



OPEN DOOR CONGREGATIONAL CHURCH

COVID-19 Exposure Control, Mitigation, and Recovery Plan
June 1, 2020

1. In accordance with the Washington State Governor's "Phase 1 and 2 Religious and Faith-based Organization COVID-19 Requirements" published May 27, 2020, this plan establishes the required policies for the Open Door Congregational Church to hold in person services at the church location of 205 N Main St., Deer Park, WA 99006.
2. This plan includes the following required policies:
 - Personal Protective Equipment (PPE) Utilization (Annex A)
 - On-location Physical Distancing (Annex B)
 - Hygiene / Sanitation / Disinfectant Procedures (Annex C)
 - Symptom Monitoring (Annex D)
 - Incident Reporting / Exposure Response / Recovery Plan (Annex E)
 - COVID-19 Safety Training (Annex F)
3. Implementation and enforcement of this plan (including the related policies) is the responsibility of the Open Door Congregational Church Council and may be delegated by the Council to specific individuals and/or committees at the discretion of the Council.
4. A COVID-19 Supervisor is required to be delegated for every location. Pastor James Lyonais is designated as the COVID-19 Supervisor and point of contact for all activities at the Open Door Congregational Church.
5. A copy of these policies will be posted near the front entrance of the church building and will be available for inspection by local and state health agencies, as required by the Governor.
6. Questions regarding this plan should be directed to the church office at (509) 276-5107.

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Annex A - PPE Utilization

1. Personal Protective Equipment (PPE) generally refers to that equipment or clothing worn to protect an individual from being exposed to an unwanted substance (in this case, the COVID-19 virus) or to prevent an individual from exposing others to a bacteria or virus they are carrying.
2. As required by the Washington State Governor's plan, all personnel attending in-person services at the Open Door Congregational Church will wear a face covering at all times to help limit exposure to the COVID-19 virus. This includes those volunteers working in all areas to facilitate the church service. The exception to the mask requirement will be for those individuals conducting the service and who are in view of the live stream camera.
3. The Open Door Congregational Church will make efforts to have masks available for those people entering the building who do not have masks; however, if there are no masks available and an individual does not have a mask of their own, individuals will be encouraged to listen to the FM broadcast in the vehicle or to watch the live stream apart from the group.
4. The wearing of gloves (other than by cleaning crews) will be discouraged, as glove use facilitates the spread of germs and contaminants (including the COVID-19 virus) from one location to another.

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Annex C - Hygiene / Sanitation / Disinfectant Procedures

1. All high-touch surfaces must be cleaned and disinfected after each use. This includes mirrors, chairs, doorknobs, handrails, and restrooms in the church. We are required to use soapy water to clean, followed by the appropriate disinfectants. In order to limit touching of door handles, the only open entrance will be the main entrance - which will be propped open.
2. Containers of spray disinfectant will be in each restroom and individuals will be asked to spray down the toilet, sink, paper towel dispenser, and doorknobs after each use. The designated cleaning crew will attempt to wipe down the hand-rails, doorknobs, and high-touch surfaces with soapy water after each use and will follow that with disinfectant spray.
3. When individuals enter the building, a greeter will direct the individual to hand sanitizer for the person to use. Inside the building, hand sanitizer will be located in the restrooms, near the main entrance, and in the rear of the sanctuary. Individuals will be encouraged to utilize hand washing followed by hand sanitizer after restroom use and/or after touching items handled by other people.
4. Pews will be wiped down with soapy water or disinfectant wipes between services and then spray disinfectant will be applied to everything. Disinfectant will be allowed to dry and will not be wiped off.
5. Hymnals and pew Bibles will be stored in the library prior to worship services commencing in order to limit potential exposure of COVID-19 via surfaces.

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Annex D - Symptom Monitoring

1. All employees, volunteers, and guests are required to self-screen for COVID-19 symptoms prior to arrival at the Open Door Congregational Church. This will include the taking of temperatures and the checking of symptoms. Any individual with a temperature over 100.4 F is required to remain at home. They are also advised to self-quarantine until such time as they can see their primary doctor.
2. As of June 1, 2020, churches are not required to question individuals entering the church about symptoms. However, as a precaution, the Open Door Congregational Church will take a no-contact temperature reading of each individual as they enter the building. Anyone registering over 100 F will be asked to return home and participate via the livestream or via FM radio in their vehicle.
3. Individuals who have been exposed to COVID-19, who have any symptoms of COVID-19 (or the flu), who are not feeling well, or who are concerned about exposing others or being exposed to the COVID-19 virus are asked to remain at home and not attend services until they are either cleared by medical professionals or have gone 14 days with symptoms.
4. Anyone who enters the church will be asked to inform the office if they later experience symptoms or are diagnosed as positive with the COVID-19 virus.

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Annex E - Incident Reporting / Exposure Response / Recovery Plan

1. Churches are being asked to voluntarily keep a log of the people who attend services. The Open Door Congregational Church will not keep a written log of those who attend services. It is recommended that individuals keep track of the dates they attended services in person.
2. All employees, volunteers, and attendees (guests) will be asked to inform the church office if they develop symptoms and / or are diagnosed with COVID-19. Upon a confirmed diagnosis of an individual who attended a worship service, the office will notify all regular attendees of the situation and any dates of possible exposure. Those who were present on specific dates will be advised to self-quarantine and contact their primary care professional.
3. In the event that an employee or regular volunteer (praise team, greeters, etc) is diagnosed as positive with the COVID-19 virus, the church office will notify all members/attendees of the situation in order to check potential exposure.
4. If an incident occurs within the Open Door Congregational Church, employees will cooperate with the regional health authorities in efforts to limit the spread of COVID-19 to our more vulnerable members. All volunteers and attendees will be asked to cooperate with regional health authorities in order to protect one another.
5. Additional cleaning and disinfecting of all common areas within the church will take place in the event of exposure to the COVID-19 virus by anyone within our church community.

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Annex F - COVID-19 Safety Training

1. All employees are required to receive COVID-19 safety training, which will be conducted by the Pastor. Training will consist of the following:

- Washington State Requirements
- CDC Guidelines
- Open Door Congregational Church Policies
- Individual Employee Responsibilities, Rights, and Protections

2. Employees will sign a statement confirming that they have received the training. Statements will be kept on file until such time as the individual is no longer employed by the Open Door Congregational Church.