

COVID-19 Preparedness Plan

Grand Rapids Evangelical Free Church

Recommendations for Attenders

- Those planning to physically attend GREFC services or ministry events at the church are highly encouraged to read all communications pertaining to COVID-19 from the church prior to coming to the building.
- Any attenders who have received a positive COVID-19 diagnosis should stay home and not attend ministry events or services at GREFC for at least 10 days. After 10 days, they should not return until they are symptom-free and without fever for 24 hours or at the recommendation of their doctor.
- Any attenders who are showing signs or symptoms of COVID-19 infection should stay home and not attend ministry events or services at GREFC. If tested and results are positive, they should follow the information in the above bullet. If they are negative, they should not return until they are symptom-free and without fever for 24 hours.
- Any attenders who have been in contact with someone who has tested positive for COVID-19 should stay away from ministry events and services for 7 days and monitor for symptoms. If they remain symptom free after 7 days, they may return to ministry events and services. If they start exhibiting symptoms and decide to get tested and if test results are positive, follow the information in the above bullets. If test results are negative, stay away until symptoms resolve and are fever free for 24 hours.
- Attenders should practice good hygiene before attending and while they are in the building including washing/sanitizing hands and covering coughs.
- Attenders are expected to wear a mask to minimize the amount of aerosol droplets in the air, per Minnesota Executive Order 20-81. Certain exemptions are allowed.
- Attenders are encouraged to maintain 6 ft. social distancing from others who are not in the same household.
- During Sunday services attenders are encouraged to choose a seating group that best fits the size of their family. We encourage only members of the same household to sit together and maintain a distance of at least six feet from other households or individuals.
- Attenders are asked to bring their own pens/pencils, paper for notes and their own Bibles or use a device to access the Bible online.
- We encourage all attenders to respectfully follow the guidance of staff, volunteers and posted signs.
- We encourage all attenders to minimize the time they spend in the building and to avoid congregating with others who are not in their household.
- Anyone who begins to develop COVID-19 symptoms while present in the building should leave immediately.
- 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.

- Attenders may also contribute by mailing a check (no cash please) to the church office.
- Those participating in group studies are encouraged to purchase their own study books and materials.

Guidelines for GREFC Staff & Volunteers

1. Sick, At-Risk or Exposed

GREFC Staff During Work Week

- Staff will stay informed of all COVID-19 related symptoms and will self-monitor for signs and symptoms of COVID-19 daily prior to entering the building.
- Staff must complete a health assessment checklist that they will sign and date. The form will be kept on file in the office to verify that staff know the signs and symptoms of COVID-19 illness.
- All staff are encouraged to work from home whenever collaboration with co-workers is not necessary.
- If staff are exhibiting symptoms 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, report to another staff that they are having symptoms, go home and are encouraged to 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.
- If a staff member has been exposed to someone who has tested positive for COVID-19, they will isolate for 7 days. If they develop symptoms, they are encouraged to be tested. Even if their test result is negative, the staff should stay home until all symptoms have improved and no fever for 24 hours. If, after 7 days, they have not developed any symptoms they may return to work.
- GREFC will try to accommodate work hours for staff who:
 - Are considered high risk for COVID-19
 - Have household members who are at high risk for COVID-19
 - Must stay home to care for children during state-mandated distance learning

GREFC Staff & Volunteers During Ministry Events

- All staff and people who agree to volunteer at GREFC are required to attend training or read through training materials prior to serving in any ministry event. Contact the church office for training materials.
- All staff and volunteers serving in a ministry event must 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 COVID-related symptoms at home they must stay home and notify those that they serve with.
- If a volunteer starts exhibiting COVID-19 symptoms while in the building, they should 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.
- Volunteers who have been exposed to someone who has tested positive for COVID-19 should isolate and not serve for 7 days. If they get tested and the result is negative, the volunteer should stay home until all symptoms have improved and no fever for 24 hours. If, after 7 days, they have not developed any symptoms they may return to serving in ministry.

2. Social distancing

GREFC Staff During Work Week

- The church office will be open to the public on Tuesdays and Thursdays from 10:00 am to 4:00 pm. The church building will generally be locked during the day for the rest of the work 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.
- Staff are encouraged to remain in their designated offices/workspaces for most of the workday unless working together or preparing for a ministry event.
- Church staff will maintain 6 ft. social distancing when working together or interacting with the public, preferably in a large room.

GREFC Staff & Volunteers During Ministry Events

- Staff and volunteers will strive to maintain 6 ft. social distancing when working together or interacting with attenders.
- 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 limit the number of people per room so that all seated are at least 6 ft. apart (there is no limit to online attenders).
- GREFC will not provide any food/beverage and the Welcome Center will be closed during Sunday services to discourage congregating in one space.
- GREFC will have signage posted to help inform people of the distancing expectations in each area.
- During Sunday services the worship center chairs will be in groups of 2-5, spaced six feet from other groupings for seating of families within the same household. We will provide tables with six chairs that are reserved for families with small children.

3. Hygiene and source controls

- All staff and volunteers are encouraged to maintain good hygiene practices before entering and while they are in the church building including regular hand washing/sanitizing.
- GREFC will provide hand sanitizer throughout the building.
- All staff and volunteers are encouraged to wear a mask in indoor public spaces, per Minnesota Executive Order 20-81.
- Staff are not required to wear masks in their personal workspace when not in the presence of others.
- GREFC will provide a limited supply of non-medical cloth face coverings, disinfectant, tissues, and hand sanitizer during ministry events. Attendees are encouraged to supply their own masks.
- During Sunday services, GREFC will provide a limited number of paper bulletins for each service. Bulletins will be placed on chairs and not individually handed to attendees.
- During Sunday services, 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.
- Staff will use only the restrooms near the kitchen during the week.
- All water fountains will be covered and inaccessible.
- Facial tissues will be placed throughout the building.

4. Receiving and exchanging payment

- 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.

5. Managing occupancy

- GREFC occupancy will conform to 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 during Sunday morning services.
- GREFC will post the occupancy limit of the worship center at the entry to the space.
- Volunteer ministry leaders will work with the administrative assistants to determine the best sized room for the number they are expecting at their ministry event, allowing for 6 ft. distancing of all individuals.
- GREFC will lock 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.
- Sunday service times will be spaced to eliminate crossover of people from each service and allow for disinfecting of spaces and surfaces.

- We encourage only 3 people to be in the restrooms at one time (through signage) and will close off two stalls to reduce contact and cleaning requirements.
- We will close the men's and women's restrooms near the Kitchen during Sunday services.

6. Building and ventilation protocols

- During the work week, GREFC will maximize the amount of fresh air coming into the building by opening windows and doors in workspaces when weather permits.
- During Sunday services, when weather permits, we will prop open doorways to allow outside air into the building.
- GREFC will operate all HVAC systems according to a pre-programmed schedule, cycling on and off according to the set temperature. When in operation, the HVAC systems bring in 7.5% to 13.5% fresh air on a continuous basis.
- Staff or volunteers will run the HVAC fans in the worship center continuously in between services to bring in fresh air and cycle out the existing air.
- GREFC uses MERV 13 filters for the roof-top HVAC units that service the worship center and meet government requirements for dental office and nail salons.

7. Workplace and building cleaning and disinfection

During the Work Week

- The GREFC custodian will thoroughly clean and disinfect all workspaces and common use spaces twice each week after Sunday services and after Wednesday evening ministry events. The custodian will initial and date a checklist of cleaning/disinfecting duties each time.
- The GREFC custodian will wear a mask and gloves while cleaning and disinfecting.
- Staff are encouraged to sanitize their workspaces and all high-touch surfaces in common work areas using sanitizing wipes at the end of each work shift.
- If a staff member becomes sick either at home or during the workday, 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 the Week Small-Group Ministry Events

- In general, volunteers are encouraged to disinfect surfaces using sanitizing wipes after using a space.
- Each room where ministry events take place will have a posted schedule of events. If a room is not used for 24 hours between events, it will not be sanitized between events. If, however, a room is used before 24 hours have gone by, volunteers are encouraged to disinfect surfaces prior to using the room.

During Sunday Services

- After the first Sunday service 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 member's 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 will disinfect any equipment (microphones, instruments, etc.) that will be directly handed to another person. However, most instruments and equipment will sit for at least 4 days before being touched by another person, therefore do not require disinfecting.
- GREFC will provide all cleaning and disinfecting supplies. These supplies will meet the EPA's criteria for use against SARS-CoV-2. GREFC will maintain and make available all Material Safety Data Sheets (MSDS) for all products used.

8. Drop-off, pick-up and deliveries

- During open office hours, delivery personnel will bring packages into the church office, maintaining 6 ft. social distancing from others. Packages will be placed on the counter with no direct contact between the delivery person and staff. There is no signing of any documents or devices.
- Any parcels delivered to the church on other days of the week are placed in the church's front vestibule and retrieved by staff after the delivery person has left.
- Attenders may drop off donations in the front vestibule or pick up materials left there by staff.

9. Communications, training and supervision

- GREFC will post signage throughout common spaces to guide and recommend safe practices for anyone while in the building.
- This COVID-19 Preparedness Plan was given to all staff and volunteers who were encouraged to read it. 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 are also posted on the church's Community Room bulletin board and posted on the church's website at www.grefc.org.
- GREFC has and will continue to communicate any relevant changes made to this plan to affected parties as a result of additional government mandates verbally and via emails, letters, phone calls and on our website.
- GREFC staff, Elder Board, and ministry leader volunteers (GREFC Leadership) will monitor the effectiveness of the plan and training materials and make revisions as necessary or per governmental mandates and recommendations.
- This COVID-19 Preparedness Plan has been certified by the GREFC Elder Board and was posted throughout the workplace. The dates of certification of this plan, and any subsequent updates, are listed at the end of the plan.

Certified by:

[Signature]

Matt Grose, GREFC Church Chairman

[Signature]

Quintin Legler, GREFC Elder Chairman

Original Certification Date: **June 9, 2020**

8-19-2020 Revision:

- Added mask mandate from MN Executive Order 20-81 in Section 3, bullet 2, and Section 8, bullet 2 (and removed "recommended" wording).
- Changed the minimum number of people in a small group in Section 2, bullet 5 of "GREFC Staff & Volunteers During Ministry Events" to indicate no minimum number but added the number needed to maintain 6 feet distancing.

9-23-2020 Revision

Added the following regarding opening Nursery and Preschool on Sunday mornings:

- In accordance with the Minnesota mask mandate (Executive Order 20-81), children aged 5 and under are not required to wear masks.
- Also in accordance with the Minnesota mask mandate (Executive Order 20-81), caregivers and teachers working with a group that is not mixing with other groups at any time while in programming, may remove or not wear a mask if the development process or needs of the child are impeded.
- Children age 5 and under will complete a temperature check at the time of check-in for nursery or preschool classrooms.
- Prior to joining any group time or class time in Children's Ministry, children are asked to perform hand hygiene either by washing with soap and water for at least 20 seconds or using hand sanitizer. The use of hand sanitizer should be supervised.
- Nursery toys will be sanitized weekly, but any toy observed to be directly exposed to bodily fluids (mouthed, sneezed upon) will be removed from the play space and placed in the "dirty" bin. The dirty toys will be sanitized before being returned to the play space.

Also added an addendum, the "COVID-19 Response for Stepping Stones.docx".

10-13-20 Major Revision

The GREFC staff performed a comprehensive review of the plan and actual COVID-related practices and modified the plan to represent more clearly how the church is enacting the COVID-19 guidance from the State of Minnesota. Recommendations about what to do if someone has been contact with a person who has tested positive for COVID-19 were added to the plan. The plan was also reformatted so that information pertaining to attenders is the first section of the plan, followed by guidelines for staff and volunteers.