

BETHLEHEM LUTHERAN CHURCH COVID-19 POLICY

July 16th, 2020

NOTE: BLC Full and half day preschools follow their own specific policy.

GENERAL CLEANING AND DISINFECTION PROTOCOLS

- Custodial staff will ensure that sanitary facilities remain operational and stocked with soap and paper towels at all times. Signs to reinforce handwashing will be placed at all handwashing facilities.
- Thorough cleaning of high traffic areas such as entryways and indoor seating areas will be conducted. Commonly used surfaces such as doorknobs, toilets, and sinks will be regularly disinfected.
- Staff will be given time to implement cleaning practices for personal work areas, including their phones, keyboards, and desks. Copier/printers will be cleaned between uses.
- Microphones and stands, music stands, instruments, and other items such as podiums and hand rails will be cleaned between each use.
- Hand sanitizer dispensers with at least 60% ethanol or 70% isopropanol will be positioned at building and outdoor worship space entrances.
- Products used for sanitation will be those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and product instructions will be followed. 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 will be used. Staff/Volunteers using cleaners or disinfectants should wear gloves or other protective equipment as required by the product instructions.
- Public drinking fountains will be turned off and signs informing congregants/visitors they are inoperable will be placed.

WORKPLACE SPECIFIC PLAN

- When the church office is open the number of people in the office at the same time will be limited to allow for social distancing. Non-essential appointments should be handled via phone or online.
- Staff/Volunteers will self-screen their temperature before they arrive on campus. Anyone with a temperature of 100 degrees or higher should not come onto the church campus.

- Staff/Volunteers should not come onto the church campus if they have symptoms of COVID-19 as described by the CDC, such as a 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, vomiting, or diarrhea, or if they or someone they live with have been diagnosed with COVID-19. Any symptoms should be reported immediately to the church office and to the lead pastor.
- Staff/Volunteers will practice 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 they cannot get to a sink.
- Staff/Volunteers will practice physical distancing of at least 6 feet, both at work and during off work time.
- Staff/Volunteers should have masks/face coverings available and wear them when in close proximity with others. Face coverings must cover the nose and mouth. Face coverings must not be shared and should be washed after each shift.
- Staff/Volunteers should wash or sanitize hands before and after using or adjusting face coverings. Avoid touching the eyes, nose and mouth.
- The use of disposable gloves may be employed to supplement frequent handwashing or use of hand sanitizer. Staff/Volunteers should wear gloves when handling items contaminated by body fluids.
- Staff/Volunteers should not enter the home or visit someone who has tested positive for, exhibited symptoms of, or has been in contact with someone infected with COVID-19 for an appropriate waiting period, in accordance with CDC guidelines.
- Nonessential travel of staff/volunteers is discouraged, and distance meetings will be conducted via phone and online when appropriate.

WORSHIP PLAN (INDOOR AND OUTDOOR)

- A variety of methods (including but not limited to social media, website, texts, email, and newsletters) will be utilized to communicate the steps being taken to protect congregants/visitors, volunteers, and staff so that they will be familiar with the policies before arriving at the facility (including to stay home if experiencing symptoms or are at increased risk of becoming sick, use of face coverings, physical distancing, handwashing and/or sanitizing). Staff/Volunteers are strongly encouraged to remind congregants/visitors of these practices with announcements during services or upon welcoming guests.
- Whenever practical, a reservation system will be used to limit the number of congregants/visitors attending the facility.

- Congregants/visitors will be expected to wear masks, physically distance themselves from others outside their household, avoid touching surfaces, and to leave the facility if they do not feel well. Sharing of the peace by shaking hands is discouraged.
- At worship times, entrance and exits to the worship area from the parking lot will be clearly marked.
- Congregants/visitors will be given ample time to arrive and to depart and will be welcomed and dismissed in an orderly way to maintain physical distancing and minimize or eliminate crossflow of traffic, to the extent reasonably possible.
- In-person worship will be conducted outdoors when appropriate. Services will be shortened in length.
- Measures, including posting signage, will be employed to remind congregants/visitors to use face coverings and practice physical distancing whenever possible. Upon arrival congregants/visitors will be asked to use hand sanitizer and to wear face coverings.
- Masks are required for everyone except for persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes, but is not limited to, the following exemptions:
 - Babies, and children under age two.
 - Persons who are hearing impaired, or communicating with a person who is hearing impaired.
- Physical distancing of at least six feet will be practiced between staff, volunteers, and congregants/visitors from different households.
- Grass/pew markings or signs will indicate where people should sit and stand in order to maintain physical distancing. Volunteers will help people find places to sit/stand and maintain proper distances during worship or activities
- Members of the same household may be seated together, and children should remain in the care of those in their household unit and not interact with children of other parties at any time while visiting the facilities.
- Congregants/Visitors will provide their own seating (chairs, blankets, etc.) for outdoor worship services. Limited seating for disabled persons will be provided.
- Gatherings within the Sanctuary, Family Center, or Multi-Use Building will be limited to no more than 25% of the building's capacity.
- Doors will be propped open during peak periods when congregants/visitors are entering and exiting facilities, when possible and in accordance with security and safety protocols.

- Congregants/Visitors are encouraged to download bulletins at home or access them on digital devices. Single-use copies of the service program will be provided for those who are unable to do so. Hymnals will not be used.
- If offering plates are used, they will be strategically placed so that congregants/visitors may drop in their offerings, without plates being passed. Digital systems that allow congregants/visitors to make touch free offerings are available.
- Singing, group recitation, and other practices and performances where there is increased likelihood for transmission from contaminated exhaled droplets will be limited.
- The number of people that use the restroom at one time will be limited to allow for physical distancing. Physical distancing will be observed outside the bathroom doors.
- Meeting areas will be cleaned between each use as described in this policy.
- Restricted common areas will be closed.
- Self-service pamphlet displays and bookshelves will be closed.
- Food and beverage service will be discontinued.
- Online worship services, or other virtual means, will be held to supplement face-to-face worship as an alternative for those who are in high risk groups for COVID-19 infection.

This policy has been established according to the State of California COVID-19 Industry Guidance for Places of Worship and Providers of Religious Services and Cultural Ceremonies, published July 6, 2020. This policy will be updated and evaluated for compliance on an ongoing basis. Staff/volunteers will be adequately trained on the plan.