

Covid-19 Re-entry Guidance
for
Businesses and Workers
and
Religious and Faith Organizations

Washington State, May 27, 2020

Westminster Chapel

13646 NE 24th Street

Bellevue, WA 98805

(425-747-1461)

Rev. 6.17.2020

TABLE OF CONTENTS

	Page(s)
Title Page.....	1
Table of Contents.....	2
Background.....	3
Policies and Procedures for Phases One and Two.....	4-5
Re-entry Requirements for Faith-based Organizations	
COVID-19 Exposure Control, Mitigation and Recovery Plan.....	6-10

Background

The global pandemic of 2020 was caused by a highly contagious virus called COVID-19. The virus affected millions of workers and businesses in a matter of weeks. Virtually every public gathering was postponed, delayed and/or cancelled. In an effort to reduce the rate of infection among citizens, the Federal, State, and Local Governments issued legislation, directives, guidelines and orders regarding public/private gatherings, and instituted home quarantines for weeks.

In Washington State, the Governor established a four (4) Phase system of requirements which were mandated for counties to achieve prior to issuing a 'fully open' county status. Each phase had specific tasks to achieve prior to proclaiming a county ready to move from Phase One through Phase Four. This document has been developed and approved by the Westminster Chapel leadership to meet the expectations of the COVID -19 Requirements for Religious and Faith-based Organizations.

Phase 1 and 2 Religious and Faith-based Organization COVID-19 requirements can be found online at:

<https://www.governor.wa.gov/sites/default/files/>

COVID19Phase1and2ReligiousAndFaithBasedGuidance.pdf

Policies and Procedures for Westminster Chapel, Bellevue for Phase One and Two COVID-19 Re-entry Requirements for Faith-based Organizations

Phase One All requirements of Phase One have been met by the Chapel. In the second week of March, 2020, the Chapel closed its entire facility to staff and worshippers for any and all public gatherings. The facility has completed a thorough deep clean and is now ready to move into Phase Two. There have been no religious teaching classes, no group meetings, no public worship services, no choir rehearsals, no weddings, no funerals/memorials, nor drive-in type meetings, since March.

Phase Two Upon the Governor's declaration that King County is in Phase Two, the following guidelines will be followed by the Chapel.

1. All, including Spiritual Growth classes, weddings, funerals, and celebrations, will be monitored for a limited number of attendees. No more than 25% of the room's capacity or 50 individuals, whichever is less, will meet. This number does not include staff of the Chapel.
2. The Chapel will continue to follow and meet all facility safety and health requirements as provided in Washington State Department of Labor and Industries Healthy Workplace and Employer Resources and Recommendations. A copy of the above is available in the Human Resources Office.
3. The Chapel will ensure compliance with the main L & I COVID-19 requirements to protect employees, members, and visitors. A copy of this is available in the Human Resources Office.
4. The Chapel offers language tutoring through its Westminster Language Academy. The Chapel will add to the standard curriculum of this program, lessons about COVID-19, how to prevent transmission, and the Chapel's Policies and Procedures.
5. Employee training will include references to maintaining good health during this pandemic. Employees will be screened daily for signs or symptoms of the virus. Employees testing positive for the virus will stay home for the standard quarantine

period of 14 days. The workspace of any sick employee will undergo a deep cleaning with disinfectant following the guidelines set by the CDC.

6. The Chapel will follow the six feet of separation guideline whenever feasible. Preventive measures such as the use of barriers, minimization of individuals in narrow or enclosed areas, staggered breaks and/or limited numbers attending staff meetings may be used.
7. Personal Protective Equipment will be available at the Chapel for anyone needing it. This includes face masks which will be worn by all individuals not alone in the facility. A full facial counter-top shield will also be available when necessary.
8. The Chapel will have hand sanitizing supplies at every public entrance.
9. Single-use disposable gloves will be available at sanitation stations.
10. The Human Resources Office will maintain a housekeeping schedule for deep cleaning and/or sanitizing on commonly used surfaces.
11. This Plan will have a supervisory staff to oversee and/or enforce each facet of the Plan, both indoors and outdoors. No employee will be asked to perform these functions if they consider this to be hazardous work. The Chapel will not take adverse action against any employee who refuses to work under these circumstances.
12. Employees who choose to remove themselves from a worksite due to high risk exposure will have access to all applicable benefits: accrued sick leave, vacation, and time off without pay.

Westminster Chapel

COVID-19

Exposure Control, Mitigation and Recovery Plan

Introduction

This Plan has been developed and approved by the leadership of Westminster Chapel in response to the requirements of The Office of the Governor of Washington, the King County Department of Health, and all authorities overseeing recovery from the Corona Virus pandemic.

Personal Protective Equipment Utilization (PPE)

Personal Protective Equipment will be available at the Chapel for anyone needing it. This includes face masks which will be worn by all individuals not alone in the facility. A full facial counter-top shield will also be available when any activity being performed requires it.

On Location Physical Distancing

The Chapel will follow the six feet of separation guideline whenever feasible. Preventive measures such as the use of barriers, minimization of individuals in narrow or enclosed areas, staggered breaks and/or limited numbers attending staff meetings may be used. For congregational events and/or services, seating will be available for families to sit together, however, individuals will be asked to engage in six-foot spacing between parties.

Hygiene

The Chapel will have hand sanitizing supplies at every public entrance. These will include single use disposable gloves. Additionally, each public restroom will have hand sanitizing supplies available. Signs will be prepared and circulated throughout the facility reminding guests and staff of all sanitizing activities, including hand washing, wearing of masks, wiping down counter tops, etc.

Sanitizing

The Chapel will continue to follow and meet all facility safety and health requirements as provided in Washington State Department of Labor and Industries Healthy Workplace and Employer Resources and Recommendations. A copy of the above is available in the

Human Resources Office. In addition, the maintenance/facility engineering staff have been trained in disinfecting and decontaminating procedures. A thorough deep cleaning will take place after every gathering and in every restroom used during that gathering.

Symptom Monitoring

The Chapel has purchased three infrared digital thermometers which will be available at every entrance for taking personal temperatures as staff, clients, and worshippers enter the building. Anyone with a fever of 100.4 and over will be asked to not attend the event. Single-use gloves will be available at every entrance and face masks will be offered to each attendee who doesn't bring their own.

Incident Reporting

The Chapel has Policies and Procedures which have been made available to every employee. The staff has been trained on incident reporting. The Incident Report log is maintained in the Human Resources Department, which is responsible for its completion and thoroughness. Complaints, concerns, congregants with high fevers, and employee situations will all require a report to be filed within two business days of an incident.

Location Disinfection Procedures

All high-touch surfaces, including work-stations, mirrors, chairs, headrests, armrests, doorknobs, handrails, restrooms and breakrooms will be cleaned after each public event with appropriate disinfectants. The scheduling of these events will include consideration of time in between events to re-clean these surfaces.

COVID-19 Safety Training

Each member of the Chapel staff will receive a copy of this Plan as one avenue for COVID training. Additionally, copies will be available to members/guests upon request, for congregant training. Individual and corporate roles and responsibilities surrounding COVID safety will be emphasized through posters and signs.

Post-Exposure Incident Reporting

The Chapel has a Policies and Procedures Manual which has been made available to every employee. In that manual is a section covering 'incident reporting' which the staff has been trained on. The Incident Report log is maintained in the Human Resources Department, which is responsible for its completion and thoroughness. Complaints,

concerns, congregants with high fevers, employee situations will all require a report to be filed within two business days of an incident.

If exposure to the virus is confirmed by members of the congregation and/or the staff, those persons affected by the exposure shall be asked to self-quarantine for 14 days after exposure.

Availability of This Plan

A copy of this Plan is available in the Human Resources Office at the Chapel. Staff, members, and state and local authorities will have access to review this Plan during normal business hours.

COVID-19 Safety Information and Requirements

Public notices of CDC, DOH and OSHA concerning COVID shall be visibly posted at the Chapel.

Front Door Accessibility

Until further notice, access to the Chapel will be through the main entrance, adjacent to the Plaza. This will ensure safety measures are being taken, including issuing masks, taking temperatures, identifying sanitation stations and supplies, six feet distancing reminders, restroom access directions, and a map of the facility available for review. Other entrances will temporarily be closed and locked. In case of an emergency, any exit can be accessed.

Face Mask Requirements

All employees, members, and visitors in attendance shall wear face coverings before, during, and after services, classes and events.

Physical Contact

One of the Chapel's sacraments is Communion. The process for serving Communion will include a provision that there will be no direct physical contact between servers and members or visitors. Additionally, no communal container or plate will be used.

Choir

Choir singing is suspended until further notice. This includes practice and performance. Congregational singing is permissible, but only when all members and visitors are wearing their face masks.

Restrooms

Bathrooms on the main floor will be accessible during all services. Occupancy will be limited to two persons at a time. Stalls and sinks will be taped off for appropriate distancing. Should waiting lines occur, a six-foot space between individuals will be necessary.

Soap and Water

Soap and water are available in every restroom. Hand sanitizers with greater than 60% Ethanol or 70% Isopropanol may be made available but are not to be used in place of soap and water.

Disinfectants

All high-touch surfaces, including workstations, mirrors, chairs, headrests, armrests, doorknobs, handrails, restrooms and breakrooms will be cleaned after each public event with appropriate disinfectants. The scheduling of these events will include consideration of time in between events to clean these surfaces. Cleaning supplies at sanitation stations will be replenished as necessary.

Workspace distancing

Six feet of space between workstations has been implemented. The six-foot requirement is also met by physical barriers between workstations.

Congregational Seating

Clear markings will be placed on the floors and seats indicating a six-foot radius to help guide members and visitors in all meetings. Ushers will also be available to clarify any questions regarding this seating distribution.

Trash

Trash containers and/or waste baskets will be available throughout the facility.

Individual Employee and Member Responsibility

Weekly reminders will be sent to all members and staff regarding self-regulating in this time of contagion. Whenever possible, all attendees should take their temperatures before attending the Chapel. Those with a temp of 100.4 or higher should NOT go to the Chapel. Temperatures will be taken at the Chapel, near the front doors, and those with a temp higher than 100.4 will be asked to leave and quarantine themselves.

Questions and/or Clarification

Any questions concerning the contents of this plan or interpretation of the same should be directed to the Minister of Operations of the Chapel during regular office hours at (425) 747-1461 ext. 143, or sondrab@westminster.org.

Re-entry information and updates may also be accessed on the Chapel's website, www.westminster.org.