



COVID-19 Safety Plan - updated August 11, 2020

The following documents the Grace Church safety plan to address COVID-19. We will follow guidelines published by Washoe County, guidelines from the State of Nevada and guidelines from the CDC.

We will continue to offer online services in addition to in person gatherings.

General Guidelines

- We continue to monitor and understand the risks and potential hazards related to COVID-19. We will take actions based on what we learn.
- We provide information and training to employees
- We monitor guidelines and information from Government authorities and work to comply with issues guidelines
- We monitor the health conditions of employees and other stakeholders

Procedures specific to Churches (Washoe County Guidelines)

Congressional Space and Service Guidelines

- Service times are staggered to ensure social distancing. Service times are currently 9am and 11am on Sundays.
- Attendees wear masks during service and are encouraged to refrain from physical contact
- We will establish and enforce maximum occupancy limits during services by seating people in groups of 25 in segregated areas with the people in those groups being 6 feet apart (families/households can sit together)
- Attendees will refrain from physical contact and no shared food or drink, including communion, is allowed

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- We have signage to encourage attendees and staff to wash hands throughout the day
- Following service we provide spacing with a minimum of 6' distance between individuals congregating and departing
- Following service we sanitize all high touch areas including light switches, door handles, sinks, sink handles and countertops with a sanitizer that is EPA approved for COVID-19 and in accordance with application requirements as per label
- We have removed all self-serve items; distribution of communion is from individual/disposable containers

Guidelines

- People are requested to stay home if they are sick/have symptoms of COVID-19
- We have signage at entry to building prohibiting entry for ill individuals and specifying the symptoms of COVID-19 as established by the CDC
- We will screen all individuals for symptoms of COVID-19 every day prior to entering
- We encourage vulnerable populations to stay at home and participate in online services
- We encourage 6 ft. social distance before, during, in between services until COVID-19 social distancing requirements are lifted by the Governor
- Ill attendees or staff will not be allowed in the building
- We provide PPE for staff and cleaning staff to include face masks and gloves, as needed



The following guidelines or practices have been adopted from the Center for Disease Control and Prevention (CDC) document titled Considerations for Communities of Faith [1]

Healthy Hygiene Practices

- We encourage staff and congregants to maintain good hand hygiene, washing hands with soap and water for at least 20 seconds.
- We have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for those who can safely use hand sanitizer), tissues, and no-touch trash cans.
- We encourage staff and congregants to cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed.
- Whenever soap and water are not readily available, hand sanitizer with at least 60% alcohol can be used.
- We have posted appropriate signage related to healthy hygiene

Masks

- We encourage use of masks among staff and congregants. Employees who interact with the public should wear face coverings, to the maximum extent possible. Masks are most essential when social distancing is difficult. Note: Masks should not be placed on children younger than 2 years old, anyone who has trouble breathing or is unconscious, and anyone who is incapacitated or otherwise unable to remove the mask without assistance. Masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

Cleaning, Disinfection, and Ventilation

- Clean and disinfect frequently touched surfaces at least daily and shared objects in between uses.
- We utilize a schedule of increased, routine cleaning and disinfection.
- We avoid use of items that are not easily cleaned, sanitized, or disinfected.

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- We ensure safe and correct application of disinfectants and keep them away from children.
- Cleaning products are not to be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- We 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.
- We schedule services far enough apart to allow time for cleaning and disinfecting high-touch surfaces between services. Water fountains are not in service during this time.

Social Distancing

- We have taken steps to limit the size of gatherings in accordance with the guidance and directives of state and local authorities and subject to the protections of the First Amendment and any other applicable federal law.
- We promote social distancing at services and other gatherings, ensuring that clergy, staff, choir, volunteers and attendees at the services follow social distancing, as circumstances and faith traditions allow, to lessen their risk.
- We hold services and gatherings in a large, well-ventilated area or outdoors, as circumstances allow.
- We consider appropriate mitigation measures, including taking steps to limit the size of gatherings maintaining social distancing, at other gatherings such as funerals, religious education classes, youth events, support groups and any other programming.
- Where appropriate, we provide physical guides, such as tape on floors or walkways and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways).



Steps to minimize community sharing of worship materials and other items

- We will temporarily limit the sharing of frequently touched objects.
- We have modified our method used to receive financial contributions. We will use a stationary collection box, along with electronic methods of giving instead of shared collection trays or baskets.
- We will consider whether physical contact (e.g., shaking hands, hugging, or kissing) can be limited among members of the faith community.
- If food is offered at any event, we will consider pre-packaged options, and avoid buffet or family-style meals if possible.

Nursery/Childcare/Kids Programming

- During our initial reopening we will not be providing nursery, childcare or kids programming services.

Staffing and Training

- We will train all staff in the above safety actions contained in this plan.

Signs and Symptoms

We encourage staff or congregants who are sick or who have had close contact with a person with COVID-19 to stay home. We encourage familiarity with the CDC's criteria for staying home for staff and congregants so that they know how to care for themselves and others.

Plan for when a staff member or congregant becomes sick while on church property

- Identify an area to separate anyone who exhibits symptoms of COVID-19 during hours of operation, and ensure that children are not left without adult supervision.

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- Based on the specific situation determine how to safely transport anyone who becomes sick at the church property to their home or a healthcare facility.
- Follow Washoe County guidelines related to notification 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 and in accordance with religious practices.
- Advise 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 after cleaning and disinfection. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise staff and congregants with symptoms of COVID-19 or who have tested positive for COVID-19 not to return to the facility until they have met CDC's criteria to discontinue home isolation.

Maintain healthy operations

- We have existing sick leave and related flexible policies and practices for staff (e.g., allow work from home, if feasible), and provide requested reasonable accommodation absent undue hardship to individuals with disabilities under the ADA or other applicable laws and in accordance with religious practices.
- We monitor absenteeism and have backup for most roles.
- Any issues or concerns related to COVID-19 should be brought to the attention of a Grace Church Executive Team Member [Dan Frank | Karen Durst | Miguel De La Mora | Russ Ruiz] or Safety Leader [Scott Durst] for next steps or action.
- As volunteers often perform important duties (e.g., greeters, ushers, childcare), we will also provide information for them. We realize that volunteer and staffing may need to increase to implement cleaning and safety protocols.

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- We communicate clearly with staff and congregants about actions being taken to protect their health.

Signs and Messages

- We post signs in highly visible locations (e.g., entrances, restrooms, gathering halls/community rooms/gyms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a mask).
- Include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and congregants (such as in emails and on community websites and social media accounts).
- We check state and health department notices daily about transmission in the community and adjust operations as appropriate.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, we would dismiss attendees, then properly clean and disinfect the area and the building where the individual was present before resuming activities.

[1] - if there is a conflict between the CDC guidelines and the Washoe County guidelines we will follow the Washoe County guidelines