



Coronavirus Policy & Guidelines: OneLife Community Church Sunday Services

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PURPOSE

The coronavirus (COVID-19) has impacted businesses and organizations across a variety of industries, forcing them to rethink daily operations to ensure the safety of their employees and the general public.

To help slow the spread of COVID-19 and safeguard our staff and people attending a Sunday service, OneLife Community Church (herein referred to as OLCC) has created an action plan for responding to COVID-19. This plan, which is based on Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA) and Labor and Industries (L&I) guidance and information from the Office of the Governor of Washington State. It outlines the steps OLCC is taking to address COVID-19.

This policy meets the following guidance: [L&I Requirements and Guidance](#) for Preventing COVID-19, June 30 2021; [Updated COVID-19 Facial Covering Guidance for Employers and Businesses](#) – 20 May 2021; Governor’s [guidance](#) on K-12 COVID-19 Requirements for Summer 2021 and the 2021-22 School Year; [CDC Guidance](#) COVID-19 Guidance for Operating Early Care and Education/Child Care Programs, 9 July 2021

It should also be read with OLCC’s Re-opening FAQ published on our website.

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RESPONSIBILITIES

When it comes to ensuring a safe place to hold a Sunday service during the COVID-19 outbreak, Church staff and elders have their role to play. The following is a breakdown of the responsibilities for OLCC staff and elders.

Staff and Elders

OLCC leadership, including staff and elders should familiarize themselves with the details of the action plan. Above all, they must be prepared to answer questions from Sunday service attendees and set a good example by adhering to the guidance prescribed in the plan. This involves practicing social distancing and good personal hygiene.

Staff

Staff who are involved in the Sunday service will follow the general best practices:

- **Be vaccinated** – in July 2021, the Elder Board agreed vaccination will be a condition of employment for all paid staff of OLCC in accordance with this [guidance](#). Note that this requirement does not apply to volunteers.
- **Understand the signs and symptoms of COVID-19, and stay home if they are experiencing any of them or feeling sick**—Any member of staff who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue) should stay home. Individuals experiencing such symptoms should also be instructed to consult guidance from the CDC on seeking medical care.
- **Practice good hygiene**—Staff should clean their hands often, either with an alcohol-based hand sanitizer or soap and water. Hand sanitizers should contain at least 60%-95% alcohol, and staff should wash their hands with soap for at least 20 seconds. In addition, staff should avoid touching their face and cough into their arm.
- **Require staff to wear a mask** on a Sunday or in communal areas when other people are in the building. As all staff are vaccinated, if staff are in the building without other people present, they do not need to wear a mask.

Pandemic Response Team

The Pandemic Response Team is a cross-functional team that recommends and oversees workplace protocols to control the spread of COVID-19. The team will include the following roles:

- **Senior leadership** — Greg Di Loreto and Rich Sclafani are responsible for the church's overall action plan and responsible for working with church staff, elders and relevant health and safety bodies to manage this action plan. They will work with the staff and elders to ensure COVID-19 training is completed, so that they understand their role in preventing the spread of the disease and will provide COVID-19 related updates on an as needed basis.

- **Virus prevention and protocols lead** — The OLCC Elder board along with the COVID Advisory Team, are responsible for developing protocols to ensure the wellness of all staff and for ensuring there are procedures for isolating staff should they become sick while working in the church building (see below for the procedures to be adopted).
- **Sanitization and disinfection lead** — Greg Di Loreto, Rich Sclafani, and Mark Blaisdell manage logistics related to daily and periodic sanitation and disinfection efforts. Their responsibilities include ensuring that routine cleanings are completed and that the necessary cleaning supplies are readily available.
- **Communications lead** — Greg Di Loreto and Rich Sclafani are tasked with managing any and all pandemic-related communications. In the case that both Greg Di Loreto and Rich Sclafani are unable to do this, the OLCC elder board will appoint two other people from among the OLCC elder board and/or OLCC members to carry out this role.

OPERATING PROTOCOLS

In order to keep staff safe and prevent the spread of COVID-19, OLCC requires the following measures during any Sunday service taking place in the building:

General Safety Policies

- Staff, Elders, people attending a Sunday service who exhibit signs or symptoms of COVID-19 will be asked to leave the facility.
- Access to hand-washing stations (all bathroom facilities) and approved hand sanitizers will be provided to Staff, Elders, people attending a Sunday service unless the Sunday service takes place completely outside
- Staff, Elders and people attending a Sunday service can voice COVID-19 concerns by contacting Greg Di Loreto or Rich Sclafani.
- OLCC will place hand sanitizers in multiple locations to encourage hand hygiene.
- OLCC will provide no-touch restrooms
- OLCC will provide tissues and no-touch disposal receptacles.
- OLCC will place posters that encourage hand hygiene to help stop the spread of the coronavirus at the entrances to the building.
- OLCC is prepared to change business practices if needed to maintain critical operations.
- OLCC will modify the flow of traffic to minimize potential close contact with others. This includes but is not limited to:
 - Having separate doors labelled entrance and exit.
 - Limiting restroom usage to one person at a time.

Protocols for Staff, Elders, Volunteers and Leasers Prior to the Sunday service

To ensure safety at OLCC facilities prior to any Sunday service taking place, Staff, Elders, Volunteers, and Leasers will be asked to:

- Notify Greg Di Loreto and Rich Sclafani and stay home if they are experiencing COVID-19 symptoms (e.g., fever, cough or shortness of breath). Sick staff, Elders, Volunteers, and Leasers should follow CDC-recommended steps. Staff, Elders, Volunteers, and Leasers should not return to the church building until the criteria to discontinue home isolation are met, in consultation with health care providers and state and local health departments. When self-quarantining, Staff, Elders, Volunteers, and Leasers should:
 - Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
 - Not allow visitors.
 - Wear a face mask if they have to be around people.
 - Avoid sharing household items, including drinking cups, eating utensils, towels or bedding.
 - Clean high-touch surfaces daily.
 - Continue monitoring their symptoms, calling their health care provider if their condition worsens.
- Notify Greg Di Loreto and Rich Sclafani and follow CDC-recommended precautions if they are well but have a sick family member at home with COVID-19.
- Take additional preparations in the event they are traveling, including checking the CDC's Travelers Health Notices for the latest guidance and recommendations. Check the CDC's Travelers Health Notices for the latest guidance and recommendations.
- Limit close contact with others if they are not vaccinated maintaining a distance of at least 6 feet at all times.
- Wear face masks if they are not vaccinated.
- Take care when attending meetings and gatherings:
 - Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings. When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.
 - Consider canceling or postponing large work-related meetings or gatherings that can only occur in-person.
- Refrain from sharing equipment. In instances where this is unavoidable, OLCC will provide alcohol-based wipes and other cleaning materials that staff can use to clean equipment.
- Clean and disinfect frequently touched surfaces, including workstations, door handles,

tables and countertops on a regular basis.

- Practice proper hand hygiene. Wash hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60% alcohol can also be used. Staff, Elders, Volunteers, and Leasers should clean their hands:
 - Before eating food
 - After using the restroom
 - After blowing their nose, coughing or sneezing
 - After putting on, touching or removing face masks
 - Before and after work shifts
 - Periodically throughout the day
 - Before and after work breaks
- Avoid touching eyes, nose and mouth whenever possible.
- Avoid gathering when entering and exiting the facility. Staff, Elders, Volunteers, and Leasers should also only enter and exit at designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.

CLEANING AND DISINFECTING PROCEDURES

- Surfaces and equipment will be disinfected before and after the Sunday service, before and after use, or—for frequently touched items—multiple times a day in accordance with [CDC Guidance](#) on Cleaning and Disinfecting Your Facility Every Day and When Someone is Sick, Updated 15 June 2021. The following items listed will be cleaned regularly:

Door handles and push plates	Telephones
Restrooms, including baby changing stations	Computers
Handles on all equipment doors	Display screens on equipment
Handles on beverage dispensers	Office cabinet handles
Any kitchen utensils that are used	Break room tables and chairs
Refrigerator and freezer handles	Thresholds and hand railings
Sink handles	Counters and other services
Soap dispenser push plates	Pens or other writing utensils
Towel dispenser push plates	Clipboards
Trash receptacle touch points	The church van
Cleaning tools, including buckets	All audio, video and sound equipment
Floors	Podiums and music stands

- Staff responsible for cleaning will be given the appropriate protective equipment. Cleaning should be completed using CDC-recommended products, including:
 - Environmental Protection Agency-registered household disinfectants
 - Alcohol solutions with at least 60% alcohol
 - Diluted household bleach solutions (if appropriate for the surface)
- Trash will be collected from OLCC regularly. Those collecting trash will be instructed to wear nitrile, latex or vinyl gloves.
- Hand sanitizer dispensers will be checked daily and refilled as needed.
- If a member of staff has tested positive for COVID-19 and has been in the building within 24 hours of the building needing to be in use, deep cleaning will be triggered and OLCC will ensure areas in which the individual worked are cleaned thoroughly.

EXPOSURE SITUATIONS

OLCC has response plans in place for situations when Staff exhibit symptoms of or test positive for COVID-19. Please see page 3 for actions to be taken if a staff member exhibits symptoms

Staff who have a positive test result: Self-quarantining and Return to Work

Staff who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-isolate for 14 days and be symptom free before they return.

When self-isolating, staff should follow these guidelines (this list is not exhaustive, please see CDC and public health guidelines for more information):

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate restroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

If a staff member tests positive for COVID-19, deep-cleaning procedures will be triggered if they have been in the building within 24 hours of the building needing to be in use.

Staff who have a negative test result:

If the test returns negative, the staff member will be asked to stay home until they have been

symptom free for two days.

Staff who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

Church attendee or volunteers or leasers who have a positive test result:

If a church attendee, volunteer or leaser tests positive for COVID-19, deep-cleaning procedures will be triggered if they have been in the building within 24 hours of the building needing to be in use.

In this situation, OLCC will notify employees in writing within one business day in accordance with the [L&I policy](#). OLCC will also inform anyone who has attended a Sunday service within the relevant time period.

COVID-19 related Sick Leave Policy

- Contact the OLCC Elder Board
- OLCC will also ensure that staff are still able to be paid during self-quarantine and time off work for sickness.

OSHA RECORDKEEPING AND REPORTING

OLCC will adhere to OSHA-mandated requirements as they relate to recording and reporting certain work-related injuries and illnesses.

PROTOCOLS FOR A SUNDAY SERVICE

OLCC will specifically ensure operations will follow the main CDC, State and L&I COVID-19 requirements to protect attendees at a Sunday service.

As well as the actions above, the requirements and plans for people attending a Sunday service are set out in the OLCC FAQ on re-opening, which should be read with this policy document.

The FAQ is published on the OLCC website.

Protocols for People attending Indoor Sunday Services

In order to protect all those attending an indoor Sunday service, OLCC will adopt the following protocols.

- Limit people present in the facility to necessary personnel only outside of the times of the Sunday service or reception. Attendees will be allowed to enter the building fifteen minutes before the service starts.
- Limit the number of Sunday service attendees by using software that allows attendees to book seats. Rows will be spaced three feet apart. There will be a separation of two seats between groups/families. A number of seats (approximately 8) will be left available for

attendees who have not booked online.

- Screen all people entering the facility. As part of the registration process for booking a seat, attendees will be asked to attest that they meet none of the criteria below. For individuals who have not booked online, staff or elders will take the temperature of attendees and the same questions below regarding their current health will be asked before they enter the sanctuary. If they answer yes to the following questions, staff or Elders or other key personnel will ask them to go home and not return to the premises until they can assure OLCC staff or Elders that they are safe to enter the building: The following questions may be asked:
 - Have you been in contact with a person who has tested positive or is in the process of being tested for COVID-19?
 - Have you or anyone you've been in contact with traveled outside of the United States recently? And if so, have you been quarantined in accordance with public health guidelines?
 - Has a medical professional told you to self-quarantine?
 - Are you having trouble breathing, or have you had flu-like symptoms within the past 48 hours (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue)?
- Require everyone to provide their name and contact details so that contact tracing can occur if necessary. For individuals who register to attend, these details will be available via the software for registration. The log of attendees will be retained for three weeks from the date of the Sunday service.
- Encourage attendees to practice social distancing both inside and outside the building via written signage or instructions provided prior to their visit if they are not vaccinated.
- Require each person entering the building for a Sunday service to wear a mask regardless of vaccination status. OLCC will ensure that a supply of such masks is available on these occasions. OLCC will post signage in a prominent location so that all people entering for a Sunday service are aware of the policy.
- Place hand sanitation stations and wipes throughout the facility.
- Communion will be provided via individual pre-packaged portions.
- OLCC will not be having a separate section for vaccinated individuals.

Youth and KidsLife

- Our ministry for those who are in our youth group and KidsLife will be conducted on the basis of the Governor's [guidance](#) on K-12 COVID-19 Requirements for Summer 2021 and the 2021-22 School Year. Masks and social distancing will be required.
- The youth group will join together after the worship element of the service. The youth room door and windows will be open to ensure ventilation.

- Parents with children in KidsLife (pre-school to 5th grade) will drop their children at the entrance to the Commons. All children will be signed-in and signed-out on our clipboards. Children will remain downstairs and in the outdoor spaces outside the Commons/the playground during the service. Parents will then need to enter the sanctuary through the front door. Parents will be asked to go to the Commons at the end of service to the table outside the double doors to sign their child out, and a volunteer will bring the child to their parents. If during the service, a child needs your help, a volunteer will find the child's parent(s) in the service to come down to help.
- There will be no separate provision for children of nursery age but access to the cry room is available.

QUESTIONS

If staff, volunteers, leasers, congregants or visitors have any questions regarding the content of this action plan, they should be instructed to speak with Greg Di Loreto and Rich Sclafani. Furthermore, while the strategies highlighted in this document can protect Staff, Elders, Church Members, Volunteers, Visitors and External vendors from COVID-19, it is important to follow CDC guidance and Washington state-specific guidelines at all times.