groups will meet online.</li> </ul>
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**Phase 2:**

<p><b>External Conditions:</b> There are declining case counts and availability of testing is increasing. Contact tracing is in place and PPE is available for social distancing purposes (e.g. cloth masks).</p> <p><b>Criteria (for phase):</b> State provides relaxed guidance for social distancing.</p> <p>Facilities and core services staff have adequately prepared for return to the facility.</p>	<p><b>Church Activities</b></p> <p>Worship</p> <ul style="list-style-type: none"> <li>● Worship will be held online.</li> <li>● Recording in the sanctuary is limited to critical elements of worship, while maintaining at least 6 ft of space between people and 12 feet or greater distance for anyone singing and wind or brass instruments.</li> <li>● Life celebrations (weddings, funerals, baptisms) should be kept to less than 10 in attendance and be able to maintain social distancing. Approval is required.</li> </ul> <p>Activities on-site</p> <ul style="list-style-type: none"> <li>● Committees and small groups continue to meet online.</li> <li>● Office functions are limited to ensure essential operations.</li> </ul>
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**Phase 3:**

<p><b>External Conditions:</b> Government leaders continue relaxation of social distancing measures. Cases of COVID-19 continue to decrease and testing is available. PPE is widely available.</p> <p><b>Criteria (for phase):</b> State provides relaxed guidance for social distancing.</p> <p>Facilities and core services staff have adequately prepared for return to campus</p> <p>Church has the ability to gradually expand number of people in the church while maintaining social distancing</p>	<p><b>Church Activities</b></p> <p>Worship</p> <ul style="list-style-type: none"> <li>● Worship may be held outdoors in accordance with the outdoor worship guideline</li> <li>● Worship may be held indoors in accordance with the indoor worship guideline</li> <li>● Worship may be held online</li> <li>● Indoor and outdoor worship will only be held with mask, social distancing and other measures implemented per local guidance. Multiple services may be considered to spread out participation.</li> <li>● Entrance and exit into the church will be designed to avoid gathering.</li> <li>● Communion/Eucharist may be offered in alignment with public health guidance. Consultation with church association/affiliation authorities will occur prior to offering.</li> <li>● Group singing will not be held.</li> <li>● No-touch alternatives for passing the peace, collecting offering, and liturgical resources will be used. Hymnals and Bibles will not be used. Use bulletins (do not reuse) or screens as alternatives, with a preference for screens.</li> </ul>
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	<ul style="list-style-type: none"> <li>● No fellowship/social hour will be scheduled during this phase. People are encouraged to leave the building after the service (no mingling).</li> </ul> <p>Activities on-site</p> <ul style="list-style-type: none"> <li>● Committees and small groups meet in person while maintaining some online options for high risk individuals and those who do not feel comfortable being in public. Approval is required.</li> <li>● Office functions resume as normal, with attention to cleaning, but remote work will still be encouraged.</li> <li>● Groups, teams, and committees could meet in person. Approval is required.</li> </ul> <p>High risk individuals (people over 60 and those with underlying conditions), whether staff, volunteers, or program participants, should continue to take extra precautions during Phase 3, and efforts should be made to reach out to these individuals.</p> <p>Social distancing and public health practices (e.g. wearing masks) will be implemented while at church and in community ministry, as is recommended in public spaces.</p>
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<b>Reopening</b>	
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<p><b>External Conditions:</b> There are no or minimal state restrictions. Vaccine available. Widespread testing and identification of new COVID-19 cases, with quarantining is occurring.</p> <p><b>Criteria (for phase):</b> No or minimal state restrictions.</p>	<p><b>Church Activities</b></p> <p>Business as usual.</p>
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# Pilgrim Lutheran Church Activities Chart

The Smart Team will address any phases between phases 3 and reopening as the state may issue new guidance. Practices may be continued in later phases.

All onsite groups must observe rules below:

Phase:	Phase 0	Phase 1	Phase 2	Phase 3	Reopening
MDHS Category:	Stay Home MN	Stay Safe MN I	Stay Safe MN II	Stay Safe MN III	
<b>Worship Services</b>	Online	Online	Online	Online or In-Person with Social Distancing	Normal
<b>Children &amp; Youth</b>	Online	Online	Online	Online or In-Person with Social Distancing	Normal
<b>Pilgrim Groups</b>	Online	Online	Online	Online/ In-person	Normal
<b>Office Staff</b>	Remote	Remote	Remote / Onsite	Remote / Onsite	Normal
<b>Outside Groups</b>	Not allowed at Pilgrim	Not allowed at Pilgrim	Not allowed at Pilgrim	In-person with permission	Normal
<b>Life Celebrations</b>	Stay Home	No More than 10 people	No more than 10 people	Online or In-Person with Social Distancing	Normal
On site Safety Measures	Phase 0	Phase 1	Phase 2	Phase 3	Reopening
<b>Physical Distancing</b>	Stay Home	Required	Required	Required	If Requested
<b>Masks</b>	Stay Home	Required	Required	Required	If Requested
<b>Hand Washing</b>	Stay Home	Required	Required	Required	Encouraged
<b>Nursery</b>	Closed	Closed	Closed	Closed	Open
<b>Ill or Exposed to COVID</b>	Stay Home	Stay Home	Stay Home	Stay Home	Stay Home
<b>Vulnerable Population</b>	Stay Home	Stay Home	Stay Home	Stay Home	With Caution



## Facility Use -- ***Request Form***

This form is required for all internal **and** external gatherings.

Return this form to [cathysalin@pilgrimstpaul.org](mailto:cathysalin@pilgrimstpaul.org) and [pilgrim@pilgrimstpaul.org](mailto:pilgrim@pilgrimstpaul.org)  
at least one week prior to gathering date.

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Name of contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Group name or event: \_\_\_\_\_

Date of gathering: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Will this gathering be repeated? If so, describe frequency. \_\_\_\_\_

Pilgrim space(s) requested: \_\_\_\_\_

Expected group size: \_\_\_\_\_ Will there be children under 6 years old? \_\_\_\_\_

Provide a brief summary of the gathering and why it must take place on-site.

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***By signing below, I acknowledge and agree to each of the following statements:***

- Pilgrim Lutheran may cancel the gathering with short notice due to changing state orders and public health recommendations from the synod.
- All attendees will follow the guidance for use of the facility provided by Pilgrim staff.
- Attendance will be taken using the *Attendance Form* and returned to the Pilgrim office.
- The group contact will notify Pilgrim staff if an attendee is diagnosed with COVID-19 within 3 weeks after the gathering.

Signature

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## Facility Use -- **Attendance Form**

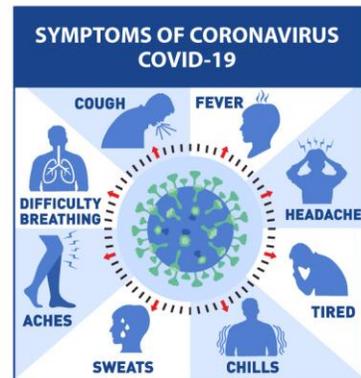
This form is required for all internal **and** external gatherings.

Return this form to the designed folder outside of the office immediately after the meeting.

Date of gathering: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

List of *all* Pilgrim spaces used: \_\_\_\_\_

**If an attendee has signs or symptoms of COVID-19, please advise them to not come into the building!**



**Attendance list** - providing names and phone numbers will allow Pilgrim to notify attendees if a suspected or confirmed case of COVID-19 was present in the building at the time of event

Attendee name and phone number

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Appendix B

### OUTDOOR WORSHIP GUIDELINES

Based on Minnesota's current Phase of re-opening (Stage 3 of Stay Safe MN) and Minnesota's "Guidance for Gatherings: Faith-based Communities, Places of Worship, and Ceremonies" of June 15, 2020, we recommend the following:

**Pre-Service:** Potential Worshippers must be instructed to stay home if they or anyone in their household is sick or has COVID-19 symptoms: fever, cough, shortness of breath, chills, muscle aches, headache, sore throat, loss of taste or smell. Persons who are at higher risk for severe illness (elderly or underlying health conditions) should be strongly encouraged to stay home. While this is not in our area of responsibility, as worshippers we ask that the worship team provide accommodations to enable all worshippers to have access.

**Arrivals & Departures:** There should be a very limited number of entrance/exit points. Worshippers should arrive early to line up in a socially distant manner to await seating. Ushers will show them to their location. Ushers should also dismiss groups after the service in the same way. Ushers should be instructed in person on how to seat and dismiss worshippers ahead of time.

**Social Distance:** All worshippers must maintain social distancing of at least 6 feet between people from different households at all times. People must remain within their assigned seating area unless they need to leave for an emergency during the service. This includes setting up, entering, exiting, sitting, and any activities during the service. The worship team will need to design the layout and Worshipper flow to ensure this is effectuated. This includes ensuring people cannot "wander in" to the services.

**Seating:** Seating should be in rows. Once capacity is reached, ushers will no longer seat worshippers and will gently inform them they cannot be seated.

#### Components of worship:

- **Bulletins:** Should be electronic and available online in advance.
- **Communion:** Worshippers bring their own (bread, grape juice, or similar; NO WINE). Worshippers are expected to properly dispose of their remaining communion elements and packaging
- **Greetings:** No touch greetings and farewells.
- **Offering:** A basket should be placed at entrances and secured for a period of time afterward prior to any counting.
- **Passing of the peace:** Waving from a safe physical distance

**Chairs:** Worshippers should bring their own chairs. A limited number should be available for those who need them.

**Fellowship:** No fellowship after the service.

**Children:** Parents should thoughtfully consider whether their children can maintain social distance and other requirements at all times, and if they cannot then participate in the service electronically. The nursery will be closed.

**Masks:** All worshippers over the age of 5 must wear a mask at all times. Worshippers should bring their own mask, although a small number may be available for emergencies.

**Singing:** Singing/chanting is a higher risk activity so we should have pre-recorded music/chants or listen to a cantor who maintains at least 12 feet of distance from other cantors and worshippers during the service. The choir should not be present. Any musicians must be socially distanced.

**Restrooms & Facility Access:** Only necessary personnel should access the building during the service. The restrooms should not be opened for general use.

**Contact points:** Items often touched by others should not be used if at all possible. If that cannot be prevented, items that are touched should be sanitized between shared users and between services.

**Length of Service:** Due to the restrictions that must be put in place, consideration should be given to keeping the service shorter than normal. We recommend 45 minutes.

**Communication Plan:** Worshippers, staff, and visitors (as updated over the next few weeks, if needed) must be clearly informed of these requirements. Everyone must understand and be able to follow the COVID-19 Preparedness Plan wherever the service ceremony will take place. Email, posting on the web site, and an announcement of “the rules” should be made at the beginning of services.

## Appendix C

### INDOOR WORSHIP GUIDELINES

#### **Physical space**

Chairs will be placed in the transepts in replacement of the Family Arts area and Infant area. All chairs will be placed facing the same direction. Ushers will not seat Pilgrims in these areas unless needed.

Hand sanitizer bottles will be available at the entrance of the Sanctuary. Pilgrims are encouraged to use hand sanitizer when they arrive.

Trash cans should be placed at the exit of the Sanctuary for Pilgrims to dispose of their Communion container.

Pews will be labeled alternately “A” and “B” so that one service only uses the “A” pews and the other service only uses the “B” pews.

Masks are required for all Pilgrims except those under the age of 5 or with specific health conditions.

The nursery will be closed.

#### **Attendance**

Ushers will take attendance at all services for contact tracing purposes.

#### **Ushers**

With the controlled environment outlined below, at least 4 Ushers should be assigned per service.

#### **Recording**

To make indoor worship accessible for all, indoor worship services will be recorded and posted online. Audio recording at the minimum, with video recording encouraged. We encourage the church to be able to provide live streaming of the worships, however that is not required.

#### **Arrival and departure**

Entrance into the church will be from the doors of the East doors (“new addition”). Through these East doors, Pilgrims must take the stairs or elevator to go directly to the Sanctuary. Open the doors that Pilgrims pass through so that Pilgrims do not need to touch door handles. Ushers will lead the Pilgrims to the seats such that family groups are physically distant. Specifically, ushers will seat Pilgrims from front-to-back. Dismissal from service will be directed by the Ushers row-by-row.

People must remain within their assigned seating area unless they need to leave for an emergency during the service. This includes setting up, entering, exiting, sitting, and any activities during the service.

Note: the front doors must be unlocked due to fire code, however signs will be placed to direct Pilgrims to use the East doors to enter. Pilgrims may exit through the front doors.

#### **Pews**

Pews must be empty--no hymnals, offering envelopes, cards (of any color), etc. allowed. The transepts will not have children toys. Instead, encourage families to bring a toy or two as needed for their child.

### **Components of a service**

Maximum length of an indoor service is 45 minutes.

We strongly discourage physical copies of bulletins to be used. We recommend the bulletin to be posted online in advance. Then, Pilgrims can either print the bulletin in advance on their own or access it using their cell phones during the service. [If physical bulletins are provided, ushers will distribute the bulletins as they seat the Pilgrims. Ushers must wear gloves. Bulletins must be recycled after use and not reused.]

Communion will be handed out by the Usher upon entrance. Ushers should ask, "Do you want to take Communion today?" Pilgrims will take Communion from their pews and will not circulate around the Sanctuary.

No-touch alternatives for passing the peace and collecting the offering. A basket should be placed at the entrance of the Sanctuary and secured for a period of time afterward prior to any counting. In messaging, continue to encourage online and mail-in offering.

Instrumental or pre-recorded music can be used. There should be no live singing or use of wind or brass instruments.

### **Worship Leaders**

Anyone participating in the service must respect social distancing rules, including minimal movement around the worship space, at all times. Worship leaders must wear masks at all times unless they are currently speaking.

### **Bathrooms**

Bathroom use should be discouraged and members should be notified prior to service that access may be limited. Only the main floor bathrooms will be open.

Masks, handwashing and social distancing must be maintained in the restrooms. Signage must be posted to encourage all these steps.

Bathrooms must be cleaned and sanitized after each service.

### **Fellowship/Social hour**

No Fellowship or Coffee time will be offered at this time.

### **Elevator**

Only one family unit per use will be allowed.

## **Appendix D**

### **STAFF GUIDELINES**

The safety of the staff is paramount and any steps taken should always have staff safety in mind. Individual concerns and questions about safety must be respected and no staff member should be expected to take actions when they are reasonably concerned it will place them in a dangerous situation.

#### **Scheduling**

- Staff are encouraged to work remotely where possible. An office staff member should be present at least one day per week to receive the mail.
- Staff are encouraged to stagger onsite work to minimize the number of people in the building at any one time. If there will be variances to established schedules, other staff members will be informed.
- Staff will also inform other staff members when contractors or Pilgrim members will be onsite.

#### **Hygiene/Distancing**

- Masks must be worn when moving about the building or when in personal work areas within 10 feet of others. It is not necessary to wear a mask at personal work area when no others are present in the room. Staff are encouraged to bring their own masks. Disposable masks are available at sanitation stations inside entry doors.
- Maintain at least 6 feet of social distancing, even when wearing masks.
- Hand sanitizer is present in each work area and at sanitation stations. Wipes are also available. Staff will frequently wash/sanitize hands and do so before touching common areas such as elevator buttons, handrails.
- Hands must be sanitized before and after using copiers.
- Staff should not use phones or items on other people's desks.
- Door to the main office and upstairs office will be left open when occupied to minimize touching of doorknobs and improve ventilation.
- If 2 office staff members present at same time, encourage each to use a different hallway bathroom.
- Music staff will use Prior Avenue entry doors and lower level restrooms.
- Cover coughs/sneezes with tissue or cough into elbow, even when others are not immediately present. Aerosols may linger in the air.

#### **Worship recordings on Wednesday**

- Music Director has marked areas for singers to stand to allow for extended social distancing due to singing. Hand sanitizer is available at the back of the sanctuary.

#### **In case of illness/exposure**

- Staff will stay home if sick. If anyone develops symptoms when onsite, they should leave immediately. In either case, staff will immediately inform their supervisor.
- If a staff member has a known exposure to someone with a confirmed case of COVID 19, they should stay home for 14 days regardless of whether they think there will be others onsite.

#### **General reminder**

Operate under these assumptions: The virus could be present on everything you touch, so wash hands frequently. Assume you may have the virus, so are able to transmit it. Protect others.

## **Appendix E- Guidance for developing a COVID-19 Preparedness Plan**

### **General**

CDC Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

### **Businesses**

CDC Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

### **Respiratory etiquette: Cover your cough or sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

### **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### **Employees exhibiting signs and symptoms of COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

### **Training**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)