



## COVID-19 Prevention Plan

### Overview

The following is a plan to protect the safety of staff, congregation members, and the public, written in accordance with guidelines from the California Department of Public Health, the State of California Department of Industrial Relations, and Marin Health and Human Services. The plan includes:

- A Collection of Health Department Resources
- Guidance for Workplace and Site-specific Operations
- A Training Guide for Staff and Lead Volunteers<sup>1</sup>
- County of Marin Best Practices for Office Spaces
- Individual Control Measures and Screening
- Cleaning and Disinfecting Protocols
- Physical Distancing Guidelines
- Guidelines for Outdoor Services
- Further Shelter-in-Place Considerations
- Best Practices for Religious Services and Gatherings

### Health Department Resources

County of Marin Department of Health and Human Services: <https://www.marinhhs.org/>  
Non-medical questions about COVID-19: 415.473.71914,  
<https://coronavirus.marinhhs.org/contact>

Information on Coronavirus in Marin County: <https://coronavirus.marinhhs.org/>

Marin County Coronavirus Response Team: <https://coronavirus.marinhhs.org/contact>

### Workplace Specific Plan

Westminster has identified Tess Deddo, Office Administrator, as the designated staff person to implement the plan in conjunction and with the full support of the pastors and

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<sup>1</sup> Lead volunteers are lay members directing or guiding a church sponsored activity.

staff.

Westminster will:

1. train staff and lead volunteers in this plan
2. regularly evaluate workplaces for compliance with the plan and document and correct deficiencies identified
3. investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection, updating the plan as necessary
4. identify close contacts (within six feet for 15 minutes or more) of an infected staff member and take steps to isolate COVID-19 positive staff and close contacts.
5. Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

### County of Marin Best Practices for Office Spaces

While employees will continue to encourage staff to work at home whereas possible/desirable, Westminster will follow the best practices guidance of the Health Officer of the County of Marin for Office Spaces as described below:

- 5.1.1. – Minimize the number of Personnel that use office spaces to the greatest extent possible, and continue to encourage Personnel work remotely as much as practicable.
- 5.1.2. – All Personnel are required to wear Face Coverings pursuant to the Health Officer Order on Face Coverings, including at all times that Personnel are:
  - interacting in person with any member of the public;
  - working in any space visited by members of the public, such as reception areas, service counters, public restrooms, cashier and checkout areas, waiting rooms, service areas, and other spaces used to interact with the public, regardless of whether anyone from the public is present at the time;
  - working in or walking through common areas such as hallways, stairways, elevators, and parking facilities;
  - working in any room or enclosed area when other people (except for members of the person's own household or residence) are present; or
  - working in a cubicle or space that is not fully enclosed by floor-to-ceiling walls.
- 5.1.3. – Implement measures to physically separate workers and workstations by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand)
- 5.1.4. – Reconfigure office spaces, cubicles, and other work spaces to ensure a minimum of six feet between all Personnel at such stations and decrease maximum capacity for conference and meeting areas
- 5.1.5. – Adjust in-person meetings, if they are necessary, to ensure physical distancing

- 5.1.6. – Stagger employee breaks, in compliance with wage and hour regulations, if needed
- 5.1.7. – Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced
- 5.1.8. – Limit the number of individuals riding in an elevator and ensure the use of face coverings
- 5.2. – Utilize work practices as much as possible to limit the number of employees at the office at one time, such as telework and modified work schedules.
- 5.3. – Minimize the number of non-Personnel entering Office Spaces.
- 5.3.1. – Non-Personnel must continue to be served telephonically or virtually to the greatest extent possible.
- 5.3.2 – Limit the amount of time that any non-Personnel spends in any Office Space to the minimum duration possible.
- 5.3.3. – Stagger non-Personnel entering Office Space to the greatest extent possible to avoid multiple non-Personnel in the Office Space at one time.
- 5.3.4. – Require that non-Personnel make appointments to come into Office Space when possible.

#### Training for Staff and Lead Volunteers

The following TOPICS will be covered in training for all staff and lead volunteers:

1. Information on COVID-19, how to prevent it from spreading, and what underlying health conditions may make individuals more susceptible to contracting the virus through a review of the Centers for Disease Control and Prevention (CDC) materials may be found at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
2. Self-screening at home before coming to any church activity by checking for symptoms and performing a temperature check using CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
3. The importance of not coming to work or participating in activities if staff have symptoms of COVID-19 as [described by the CDC](#), such as a frequent cough, fever, difficulty breathing, chills, muscle pain, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19. Staff who become sick with COVID-19 or who are caring for family members with COVID-19 should notify their supervisor so the church can follow appropriate procedures and seek available benefits.
4. The importance of seeking medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on the CDC webpage.
5. The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when staff cannot get to a sink or handwashing station, per [CDC guidelines](#)).

6. The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
7. Proper use of face coverings, including:
  - a. Face coverings do not protect the wearer and are not personal protective equipment (PPE).
  - b. Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - c. Face coverings must cover the nose and mouth.
  - d. Employees should wash or sanitize hands before and after using or adjusting face coverings.
  - e. Avoid touching the eyes, nose, and mouth.
  - f. Face coverings should be washed after each shift.
8. Ensure all types of staff including temporary, contract, and volunteer workers are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary, contract, and/or volunteer staff.
9. Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID- 19](#), including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#).

#### Individual Control Measures and Screening

1. Staff members and lead volunteers will perform self-screening as described above at home before participating in church work or activities, and should not participate if exhibiting symptoms or if living with anyone exhibiting symptoms or who has tested positive for COVID-19 and is not yet medically cleared.
2. Westminster will provide and ensure workers and lead volunteers use all required protective equipment, including eye protection and gloves, where necessary.
3. Westminster will consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for staff who are screening others for symptoms or handling commonly touched items. All workers and lead volunteers should wear gloves when handling items contaminated by body fluids.
4. Face coverings are strongly recommended when staff and lead volunteers are in the vicinity of others. Workers and lead volunteers should have face coverings available and wear them when at all facilities, in offices, when making home visits as part of providing services, or in a vehicle during work-related travel with others. Face coverings must not be

shared.

5. Staff, volunteers, etc. should not enter the home or visit someone who as tested positive for, exhibited symptoms of, or has been in contact with someone infected with COVID-19 for an appropriate waiting period as [described by CDC guidelines](#).
6. Westminster will take reasonable measures, including posting signage in strategic and highly-visible locations, to remind congregants/visitors that they should use face coverings and practice physical distancing whenever possible. Guidance on babies/children using face coverings may be found here: [CDC guidelines](#).
7. Westminster will use social media, website, email, newsletters, etc., to communicate the steps being taken to protect congregants/visitors and staff so that they are familiar with the policies (including to stay home if experiencing symptoms or are at increased risk of becoming sick, face coverings, physical distancing, handwashing and/or sanitizing, and cough etiquette), before arriving at the facility. Staff and volunteers are strongly encouraged to remind congregants/visitors of these practices with announcements during services or on welcoming guests.

## Cleaning and Disinfecting Protocols

Westminster will:

1. Perform thorough cleaning of high traffic areas such as lobbies, halls, chapels, meeting rooms, offices, libraries, and study areas and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls. Frequently disinfect commonly used surfaces including doorknobs, toilets, handwashing facilities, pulpits and podiums, donation boxes or plates, altars, and pews and seating areas.
2. Establish frequent cleaning and disinfection of personal work areas such as desks and cubicles and supply the necessary cleaning products. Provide time for workers to implement cleaning practices during their work hours.
3. Discourage sharing items used in worship and services (such as Bibles, hymnals, cushions, etc.) whenever possible and provide single-use or digital copies or ask congregants/visitors to bring personal items instead. Avoid sharing work equipment and supplies, such as phones, office equipment, computers, etc., wherever possible. Never share PPE.
4. Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment (copiers, telephones, keyboards, staplers, etc.) and items in shared worship items, etc., with a cleaner appropriate for the surface.
5. Ensure that sanitary facilities stay operational and stocked at all times

and provide additional soap, paper towels, and hand sanitizer when needed. Consider more frequently cleaning and disinfecting handwashing facilities that are used more often. Use signage to reinforce handwashing.

6. Disinfect microphones and stands, music stands, instruments and other items on pulpits and podiums between each use and/or have each participant use her/his/their own individual unit exclusively.
7. Install hand sanitizer dispensers, touchless whenever possible, at entrances and contact areas such as meeting rooms, lobbies, and elevator landings.
8. When choosing cleaning chemicals, use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide staff training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers and volunteers using cleaners or disinfectants should wear gloves or other protective equipment as required by the product instructions.
9. Discontinue passing offering plates and similar items that move between people. Use alternative giving options such as secure drop boxes that do not require opening/closing and can be cleaned and disinfected. Highlight digital systems that allow congregants/visitors to make touch-free offerings.
10. During meetings and services, introduce fresh outside air, for example by opening doors/windows (weather permitting) and operating ventilation systems.
11. Consider making other modifications to increase the quantity of outside air and ventilation in worship areas, offices, and other spaces.

## Physical Distancing Guidelines

Westminster will:

1. Continue to provide on-line worship services and gathering opportunities.
2. Implement measures to ensure physical distancing.
  - a. Reconfigure seating and standing areas to maintain physical distancing between congregants/visitors from different households.
  - b. Members of the same household may be seated together but should maintain distance from other households.
  - c. Dedicated volunteers will help people maintain distances during activities.

- d. Westminster buildings will not be open for visitation outside of scheduled services, meetings, and gatherings.
  - e. Only 150 people (50% of capacity) will be allowed in the sanctuary at one time, with similar proportions in effect for smaller spaces.
3. Clean gathering areas between each use. (See Cleaning and Disinfecting section.)
4. Encourage congregants and visitors to leave the facility if they do not feel well.
5. Direct guests to refrain from congregating in lobbies or common areas.
6. Welcome and dismiss congregants/visitors in an orderly way to maintain physical distancing and minimize crossflow of traffic, to the extent possible.
  - a. Prop or hold doors open during peak periods when congregants/visitors are entering and exiting facilities.
  - b. Establish directional hallways and passageways for foot traffic, if possible, and designate separate routes for entry and exit into meeting rooms, offices, etc., to help maintain physical distancing and lessen the instances of people closely passing each other.
7. Close or restrict common areas, such as break rooms, kitchenettes, foyers, etc. where people are likely to congregate and interact.
8. Until guidance changes, place signs informing congregants/visitors they are not to be used.
9. Reconfigure podiums and speaker areas, office spaces, meeting rooms, conference rooms, etc., to allow for at least six feet between people.
10. Close self-service item selection such as pamphlet displays and bookshelves and provide these items to congregants/visitors individually as necessary.
11. Discourage staff, congregants, visitors, etc., from engaging in handshakes, hugs, and similar greetings that break physical distance. Take reasonable measures to remind people to wave or use other greetings.
12. Continue to support non-in person attendance of services and other related activities by those who are vulnerable to COVID19 including older adults and those with co-morbidities.

#### Guidelines for Outdoor Services

Westminster will follow the county's "Best Practices for Faith-Based Organizations and Cultural Ceremony Organizations providing outdoor services" which include the following recommendations:

- *Continue* to host remote/virtual services and ceremonies to the greatest extent
- Encourage individuals who are medically vulnerable to worship or attend remotely.
- Require all individuals who are sick to stay home.
- Consider reducing the service or ceremony length to lessen the risk of virus transmission.

- Consider offering services specifically for medically vulnerable
- Greet attendees in a way that maintains six feet of separation without physical contact.
- Design seating arrangements to provide a minimum of six feet separation non-household groups.
- Disinfect chairs between before and after use.
- Implement one-way foot traffic directional patterns & designate a foot traffic control monitor.
- Implement phased entrance and release, as opposed to everyone moving at once; use ushers to provide seating assignments. Attendees shall be dismissed from back to front so that people don't walk past others, and at deliberate pace to help with distancing. Allow for extra time between services and ceremonies to ensure that attendees are able to return to their vehicles or otherwise leave in a socially distanced manner.
- Discontinue offering self-service food and beverages.
- Do not allow for social eating and drinking events, including coffee hours, potlucks, receptions, and passed or catered food or beverage services.
- Food, beverages or other items shall only be consumed if absolutely required as part of a faith-based ceremony. Provide items in single-serve disposable containers whenever possible. Personnel serving such items should wash hands frequently and wear disposable gloves and face coverings.
- Do not loan out or pass around hymnals or other tangible other items to individuals for use and return. Text, images, or other information may be projected or otherwise displayed for viewing during faith-based services without contact.
- Use no-interaction approaches to giving, such as online giving or having parishioners place gifts/tithes/donations in a basket upon leaving the service.
- Attendees shall be required to bring their own fabric mats, rugs or cushions as needed for participation in faith-based services to prevent sharing of these items.
- Provide clear signage requiring attendees to remain socially distanced in household groups, follow the marked flow of foot traffic, wear face coverings as required by the Health Officer Order for Face Coverings.
- Umbrellas, canopies and other shade structures may only be used if they do not have sides and allow for the free flow of air through the space.
- If attendees are provided restroom access, restrooms must be frequently disinfected.
- The host must maintain a list with names and contact information of all participants. If a participant tests positive for COVID-19, the host shall assist the County Public Health Department in any case investigation and contact tracing associated with the gathering.

This guidance is issued in furtherance of the purposes of the Shelter in Place Order. Where a conflict exists between this guidance and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Site-Specific Protection Plan, the most restrictive provision controls. Failure to carry



out this guidance is a violation of the Shelter in Place Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

### Further Shelter in Place Considerations

Until deemed safe by public health authorities Westminster will:

1. Discontinue self-service food and beverages, including potlucks and family-style events.
2. Discontinue indoor singing and other practices and performances that increases likelihood for transmission from contaminated exhaled droplets. Outside, such activities still must include social distancing practices.
3. Modify rituals, such as baptism and communion, to avoid contact or activities that may transmit the virus.

### Best Practices for Religious Services and Gatherings

In keeping with guidelines from the country health department, Westminster will adhere to the following best practices upon reopening for in-person worship and gatherings:

- Continue to host remote/virtual services and ceremonies to the greatest extent possible.
- Encourage individuals who are medically vulnerable to worship or attend remotely.
- Require all individuals who are sick to stay home.
- Consider reducing the service or ceremony length to lessen the risk of virus transmission.
- Greet attendees in a way that maintains six feet of separation without physical contact.
- Design seating arrangements to provide a separation of non-household groups in accordance with allowable capacities and to maximize distancing.
- Disinfect seating between uses.
- Implement one-way foot traffic directional patterns & designate a foot traffic control monitor.
- Implement phased entrance and release, as opposed to everyone moving at once; use ushers to provide seating assignments. Attendees shall be dismissed row by row in manner that minimizes people walking past others, and at deliberate pace to help with distancing. Allow for extra time between services and ceremonies to ensure that attendees are able to return to their vehicles or otherwise leave in a socially distanced manner.
- Discontinue offering self-service food and beverages.
- Discontinue social eating and drinking events at the church, including coffee hours, potlucks, receptions, and passed or catered food or beverage services.
- Food, beverages or other items shall only be consumed if absolutely required as part of a faith-based ceremony. In-person communion may be discontinued

during this time. Personnel serving such items should wash hands frequently and wear disposable gloves and face coverings.

- Do not loan out or pass around hymnals or other tangible other items to individuals for use and return. Text, images, or other information may be projected or otherwise displayed for viewing during faith-based services without contact.
- Use no-interaction approaches to giving, such as online giving or having parishioners place gifts/tithes/donations in a basket upon leaving the service.
- Provide clear signage requiring attendees to remain socially distanced in household groups, follow the marked flow of foot traffic, wear face coverings as required by the Health Officer Order for Face Coverings.
- Umbrellas, canopies and other shade structures may only be used if they do not have sides and allow for the free flow of air through the space.
- If attendees are provided restroom access, restrooms must be frequently disinfected.
- The host must maintain a list with names and contact information of all participants. If a participant tests positive for COVID-19, the host shall assist the County Public Health Department in any case investigation and contact tracing associated with the gathering.