

## St. Andrew's Presbyterian Church COVID-19 Reopening Policy

In order to promote public health and protect the vulnerable, St. Andrew's seeks to minimize the risk of the transmission of the SARS-CoV-2 virus among St. Andrew's employees, congregants, renters, and visitors, the Session adopted the following policy. This policy is consistent with those established by the State of Oregon and by Multnomah County. Should the government policies become more restrictive than ours, then the government policy will supersede ours. Each group requesting use of our building and grounds must submit our COVID-19 Gathering Plan Form for complying with this policy. Renters and other external groups must also submit our standard Building Use Agreement. Your plan must be approved by our COVID-19 Task Force and the church administrator before permission will be granted.

### Vermont Hills School

- This policy does not apply to Vermont Hills school staff, students, parents, or visitors. Vermont Hills is operating under policies that follow state and county guidelines and have been reviewed by the Session.
- Individuals not associated with Vermont Hills school should not enter rooms used by the school without explicit prior approval by Vermont Hills staff during school hours or church staff when the school is not open.

### Entrance to the building

- Anyone who is sick or who has had close contact with someone diagnosed with COVID-19 in the last 14 days should not enter the building. Anyone with symptoms of COVID-19 (including, but not limited to, fever, cough, shortness of breath, nausea, or loss of smell or taste) should stay home.
- The building occupancy is limited to no more than 6 people at any one time in any one space for most gatherings. Religious services may have up to 25 people in the sanctuary and up to 15 people in the chapel. Active sports in Friendship Hall may have up to 20 people ages 13 and above in the room, including players, coaches, and staff. Outdoor gatherings may have up to 50 people. Entrance must be scheduled with the office manager, Cynthia, to prevent having too many people present.
- Primary access will be via the door on the north side of the building near the main office. Participants for approved gatherings in the narthex or sanctuary should use the designated outside door to the narthex, and participants going to Friendship Hall should use the adjacent hall door.
- Hand sanitizer will be located at the entrance, and all who enter are asked to sanitize their hands upon entry. A sign-in sheet will be located by the door to log when each person enters and leaves the building. There will be separate containers for clean and used pens.
- Participants for approved gatherings in the chapel may enter via the designated outside door to the chapel if a sign-in sheet and hand sanitizer are taken to that location.

### Hygiene

- Face coverings (e.g., cloth or surgical masks; not plastic face shields) are required in indoor spaces for everyone 5 years or older when others are present and also outdoors when you can't keep 6 feet from others. They are not required when working alone in an office. Individuals should bring their own face coverings. A limited number will be available if needed.
- Handwashing is encouraged.
- A minimum distance of 6 feet should be maintained between individuals. Additional space is recommended for longer gatherings and is required if a possible exception is granted for singing outdoors.

- All hard surfaces touched (doorknobs, handrails, light switches, keyboards, computer mice, microphones, the tops of metal chairs or pews, power switches, soundboard controls, shared equipment, etc.) must be sanitized before leaving the building.
- No sharing of food or drink. No use of the kitchen to prepare food, except for personal use by church staff. Only food and drink brought by an individual may be consumed by that individual.
- Activities that increase transmission of aerosols and droplets from one's mouth to another person, such as group singing, loud talking, or playing wind instruments are prohibited.
- Sharing of papers, pamphlets, hymnals, etc. is prohibited except by members of the same household.
- Countertops, tables, brochure racks, etc. should be covered or cleared of nonessential items.
- Participants may only use restrooms designated on their approved Gathering Plan Form.

### **Religious services**

- St. Andrew's Sunday worship services will continue to be held remotely at this time. Safety of the congregation is our top priority. At this time, we do not feel that we can safely hold an inclusive worship service for members of our congregation inside our building. Having a worship service in the parking lot may be considered.
- Religious services with attendance restricted as noted above will be allowed in the chapel and sanctuary.

### **Meetings and other gatherings**

- Meetings, Bible studies, book groups, etc. should continue to be held online or by phone when feasible.
- Groups must submit a plan to our COVID-19 task force for how they will meet this policy before they will be given permission to gather in the building. The plan must be approved by the COVID-19 Task Force prior to meeting and is subject to necessary revision should our policies change.
- Seating should be spaced per social distancing guidelines, and tables with more than one person are prohibited. The chapel and Friendship Hall are the recommended meeting spaces for small groups to allow adequate social distancing.
- The room must be cleaned and sanitized by the attendees before and at the end of the gathering.

### **Main office**

- The office will remain locked, even when staffed.
- No one is allowed into the main office unless authorized by a church staff member.
- No one is allowed on the other side of the counter in the office unless authorized by a church staff member.
- When more than one person is in the office, face coverings must be worn and social distancing maintained.
- Staff and volunteers are encouraged to continue working from home as much as is feasible.
- Use of office desks, phones, computers, copy machine, and other shared equipment is prohibited unless authorized by a church staff member. After such use, anything touched must be sanitized.

### **Active sports for ages 13 and up**

- Some active sports may be allowed in Friendship Hall. Full contact sports are definitely not allowed.
- The PIL OSAA Safety Plan must be followed to the extent that it is applicable to the church. References to PIL staff and coaches will refer to the group's coach(es) and staff. The February 10, 2021, plan is at <https://cdn1.sportngin.com/attachments/document/c9d5->

- On weekdays, entrance to the building will not be allowed until at least one hour after it is vacated by the staff and students of Vermont Hills preschool.
- Only participants are allowed in the building. Spectators and other visitors are not allowed.
- A log of answers to health screening questions must be completed. The group must provide its own thermometer for the required temperature checks.
- All doors to Friendship Hall must remain open for increased ventilation during the activity.
- The doors to the restrooms by Friendship Hall must remain open to avoid touching the handles. Only one person may enter a restroom at a time.
- If multiple groups of students or teams will be playing in one day, at least 30 minutes must be allowed between activities for room ventilation and sanitation. The first cohort of players and coaches must leave the premises before the second cohort arrives.
- The only exception for the 6-foot distance rule is for players in a game. The 6-foot distance must be maintained between coaches and players on the sideline.
- The court floor needs to be cleaned after each cohort of players. The church will provide supplies and instructions. The group is responsible for washing and returning the towels used for floor cleaning in a timely manner.
- Water breaks should be taken outside.

#### **Follow-up**

- We will save the sign-in sheets for use in contact tracing by local health authorities.
- This policy is subject to change at any time by the Session.

## St. Andrew's Presbyterian Church COVID-19 Gathering Plan

Each group requesting entrance to our building must submit their plan for complying with our Reopening Policy to the church administrator. Renters and other external groups must also submit our standard Building Use Agreement. Your plan must be approved by our COVID-19 Task Force and the church administrator before permission will be granted.

Name of Group \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Date(s) requested \_\_\_\_\_ Time of day \_\_\_\_\_ to \_\_\_\_\_ *Include setup & clean up times*

Expected number of participants \_\_\_\_\_ *Must be no more than 6, preferably from no more than 2 households, for most gatherings. Religious services may have up to 25 in the sanctuary and 15 in the chapel. Active sports in Friendship Hall may have up to 20 people ages 13 and above in the room. Gatherings outside may have up to 50 participants.*

Room Preferences: \_\_\_\_\_

Who will ensure cleaning prior to the group gathering? Name \_\_\_\_\_ Phone \_\_\_\_\_  
*Cleaning supplies will be provided by the church.*

Who will ensure cleaning at the end of the gathering? Name \_\_\_\_\_ Phone \_\_\_\_\_

Who will ensure all participants sign in and out and confirm that they report no COVID-19 symptoms? Name \_\_\_\_\_ Phone \_\_\_\_\_

### Please check each box to acknowledge that the following requirements will be met.

- All participants will sign in and out.  
*At the end of the gathering, this information will be placed in an envelope and kept in case it is requested by health authorities.*
- Each participant over 5 years old must wear a face covering (e.g, cloth or surgical mask; not just a plastic face shield).  
*Each person should bring their own. A limited number will be available at the church.  
Masks are required outdoors when you can't keep 6 feet from others.*
- No food or drink will be shared, and no use of the kitchen to prepare food or drink.  
*Only food and drink brought by an individual may be consumed by that individual.*
- No singing, loud talking, playing of wind instruments.  
*Singing might be allowed at a religious service for a soloist at the pulpit in the sanctuary or at an outdoor gathering with additional spacing between masked households.*
- No sharing of papers, books, etc.
- Only specified rooms, entrances, and restrooms will be used. No additional chairs or tables will be brought in.
- All other St. Andrew's Presbyterian Church COVID-19 reopening procedures will be followed.
- For renters and other external users:* all requirements on the standard St. Andrew's Building Use Agreement are met
- For users of the sanctuary:* indicate which of the following that you intend use.
  - Pulpit microphone
  - Soundboard
  - Projector
  - Spotlight controls
  - None of these
- Active sports for ages 13 and up: All participants and the parents of youth participants will be informed of the PIL OSAA Safety Plan and St. Andrew's specific policies for active sports in Friendship Hall.

**In addition to the above requirements, what is your plan for maintaining at least 6-feet social distancing?  
Also include any additional comments.**

**Group leader approval This will be considered a signature**

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval by St. Andrew's COVID-19 Task Force:**

Space Assignments: Meeting room(s) \_\_\_\_\_ Entrance \_\_\_\_\_ Restroom \_\_\_\_\_

**Additional comments**

Name \_\_\_\_\_

Date \_\_\_\_\_ *Revised February 28, 2021*