

# Written Plan

Bethany Community Church Covid-19 Indoor/Outdoor  
Worship

**Bethany Ballard**

# Written Plan

## Covid-19 Safety Plan for indoor / Outdoor Worship Services

### Important

This Safety Plan is for indoor and outdoor Worship Services held in the Ballard Homestead or on the BlueHouse Lawn. This plan is comprehensive enough to cover all safety aspects of conducting a safe worship service, but simple enough to implement and modify quickly if needed as we progress through reopening Phases. In the pages ahead, you'll find information, checklists and resources that will help us reopen safely and lawfully.

### Essential Personnel†

The following are deemed essential to conducting an indoor worship.

Pastors and Directors

Worship Team

Tech Team

Plan Compliance/Monitor

Greeting Team

Other pastoral support as needed

† **Note:** All essential personnel in the high-risk population are in attendance voluntarily and understand the inherent risks. This in no way indicates that non-essential personnel in the high-risk population could or should attend.

## Facility Care & Preparation

- Determine areas of facility to be used for worship.
- Restrict access to non-used sections of the facility.
- Clean and sanitize per current cleaning guidelines from local and state health officials and CDC. (Currently using AF-79 and ProKure)
- Clean high-touch surfaces before and after each service - eg.
  - bathrooms
  - handles
  - chairs
- Hand sanitizer stations available.
- Have touchless thermometers available for screening.
- Cleaning supplies available should they be needed.
- Windows Open and fans on for healthy air exchange
- Covid-19 Posters and safety information posted in the entry areas.
- Homestead seating will be set-up for social distance in household groupings
- Lawn seating will be set-up for social distance in household groupings

## Staff Training

- Staff will be provided a copy of the "Covid-19 Safety Training Sheet"
- Verbal reminders of how Covid-19 is transmitted and how the spread is prevented.

## Incident Reporting

- Staff cases should be reported to the Executive Director (Bill Brammer)

- Volunteer or member exposures should be reported to the church office.
- Appropriate communication will be made for contact tracing.

### **In Case of Exposure (probable or confirmed)**

- Make sure sick employees/members stay home or immediately go home
- If they feel or appear sick. Send home.
- Cordon off any areas where an employee/member with probable or confirmed COVID-19 illness were, touched surfaces, etc., until the area and equipment are cleaned and disinfected.
- Follow the cleaning guidelines set by the CDC to deep clean and disinfect.

## Prior to Sunday

- Set number for attendance. In Phase 2 - 50 individuals.
- Open reservations for worship services via ROCK (work in progress)
- Restrict access to non-used sections of the facility.
- Name and total number attending from your household.
- Confirmation of understanding of the Covid-19 risk of attending an event with other people. (Check box in reservation process.)
- Agreement to comply with guidelines: face coverings, & social distancing.
- Covid-19 Self-Screen for attendees' health per posters on-site.
- Worship Center adjusted for social distancing based on RSVP.
- A Plan Compliance Monitor (as required by the State) will be appointed to ensure the safety plan is followed.

## Screening Questions

- Plan to have the compliance monitor ask people to read the [posters](#) found on Bethany's Narnia site and confirm their status.

## High-Risk Populations as defined by King County Health

*Should stay at home aside from essential business and errands.*

- People older than 60 (per King County Health)
- Those with underlying health conditions:
  - Heart disease,

- Lung disease such as asthma,
- Diabetes,
- Suppressed immune systems
- Pregnant women

## **Sunday Pre-Service**

- Staff (& essential crew) will enter through weekday entry.
- Confirm self-screening or screen for Covid-19 for Staff (& essential crew).
- Practice social distancing and facemask compliance or use of installed sound booth barriers.
- Doors and windows will remain open for air circulation.

## **Sunday Attendee Entry**

- Attendees will enter via the North stairway doors
- Self-screening & facial covering required signage posted at entry.
- Prior to entry - attendees must put on face coverings.
- Confirm self-screening or screen for Covid-19.
- In the lobby, social distancing will be required.
- The lobby floor is marked for social distancing and walking directions
- Attendees will enter the Worship Center through the doors next to the sound booth.

## **Outdoor Lawn Services**

- Attendees will enter by the bluehouse steps
- Attendees will exit on the south end of the lawn.
- Attendees must practice social distancing.
- Fellowship can take place from a distance once on the lawn.
- Attendees will be assisted to appropriate seating based on household size.
- No physical contact outside your current household (per State guidelines).

- Households must stay in the seating area (except for bathroom break or dismissal)
- Face coverings must be worn at all times. (per State guidelines).
- Bluehouse and downstairs Homestead restrooms will be available for Lawn attendees.

## **Downstairs Usage** (should we need additional seating)

- Attendees will use first floor entrance for check in
- Attendees will be directed to seating based on group size.
- A walking route will be marked out for getting to seating areas
- Attendees must practice social distancing.
- Fellowship can take place from a distance once inside the Basement.
- No physical contact outside your current household (per State guidelines).
- Households must stay in their assigned seating area (except for bathroom break or dismissal)
- Face coverings must be worn at all times while in worship center (per State guidelines).
- Attendees will exit through rear door
- Downstairs attendees will use the down stairs restrooms provided.

## **Lobby**

- Attendees should remain in their seating area the entire service.
- No hanging out in the lobby before, during or after worship.
- No wandering around or touring the facility.
- Families must stay together before, during, and after worship.

## **Restroom Usage**

- Using restrooms during the service, individuals should take place through doors closest to restrooms.
- Attendees will use the restrooms on the floor they are seated on.
- Only one (1) individual allowed in each restroom at one time (an individual attendant using occupancy cards will monitor restroom occupancy). Unless parent is with child who needs assistance.
- Must practice social distancing in line outside of the restrooms.
- South restrooms are for attendees.
- Downstairs restrooms are for staff and crew.

## **Exiting Worship**

- At the end of service attendee will be dismissed by sections for social distancing.
- Attendees will depart through the doors on the south end of the Homestead
- Social distancing must be practiced on exit.
- Lobby departure will be through the South Stairway

## **Parking Lot / Church Grounds**

- Social distancing should be practiced in the parking lot and all other church properties.
- Leave promptly to make space for the next service.

## Between Services

- Close entrance doors.
- Clean and sanitize the facility.
  - Clean and sanitize the lobby.
  - Clean and sanitize the bathrooms .
  - Clean and sanitize all high touch surfaces.
  - Use a checklist to assure all areas are covered.

***45 minutes between services - repeat the list above for each additional service.***

# Covid-19 Safety Training Sheet

As the events surrounding COVID-19 continue to evolve rapidly, we remain fully dedicated to the safety, health and well-being of our staff and congregation. This guide provides you with safety protocols and steps to take to help keep yourself and the community safe.

## How to Keep Safe



**Increased cleaning and disinfection** in work areas, common areas, desks, phones and keyboards.



Wear **face covering** and other PPE as needed such as gloves. As of June 8, require in public.



Practice **social distancing** and adding barriers, PPE or other precaution



**Wash your hands** and use hand sanitizer when washing is not available.



**Self-screening** and periodic temperature check may be required. 100.4°F - you must go / stay home.

## Daily Health Check

- Bring and wear your face coverings – If you do not have one, a face covering will be provided and you are required to wear it unless otherwise told by your local leadership. You may bring or make your own following the Center for Disease Control's guidance.
- Clean your PPE daily – Reusable face coverings should be washed daily.
- Wash your hands regularly and use hand sanitizer when washing is not possible.
- Expect to be temperature screened – Temperature or symptom screening and daily health checks may be required.
- Keep at least a six feet or the governmental recommended distance. Barriers and/or PPE added where separation (six feet) is not possible.

## Spread of Covid-19 & Prevention

- Covid-19 spreads via droplets. Face covering help reduce transmission of droplets. So especially, cover your mouth when cough or sneeze.
- Complete self-screening check – if your temperature over 100.4°F go/stay home.
- Do not come to work if you are sick or have COVID-like symptoms
- If you have been around someone with COVID or have reason to believe you may have the virus go or stay home.