# FPC Event COVID-19 Exposure/Control/Mitigation/Recovery Plan As Of 8/11/20

This form is a tool for planning and will also be on hand at event to satisfy state inspection requirement. Provide a copy of your plan to FPC office prior to your event. The existing language is in the “Measure Taken” column is state requirements and should be used as a baseline. When planning your event, feel free to ADD DETAIL as necessary! Initial each section to acknowledge compliance.

Phase 2 Events allowed at FPC:

* 1. Worship services for at 25% capacity or less than 200 people, other church gatherings are not yet allowed
	2. Office operations and church leadership functions that might be considered church staffing or operations functions are allowed, but we continue to encourage telework if at all possible
	3. If your leadership team wants to meet in church, please ask “Do the benefits outweigh the risks?” before asking Karen
	4. If the answer to C is yes, call Karen and schedule a room.
	5. Karen will have you fill out an event template; this template serves 2 purposes – 1) helps you think through safe strategies for holding a meeting during these strange times, and 2) fulfills the state requirement to have a plan in place
	6. When your event is over, please clean the space.  Mike will be leaving basic cleaning materials in spaces to be used

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| Event |  |
| Date |  |
| Times |  |
| Location |  |
| Est. Attendance | \*if attendance is limited, planner is encouraged to consider equity in invitation to attend |
| COVID-19 Supervisor (onsite): |  |

|  | Measure Taken | Initial |
| --- | --- | --- |
| Communication | Leader will communicate plan with attendees prior to event* Safety procedures communicated with attendees at start of event
* High-Risk attendees encouraged to stay home
* Consider At-home participation method
* Inform all attendees that they must self-screen for signs and symptoms of COVID-19 before arriving at the location.

a. Request to take their temperature before attending a service. Any individual with a temperature of 100.4°F will not be permitted to attend b. Any individual with a household member who has been diagnosed with COVID-19 or with symptoms of COVID-19 (including a fever above 100.4°F) may not attend |  |
| Control  | Read & edit italicized sections w/event specific plan |  |
| PPE utilization | All employees, members and visitors shall wear face coverings before, during, and after service, (**whether indoor or outdoor**) |  |
| On-location physical distancing | Must have six feet of space between the congregation’s seats, pews, and benches or have physical barriers between them. Members of the same household may be seated together as a single unit. This may require the organization to reconfigure the congregation’s seats, pews and benches or have physical barriers between them. Must place markings on floors or seats indicating a six feet radius to help guide members and visitors *Add event specific information as necessary:* |  |
| Hygiene | If you choose to provide access to restrooms, access will be controlled and capacity limited to no more than the number of stalls in the restroom. Individuals waiting to use the restroom must maintain at least 6 feet of distance between each person. Soap and running water shall be abundantly provided at locations for frequent handwashing. Employees should be encouraged to leave their workstations to wash their hands regularly, and required to do so before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol should also be provided and used, but are not a replacement for the water requirement. ***There will be access to restrooms: Y or N*** |  |
| Sanitation / Location disinfection procedures | With prior coordination, disinfectants will available to employees, members and visitors throughout the location. Cleaning supplies will be frequently.Ensure that tissues and trashcans are placed throughout the location (indoor and outdoor). *Coordinate above services with FPC Staff* |  |
| Symptom monitoring | Consider asking attendees at arrival if they have any symptoms.***Attendees will be asked if they have symptoms: Y or N*** |  |
| Authorized Access Point | Authorized access to indoor location should be primarily through the front door. Other access points will be left closed. If there are multiple rooms with an outside door and restrooms, then each room in the building that meets this requirement may be used to hold services/meetings. Entrance and exit must be through the door that leads outside and participants may enter other parts of the building if they are being used for services/meetings. ***Describe how you plan to control traffic flow into and out of the service. Attach room diagram if possible*** |  |
| COVID-19 Safety Information Poster Posted | CD, DOH, OSHA posters will be visibly posted at location.***Additional signage needed for event: Y / N******If Y, Describe:*** |  |
| Mitigate |  |  |
| Leaders | The face covering requirement does apply to individual(s) leading the service and others who speak during any live service. There are exemptions to wearing face covering, so please refer to the [Department of Health’s Order on Face Coverings](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf). If the speaker needs an accommodation due to a medical exemption, then a Plexiglas 3-sided barrier may be used during the service. The barrier must be disinfected after every use. For services that are recorded or filmed without a live audience, then face coverings are not required for individuals while they are speaking.***Speaker requires accommodation for medical exemption: Y / N***  |  |
| Choir / Singing | Music – No choir shall perform during the service. Congregational singing is permitted, but individuals must not remove their face coverings to sing – it must stay on for the duration of the service. Soloist musical performances are permitted so long as the performer wears a face covering. In the event the soloist is performing on a woodwind or brass instrument, the soloist may remove their face covering only during the performance. Musical performances that include a soloist and piano accompanist are permitted, but musical performances of more than two individuals are prohibited. |  |
| Communal Containers or Plate | No direct physical contact between servers and members or visitors. Anything consumed will not be presented to members or visitors in a communal container or plate*.* |  |
| COVID-19 safety training | The safety tools outlined in this plan will be provided to all event staff and volunteers prior to event. |  |
| Exposure response procedures | *Organizations strongly encouraged but not required to keep a log of attendees at each service/meeting and to retain that log for at least two weeks. If an outbreak occurs, this information may be critical to help save lives.**Attendance will be tracked for contact tracing: Y / N*  |  |
| Ventilation | Increase ventilation rates where feasible. Evaluate ventilation and utilize U.V. filters w/a higher MERV rating If possible, keep windows and doors open to increase ventilation |  |
| Recovery |  |  |
| Location disinfection procedures | **High-touch surfaces will be cleaned and disinfected by event staff or volunteers after use– including chairs, doorknobs, handrails, restrooms, breakrooms– using appropriate disinfectants provided by FPC staff.** |  |
| Incident reporting | If it is suspected that someone attended or worked at event had COVID-19 while at the event, this will be reported to the on-call duty officer at the Pierce County Health Department at **(253) 798-6500.** |  |
| Incident project-wide recovery plan | If it is learned that someone who attended or worked at event had COVID-19 while at the event, the person’s name will be kept confidential (due to privacy requirements) but we will seek guidance from the Pierce County Health Department on any instructions/notifications we should provide to workers and attendees. Employees can also be directed to <https://www.doh.wa.gov/Emergencies/Coronavirus> for more information and guidance. |  |
| Coordinate with Local Heath Authorities as necessary | If it is suspected that someone attended or worked at event had COVID-19 while at the event, this will be reported to the on-call duty officer at the Pierce County Health Department at **(253) 798-6500.** |  |
| Coordinate with Local Law Enforcement as necessary | We will follow guidance provided by the Pierce County Health Department. |  |