

North Creek Presbyterian Church

COVID-19 Exposure Control, Mitigation, and Recovery Plan

We are connected to one another in a covenant of love through Jesus Christ to be the Church. In that spirit, North Creek Presbyterian Church affirms our responsibility to care for one another and the community we serve.

During this time of Coronavirus and restrictions set in place by Snohomish County, Washington State, and Northwest Coast Presbytery, North Creek Presbyterian needs to set forth a plan for building use. The plan will shift as Snohomish County enters each phase. The goal of this document is to lay out the COVID-19 plan for the use of the building for North Creek Presbyterian Church (NCPC). This document also lays out the rules of use for staff, members, and others while in the building. Failure to comply with the rules and policies of building usage, will result in immediate termination of use after requests to comply have been made.

The current **COVID-19 Hospitality Ambassador for NCPC is Kay Nickel**. Please communicate with her about any questions or COVID-19 exposure concerns. Phone: (425) 280-3267. Email: hknickel@comcast.net.

Symptom Monitoring Requirements: people are required to do a COVID-19 screening before entering the building (Please see attached). They will also be required to take their temperature upon entering the building and recording it on the track sheet (please see attached for a sample of the track sheet).

Hygiene Requirements: Upon entering the building, people are required to wash their hands with soap and water or use hand sanitizer.

PPE Utilization Requirements: Everyone entering NCPC will be required to wear face coverings. If they determine that they will be alone in the room they are in, they may remove their face covering. If a person is preparing food (example: Communion elements) they are required to wear a face covering and gloves. When serving food, that person is also required to wear a face covering and gloves.

Physical Distancing Requirements: While in the building, people are required to be socially distant, at least 6 feet apart for those not in the same household, and not physically touch others, except in the case of an emergency. If for some reason that social distancing is not possible, face coverings must be worn and time spent next to each other should be limited as much as possible. There will also be requirements for movement around the building and restroom use for each room. (Please see attached)

Sanitation Requirements: After the building has been occupied, the building/rooms used will be sanitized with Virex II 256 (hospital grade cleaner) or disinfectant wipes will be used. The bleach solution will be administered using a sprayer and left to sit for 20 minutes. The furnace fans, which have MERV 8 filters, will be on 30 minutes before room use, during room use, and 30 minutes after room is clear of all people. If a chemical cleaner is not able to be used then the room/item used will be left untouched for 5 days.

Incident Reporting Requirements: (The following reasons are when a report must be made to The COVID-19 Hospitality Ambassador.)

- Person in the building who is suspected positive COVID-19 or verified positive COVID-19:
 - Fever of 100°F or higher (measured by the non-contact thermometer)
 - Having any of the common symptoms of COVID-19
 - The person is in the building at time of discovery of symptoms
 - If a person was in the building within 2 weeks of a positive COVID-19 test (viral or antibody test)
- North Creek Reporting to Snohomish County:
 - NCPC has received a report of a person being positive for COVID-19

Disinfection Procedures: The area will be closed to everyone who is not cleaning. Caution tape and closed signs will be used to close the area(s). Once the area is closed off the building will be closed and people will be asked to leave the building. While people are exiting the building, the exposed area will have one person assigned to assure no one will enter that area. The person who is cleaning will wear an N-95 mask, gloves, shoe coverings, and clothes covering (if a covering is available). Virex II 256 or disinfectant wipes will be used. The solution will be administered using a sprayer and left to sit for a minimum of 20 minutes. All touch points in the room(s) where the person was will be cleaned with the bleach solution or disinfectant wipes. The furnace fans, which have MERV 8 filters, will be turned on and continue to run for several hours after room is cleaned. If a chemical cleaner is not able to be used then the room/item used will be left untouched for 5 days.

Covid-19 Safety Training Requirements: Staff, Deacon, Elders, Volunteers, and COVID-19 Group Supervisors will be required to go through a safety training for COVID-19 and the building procedures and policies before they are allowed to supervise people or lead groups in the building.

Exposure procedures: All people exposed will be instructed to:

1. Wash hands and any other exposed skin.
2. Go home and wash clothes immediately.
3. Take an immediate shower and wash themselves with hot water and soap.
4. Enter immediate quarantine from everyone (family, people in the household they live in, and friends included).
5. Call their doctor to schedule a COVID-19 test (or go to a testing facility).
6. Report exposure to Hospitality/Facility Director as soon as possible by phone/call/text/email/verbal
7. Contact their medical provider with questions and further follow-up

NCPC will immediately close the building and disinfect the areas affected. Hospitality/Facility Director will follow up with anyone exposed. Hospitality/Facility Director will contact Snohomish County to report exposure and those exposed. All staff will be informed of the exposure to the building. All programming in the building will be canceled until it is determined to be safe to re-open the building.

Post Exposure Incident Project-wide Recovery Plan: If there is an incident in the building of someone having a health issue, or a temperature of 100°F or higher, (temperature based on a non-contact infrared forehead thermometer) people involved will be instructed to contact the Hospitality/Facility Director. If the person is able to leave on their own power, they will be asked to leave immediately. If they need medical attention, 911 will be called. They will be asked to take a COVID-19 test ([Snohomish Health District Testing Site https://www.snohd.org/503/Drive-Thru-Testing-Available-by-Appointm](https://www.snohd.org/503/Drive-Thru-Testing-Available-by-Appointm)) and report the results to Hospitality Ambassador. If a test is taken and reported as positive, the building will be closed and a deep cleaning of the entire area will be done. If, at the time of the incident, there

are signs and symptoms of COVID-19 suspected, the building will be closed and the area will be and disinfected immediately. If a person contacts NCPC with a test result that is positive, the Hospitality/Facility Director will then refer to the tracking documents and determine who was in the building on the same day as the COVID-19 positive person.

Hospitality/Facility Director will then contact each person and let them know that they potentially were exposed to COVID-19. Hospitality/Facility Director will also contact the Snohomish County Health District (SNHD) to make sure that a report was made and cooperate fully with SNHD as needed.

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Rules and Policies for Building Use

During this time of Coronavirus and restrictions set in place by Snohomish County, Washington State, and Northwest Coast Presbytery, North Creek Presbyterian Church (NCPC) needs to set forth a plan for building use. The plan will shift as Snohomish County enters each phase. The goal of this document is to lay out the rules of use and policies NCPC and guest users will follow while in the building. Failure to comply with the rules and policies of building usage, will result in immediate termination of use.

Phase 1:

- Before entering the building, everyone will be required to sign in and do a self-assessment for Covid-19 symptoms and their potential exposure to Covid-19. If they have symptoms of or known possible exposure to Covid-19 they will not be allowed to enter building.
- Hand sanitizer and facilities for hand washing are provided and use is required upon entry.
- Sanitizing of the building will be done in areas used by those entering the building.
- Those in the building at the same time will be required to wear masks and be physically distant whenever possible.
- All who enter the building are required to record their temperature, pass the screening questions, and fill out the tracking sheet.
- The Facilities Manager will access the building to supervise building safety, maintenance, and people coming into the building; therefore, he/she will be in the building often.
- The Finance Coordinator and associated volunteers will access the building to process all financial needs of the church.
- The Media Team and authorized music volunteers will be allowed access to the building and will follow physical distancing and building policies.
- Most staff will not come in to building unless it is essential. Telecommuting is encouraged. Staff is responsible for disinfecting the areas they use when in the building.
- No one else is allowed into the building.

Phase 2:

- Most of Phase 1 restrictions apply.
- Staff will have limited use of the building. Telecommuting is still encouraged. Staff is responsible for sanitizing the areas they use when in the building.
- Media Team, Staff and authorized volunteers may enter the building in limited areas and disinfect the areas they use.
- All guests and most members of NCPC will have no access to the building.
- It is strongly recommended and encouraged for those in the High-Risk Category* to not enter the building.
- One entrance (South Entry on 164th) will be used for staff, media team, and volunteers during the week. Upon a return to Sunday worship and for Memorial Services, the South entrance will be used. Guests and those coming to specific activities will have a designated entrance assigned for use.
- Attendance for Sunday morning worship will likely be capped at 50. Unless the restrictions change, the limit for Memorial Services is limited to 30. That number **includes** the officiant and media staff.

Phase 3:

- Before entering the building, everyone will be required to sign in and do a self-assessment for Covid-19 symptoms and their potential exposure to Covid-19. If they have symptoms of or known possible exposure to Covid-19 they will not be allowed to enter building.
- Hand sanitizer and hand washing facilities are provided and use is required upon entry.
- One entrance (South Entry on 164th) will be used for staff and media team, and volunteers during the week. On Sunday mornings and for Memorial Services, both the South and East entrances will be used unless informed otherwise. Guests and those coming to specific activities will have a designated entrance assigned for use.
- Sanitizing of the building will be done in areas used by those entering the building. The Custodian and Facilities Coordinator will regularly disinfect the building. (High touch points and rooms used regularly will be a focus.)
- It is strongly recommended and encouraged for those in the High-Risk Category* to not enter the building.
- Those in the building at the same time will be required to wear masks and social distance whenever possible. Those alone in the building will not be required to wear masks.
- All staff will have use of the building, but telecommuting is allowed and encouraged. Staff is responsible for sanitizing the areas they use. Staff is required to wear masks and social distance with others. They may be in their office alone with no mask.
- Volunteers of NCPC will have limited access to the building.
- Guests groups of NCPC will only have access to the building with restricted permissions and must agree to the building policies and disinfect the areas they used. After guest group complete their time in the building NCPC staff will disinfect those areas used.
- Media Team will continue with same rules.
- Users of the building will be required to follow room rules specific to the rooms they will be using. (See Room Rules).
- All groups using the building will be limited to room restrictions listed below. If the group is using multiple rooms, people in each room cannot interact with other folks in different rooms, unless the group is less than 50 people total. Each room will be limited to the use of one set of restrooms and movement around the building is restricted.
- Attendance for Sunday morning worship will likely be capped at 100. Unless the restrictions change, the limit for Memorial Services is limited to 30. That number **includes** the officiant and media staff.

Phase 4: (this phase is not totally clear yet)

- There will be continued requirement of tracking and disinfecting rules.
- Further restrictions will be listed as the restrictions for Phase 4 are clarified by the state.

Room Restrictions:

- **Phase 2 room restriction:** 25% capacity or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households.
- **Phase 3 room restrictions:** 50% capacity or up to 400 people whichever is less, so long as six feet of physical distancing can be achieved between households.
- **Individual Room Capacity:**

NCPC Facility Capacity Chart

	Normal Max Capacity	50% Capacity	25% Capacity	Capacity w/ 6' Distancing	Other Notes
Sanctuary	611	305	152	225	
Narthex	476	238	119		
Fellowship Hall	300	150	75	150	
Fireside Room	62	31	15	35	
Library	20	10	5	15	
Conference Room	15	8	4	10	
Youth Room	93	46	23	50	
C75-76	60	30	15	32	
C72-73	60	30	15	35	
C69	30	15	7	20	
C66-68	60	30	15	35	Aaron's Place
C65	25	12	6	15	
C53-54	40	20	10	25	
Prince of Peace Preschool	Rooms designated solely for POP use.				

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COVID-19 SUNDAY WORSHIP GUIDELINES

The enclosed are guidelines for use of our facility relating to COVID-19. We ask that you review closely prior to arriving to North Creek.

- Please adhere to the rules and policies.
- Adequate signage is provided to assist you.
- Governmental recommendations and guidelines are posted.
- Exposure Control, Mitigation and Recovery Plan has been created and is available for review.
- Attendance for Sunday worship requires an online reservation.

Included in this package are:

- Rules and Policies for Building Use 2020
 - Please review for general requirements for use of the building.
- COVID-19 Screening Questions
 - Please review prior to arriving at the building.
- Sign-in Sheet
 - Everyone entering the building is required to sign in and out.
- Covenant of Care During COVID-19
 - Please review and sign prior to entering the building.
- Rules for Room Use 2020
- Room Use Procedures and Maximum Occupant Load
 - Sanctuary

1. Number of in-person attendees for Sunday morning worship at NCPC is limited to 50 until such time as a change is announced by NCPC Staff.
2. People from the same household may sit close together while maintaining distance from other individuals or households.
3. Congregation will be seated by ushers.
4. All attendees, including Staff and Worship Leaders are to wear masks and keep them in place throughout the service.
5. The Lord's Supper, Baptisms and Offering procedures will be modified to ensure maximum safety and procedures will be announced during the worship service.
6. Children and Youth will remain in worship with their parents and will not come forward for a Children's Message. Children's Ministries will provide activity packs for use during the service.
7. All Hymnals, Pens and Pew Cards will be removed until further notice.
8. No Coffee Hour or Fellowship Time will take place before or after the service.
9. The Sunday Morning worship service will continue to be streamed on the NCPC YouTube Channel weekly.

Rules for Room Use

1. Screening and sign-in are required.
2. Masks must be worn while in the building.
3. Hand sanitizer or hand washing facilities must be used upon entry to building.
4. Physical distancing of 6 feet is required.
5. No singing will be allowed.
6. No food shall be consumed.
7. Covenant of Care During COVID-19 document will be signed by everyone entering the building.
8. Room sanitization will be done by Group Covid-19 Supervisor upon completion of room usage.
9. Room occupancy will be adhered to as agreed when reserving the space being used. (Please see attached document for information pertaining to each room.)
10. Access to the building will be restricted to room and bathroom assigned.
11. Group Covid-19 Supervisor needs to connect with NCPC Facilities Manager and must agree their group will follow the building policies and rules.
12. Reservations may be cancelled at any time by NCPC, depending on what phase Snohomish County is in at time of event.
13. Failure to comply with rules and policies of building usage, will result in immediate termination of use.

COVID-19 SCREENING

1. Have you had a fever in the last 5 days? YES NO
(Fever is defined as: above 100* on forehead with a non-contact infrared thermometer)
2. Have you had a cough in the last 5 days? YES NO
3. Have you had a sore throat in the last 5 days? YES NO
4. Do you feel any tightness or heaviness in your chest? YES NO
5. Has someone in your home been diagnosed with COVID-19 within the last 14 days? YES NO
6. Have you been around anyone who has been sick within the last 14 days?
YES NO
7. Have you been around anyone who has been diagnosed with COVID-19 within the last 14 days? YES NO
8. Have you traveled out of state in the last 14 days? YES NO
9. Have you had any of these symptoms in the last 14 days? YES NO
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - New loss of taste or smell

IF YOU HAVE ANSWERED **YES** TO ANY OF THE ABOVE, **PLEASE DO NOT ENTER THE BUILDING**, UNTIL YOU SPEAK WITH _____. PLEASE CALL HIM/HER AT _____ TO DISCUSS IF YOU CAN ENTER THE BUILDING.