St. Andrew’s Presbyterian Church COVID-19 Phase 1 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 Phase 1 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 10 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. 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 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 when others are present. They are not required when working alone in an office. An exception might be granted for a single person standing at the sanctuary pulpit with everyone else at least 15 feet away. 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 for a possible exception for singing in the sanctuary or outdoors.
• All hard surfaces touched (doorknobs, hand rails, 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, playing wind instruments, or active sports, are prohibited. An exception might be granted for a soloist singing at the pulpit during a religious service in the sanctuary or at a gathering outdoors with properly positioned face coverings and additional spacing between families.

• 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 our Phase 1 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.

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.

*Adopted by Session on June 9, 2020, revised September 30, 2020*