

YCC Covid Protocol

Facility Set-Up

Sanctuary and Chapel:

- Aisles widened to 6' across
- Seating areas for family units spaced 6' apart.
- Bulletins placed at each seating area prior to the service
- Doors to chapel and sanctuary remain open
- Station with trash can, facial tissues, and hand sanitizer by entry
- “Social Distancing: Please remain 6' apart” posters placed at entrances
- Worship team member spaced 6' apart.
- All high-contact areas cleaned/sanitized

Lobby:

- Middle of lobby between men's and women's bathrooms cordoned off to maintain separation between chapel and sanctuary service attendees.
- “Social Distancing: Please remain 6' apart” posters placed throughout lobby
- Table set up as a “volunteer station” prior to service for volunteers to check-in and be screened. Hand sanitizer, alcohol wipes, facial tissues, trash can, temporal thermometer, pens and “covid-19 volunteer/employee screening forms” in place, as well as YCC Covid-19 protocol packets. A sign should also be in place here reminding volunteers to sanitize their hands, check their temperature, fill out Covid-19 screening form, and sanitize thermometer and pens with alcohol wipe after use. Alternately, a volunteer coordinator could be at this station to inform volunteers of such.
- All high-contact areas cleaned/sanitized

Bathrooms:

- Convert bathrooms to single user set-up. Women's bathroom for use by Sanctuary service attendees, and Men's bathroom for use by Chapel service attendees
- Ensure plenty of soap, facial tissues, and paper towels are stocked in each bathroom prior to service
- Posters on each bathroom door informing users that bathrooms are now single occupant only, and reminding them to practice thorough hand hygiene
- Markings on the floor 6' apart leading up to the bathroom for those waiting in line to maintain social distancing
- All high-contact areas cleaned/sanitized

Entrances:

- Main facility entrance designated for entry and exit for Sanctuary service attendees only
- Side outdoor facility entrance (by church office) designated for entry and exit for Chapel service attendees only
- CDC Covid-19 information and symptom poster placed clearly at each entry
- “Please wear a face covering” poster placed clearly at each entry.
- Small tables with hand sanitizer, facial tissues, face masks, and trash cans will be placed at each entrance
- All high-contact areas cleaned/sanitized

Parking lots:

- Lower half of parking lot designated for Sanctuary service attendees, upper half for Chapel service attendees.

Preparing Church Attendees Prior to Service:

- Attendees will be encouraged to sign-up for service by reserving seats for their family unit on the church website. Names and contact information from these reservations will under no circumstances be submitted to any government agency including the WA DOH or CDC.
- Covid-19 information from the CDC will be posted on the church website
- The YCC Covid-19 Protocol will be available to access on the church website
- An "attendee guide" will be clearly placed on the church website informing potential attendees to please:
 - Self screen each family member at home the morning of the service, and refrain from attending if the screening tool (also available on the website) is not passed
 - Bring facial coverings for each family member over the age of two prior to wear before, during, and after the service. If you have a medical condition that prevents you from wearing a mask, you do not need to wear one.
 - Maintain 6' of social distance from other attendees not in their family unit while attending the service

Preparing Staff and Volunteers Prior to Service:

- Volunteers gather at "Volunteer station" in lobby to check-in:
- Sanitize hands
- take temperature with temporal thermometer, anyone with a temperature above 100.4 must return home.
- Have each employee/volunteer fill out a "Covid-19 screening form". Make sure employees/volunteers stay home or immediately go home if they feel or appear sick or have been exposed to someone confirmed to have Covid-19. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc., until the area cleaning guidelines set by the CDC to disinfect.
- Instruct volunteers/employees to disinfect any pens used as well as the temporal thermometer with an alcohol wipe prior to and after each use.
- The designated Covid-19 supervisor will inform volunteers of their specific duties, and ensure that each employee/volunteer signs a form indicating that they have read the CDC Covid-19 informational poster as well as the YCC Covid-19 protocol packet.

Attendee Arrival Protocol:

- Greeters at each entrance to welcome and attendees and provide support or guidance.
- Greeters remind attendees to wear facial coverings at all times. If attendees have not brought their own, masks will be available at each entrance. If attendees do not have a mask, one will be provided to them by the greeters as long as a medical condition doesn't prohibit them from wearing one.
- Hand sanitizer will be available upon entry.
- Greeters will make sure to maintain 6' of distance from all attendees
- One usher will be placed at the entrance to each service area (Chapel and Sanctuary).
- Ushers will maintain 6' of distance from all attendees.

Bathroom Protocol:

- Bathroom volunteer will ensure that Sanctuary service attendees use what is currently the “women’s bathroom” and Chapel service attendees use what is currently the “Men’s bathroom”

Protocols for During the Service:

- Facial coverings must be worn by all employees, volunteers, and attendees throughout the service, including during singing. Pastor will remove mask during preaching and maintain a minimum of 12’ social distancing from those in the front row. Mask will be worn at all other times.
- Offering bags will not be passed. Attendees will be encouraged to make their tithes and offerings online or by mail.
- Family units and individuals will maintain 6’ of social distance from other attendees during the service.
- Doors will remain open for increased ventilation.

Protocol for Dismissal from Service and Exiting the Building:

- Staff will dismiss attendees and remind congregation of social distancing guidelines as they fellowship and make their way out of the building,
- Attendees will exit the building through the door which they entered from (Main doors for Sanctuary service attendees, and side doors for Chapel service attendees).

Protocol for Cleaning and Sanitizing

- Cleaning and sanitizing must occur before and after each church service.
- All high-contact surfaces must be cleaned, including door handles, toilets, sinks, mirrors, chairs, and table tops.
- The cleaning and sanitizing team shall also ensure that all sanitizer pumps, facial tissues, and bathroom soap and paper towel locations are fully stocked.
- Proper PPE, including gloves and face masks, will be available for all cleaning crew members

Protocol for Infection Control in the Event of a Covid-19 Exposure

- If a service attendee informs the church that they have been diagnosed with Covid-19 within two weeks of attending a service, the church staff will implement the YCC Covid-19 Exposure Protocol
- All attendees of the service in question will be notified of the potential exposure.
- A deep cleaning of the church will be done, following CDC guidelines for cleaning and decontamination following an exposure

Volunteer Teams (service means both locations per time)

- Greeters: 2 per service
- Ushers: 2 per service
- Cleaning and Sanitizing team: At least 4 per cleaning sweep (before and after each service, 2 volunteers for each service location)
- Security: # 1 per service
- Covid-19 Infection Control Supervisor – 1 per service