

# Western Boulevard Presbyterian Church Reopening Policy

Effective September 13, 2020

PREPARED BY

**Western Boulevard Presbyterian  
Church Reopening Task Force**  
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# 1

## Purpose

The Western Boulevard Presbyterian Church Reopening Task Force has been working to prepare a path for the gradual and safe return to normal worship, fellowship and service at our church. This document provides guidance and protocols to be followed for gatherings at WBPC during this interim time and is subject to change.

**The safety of Western Boulevard Presbyterian Church and its Congregation not only depends on what we do at WBPC gatherings but what we do outside of WBPC. Your decisions both at and away from WBPC events affect us all. Therefore, as a member, staff or visitor of Western Boulevard Presbyterian Church you are also responsible for safeguarding yourself and the others in our community and congregation.**

## 1.1 Members

The Western Boulevard Presbyterian Church (WBPC) reopening task force includes the following members:

- › Robyn Barrie – Chair
- › Denise Weeks
- › Beth Ware
- › Grace Odum
- › Kevin Fischer
- › Jenny Fleming
- › Bobbi Cross – WBPC Preschool Representative
- › Elizabeth Davis – Director of Music
- › Bruce Grady – Associate Pastor
- › Jonathan Barker – Interim Pastor

## 1.2 Resources

The Task Force has, and is continuing to, utilized multiple resources for development of reopening process, procedures and protocols. Below are the primary resources utilized.

- › North Carolina Department of Health and Human Services COVID-19 Guidance: <https://covid19.ncdhhs.gov/guidance>
- › Centers for Disease Control COVID-19 Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- › Presbyterian Church (U.S.A.) COVID-19 Resource Center: <https://www.pcusa.org/covid19/>

# 2

## **Preparation**

The following information includes steps to be taken prior to any meeting or event on the grounds of, in the facilities of, or sponsored by, Western Boulevard Presbyterian Church.

## 2.1 Pre-Meeting Steps

Below are measures to be taken prior to each meeting or event.

- All participants **shall** become familiarized with NC and CDC COVID Guidelines:
  - NC's guidance <https://covid19.ncdhhs.gov/guidance>
  - CDC guidance <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Send a pre-meeting communication to participants detailing procedures and rules.
- Set up check in station with sign in sheet, health questionnaire, hand sanitizer, and disposable masks.
- Obtain email and phone number from each attendee in case contact tracing is needed.
- Set up meeting space ensuring a **minimum** of 6 feet of separation between participants is possible.

## 2.2 Supplies

Below are supplies needed for each meeting or event:

- Spray disinfectant from EPA approved list to disinfect anything that multiple people will touch/use.
- Hand sanitizer
- Extra Disposable masks

It is the intent of WBPC to provide spray bottles of bleach solution for disinfecting of hard surfaces.

# 3

## **Protocols**

The following information includes safety measures to be taken at all meetings or events on the grounds of, in the facilities of, or sponsored by, Western Boulevard Presbyterian Church

## 3.1 Safety Protocols

Below are safety measures to be taken at each meeting or event including the rules of use for staff, members, and others while in the building and on the church grounds. Failure to comply with the rules and policies of building and grounds usage, will result in immediate termination of use after requests to comply have been made.

### 3.1.1 All Meetings and Events

The following protocols shall be followed for all meetings and events held at Western Boulevard Presbyterian Church until further notice.

- All meetings and events are limited to **no more than the number allowed by latest Executive Order as issued by the Governor of North Carolina.**
- Anyone who is sick or who has had exposure to someone sick should stay home.
- All attendees of any meeting or event **must** sign in at check in station before any in person gatherings. *(See Appendix A)*
- All attendees of any meeting or event **will answer screening questions** at check in station before **each** in person meeting. *(See Appendix B)*
- If any attendee becomes sick or not feeling well, they will be kindly asked to leave the meeting and return home.
- If you become ill within 14 days of attending a gathering at WBPC, you **shall** notify the church by emailing [amy@wbpresbyterian.org](mailto:amy@wbpresbyterian.org) or calling the office at 919-851-4713.
- Each person **will use hand sanitizer** upon arrival and before leaving.
- If using the church restroom(s), please notify Amy.
- Only **one person** at a time is allowed in the restroom.
- Hands **must** be washed with soap and warm water after every visit to the restroom.
- Bathrooms **must** be disinfected after each meeting or event and is the responsibility of the meeting organizer. *(See Section 3.2 for cleaning protocols)*
- No food or drinks will be served communally at any gathering. Participants shall provide their own food and beverages.
- Any materials that might be used by more than one person will be **disinfected** between uses by different persons. *(See Section 3.2)*
- If Church equipment, such as tables and chairs, are to be used they will be **disinfected** before and after use. *(See Section 3.2)*

### 3.1.2 Indoor Meetings and Events

In addition to the All Meeting protocols, the following shall be followed for all indoor meetings and events held at Western Boulevard Presbyterian Church

- Only the **Fellowship Hall** is available for indoor meetings until further notice. The Sanctuary will not be available for meetings until proper cleaning methods have been determined.



- All participants **will wear masks** at all times unless dining.
- While in the building, everyone will **follow social distancing guidelines** and stay at least 6 feet apart for those not in the same household, and not physically touch others, except in the case of an emergency.
- Upon entering the building, people are **required to wash their hands** with soap and water or use hand sanitizer.
- No group singing inside the church facilities, only instrumental music is allowed with the exception of recording for virtual service.
- Fellowship Hall **must** be cleaned and disinfected after each meeting or event. Cleaning is the responsibility of the meeting organizer. *(See Section 3.2 for cleaning protocols)*

### 3.1.3 Outdoor Meetings and Events

In addition to the All Meeting protocols, the following shall be followed for all outdoor meetings and events held at Western Boulevard Presbyterian Church.

- Everyone will **follow social distancing guidelines** and stay at least 6 feet apart for those not in the same household, and not physically touch others, except in the case of an emergency
- All participants **will wear masks** if social distancing is not feasible.
- Each person **will use hand sanitizer** upon arrival and before leaving.

## 3.2 Cleaning Procedures

After each meeting or event, the building, rooms, and equipment used will be sanitized with a bleach solution (1-part bleach to 9-parts water) or disinfectant wipes. WBPC will provide spray bottles of bleach solution. If a chemical cleaner is unavailable, then the room/item used will be left untouched for 5 days.

### 3.2.1 Restrooms

**REMINDER** - If using the church restroom(s), please notify Amy of which restrooms are being used so she can inform the cleaning staff.

The following steps must be taken after each meeting or event to adequately disinfect restrooms:

- Ensure all toilets are flushed prior to disinfecting.
- Spray all hard surfaces with a bleach solution (1-part bleach to 9-parts water) or disinfectant wipes.
- Bleach solution is to remain on all surfaces for a minimum of 10 minutes.
- Using disinfectant wipes clean all light switches, door handles, etc., that are not easily sprayed.
- If a chemical cleaner is unavailable, then the room/item used will be left untouched for 5 days. **Notify Amy immediately** if chemical cleaner is not available.

### 3.2.2 Fellowship Hall

The following steps must be taken after each meeting or event to adequately disinfect the Fellowship Hall

- Only metal or hard surface chairs are to be used, no fabric chairs are allowed.
- Spray all hard surfaces, including floors, with a bleach solution (1-part bleach to 9-parts water) or disinfectant wipes.
- Bleach solution is to remain on all surfaces for a minimum of 10 minutes.
- Using disinfectant wipes clean all light switches, door handles, etc., that are not easily sprayed.
- If a chemical cleaner is unavailable, then the room/item used will be left untouched for 5 days. **Notify Amy immediately** if chemical cleaner is not available.

### 3.2.3 Equipment

Equipment is defined as tables, chairs, AV equipment, elevator, pens, food bins, etc. that are touched during any meeting or event.

The following steps must be taken after each meeting or event to adequately disinfect the any equipment used:

- For equipment receptive to spray disinfectant, spray with a bleach solution (1-part bleach to 9-parts water).
- Bleach solution is to remain on all surfaces for a minimum of 10 minutes.
- For surface not easily sprayed or that could be damaged by spray, dampen a clean cloth or use disinfecting wipes to disinfect. Do not dry, let cleaner sit until air dry.
- If a chemical cleaner is unavailable, then the room/item used will be left untouched for 5 days. **Notify Amy immediately** if chemical cleaner is not available.

## 3.3 Reservations

All events will need to be scheduled through the Church office by emailing [amy@wbpresbyterian.org](mailto:amy@wbpresbyterian.org) or calling the office at 919-851-4713.

Events will be scheduled on a first come, first served basis. Priority will be given to WBPC sponsored events and groups. If scheduling conflicts arise WBPC staff will determine priority.

## 3.4 Consequences

**If it is discovered that any group(s) is not following the above protocols, WBPC has the right to, and shall, promptly stop all gatherings of said groups(s) until further notice.**

# 4

## Exposure

The following information includes measures to be taken if Western Boulevard Presbyterian Church has a suspected or verified report of a person being positive for COVID-19.

## 4.1 Incident Reporting Requirements

If a person who is in the building or on the grounds that is suspected positive COVID-19 or verified positive COVID-19 based on the following, then a report must be made to WBPC staff.

- Fever of 100.4°F or higher (measured by the non-contact thermometer)
- Having any of the common symptoms of COVID-19
- The person is in the building at time of discovery of symptoms
- If a person was in the building within 2 weeks of a positive COVID-19 test (viral or antibody test)

If there is an incident in the building of someone having a health issue, or a temperature of 100.4°F or higher, (temperature based on a non-contact infrared Forehead thermometer) people involved will be instructed to contact WBPC Staff. If the person is able to leave on their own power, they will be asked to leave immediately. If they need medical attention, 911 will be called. They will be **asked** to take a COVID-19 test ([free COVID-19 testing location link here](#)) and report the results to WBPC Staff.

WBPC Staff shall immediately contact the following:

- Participants in the building at the time of the potential exposure or at a meeting or event with a potential exposure:
  - Phone call followed by written communication to all participants in attendance at gathering where potential exposure occurred
  - Follow up to make sure every participant gets both communications
- Health Department
  - Report to Wake County Health Department – 919-212-7759 to make sure that a report was made and cooperate fully with the Health Department as needed.

If a test is taken and reported as positive, the building will be closed, and a deep cleaning of the entire area will be done. If, at the time of the incident, there are signs and symptoms of COVID-19 suspected, the building will be closed, and the area will be and disinfected immediately (*See Section 4.2 for procedures*).

If a person contacts WBPC with a test result that is positive, WBPC Staff will then refer to the tracking documents and determine who was in the building on the same day as the COVID-19 positive person. WBPC Staff will then contact each person and let them know that they potentially were exposed to COVID-19.

## 4.2 Disinfection Procedures

The area with a potential exposure will be closed to everyone who is not cleaning. Caution tape and closed signs will be used to close the area(s). Once the area is closed off the building will be closed, and people will be asked to leave the building. While people are exiting the building, the exposed area will have one person assigned to assure no one will enter that area.

- The person who is cleaning will wear an N-95 mask, gloves, shoe coverings, and clothes covering (if a covering is available).
- A fresh bleach solution (1-part bleach to 9-parts water) or disinfectant wipes will be used.
- The bleach solution will be administered using a sprayer and left to sit for a minimum of 10 minutes.
- All touch points in the room(s) where the person was will be cleaned with the bleach solution or disinfectant wipes.
- The furnace fans, which have MERV 8 filters, will be turned on and continue to run for several hours after room is cleaned.
- If a chemical cleaner is not able to be used then the room/item used will be left untouched for 5 days.

### 4.3 Exposure Procedures

All persons potentially exposed will be instructed to:

- Wash hands and any other exposed skin
- Go home and wash clothes immediately
- Take an immediate shower and wash themselves with hot water and soap
- Enter immediate quarantine from everyone (family, people in the household they live in, and friends included)
- Call their doctor to schedule a COVID-19 test (or go to a testing facility)
- Report exposure to WBPC Staff as soon as possible by phone call/text/email/verbal
- Contact their medical provider with questions and further follow-up

WBPC will immediately close the building and disinfect the areas affected. WBPC Staff will follow up with anyone exposed per Section 4.1. WBPC Staff will contact Wake County to report exposure and those exposed. All staff will be informed of the exposure to the building. All programing in the building will be canceled until it is determined to be safe to re-open the building. More information on quarantine recommendations can be found [here](#).

# Appendix A

## Sign in Sheet for Events

EVENT NAME	DATE & TIME	EVENT CHAIR
ATTENDEE NAME (FIRST AND LAST)	PHONE	EMAIL

## Appendix B



## Health Screening of Gathering Participants for COVID-19

All members, staff and visitors participating in an in-person meeting shall answer the following questions. Screening will be done at the beginning of each meeting.

### ARE YOU EXPERIENCING ANY OF THE COVID 19 SYMPTOMS LISTED BELOW?

Yes  No

- Fever\* or Chills
- Cough
- Shortness of Breath or Difficulty Breathing
- Muscle or Body Aches
- Headache
- New Loss of Taste or Smell
- Sore Throat
- Congestion or Runny Nose
- Nausea or Vomiting
- Diarrhea

### HAVE YOU HAD A POSITIVE COVID-19 TEST FOR ACTIVE VIRUS IN THE PAST 10 DAYS?

Yes  No

WITHIN THE PAST 14 DAYS, HAVE YOU HAD CONTACT WITH ANYONE THAT YOU KNOW HAD COVID-19 OR COVID-LIKE SYMPTOMS\*\*?

Yes  No

\*Fever is determined by a thermometer reading 100.4°F or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.

\*\*Exposure is sharing a household or having close contact with anyone with COVID 19 or has symptoms of COVID 19.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_