

# Western Boulevard Presbyterian Church Reopening Policy

Effective October 30, 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, utilize 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 station with hand sanitizer and disposable masks.

## 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.

- There is no limit on the number allowed to attend meetings and events.
- Anyone who is sick or who has had exposure to someone sick should stay home.
- 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 [traci@wbpresbyterian.org](mailto:traci@wbpresbyterian.org) or calling the office at 919-851-4713.
- Each person **will use hand sanitizer** upon arrival and before leaving.
- Only **one person or family** 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)*

### 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

- The **Sanctuary, Education Building** and **Fellowship Hall** are currently available for use, with the exception of the nursery which will remain closed at this time.
- For the safety and comfort of all members and visitors we are requiring **masks** for indoor meetings unless dining.
- Upon entering the building, people are **required** to wash their hands with soap and water or use hand sanitizer.

#### 3.1.2.1 Sanctuary

- For Worship Service, please sign in with the google form linked on the back of the bulletin or request a friendship pad from an usher.
- Entrance to the Sanctuary shall be through the Narthex. Pews on the Pulpit side shall exit through door from Narthex to the breezeway, pews on the organ side shall exit through the center Narthex doors. Ushers will direct/guide the existing process for in-person worship service.

- High touch areas in the Sanctuary **shall** be cleaned and disinfected after each use. Cleaning is the responsibility of the meeting organizer. *(See Section 3.2 for cleaning protocols)*

#### 3.1.2.2 Fellowship Hall

- 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)*

#### 3.1.2.3 Kitchen and Food Prep

- Per CDC, there is no evidence to suggest that handling food or consuming food is associated with COVID-19.
- Use proper food safety practices when handling food and before, during and after preparing or eating food.
  - Currently, there is no evidence that the virus that causes COVID-19 spreads to people through food. However, it is important to safely handle and continue to cook foods to their recommended cooking temperatures to prevent foodborne illness.
  - The virus that causes COVID-19 has not been found in drinking water. The Environmental Protection Agency regulates water treatment plants to ensure that treated water is safe to drink.
- Regularly clean kitchen counters and use a disinfectant product from [EPA's List N: Disinfectants for Coronavirus \(COVID-19\)](#)<sup>external icon</sup>. Follow the manufacturer's directions. Before preparing food on the kitchen counter, rinse disinfected surface with water. **WARNING: Do not use disinfecting products on food or food packaging.** [Learn more](#) about shopping for food during the COVID-19 pandemic.

### 3.1.3 Outdoor Meetings and Events

No additional protocols are required for outdoor meetings beyond those in stated in Section 3.1.1.

## 3.2 Cleaning Procedures

After each meeting or event, high touch areas 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 and sanitizing wipes.

### 3.2.1 Restrooms

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

- Clean all countertops, faucets, and toilet handles with antibacterial wipes or spray with bleach solution.

- 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 Church office immediately** if chemical cleaner is not available.

### 3.2.2 Sanctuary

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

- Wipe all door handles with disinfectant wipes or spray with bleach solution.
- Wipe all surfaces in bathrooms with antibacterial wipes or spray with bleach solution and wipe. If using bleach solution allow spray to sit on surface for 10 minutes before wiping dry.
- **Notify Church office immediately** if Lysol spray is not available.

### 3.2.3 Fellowship Hall

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

- Clean all tables and countertops 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 Church office immediately** if chemical cleaner is not available.

## 3.3 Reservations

All events will need to be scheduled through the Church office by emailing [traci@wbpresbyterian.org](mailto:traci@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 can 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:

- Congregation and Visitors:
  - Email to congregation or phone call to those without email.
  - Email or phone call to any visitors which may have been in the church with a risk exposure
- 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 email the congregation with the following message:

*A case of COVID-19 has been reported at Western Boulevard Presbyterian on (date).*

*We are working closely with the Wake County Public Health Division and the individual to identify and notify anyone who may have been in close contact with the individual to provide them further instructions. The Centers for Disease Control and Prevention (CDC) defines close contact as being "within 6 feet of an infected person for a total of 15 minutes or more."*

***There is nothing for you to do unless you are contacted by your local health department. If you are contacted by your local health department, please respond immediately and follow their instructions.***

*If you are worried you may have been exposed and are experiencing symptoms of COVID-19, you can be tested at one of the free [testing](#) location throughout Wake County. You may also consult with your healthcare provider or call the Wake County COVID Hotline at 919-250-1500.*

*[Symptoms of COVID-19](#) include fever or chills, a new cough, shortness of breath or difficulty breathing, or a new loss of taste or smell.*

## 4.2 Disinfection Procedures

The area with a potential exposure will be closed to everyone who is not cleaning. 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).
- All touch points in the room(s) where the person was will be cleaned with the bleach solution or disinfectant wipes.
- The bleach solution will be administered using a sprayer and left to sit for a minimum of 10 minutes.
- 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 programming 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](#).