

COVID-19

**Procedures,
Safety Plan &
Exposure Control, Mitigation and Recovery Plan**

Puyallup Nazarene Church

COVID-19 Facilities Team

Pastor Tom Shaw, Pastor Mike Boisture, and Chuck Ice will monitor the currency and compliance of the safety plan.

Employee Training

All employees of Puyallup Nazarene Church 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>

<https://www.youtube.com/watch?v=9pVy8sRC440>

<https://www.youtube.com/watch?v=lQvhoFMdXJo>

<https://www.youtube.com/watch?v=ML3n1c0FHDl>

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

Employee Screening

By entering the building, every employee is attesting 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). A thermometer will be made available in the Main Office for anyone who determines they need to retake their temperature during their time on campus.

After signing in, every employee shall disinfect their hands either through handwashing 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 Tom Shaw or Mike Boisture 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 according to the cleaning guidelines outlined below.

Personal Protective Equipment (PPE) for Employees

Personal Protective Equipment will be provided for all employees, volunteers, church members and guests, including masks. Tissues (and trashcans) 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 any time they are in the building and while interacting with the public in widely accessible areas, including the lobby, sanctuary, gymnasium, etc. Masks may be removed if outside and a distance of 6 feet from others is easy to maintain.

Guest Services team members are required to wear face while actively serving.

Employees are encouraged to leave their workstations to wash their hands regularly, and are 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 for work refusal, if the refusal meets certain requirements under the law.

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 use any accrued leave benefits. Employers must provide vulnerable population individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave 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 and guests will be requested to self-screen before attending a service, including taking their temperature. Volunteers and guests will not be required to take their temperature on-site, 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

All volunteers and congregants will be required to wear masks, which will be provided if personal mask is not brought from home. Tissues (and trashcans) will also be available throughout the building

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

Worship team singers shall remain 15 feet away from congregation and maintain a distance of 10 feet between each other. Team members will wear masks when not singing.

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.

Shared Usage

Offerings plates will not be passed during services. Rather, offering boxes will be located in the lobby. The Guest Services lead and a second guest services member will remove offerings and place them in a sealed bag and in the safe for at least 48 hours before being counted.

When communion is served, the single-serve elements will be distributed to each participant by a Guest Services or staff member. Participants shall not be served from a common basket or tray.

Building Access & Traffic Flow

Primary building access shall be through the main entrance lobby doors. Rear entrance doors shall remain locked, but accessible in case of fire.

All non-essential rooms including the children's wing and nursery and The Commons shall remain closed until it is practicable to maintain appropriate social distancing measures. We do not expect this to happen until at least Phase 4.

During worship services, volunteers and worship participants will enter the sanctuary through the designated sanctuary doors. The two doors, commonly known as #1 and #4, will be designated as exit doors only during the beginning of service. All sanctuary doors will be utilized during dismissal in order to expedite exit of the building. Dismissal will be facilitated by the pastor designated for that Sunday or Pastor Chris Nicholson. At the end of service, all guests and volunteers not designated for cleaning team will exit the sanctuary and move directly to the outside areas set aside for social distancing fellowship. In the event that services are streamed to the gym, doors between the gym and the main building will be locked to create a barrier between worship locations.

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. The women's restroom will utilize the door closest to The Commons for entrance and the door closest to the

sinks (nearest the water fountain) for exit. A Guest Services member will assist with traffic flow and 2-person limit from prior to service until 15 minutes past the start of service.

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. Chuck Ice will provide instruction and oversight to the cleaning team.

Chuck Ice 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 a chair in the lobby. Paramedics will be called if they need to be transported to a healthcare facility. A member of their household should transport them home if at all possible. As a last resort, an employee who is not a member of a high risk population may voluntarily transport the sick person home. The vehicle must be cleaned and disinfected after use for this purpose. Any area or object used by the sick person will be closed off until that area can be cleaned and disinfected.

If an employee tests positive for COVID-19, they must inform Pastors Tom or Mike 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 staff, and congregants if appropriate, 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.

Ventilation

Front Doors and sanctuary doors will be kept open during worship services. Personal office doors will be kept closed for use as barriers between employees. Open windows in these offices will be encouraged.

Safety Information and Requirements Posting

Handwashing posters will be posted in each restroom.

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

Employee posters will be posted in the copier room.

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

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.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

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

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf>

Section 15: Safety Plan Communication and Publication

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