

# Minnesota Valleys Presbytery Adapted Interim Guidance for Communities of Faith

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Centers for Disease Control and Prevention (CDC) offers the following recommendations to help communities of faith continue their mission while keeping their staff and congregations safe. This guidance is not intended to infringe on First Amendment rights as provided in the US Constitution. As all Americans are now aware, gatherings present a special risk for increasing spread of COVID-19 during this Public Health Emergency. The federal government may not prescribe standards for interactions of faith communities in houses of worship and no faith community should be asked to adopt any mitigation strategies that are more stringent than the mitigation strategies asked of similarly situated entities or activities in accordance with the Religious Freedom and Restoration Act (RFRA).

CDC offers these suggestions that faith communities may consider and accept or reject, consistent with their own faith traditions, in the course of preparing their own plans to prevent the spread of COVID-19. In communities deemed by CDC's guidance to be significant mitigation areas, the risk to the larger community of continuing or resuming in-person gatherings should be taken into account and virtual options strongly considered. All decisions about following CDC's recommendations should be made in collaboration with local health officials and other State and local authorities who can help assess the current level of mitigation needed based levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems. CDC offers the following suggestions for consideration to the extent consistent with each community's faith tradition:

## **(Re) Opening**

In all Phases:

- Establish and continue communication with local and State authorities to determine current mitigation levels in your community.
- Protect staff and congregants who are at higher risk for severe illness encouraging use of options to participate virtually, if possible.
- Continue to provide congregants with spiritual and emotional care and counseling on a flexible or virtual basis, or refer them to other available resources.
- Encourage other entities using the facilities to also follow this guidance.
- If the facility offers childcare or educational programming for children and youth, follow CDC guidance for such programs.

**Phase 1:** Limit gatherings to those that can be held virtually (by remote viewing) for vulnerable populations and consider video streaming or drive-in options for services. Limit the size of in person gatherings in accordance with the guidance and directives of state and local authorities, and maintain social distancing.

**Phase 2:** Consider continuing to hold gatherings virtually (by remote viewing) for vulnerable populations and video streaming or drive-in options for services. Limit the size of in person gatherings in accordance with the guidance and directives of state and local authorities, and maintain social distancing.

**Phase 3:** Limit gatherings to those that can maintain social distancing and consider video streaming or drive-in options for vulnerable populations. Safety Actions Promote healthy hygiene practices (Phases 1-3)

Encourage use of a cloth face covering at all gatherings and when in the building by everyone except children aged less than 2 years old. Not using a cloth face covering may also be appropriate at times for some individuals who have trouble breathing or need assistance to remove their mask.

Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans. o Consider posting signs on how to stop the spread of COVID-19 and promote everyday protective measures, such as washing hands and covering coughs and sneezes and properly wearing a face covering.

### **Intensify cleaning, disinfection, and ventilation (Phases 1-3)**

- Clean and disinfect frequently touched surfaces at least daily and shared objects between uses.
- Avoid use of items that are not easily cleaned, sanitized, or disinfected.
- Ensure safe and correct application of disinfectants and keep them away from children.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, etc. Do not open windows and doors if they pose a safety risk to children using the facility.
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

### **Promote social distancing (Phases 1-3)**

Limit the size of gatherings in accordance with the guidance and directives of state and local authorities and in accordance with RFRA.

Consider video streaming or drive-in options for services.

If appropriate and possible, add additional services to weekly schedules to maintain social distancing at each service, ensuring that clergy, staff, and volunteers at the services ensure social distancing to lessen their risk.

Consider holding services and gatherings in a large, well-ventilated area or outdoors, as circumstances and faith traditions allow.

Space out seating for attendees who do not live in the same household to at least six feet apart when possible; consider limiting seating to alternate rows. o Consider whether other gatherings may need to have attendance limited or be held virtually if social distancing is difficult, such as funerals, weddings, religious education classes, youth events, support groups and any other programming.

Avoid or consider suspending use of a choir or musical ensemble during religious services or other programming, if appropriate within the faith tradition. Consider having a soloist or strictly limiting the number of choir members and keep at least six feet between individuals.

Consider having clergy hold virtual visits (by phone or online) instead of in homes or at the hospital except for certain compassionate care situations, such as end of life.

### **Limit community sharing of worship materials and other items (Phases 1-3)**

Consider temporarily limiting the sharing of frequently touched objects, such as worship aids, prayer books, hymnals, religious texts and other bulletins, books or other items passed or shared among congregants, and encourage congregants to bring their own, if possible, photocopying, or projecting prayers, songs, and texts using electronic means.

Modify the methods used to receive financial contributions. Consider a stationary collection box, the mail, or electronic methods of collecting regular financial contributions instead of shared collection trays or baskets.

Consider mitigating the risk of transmitting COVID-19 posed by close physical contact among members of the faith community during religious rituals as well as mediated contact through frequently touched objects, consistent with the community's faith traditions and in consultation with local health officials as needed.

If food is offered at any event, have pre-packaged boxes or bags for each attendee whenever possible, instead of a buffet or family-style meal.

Avoid food offerings when it is being shared from common dishes.

### **Train all staff (Phases 1-3)**

- Train all clergy and staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure that social distancing is maintained. Monitoring and Preparing Check for signs and symptoms (Phases 1-3)
- Encourage staff or congregants who are sick to stay at home.

### **Plan for when a staff member or congregant becomes sick (Phases 1-3)**

- Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation, and ensure that children are not left without adult supervision.
- Establish procedures for safely transporting anyone who becomes sick at the facility to their home or a healthcare facility. o 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) or other applicable laws an in accordance with religious practices.
- Inform 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.
- Close off areas used by the sick person and do not use the area until it after cleaning and disinfection; wait 24 hours to clean and disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible before cleaning and disinfecting. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise sick staff and congregants not to return to the facility until they have met CDC's criteria to discontinue home isolation.

### **Maintain healthy operations (Phases 1-3)**

- Implement flexible sick leave and related flexible policies and practices for staff (e.g., allow work from home, if feasible).
- Monitor absenteeism and create a roster of trained back-up staff. Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Communicate clearly with staff and congregants about actions being taken to protect their health.

### **Closing Phases 1-3**

Check state and local health department notices daily about transmission in the community and adjust operations accordingly.

In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, it is strongly suggested to close, then properly clean and disinfect the area and the building where the individual was present.<sup>1</sup>

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<sup>1</sup> [https://www.pcusa.org/site\\_media/media/uploads/covid-19/cdc\\_reopening\\_guidelines.pdf](https://www.pcusa.org/site_media/media/uploads/covid-19/cdc_reopening_guidelines.pdf)

# Minnesota Valleys Presbytery Adapted Interim Guidance for Employers with Vulnerable Workers

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As workplaces consider re-opening it's particularly important to keep in mind that some workers are at higher risk for severe illness from COVID-19. These vulnerable workers include individuals over age 65 and those with underlying medical conditions. Such underlying conditions include, but are not limited to, chronic lung disease, moderate to severe asthma, hypertension, severe heart conditions, weakened immunity, severe obesity, diabetes, liver disease, and chronic kidney disease that requires dialysis.

Vulnerable workers should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. Employers should take particular care to reduce vulnerable workers' risk of exposure to COVID-19, while making sure to be compliant with relevant ADA and ADEA regulations. First and foremost, this means following CDC's and the Occupational Safety and Health Administration (OSHA) guidance for reducing workplace exposure for all employees. All decisions about following these recommendations should be made in collaboration with local health officials and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems. In addition, the guidance offered below applies to workplaces generally; specific industries may require more stringent safety precautions.

Finally, there may be essential workplaces in which the recommended mitigation strategies are not feasible. (Re)Opening In all Phases:

- Establish and continue communication with State and local authorities to determine current mitigation levels in your community.
- Protect employees at higher risk for severe illness by supporting and encouraging options to telework.
- Consider offering vulnerable workers duties that minimize their contact with customers and other employees (e.g., restocking shelves rather than working as a cashier), if agreed to by the worker.
- Ensure that any other entities sharing the same work space also follow this guidance.
- Provide employees from higher transmission areas (earlier Phase areas) telework and other options as feasible to eliminate travel to workplaces in lower transmission (later Phase) areas and vice versa.

**Phase 1:** Reopen only if business can ensure strict social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers; vulnerable workers are recommended to shelter in place.

**Phase 2:** Reopen only if business can ensure moderate social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers; vulnerable workers are recommended to shelter in place.

**Phase 3:** Reopen only if business can ensure limited social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers. Safety Actions Promote healthy hygiene practices (Phases 1-3)

- Enforce hand washing, covering coughs and sneezes, and using cloth face coverings when around others where feasible; however, certain industries may require face shields.
- Ensure that adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, tissues, and no-touch trashcans.
- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

#### Intensify cleaning, disinfection and ventilation (Phases 1-3)

- Clean, sanitize, and disinfect frequently touched surfaces at least daily and shared objects between use.
  - o Avoid use or sharing of items that are not easily cleaned, sanitized, or disinfected.
- Ensure safe and correct application of disinfectants.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if doing so poses a safety risk to individuals and employees using the workspace.
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

#### Ensure social distancing (Phases 1-3)

- Consider installing physical barriers, such as sneeze guards and partitions, and changing workspace layouts to ensure all individuals remain at least six feet apart.
- Close communal spaces, such as break rooms, if possible (Phase 1) or stagger use and clean and disinfect in between uses (Phases 2 & 3).
- Encourage telework for as many employees as possible.
- Consider rotating or staggering shifts to limit the number of employees in the workplace at the same time. Replace in-person meetings with video- or tele-conference calls whenever possible.
- Cancel all group events, gatherings, or meetings of more than 10 people (Phase 1), of more than 50 people (Phase 2), and any events where social distancing of at least 6 feet cannot be maintained between participants (all Phases)
- Restrict (Phase 1) or consider limiting (Phase 2) any nonessential visitors, volunteers, and activities involving external groups or organizations.
- Limit any sharing of foods, tools, equipment, or supplies.

#### Limit travel and modify commuting practices (Phases 1-3)

Cancel all non-essential travel (Phase 1) and consider resuming non-essential travel in accordance with state and local regulations and guidance (Phases 2 & 3)

Ask employees who use public transportation to consider using teleworking to promote social distancing Train all managers and staff in the above safety actions. Consider conducting the training virtually, or if in-person, ensure that social distancing is maintained. Monitoring and Preparing Checking for signs and symptoms (Phases 1-3)

- Consider conducting routine, daily health checks (e.g., temperature and symptom screening) of all employees.

- If implementing health checks, conduct them safely and respectfully, and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected. Employers may use examples of screening methods in CDC's General Business FAQs as a guide and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected.
- Encourage employees who are sick to stay at home.

### **Plan for when an employee becomes sick (Phases 1-3)**

- Employees with symptoms (fever, cough, or shortness of breath) at work should immediately be separated and sent home.
- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility.
- Notify local health officials, staff, and customers (if possible) immediately of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA); other information on civil rights protections for workers related to COVID-19 is available [here](#).
- Close off areas used by the sick person until after cleaning and disinfection. Wait 24 hours to clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible before cleaning and disinfecting. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Inform those who have had close contact with a person with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

### **Maintain healthy operations (Phases 1-3)**

- Implement flexible sick leave and other flexible policies and practices, such as telework, if feasible.
- Monitor absenteeism of employees and create a roster of trained back-up staff.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Create and test communication systems for employees for self-reporting and notification of exposures and closures.

### **Closing Phases 1-3**

Check State and local health department notices daily about transmission in the area and adjust operations accordingly.

Be prepared to close for a few days if there is a case of COVID-19 in the workplace or for longer if cases increase in the local area. <sup>2</sup>

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<sup>2</sup> [https://www.pcusa.org/site\\_media/media/uploads/covid-19/cdc\\_reopening\\_guidelines.pdf](https://www.pcusa.org/site_media/media/uploads/covid-19/cdc_reopening_guidelines.pdf)

## The Presbyterian Church (U.S.A.) COVID 19 Resource Page

<https://www.pcusa.org/covid19/>

### Stewardship and Financial Resources

#### Emergency assistance and grants from the PC(USA)

- [COVID-19 Grants from Presbyterian Disaster Assistance](#)
- [Matthew 25 Grants](#)
- [Emergency student loan management information and resources](#) – April 1, 2020
- [Coronavirus Benefits Resources](#), including dues relief and deferments to churches and employers

#### Online giving and offering resources

- [Online giving service](#) to automate giving to congregations
- [Stewardship Navigator](#)
- [Video: Financial and Stewardship Resources during the COVID-19 Pandemic \(14 minutes\)](#) – April 14, 2020
- [Stewardship in a Pandemic](#)
- [Engaging in the Special Offerings in the middle of the COVID-19 pandemic.](#) – April 16, 2020
- [Stewardship during the pandemic: 10 dos and 1 don't](#)

### Government and Legal Resources

#### Centers for Disease Control and Prevention (CDC)

- [Resources for Community- and Faith-Based Leaders](#)
- [Coronavirus Disease 2019 \(COVID-19\) Frequently Asked Questions](#)

#### Federal legislation and help from the federal government

- Reopening America Guidelines - <https://www.whitehouse.gov/openingamerica/>
- CARES Act, summary of provisions – April 14, 2020
- [Families First Coronavirus Response Act — summary of new provisions related to temporary leave - Video Presentation \(30 minutes\)](#) – April 9, 2020
- [Tax credits available to employers for leave under the Families First Coronavirus Response Act](#) – April 9, 2020
- [COVID-19-Related Legislation Overview: A Guide for Presbyterian Churches and Ministries](#) – April 9, 2020
- [COVID-19 Benefits Issues – Video Presentation \(30 minutes\)](#) – April 9, 2020
- Paycheck Protection Program, administered by the Small Business Administration, covers eligible nonprofit organizations, self-employed individuals and independent contractors. [Program overview](#) | [Info for lenders](#) | [Info for borrowers](#) | [Application for borrowers](#)
- Small Business Administration, [Coronavirus \(COVID-19\): Small Business Guidance & Loan Resources](#)



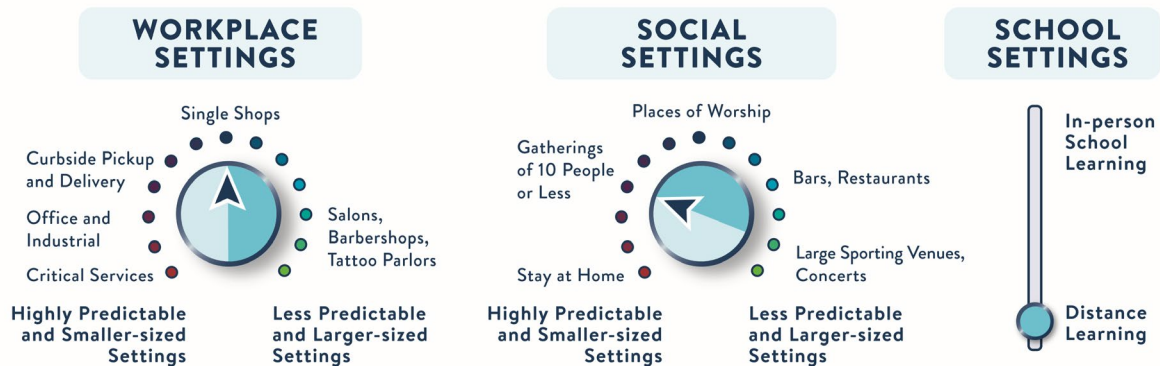
Presbyterian Foundation Resources - <http://www.presbyterianfoundation.org/information-and-resources-on-covid-19/?bbejrid=1454774915&bbemailid=20811756&bbblinkid=216632364>

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## Minnesota State COVID19 Resources

Next Phases:

### **m** Safely adjusting the dials



Minnesota Department of Health Resources - <https://www.health.state.mn.us/>

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## Other Resources

Guidelines for Churches from the Wisconsin Council of Churches - <https://www.wichurches.org/2020/04/23/returning-to-church/>

Singing, the Church, and COVID-19 (Including Videos) - <https://www.drheathernelson.com/singingandcovid19?fbclid=IwAR0ocPh9p47ZvjhjJBNyH3-kmQg6NIir7xqP4z5qcLCCFGmyUIwyc-sROhQ>

Ten Facilitation Tips for Meeting Online - <https://nextchurch.net/ten-facilitation-tips-for-meeting-online/>

A Theology of Leadership During Crisis - <https://pres-outlook.org/2020/03/a-theology-of-leadership-during-crisis/>

Free Streaming License for Everyone - <https://blog.shiftworship.com/during-covid-19-outbreak-free-streaming-license-for-everyone/>

Hymnal Rights and Permissions - <https://www.pcusa.org/Pages/Hymnal/Hymnal-Rights-and-Permissions.aspx>

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<sup>i</sup> [https://www.pcusa.org/site\\_media/media/uploads/covid-19/cdc\\_reopening\\_guidelines.pdf](https://www.pcusa.org/site_media/media/uploads/covid-19/cdc_reopening_guidelines.pdf)