



Part A: Protocols to Protect Staff Health

1. Supervisors will coordinate work duties for their staff to be carried out at home.
2. Supervisors will coordinate vulnerable staff (those above age 65, those with chronic health conditions) with assigned work that can be done from home whenever possible.
3. Supervisors will inform any staff member who is sick to not come to work and self-isolate.
4. Supervisors will reconfigure work processes to the extent possible to increase opportunities for staff to work from home.
5. Upon being informed that one or more staff test positive for, or have symptoms consistent with COVID-19, those case(s) are to isolate themselves at home, and staff that had a workplace exposure to the case(s) are to immediately self-quarantine for 14 days. All quarantined staff will be asked to be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
6. An online Health Self-Assessment will be conducted each day before work or when the staff member first arrives at the facility. This includes a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing.
7. All staff who have contact with visitors or other staff during work time are offered, at no cost, a face covering. The covering is to be worn by the staff person at all work times when in contact or likely to come into contact with others. Staff need not wear cloth face coverings when alone in a private office or workspace.
8. Appropriate personal protective equipment is provided to staff, including eye protection and gloves as needed, to anyone responsible for washing linens, seat or floor coverings, or other cloth items used in services or ceremonies.
9. Staff are instructed to wash their personal cloth face coverings daily.
10. All work areas are separated by at least 6 feet or by partitions.
11. Common areas, including both public areas and restrooms and other areas used by Staff are disinfected frequently, on the following schedule: Monday, Wednesday, & Friday
 - a. Entry areas, public worship areas, meeting rooms, shared work areas, stairways, restrooms.

12. Staff are prohibited from eating anywhere inside the facility to assure that masks may be worn consistently and correctly. Outside tables are provided for meal breaks.
13. Disinfectant and related supplies are available to staff in the back lobby.
14. Hand sanitizer effective against COVID-19 is available to all staff at all entrances and exits of the main building.
15. Staff are allowed frequent breaks to wash their hands.
16. Staff are instructed not to conduct home or other off-site visits to anyone who has tested positive for or exhibits symptoms of COVID-19 unless that person has completed the prescribed self-isolation or self-quarantine period.
17. A copy of this protocol has been distributed to each staff person.
18. Each staff person is assigned their own tools, equipment, and defined workspace. Sharing held items is minimized or eliminated.
19. All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.

Part B: Measures to Ensure Physical Distancing

1. All church services will be limited to a maximum of 25% capacity of each room used. This figure is understood to include all participants, including congregation, staff, volunteers, and visitors.
2. Pre-registration will be offered online for all services (to help spread out attendance) and will include participant's name, email, and phone number. However, pre-registration does not guarantee a seat in the main worship center. Overflow seating in other areas will be provided when available and will adhere to the 6-foot distancing guideline as well.
3. In-person counting upon entry will ensure compliance with occupancy restrictions.
4. The church parking lot will be limited to every other space to ensure proper distancing.
5. Each service will be planned to allow for physical distancing. The only exception is when members of a single household attend the church service and sit together as a unit.
6. Various methods of virtual access are available online for anyone who wishes to participate in services but are at high risk if exposed to COVID-19 or chooses not to attend in person.



7. Tape and other markings will be used to demonstrate the required 6-foot distance between individual attendees waiting in line prior to entry.
8. Limited outdoor seating will be provided to permit physical distancing and allow for air flow.
9. Services will be shortened to limit the time spent on campus.
10. Initially, there will be no small group gatherings on campus. Church staff and elder meetings will be limited to the extent feasible.
11. The main doors near the corner of Glendora and Whitcomb will be designated as the entrance, with the north door and east door designated as exit only. (Handicap entrance will be accessible through the east door).
12. A staff person or designated volunteer wearing a face cover will be posted near the entrance doors but at least 6 feet from the nearest person to monitor use of face coverings and track occupancy.
13. The worship center chairs will be reconfigured to permit physical distancing between individuals and family groups. Designated volunteers and staff will assist in seating attendees and ensuring distance.
14. Offices and non-productive areas will be reconfigured to support physical distancing.
15. The Worship Center platform has been reconfigured to allow at least 6 feet between pastor, worship team, and celebrants.
16. Staff and volunteers are instructed to maintain at least a 6-foot distance from each other in all areas of the campus.
17. The west internal stairs going up to room 206 will be reserved for “Up” traffic and the east internal stairs coming down from room 205 will be reserved for “Down” traffic.
18. Workstations in the office are separated by at least 6 feet.
19. Occupancy in all restrooms will be limited to permit physical distancing.

Part C: Measures for Infection Control

1. The HVAC system is in good working order. Ventilation will be increased between services by opening of doors.
2. Touchless hand sanitizers will be available at the entrance and exits.



3. Attendees will be verbally asked by staff greeter if they have any respiratory symptoms or fever before they enter.
4. Signs will be posted in visible locations to remind attendees that face coverings are required when on campus, except for children under age 2 and others with impaired breathing or other at-risk conditions.
5. Signs will be posted in visible locations that discourage visitors from engaging in handshakes, hugs, or similar greetings that pose a contamination risk.
6. Microphones, stands, music stands, instruments and other items on the platform will be disinfected between uses.
7. Offering bags and communion trays will not be passed. Online giving and touch-free collection boxes will be available.
8. Worship leading singers will be placed at least 6 feet apart from each other and from other attendees.
9. Self-service foods and beverages will not be offered.
10. Cleanable chairs will be used and will be disinfected between services.
11. Any linens or tablecloths used will be replaced with fresh ones after each service and later washed at the highest temperature water setting possible before reuse.
12. Workspaces and restrooms will be cleaned on days they are used and when applicable between services.
13. Unused spaces are kept closed between scheduled events to avoid contamination.
14. Staff responsible for cleaning between events and their workspace at the close of the workday are paid for time spent on these duties if not usually part of their regular work.
15. Restroom signs will be posted to remind attendees to wash hands frequently for 20 seconds.
16. Restrooms will be kept operational and stocked with extra soap, paper towels, and hand sanitizer.
17. Restrooms are sanitized regularly on Monday, Wednesday, and Friday.
18. Hand sanitizer, tissues and trash cans will be available at or near the entrance and exits.



Part D: Measures that Communicate to the Public

1. A copy of these protocols will be posted at the church entrance.
2. Online outlets of the church will provide clear information about schedules, occupancy limitations, parking limitations, required use of face coverings, physical distancing, and options for Live Stream participation.

Part E: Measures that Ensure Equitable Access to Critical Services

1. Services that are critical to congregants have been prioritized.
2. D-Groups and Prayer Meetings are being done virtually whenever possible.
3. Live Streaming has been instituted to assure access to services and celebrations for congregants who have mobility limitations and/or are at high risk in public spaces.

June 17, 2020

