



# First Free Methodist Church of Spokane COVID-19 Prevention and Control Plan

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# COVID-19 Prevention and Control Procedures

## First Free Methodist Church

### Definitions

Leaders - Pastor and Associates, Worship Team Leader, Song Leader(s)

Staff - All employees and volunteers (whether employed or not) who will assist in the conduct of the gathering and/or meeting

Participants - All members, regular attenders and first-time attenders

FFMC - First Free Methodist Church of Spokane, WA

### Preparation of meeting areas

Housekeeping and disinfection will be performed prior to Sunday morning gatherings (and any other group events)

- Cleaning and disinfection will follow [CDC guidelines](#)
- Meeting areas will be cleaned prior to Sunday morning gatherings and other events including disinfectant wipe down of all chairs
- Bathrooms and other high traffic areas will be cleaned prior to all Sunday morning gatherings and other events
- Disinfectant wipes and sprays shall be available for high touch surfaces
- Covid19 Compliance Officer will ensure all procedures are followed

### Congregational meetings (Sunday, other events)

#### Safety Meeting prior to Sunday morning gatherings (and any other group events)

- All staff are required to attend a Safety Meeting at a location to be assigned prior to gatherings
- The Covid19 Compliance Officer or designee will update staff about Covid19 safety, transmission prevention, and policies of FFMC
- Covid19 Compliance Officer or designee will conduct a health check of all staff prior to service by temperature check and symptom checklist {
  - Anyone with positive screen will be asked to stay home, return home or access medical care, as appropriate
  - Areas of probable contact with the staff person will be cordoned off until the area and equipment are cleaned and disinfected}



## Procedures for Sunday morning gatherings (and any other group events):

- Masks and gloves will be made available for all staff
  - Staff will wear masks at all time with limited exceptions for worship team (see below)
  - Gloves will be worn for specific tasks involving high touch areas
- Ingress to FFMC will be limited to one front entry
  - A staff person will monitor the entry
  - Limited verbal screening will be performed for each participant (“How are you feeling today?”)
  - Participants will be encouraged to wear masks at all times
    - A supply of masks will be available at the entry
- Total persons will be limited to fifty (50) per meeting space (staff plus participants)
  - A staff person will be assigned to monitor number of persons entering a meeting space (e.g. sanctuary) and limit total to 50
  - Participants will be encouraged to follow the Seating Plan
  - An alternate meeting space will be available and allow up to 50 with the same process as above
- Physical distancing recommendations will be followed
  - At least six-foot separation will be maintained between individual participants or family groups (see Seating Plan)
- Protocol for singing and worship team:
  - Worship team members are encouraged to maintain physical distancing measures (non-family members)
  - Face coverings will be removed only for those leading essential singing purposes for worship team
  - Those not singing as an essential function of the worship team are encouraged to keep their masks on
  - Those communicating for essential reasons (preaching) can remove mask for the express purposes of communicating
    - Physical distancing of twelve (12) feet from nearest person is recommended.
  - Microphones will be disinfected prior to and following use
- To abide by the physical distancing requirements and for safety and the prevention of transmission, the following protocols will be in place:
  - Collection boxes will be available and collection plates will not be passes
  - Communion service will maintain minimum six-foot distancing and single service communion elements
  - No Coffee stations or snack table
    - Participants may bring their own coffee, water, etc. Waste receptacles will be available; but participants are encouraged to use and remove non-disposable cups.
  - Chairs provided by FFMC will be disinfected prior to and after use and setup



- Physical greetings are encouraged to abide by physical distancing requirements
- Bathroom access
  - A staff person will monitor bathrooms to ensure that no more than two (non family) are in bathroom at same time
  - Covid19 Compliance Officer or designee will frequently check bathrooms and handwashing stations for adequate supplies

### Staff Meetings (employees and volunteers)

- At all gathers for small groups, volunteer meetings, or other sanctioned meeting there will be an assigned person that will screen for illness of attendees.
- All attendees are encouraged to wear a mask
- Attendees will maintain six-foot physical distancing (except family groups)
- Meeting areas will be cleaned following each meeting



# COVID-19 Prevention and Control Policy

## First Free Methodist Church

**First Free Methodist Church of Spokane (FFMC) will ensure operations follow the main L&I COVID19 requirements to protect staff and participants:**

**1. Prior to beginning religious services and operations as described in this document, FFMC will develop for each location (indoor and outdoor if applicable) a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan will include policies and procedures regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan will be available at the location for inspection by state and local authorities, but state and local authorities are not required to preapprove the plan.**

### COVID Compliance Officer

- A COVID Compliance Officer will be appointed to update policies and procedure regarding COVID-19 exposure control, mitigation and recovery.
- The COVID Compliance Officer or designee will oversee the implementation of procedures described above and ensure compliance with the policy.

### Comprehensive Exposure Control, mitigation and recovery plan

- Using social distancing, hygiene training, hand washing procedures; staff will encourage participants to follow proper techniques
- If staff or participants are exposed, those who came in contact with Covid19 patient will be contacted and encouraged to be tested and self-quarantine
- If Covid19 exposure happens in a indoor location, a full cleaning will be performed before services resume

### Control Measures

- PPE will be used by all staff and recommended for participants attending services that intend to leave vehicles
- Physical Distancing will be encouraged for all members
- Staff will be trained on proper hygiene
  - Cleanliness
  - Handwashing
  - Coughing and sneezing procedures
  - Disinfecting
  - Cleaning high touch services



Symptom Monitoring will be in place for employees, staff, and participants

Additional specific procedures are described above

**1. Educate all employees in the language in which they are most proficient about coronavirus, how to prevent transmission, and the owner's COVID-19 policies.**

Specific procedures are described above

**2. Screen employees for signs/symptoms of COVID-19 at the start of every shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc., until the area and equipment is cleaned and disinfected. Follow the cleaning guidelines set by the CDC to deep clean and disinfect.**

Specific procedures are described above

**3. Maintain minimum six-foot separation between all staff and participants in all interactions and at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimization of individuals in narrow, enclosed areas and waiting rooms, staggered breaks, and work shift starts.**

Specific procedures are described above

**4. Provide personal protective equipment (PPE) such as gloves and face coverings as appropriate or required to employees for the activity being performed. Require employees to use PPE as appropriate or required for the activity being performed. A facial covering must be worn by every individual not alone at the location unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. Refer to Coronavirus Facial Covering and Mask Requirements for additional details.**

Specific procedures are described above

**5. Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use single use disposable gloves, where safe and applicable, to prevent transmission on items that are touched frequently or shared and discard after a single use.**

Specific procedures are described above



**6. Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched services. A location-specific COVID-19 Compliance Officer shall be designated by the organization at each location (indoor and outdoor) to monitor the health of employees and enforce the COVID-19 safety plan.**

Specific procedures are described above

**8. COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters shall be visibly posted at each location (indoor and outdoor).**

These safety posters will be available on site

- CDC Poster
- DOH Poster
- OSHA Poster

**9. Authorized access to the organization's indoor location will primarily be through the front door. Other access points should be kept closed.**

Specific procedures are described above

**10. All staff and participants in attendance will be encouraged to wear face coverings before, during, and after the service (whether indoor or outdoor).**

Specific procedures are described above

Exception for worship team members or communicators that will have physical distancing requirements meet while performing essential tasks are describe above

**11. There may be no direct physical contact between servers and participants. Anything to be consumed may not be presented to the participants in a communal container or plate.**

Specific procedures are described above

**12. No choirs shall perform during the service. Singing is permitted, but individuals must not remove their face coverings to sing – it must stay on for the duration of the service.**

Specific procedures are described above



**12. All services that provide access to restrooms will insure that access is 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.**

Specific procedures are described above

**13. Soap and running water shall be abundantly provided at locations for frequent handwashing. Employees are encouraged to leave their workstations to wash their hands regularly, and 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 also be provided and used, but are not a replacement for the water requirement.**

The following hand washing/sanitation options will be made available throughout the location

- Hand washing shall be available in bathroom that have requirements met
- Hand sanitizer will be available at multiple stations throughout location

**14. Disinfectants will be available to staff and participants throughout the location (indoor and outdoor) and cleaning supplies will be frequently replenished.**

Disinfection supplies will be available to all staff and employees

- Disinfectant wipes
- Disinfectant sprays
- Disposable clothes
- Disposable gloves
- Hand sanitizer
- Masks

Additional specific procedures are described above

**15. High-touch surfaces will be cleaned and disinfected after each use—including personal work stations, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms and breakrooms— using soapy water, followed by the appropriate disinfectants. Areas that cannot be cleaned and disinfected frequently will be shut down until such measures can be achieved and maintained.**

The following protocols will be in place for high touch area usage

- High touch surfaces will have disinfectants available
- All high touch areas and high use areas will be sanitized before and after services
- These disinfectant supplies will be available for staff, employees, and members





- Disinfectant wipes
- Disinfectant sprays
- Disposable clothes
- Disposable gloves
- Hand sanitizer

Additional specific procedures are described above

**11. All organizations must adhere to physical distancing requirements and have six feet of space between workstations or have physical barriers between them.**

Protocols will be in place to maintain physical distancing requirements

- All participants will be encouraged to stay within their own family unit, or at their outdoor designated areas
- Parking spots will be spaced to encourage physical distancing measures

Specific procedures are described above

**16. FFMC will adhere to physical distancing requirements and have six feet of space between the congregation's seats, pews, and benches or have physical barriers between them. Members of the same household may be seated together as a single unit. The organization will assist participants in maintaining six feet separation as outlined in the seating plan.**

Protocols will be in place to maintain physical distancing requirements

- All participants will be encouraged to stay within their own family unit, or at their outdoor designated areas
- Parking spots will be spaced to encourage physical distancing measures

Specific procedures are described above

**17. Increase ventilation rates where feasible. Evaluate ventilation and utilize U.V. filters with a higher MERV rating.**

**18. Ensure that tissues and trashcans are placed throughout the location (indoor and outdoor).**

Trash cans will be available throughout the outdoor/indoor location

**19. All employees, members, and guests will be informed that they must self-screen for signs and symptoms of COVID-19 before arriving at the location. Staff and participants are requested to take their temperature before attending a service. Any individual with a**



**temperature of 100.4°F may not attend the service or attend work at the organization. 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 attend work at the organization.**

Specific procedures are described above

**20. In-home services and meetings are permitted to convene up to 5 individuals, excluding organization staff. These individuals do not need to be from the same household. However, individuals must wear face coverings when individuals from outside of the household participate.**

Face coverings are recommended for all in home counseling services



## APPENDIX A. Job duty cards for volunteers

**Job duty cards for volunteers are on next page**

## Leader

Monitor participants for symptoms (report to COVID Monitor)

## Greeter

### Expectations

Prior to gathering:

Symptom check

Attend safety meeting

Wash hands thoroughly

Wear face covering when not leading

### Duties

Pastoral

Worship music

When not performing duties in the gathering leaders should wear mask to model recommended behavior

### Expectations

Prior to gathering:

Symptom check

Attend safety meeting

Wash hands thoroughly

Wear face covering while performing duties

### Duties (before, during, after gathering)

Monitor entrance door (prop door open if weather permits)

Maintain 6 ft distance between groups of participants

Recommend masking throughout gathering and offer mask if needed

Remind to sanitize hands at sanitizer station

Monitor participants for symptoms (report to COVID Monitor)

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## Usher

## COVID Compliance Monitor

### Expectations

Prior to gathering:

Symptom check

Attend safety meeting

Wash hands thoroughly

Wear face covering while performing duties

### Duties (before, during, after gathering)

Assist participants with distancing and seating plan (3 empty chairs between individuals and/or family groups)

Encourage all participants to mask and use sanitizer

### Expectations

Prior to gathering:

Symptom check

Attend safety meeting

Wash hands thoroughly

Wear face covering while performing duties

### Duties

Lead safety meeting prior to gathering

Assist Greeters, BR monitor, Ushers as needed

Check on potentially symptomatic participants

Encourage them to return home or seek medical care if indicated

Alert medical help (911) if indicated

## Bathroom Monitor

spreading it. Volunteers should wear masks at all times to model recommended behavior.

### Expectations

Prior to gathering:

Symptom check

Attend safety meeting

Wash hands thoroughly

Wear face covering while performing duties

### Duties (before, during, after gathering)

Monitor bathrooms before, during and after gathering

Allow only one person in bathroom at a time

Remind participants to sanitize hands before and after using bathroom

[Reverse side of card]

### COVID-19 symptoms

Fever (over 100°F)

Difficulty breathing

New or worsening cough

Sore throat

Whole body aches

New loss of taste or smell

Vomiting or diarrhea

Contact with anyone with COVID-19 or symptoms

### Face coverings (masks)

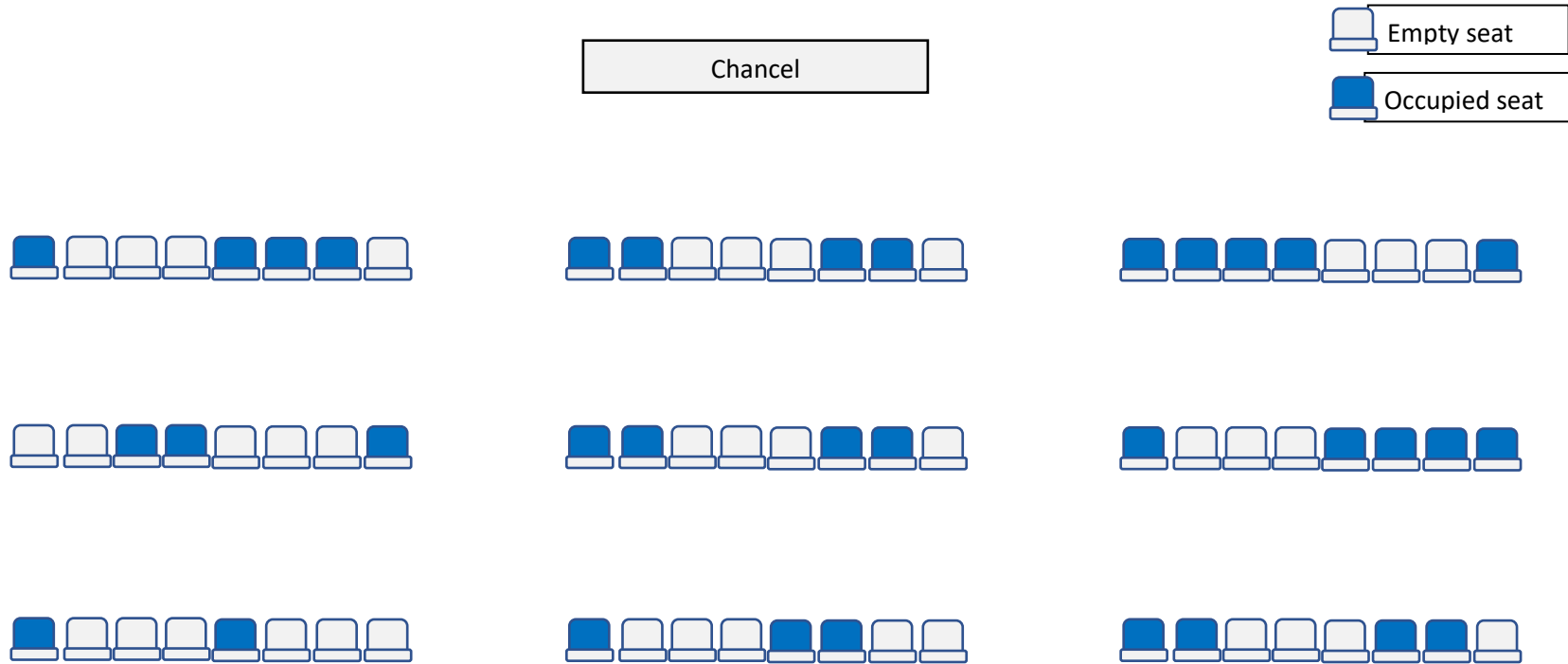
Masks somewhat reduce the risk of catching COVID-19 and greatly reduce the risk of

# APPENDIX B. Seating Plan

## Seating Plan

Aisles 6 feet wide  
Rows 6 feet apart  
Individuals or family groups leave 3 seats in between

Example:



## References

[Washington State Phase 1 and 2 Religious and Faith-based Organization COVID-19 Requirements \(5/27/2020\)](#)

[Safe Start Washington Phased Approach to Recovery \(5/4/2020 reaffirmed 5/31/2020\)](#)

[Cleaning and Disinfecting Your Facility \(CDC 2020\)](#)

[Washington Department of Health COVID-19 Frequently Asked Questions](#)

[Social Distancing \(CDC 2020\)](#)

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