

Written COVID-19 Plan
Bethany Community Church

Bethany Northeast
Indoor In-Person
Sunday Worship

Written Plan

COVID-19 Safety Plan for Bethany Community Church Northeast indoor in-person Sunday worship

Consult <https://coronavirus.wa.gov/> as well as <https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html> for the latest requirements and ask questions if you aren't sure. Compliance is how we honor the work to control the spread of COVID-19.

Important

This Safety Plan is for Bethany Community Church Northeast indoor in-person Sunday worship (beginning with one service September 12th, 2021 at 9:30 am and then expanding to two services on Sunday September 26th, 2021 at 9 am and 10:30 am.

This plan is intended to be comprehensive enough to cover the safety aspects of conducting these in-person services 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 intended to guide us in regathering safely and lawfully.

Essential Personnel†

The following are deemed essential to conducting Bethany Community Church Northeast indoor in-person Sunday worship. **BOLD is required.**

- **Pastors and Directors (minimum 1 pastor and 1 director per Sunday)**
- Worship Team
- Tech Team
- **Plan Compliance/Monitor onsite (can be member of staff)**
- Greeting Team
- Set-up and Tear Down Team
- Children Youth & Family Ministry Team(s)
- Sanitation/Cleaning Team before/between/after services
- Other essential volunteers and staff for the qualified task

† **Note:** All essential personnel in the high-risk population are in attendance voluntarily and understand the inherent risks.

Facility Care & Preparation

- ❑ Determine areas of the facility to be used for Bethany Community Church Northeast indoor in-person Sunday worship.
 - ❑ Fellowship Hall (for Sunday worship September 12th & 19th, 2021, at 9:30 am - rehearsal and set-up beginning at 7am.)
 - ❑ Ongoing Fellowship Hall use (beginning September 26th, at 9am & 10:30am - rehearsal and set-up beginning at 7am.)
 - ❑ Youth Room (Old Fellowship Hall for "Kid's Church" September 12th & 19th, 2021, at 9:30 am. Set up beginning at 8:00am.)
 - ❑ Ongoing Youth Room use for 2nd service Kid's Church (beginning September 26th, at 9am & 10:30am - set-up beginning at 8am.)
 - ❑ Ongoing CE Building Use, various classrooms for Nursery-12th Grade (beginning September 26th, at 9am & 10:30am - set-up beginning at 8am.)
 - ❑ Access to upstairs and downstairs Men's & Women's bathrooms during Sunday services.
 - ❑ No current Kitchen use requested (all Sunday hospitality is postponed until further notice.) (rev. 7/26/21)
- ❑ Restrict access to non-used sections of the facility.
 - ❑ Unused classrooms remain locked.
 - ❑ Hallway leading to LCPC sanctuary roped off.
 - ❑ Kitchen remains closed.
- ❑ Restrict entry to facility from non-essential doorways
 - ❑ Only east facing double doors will be open to BCCNE congregation. All other outside doors will remain locked.
- ❑ Clean and sanitize surfaces before and after gatherings (including between services) per current cleaning guidelines from local and state health officials and the CDC. Including:
 - ❑ Bathrooms
 - ❑ Door handles
 - ❑ Chairs
 - ❑ Countertops/Tabletops
 - ❑ Children's Ministry Check-In stations (touch screens and printers)
 - ❑ CE Building classroom surfaces
- ❑ PPE available to attendees (e.g. masks and hand sanitizer)
 - ❑ Encourage use of masks among staff and congregants since 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.
- ❑ Have touchless thermometers available for screening (as per CDC and state health guidelines if necessary)
- ❑ Cleaning supplies available should they be needed.
- ❑ Maximize windows open and HVAC system for healthy air exchange.
- ❑ COVID-19 posters and safety information posted in the entry areas and in bathrooms/hallways.
- ❑ Seating set up as per CDC and state health guidelines.
 - ❑ Ensure enough seating to allow for adequate social distancing and/or congregants to sit in family groups with at least 6 feet of distance.

Staff Training

- ❑ Staff will be provided a copy of the "COVID-19 Safety Training Sheet"
- ❑ Consistent verbal reminders of how COVID-19 is transmitted and how its spread is prevented.
- ❑ Staff are encouraged to use face masks when not on stage.
- ❑ Protections for staff at [higher risk for severe illness](#) from COVID-19 have been created. We will offer options for staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., remote participation in services).

Congregant Communication

- ❑ BCCNE's "COVID-19 safety plan" will be available and visible during services.
- ❑ Congregants are not currently required but are encouraged to use face masks to prevent the spread of COVID. Non-vaccinated congregants are requested to wear face masks.
- ❑ Ensure you have accessible sinks and enough supplies for people to clean their hands and cover their coughs and sneezes. Supplies include soap, water, a way to dry hands (e.g., paper towels, hand dryer), tissues, hand sanitizer with at least 60 percent alcohol (for those who can safely use hand sanitizer), and no-touch/foot pedal trash cans (preferably covered).
- ❑ Encourage 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.

- ❑ Hand sanitizer with at least 60% alcohol will be made available.
- ❑ Consistent verbal reminders of how COVID-19 is transmitted and how its spread is prevented and signs on how to stop the spread of COVID-19 will be posted.
- ❑ Protections for congregants at [higher risk for severe illness](#) from COVID-19 have been created. We will offer options for staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., remote participation in services).

Incident Reporting

- ❑ Staff cases should be reported to Bethany Northeast Lead Pastor (Jack Brace) and BCC Executive Director (Bill Brammer).
- ❑ Volunteer or congregant exposures should be reported to BCCNE Staff.
- ❑ 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 (1) an employee/member (with probable or confirmed COVID-19 illness) was and (2) surfaces were touched until the areas and equipment are cleaned and disinfected.
- ❑ Follow the cleaning guidelines set by the CDC to deep clean and disinfect.

Prior to Event

- Restrict access to non-used sections of the facility and ensure non-used entryways are secure/locked.
- Set number for attendance per state and county guidelines.
 - Currently no restrictions (rev. 7/26/21)
- Use reservations as appropriate.
- Confirmation of understanding of the COVID-19 risk of attending an event with other people. (Checkbox in reservation process)
- Agreement from staff and volunteers to comply with guidelines, such as face coverings & social distancing
- COVID-19 self-screen for attendees' health per posters on-site.
- Facility adjusted for social distancing based on RSVP.
- A Plan Compliance Monitor onsite (as required by the State) 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 participant's status.

†High-Risk Populations as Defined by King County Health

Should stay at home aside from essential business and errands

- People older than 60
- Those with underlying health conditions:
 - Heart disease
 - Lung disease/Asthma
 - Diabetes
 - Suppressed immune systems
 - Pregnant women

Pre-Event

- Staff (& essential crew) will enter through east facing double doors.
 - As required for entry at least one staff member will enter through west facing office doors to unlock building and ensure space is unoccupied by other tenants.
- Confirm self-screening or screen for COVID-19 among Staff (& essential crew).
- Practice social distancing and facemask compliance or use of installed barriers.
- Internal Doors and windows will remain open for air circulation.
 - South facing external doors of Fellowship Hall will be opened during worship to aid in air circulation.

Attendee Entry (include one of these sections for each area being used at the facility)

- Attendees will enter through east facing double doors only.
- Signage posted at doorways indicating the requirement of self-screening & facial coverings at entry.
- Prior to entry, attendees are invited to put on face coverings. Non-vaccinated attendees are requested to wear face covering during event.
- Confirm self-screening or screen for COVID-19.
- The lobby floor will be marked with directional arrows for entry and exit of Fellowship Hall to aid with traffic flow.
- Registration for CYFM will be moved out of the lobby (to aid in traffic flow).

Lobby or Other Gathering Areas

- Attendees should remain in their seating area for the event.
- No hanging out in common areas.
- No wandering around or touring the facility.
- Families are asked to remain together before, during, and after the event.

Restroom Usage

- Individuals should access the closest restroom.
- Individuals will practice social distancing in restrooms.
- Individuals will practice social distancing in line outside of the restrooms.

Exiting Event

- Social distancing should be practiced on exit.
- Lobby departure will take place through the east facing doorways.

Parking Lot/Church Grounds

- Social distancing should be practiced in the parking lot and all other church properties.
- Congregants are asked to leave promptly to make space for the next event.

Between Events

- Close entry to all except the facility's personnel.
- Use a checklist to ensure all locations used are sanitized.
- Clean and sanitize the facility that was used.
 - Lobby
 - Bathrooms
 - High-touch surfaces including: door handles, tables, countertops
 - Chairs
 - Children's Ministry Check-In stations (touch screens and printers)
 - CE Building classroom surfaces, door handles.

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 covering – 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 and Prevention's guidance.
- Clean your Personal Protective Equipment (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.

COVID-19 Prevention

- COVID-19 spreads via droplets. Face coverings help reduce the transmission of droplets. So especially, cover your mouth when you 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-19 like symptoms
- If you have been around someone with COVID-19 or have reason to believe you may have the virus go or stay home.