

COVID-19 Preparedness Plan for Grand Rapids Evangelical Free Church

Grand Rapids Evangelical Free Church (GREFC) is committed to providing a safe and healthy workplace for all our staff, volunteers, and attenders. To ensure we have a safe and healthy atmosphere, we have developed the following GREFC COVID-19 Preparedness Plan (Plan) in response to the COVID-19 pandemic. GREFC staff and volunteers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our ministry spaces and communities, and that requires full cooperation among our church leadership (Elder Board, Ministry Leaders & Staff) and volunteers. We strongly urge all attenders to read the plan as well. Only through this cooperative effort can we establish and maintain the safety and health of all persons at GREFC. This Plan will be updated regularly as guidelines from the State of Minnesota change.

GREFC leadership are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. GREFC volunteers have our full support in enforcing the provisions of this policy and we encourage our volunteers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our staff and volunteers are our most important assets. We are serious about safety and health and keeping our staff and volunteers able to fulfill their duties. Staff and volunteer involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our volunteers in this process by requesting feedback from them on the processes laid out in this plan. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick staff and volunteers and ensure sick staff and volunteers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery practices and protocols; and
7. communications, training and supervision practices and protocols.
8. what attenders can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.

Guidelines for Staff and Volunteers

1. Policies and procedures that assist in the identification of sick staff and volunteers and ensure sick staff and volunteers stay home

Staff and volunteers have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff and volunteers' health status prior to entering the building and for staff and volunteers to report when they are sick or experiencing symptoms.

GREFC Staff During Work Week

- Whenever possible staff will work from home.
- If working from home is not an option, onsite staff will complete a health assessment checklist and must answer affirmative for each question before they may work in the building. They must sign and date this checklist and turn it into the office where it will be kept in our files through the end of 2020. Each day that they work in the building thereafter, they must be able to answer affirmative to the checklist before coming into the building. See
- If staff are exhibiting symptoms while at home they will stay home and report to the church office their symptoms.
- If a staff member becomes sick while working in the building they will immediately isolate themselves from others (the Pine Room is a designated isolation area), report to another staff that they are having symptoms, go home and call their doctor. GREFC will protect the privacy of workers' health status and health information.
- Staff who have become sick must read through the "Return to Work" policy and adhere to it before returning to work.
- GREFC will try to accommodate work hours for staff with underlying medical conditions or who have household members with underlying health conditions.

GREFC Staff & Volunteers During Ministry Events

All staff and people who agree to volunteer at GREFC are required to attend training and read this COVID-19 Preparedness Plan and associated policies and procedures and sign an Agreement that states they will comply with all aspects of the plan that pertain to volunteers. Records of completed training and signed Agreements will be kept on file in the church office until the end of 2020.

- GREFC will keep a record of who is volunteering and in what service area each Sunday.
- If volunteers exhibit symptoms at home- are encouraged to stay home and monitor symptoms. If conditions worsen volunteers are encouraged to contact their clinic.
- If a volunteer becomes sick while working in the building they will immediately isolate themselves in the Pine Room from others, report to church staff that they are having symptoms and go home. We encourage volunteers to contact their doctor.
- Volunteers who have become sick must read through the "Return to work" policy and adhere to it before returning to volunteering.

2. Social distancing – maintaining six feet of physical distancing

Social distancing of six feet will be implemented and maintained between workers in the workplace through the following engineering and administrative protocols

GREFC Staff During Work Week

- Staff will work from home whenever feasible.
- The church office will not have open office hours during the summer months but will operate “by-appointment-only” with the congregation. The church building will be locked during the week.
- Staff meetings will take place in the youth room for those in the building, with staff seated 6+ ft apart. Those working from home will conference in using Zoom.
- Church staff will maintain 6 ft. social distancing when working together or interacting with the public, preferably in a large room.
- Whenever possible staff should strive to have only one person in a common use space (Restrooms, Kitchen, Reception Area) at a time.

GREFC Staff & Volunteers During Ministry Events

- GREFC will use the minimum number of volunteers necessary to complete ministry event.
- Staff and volunteers will maintain 6 ft. social distancing when working together or interacting with attendees.
- Staff and volunteers will not shake hands, hug or touch anyone in greeting.
- On Sundays, worship team members who are singing will remain 12+ ft. from the first row of chairs in the worship center.
- Small Group Leader volunteers will maintain 10 or fewer people physically present in their group (there is no limit to online attendees), all seated at least 6 ft. apart. Volunteers should encourage group members to not congregate but to leave the building immediately after the meeting is done.

3. Staff & Volunteer hygiene and source controls

Staff and volunteer hygiene and source controls are being implemented at our workplaces at all times.

- All staff and volunteers are encouraged to maintain good hygiene practices while they are in the church building including regular hand washing/sanitizing. GREFC will provide hand sanitizer throughout the building.
- GREFC will post “Cover Your Cough” and “Wash Your Hands” signs in the Foyer.
- GREFC strongly recommends all staff and volunteers wear masks when indoors.
- GREFC will prop open doors to the restrooms and will post signs asking people to use a paper towel to open and close stall doors. A garbage receptacle will be placed near the exit of the restroom.
- All water fountains will be covered and inaccessible.
- Facial tissues will be placed throughout the building.

4. Building and ventilation protocols

GREFC will maximize good ventilation practices in workspaces during the work week and throughout the building on Sundays.

During the work week, GREFC will maximize the amount of fresh air coming into the building by opening windows and doors in work spaces when weather permits. When our HVAC systems are operating, they also bring in 7.5% to 13.5% fresh air.

On Sundays when weather permits we will prop open doorways to allow outside air into the building. GREFC will also run all HVAC systems continuously over the weekend, immediately prior to people coming into the building, and in between services to maximize filtration of the air and fresh air coming in. Once people are in the building for worship services, GREFC will turn off all ventilation to eliminate blowing of air across people. When possible we will also run a portable HEPA filter in the worship center space to help filter any contaminants out of the air. After services we will again continuously run the HVAC system for 48 hours. During the work week, the HVAC systems will cycle on and off.

GREFC uses MERV 13 filters for the roof-top HVAC units which meet government requirements for dental office and nail salons.

5. Workplace and building cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the offices, common areas and ministry spaces and frequent sanitizing of high-touch areas. Staff and volunteers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users.

During the Work Week

- The GREFC custodian will wear a mask and gloves while cleaning and disinfecting.
- The GREFC custodian will thoroughly clean and disinfect all workspaces and common use spaces once each week before Sunday services. The custodian will initial and date a checklist of cleaning/disinfecting duties each week.
- Each day staff are working in the building they will sanitize their workspaces and all high-touch surfaces in the building using sanitizing wipes at the end of each work shift.
- Staff will use only the restrooms near the kitchen during the week.
- If a staff member becomes sick either at home or during the work day, their office space will be left untouched for at least 24 hours. After that time, the space will be thoroughly disinfected. If the staff member was in any common use areas during the day, those spaces will all be thoroughly disinfected immediately.

During Small-Group Ministry Events

- Any time a room is used for a small group event, the volunteer leader will clean/disinfect the room following a posted checklist and will sign and date the checklist before leaving.
- The volunteer leader will ensure all off-limit spaces are locked prior to leaving and will use a sanitizing wipe to clean light switches and handles as they exit the building.

During Sunday Services

- A cleaning team will disinfect the Worship Center, restrooms, and all other common use spaces immediately after all attenders have left the building, following a posted checklist. Each team member will sign and date the checklist once that members tasks are completed.
- Each cleaning team member will be trained prior to their duties and will sign that they have had training and understand their duties. A copy of this will be filed in the church office until the end of 2020.
- The worship team and sound/AV technicians are responsible for disinfecting their equipment according to a posted checklist that they will sign and date.
- GREFC will provide all cleaning and disinfecting supplies. These supplies will meet the EPA's criteria for use against SARS-CoV-2.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. Those cleaning should refer to the Material Safety Data Sheet (MSDS) for proper use of product, personal protective equipment, and cleanup in the event of a spill.

6. Drop-off, pick-up and delivery practices and protocols

Any parcels delivered to the church are placed in the church's front vestibule. The carrier has little to no interaction with church staff and, if required to interact, maintains a 6-foot or greater distancing with no signing of any documents or devices. Attenders may drop off donations in the front vestibule or pick up materials left there by staff. There is no in-person contact during these times.

7. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was given to all staff and volunteers to read and was verbally communicated to all staff and volunteers during their initial training. Names and dates of everyone who received training is kept on file in the church office and will be maintained until the end of 2020. This COVID-19 Preparedness Plan and accompanying appendices is also posted on the church's Community Room bulletin board and posted on the church's website at www.grefc.org.

Prior to opening the building to on-site services, GREFC will communicate all expectations pertaining to attendance of services to the congregation via emails, letters and phone calls and will also post all expectations on the church's website. Attenders will be informed as to how they can find a copy of this COVID-19 Preparedness Plan should they choose to read it.

GREFC staff, Elder Board, and ministry leader volunteers (GREFC Leadership) will monitor how effective the program has been implemented by direct observation and discussions with attenders. GREFC Leadership will

meet periodically throughout 2020 to work through this new program together and update the training and Plan as necessary. This COVID-19 Preparedness Plan has been certified by the GREFC Elder Board and was posted throughout the workplace. The Plan will be updated as necessary. The dates of certification of this plan, and any subsequent updates, are listed at the end of the plan.

Recommendations for Attenders

GREFC will communicate through letters, emails, phone calls and on our website the recommended guidelines for those attending any ministry event including worship services on Sunday mornings. We will also post various signs throughout our building that will guide and recommend various safe practices for attenders to read while in the building.

8. What attenders can do to minimize transmission of COVID-19

Those planning to physically attend GREFC services or ministry events at the church are highly encouraged to read all communications from the church prior to coming to the building.

- Attenders should practice good hygiene while they are in the building including washing/sanitizing hands and covering coughs.
- Attenders are encouraged to wear a mask to minimize the amount of aerosol droplets in the air.
- Attenders are encouraged to maintain 6 ft. social distancing and to avoid touching others. We ask that all attenders follow the guidance of staff and volunteers when asked to do something – they are asking to lower the risk of everyone in the building.
- We will immediately isolate anyone who starts showing symptoms of COVID-19 while they are in the building. We will help arrange for them to go home and recommend that they contact their doctor. We will notify all attendees that someone was in the building with a known COVID-19 infection.
- 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 will dismiss all attendees. We will properly clean and disinfect the area and the building where the individual was present before resuming activities. We will notify all attendees that someone was in the building with a known COVID-19 infection.

9. Additional protections and protocols for receiving and exchanging payment

GREFC encourages all attenders to use the online giving options, available at www.grefc.org, and the text-to-give option whenever possible to donate to the church. Attenders may also place donations into the offering box located in the church entry vestibule or the offering box inside the worship center. We encourage attenders to use checks over cash to reduce the number of people touching the currency. Finally, attenders can also contribute by mailing a check (no cash please) to the church office.

Those attenders in Bible studies who are paying for books can place their payments in an envelope that the group leader will have. The group leader will then turn this envelope into the church office once everyone's payment is received. Bible study attenders can also mail their book payment to the church office.

The church's Financial Secretary and the office administrative assistant are the only people who will touch payments made to the church. They will handle the payments as little as possible and will immediately wash/sanitize their hands upon completion.

10. Additional protections and protocols for managing occupancy

In addition to communicating our occupancy protocols in emails, letters, phone calls and on our website, GREFC will also post this Plan and a poster that outlines our occupancy protocols.

Our occupancy will not exceed the maximum number allowed to assemble as determined by the State of Minnesota or the maximum number as determined by social distancing protocols, whichever is fewer. A GREFC volunteer will physically count individuals as they enter the building and will turn away people once the maximum capacity is reached.

GREFC will close the East entrance, requiring everyone to enter the building through the main entry doors so that we can accurately count all people entering the building.

We ask that all attenders plan to arrive earlier than usual to allow extra time for staggered entry of people into the building. We encourage all attenders not to congregate at the entry doors or anywhere inside the building but should go directly to their seats in the worship center.

GREFC will encourage everyone to leave in a staggered fashion, with people at the back of the room leaving first and those at the front (stage side) will wait to leave until others have exited. Everyone will be encouraged to exit the building immediately. Once outside, we encourage people to maintain 6 ft. from others while enjoying conversation.

Services times will be spaced to eliminate crossover of people from each service.

Only two stalls will be available per restroom and we will encourage only 2 people to be in the restroom at a time (through signage). We will close the men's and women's restrooms near the Kitchen.

The Nursery, Kid Zone, and Youth Room will all be locked to eliminate the need to supervise these areas.

11. Additional protections and protocols to limit face-to-face interactions

To eliminate congregating indoors and to limit face-to-face interactions, GREFC will not provide any food/beverage and the Welcome Center will be closed.

12. Additional protection and protocols for distancing and barriers

Attendees are asked to bring their own pens/pencils, paper for notes and their own Bibles or use a device to access the Bible online.

GREFC will provide hand sanitizer and tissues at the entrance to the foyer, at each entrance into the worship center, and at various other locations in the building. We will also have disposable masks available for anyone who wants to wear one.

GREFC will mark off distances of six feet outside of the main entrance to the church should there be a wait to enter the building. We will mark with tape on the floor every six feet before the worship center entrances and in the hallway to the restrooms. GREFC will have signage posted everywhere to help inform people of the distancing expectations in each area.

The worship center chairs will be in groups of 2-5, spaced six feet from other groupings. We will provide tables with six chairs that are reserved for families with small children. Attenders should choose a group that best fits the size of their family. If more chairs are needed, ushers are available to help add chairs which may require some groupings to be moved to maintain the six foot distancing. Only members of the same household can sit together and should maintain a distance of at least six feet from other households or individuals. Participants from separate households should not interact from closer than six feet before, after, or during planned services.

Certified by:

[Signature]

Matt Grose, GREFC Church Chairman

[Signature]

Ken Abramson, GREFC Senior Pastor

[Signature]

Kim Oja, GREFC COVID-19 Preparedness Plan Administrator

Original Certification Date: