

OSLC Comprehensive COVID-19 exposure control, mitigation and recovery plan for Indoor Church Services

PPE Utilization:

Personal protective equipment shall be required of all staff and congregants entering the church facilities.

The following may be helpful when social distancing and other protective measures are infeasible or not effective:

- Face shields can prevent direct exposure to sneezes or coughs; they also provide protection from cleaning chemicals and disinfectants.
- Approved respirators such as N95s are not normally recommended but may be appropriate where staff/congregants must remain in very close proximity to others.
- Loose-fitting face masks or cloth face covers (e.g., scarves and homemade masks), at a minimum, must be worn by staff/congregants as a best practice measure to prevent the wearer from transmitting droplets from coughs and sneezes.

Staff and congregants should not touch their mouth, nose, eyes, and nearby surfaces when putting on, using, and removing PPE and masks.

Hygiene/Sanitation:

It is the policy of OSLC to encourage staff and congregants to maintain good hand hygiene, [washing hands](#) with soap and water for at least 20 seconds. Adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for those who can safely use hand sanitizer), tissues, and no-touch trash cans will be made readily available, at all times. We will encourage staff and congregants to cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed. Whenever soap and water are not readily available, hand sanitizer with at least 60% alcohol can be used. We will also post signs on how to [stop the spread](#) of COVID-19 and how to [promote everyday protective measures](#), such as [washing hands](#), covering coughs and sneezes, and [properly wearing a mask](#).

Masks - We will require the use of [masks](#) among staff and congregants. Masks are most essential when [social distancing](#) is difficult. Note: [Masks](#) should not be placed on children younger than 2 years old, anyone who has trouble breathing or is unconscious, and anyone who is incapacitated or otherwise unable to remove the mask without assistance. [Masks](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

Symptom Monitoring:

We will encourage staff and congregants to self-check for COVID-19 symptoms using guidelines set forth by the CDC prior to coming to church. We will strongly encourage the use of the CDC Coronavirus [Self-Checker](#).

We will require staff and congregants to read and affirm the COVID-19 symptoms and self-diagnose. All staff and congregants will be required to take their temperature to ensure it is below 100.4. All staff and congregants will be required to sign in and affirm they do not have any symptoms or a temperature above 100.4 prior to entering the facility.

Symptoms of COVID-19 shall be posted at all entrances along with instructions stating:

Please review the symptoms of COVID-19 below:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

If you have experienced any of these symptoms or have a fever greater than 100.4 please do not enter this facility. If you do not have any of these symptoms you may still have COVID-19, wear a mask at all times is required to protect others. By signing below you affirm that you do not have any of the symptoms listed above or a fever greater than 100.4.

Name: _____ Date: _____

Affirm: Yes, I affirm

Physical Distancing:

Staff and congregants must ensure they maintain at least six feet away from other staff and congregants, when feasible. When appropriate other prevention measures may be required such as the use of barriers to block sneezes and coughs, and ventilation improvements when social distancing is not feasible.

Meetings shall be scheduled to times and/or locations with fewer people present.

When close contact between staff and congregants/public may occur when transferring items or materials. Steps must be implemented to ensure facial coverings are worn and that all sanitary measures included in the OSLC policies are followed.

The number of people entering the facility, or an office shall be limited. No more than 25% of the room capacity shall be allowed at any one time in the sanctuary or fellowship hall. Further, all spaces including meeting rooms and offices shall be limited to a capacity that allows for a minimum of six feet of physical distancing.

Sanctuary – Seating shall be limited to every other pew with a maximum of 5 people per pew or one family unit, if that unit exceeds 5 people.

Fellowship Hall – Seating shall be prearranged to ensure at least 6’ of distance from seating arrangements, clusters. Each cluster should consist of one family unit, only. Clusters can consist of 1 – 6 total seats.

Ushers will meet congregants at the entrance, after they have completed the check in procedures, and will escort congregants to their seats. Seating areas are to be prearranged and no one shall be allowed to sit in undesignated areas. Ushers will use their discretion on where to place congregants to ensure safety at all times in accordance with OSLC COVID Policy.

Restrooms - Restrooms shall be monitored and limited to 2 people at a time.

Materials - OSLC shall minimize community sharing of worship materials and other items.

- Bulletins, fliers, and print materials shall not be printed and handed out.
- Communion cups/wafers shall be made available to the congregation by placing them on a table at the entrance to the Church. Ushers shall take all precautions as described in OSLC policies including washing hands/wearing gloves while touching all cups/wafers prior to distribution. Congregants will be required to pick up their own cups/wafers.
- It is strongly encouraged that all physical contact (e.g., shaking hands, hugging, or kissing) be limited.
- If food is offered at any event, consider pre-packaged options, and avoid buffet or family-style meals if possible. Coffee shall be offered after service, only, outside and by one dedicated server.
- A lockbox shall be placed at the entrance of the Church to collect offerings.

Staff - Staff shall have the discretion to work from home. If staff choose to work at the church, all OSLC COVID policies must be followed at all times.

Location Disinfection:

OSLC will establish and follow a schedule to address regular, frequent, and periodic cleaning and have established the following policies and procedures to ensure proper disinfection:

- OSLC shall provide appropriate and adequate cleaning supplies for scheduled and, when necessary, spot cleaning and cleaning after a suspected or confirmed COVID-19 case.
- Ensure floors, counters, and other surfaces are regularly cleaned with water and soap, or other cleaning liquids to prevent build-up of dirt and residues that can harbor contamination.
- Make sure high-touch surfaces are properly disinfected on a frequent or periodic basis using a bleach solution or other EPA-approved disinfectant.

- Ensure employees follow effective cleaning procedures and use protective gloves and eye/face protection (e.g. face shields and/or goggles) when mixing, spraying, and wiping with liquid cleaning products, like diluted bleach.
- Make sure shared vehicles are regularly cleaned and disinfected.
- Keep Safety Data Sheets (SDSs) for all disinfectants on site.
- Don't mix chemicals — many are incompatible; and be sure to dilute and use chemicals per manufacturer specifications.
- Follow cleaning guidelines set by the CDC. www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
- Be sure to wash and rinse visible dirt/debris from equipment, tools, and other items before disinfecting.

COVID-19 Safety Training:

Basic education about coronavirus must be provided to staff, volunteers and congregants to ensure they know:

The signs, symptoms, and risk factors associated with COVID-19 illness.

How to prevent the spread of the coronavirus; including steps being taken at OSLC to establish social distancing, frequent handwashing, and other precautions.

The importance of hand washing and how to effectively wash hands with soap and water for at least twenty seconds.

Proper respiratory etiquette, including covering coughs and sneezes and not touching eyes, noses, or mouths with unwashed hands or gloves.

Prior to each Church service we will take a moment to review our COVID safety protocols with the congregation and emphasize their importance.

Staff, ushers and volunteers must attend and complete an OSLC COVID training course reviewing at a minimum the OSLC COVID policies and procedures.

Incident Reporting:

If someone becomes ill with COVID-19 it shall be reported as soon as possible to the Church Pastor, a Council Member or Staff. Pastor and Church President shall be notified as soon as practical.

OSLC shall notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with staff and congregants about potential exposure while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\)external icon](#) or other applicable laws and in accordance with religious practices.

Exposure Response:

In an instance when OSLC is notified that someone has contracted COVID-19 the following procedures shall be followed:

1. Separate anyone who exhibits [symptoms](#) of COVID-19 during hours of operation, and ensure that children are not left without adult supervision.
2. Safely transport anyone who becomes [sick](#) at the facility to their home or a healthcare facility.
3. Notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with staff and congregants about potential exposure while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#)[external icon](#) or other applicable laws and in accordance with religious practices.
4. Advise those with [exposure](#) to a person diagnosed with COVID-19 to [stay home and self-monitor](#) for symptoms, and follow [CDC guidance](#) if symptoms develop.
5. Close off areas used by the [sick](#) person and do not use the area until after cleaning and disinfection. Ensure [safe and correct application](#) of disinfectants and keep disinfectant products away from children.
6. Advise staff and congregants with [symptoms](#) of COVID-19 or who have tested positive for COVID-19 not to return to the facility until they have met CDC's [criteria to discontinue home isolation](#).

Post-exposure Incident Recovery Plan:

1. Assess the situation and determine if we had any control weaknesses.
2. Adjust safety protocols, if necessary, by retraining or establishing new controls.
3. Clean
4. Reopen