



# FPC Event COVID-19

## Exposure/Control/Mitigation/Recovery Plan As Of 1/21/21

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 1 Events allowed at FPC:

- a. Worship services for at 25% capacity
- b. 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
- c. If your leadership team wants to meet in church, please ask “Do the benefits outweigh the risks?” before asking Karen
- d. If the answer to C is yes, call Karen and schedule a room.
- e. 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
- f. When your event is over, please clean the space. Mike will be leaving basic cleaning materials in spaces to be used

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

	<b>Measure Taken</b>	<b>Initial</b>
<b>Communication</b>	<ul style="list-style-type: none"> <li>- Leader will communicate plan with attendees prior to event</li> <li>- Safety procedures communicated with attendees at start of event</li> <li>- High-Risk attendees encouraged to stay home</li> <li>- Consider At-home participation method</li> <li>- Inform all attendees that they must self-screen for signs and symptoms of COVID-19 before arriving at the location.               <ul style="list-style-type: none"> <li>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</li> </ul> </li> </ul>	





	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	
<b>Control</b>	<b>Read &amp; edit italicized sections w/event specific plan</b>	
PPE utilization	All employees, members and visitors shall wear face coverings before, during, and after service, ( <b>whether indoor or outdoor</b> )	
On-location physical distancing	<p>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</p> <p><i>Add event specific information as necessary:</i></p>	
Hygiene	<p>If you choose to provide access to restrooms, individuals waiting to use the restroom must maintain at least 6 feet of distance between each person.</p> <p>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.</p> <p><b><i>There will be access to restrooms: Y or N</i></b></p>	
Sanitation / Location disinfection procedures	<p>With prior coordination, disinfectants will available to employees, members and visitors throughout the location. Cleaning supplies will be frequently.</p> <p>Ensure that tissues and trashcans are placed throughout the location (indoor and outdoor).</p> <p><i>Coordinate above services with FPC Staff</i></p>	
Symptom monitoring	Consider asking attendees at arrival if they have any symptoms.	





	<b>Attendees will be asked if they have symptoms: Y or N</b>	
Authorized Access Point	<p>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.</p> <p><b>Describe how you plan to control traffic flow into and out of the service. Attach room diagram if possible</b></p>	
COVID-19 Safety Information Poster Posted	<p>CD, DOH, OSHA posters will be visibly posted at location.</p> <p><b>Additional signage needed for event: Y / N</b></p> <p><b>If Y, Describe:</b></p>	
<b>Mitigate</b>		
Leaders	<p>The face covering requirement does apply to individual(s) leading the service and others who speak during any live service. However, the speaker can remove mask behind a Plexiglas 3-sided barrier 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.</p> <p><b>Speaker requires accommodation for medical exemption: Y / N</b></p>	
Choir / Singing	<p><b>Choirs and Congregational Singing:</b> Choirs with up to 15 singers are permitted to sing indoors during the service so long as each singer maintains 9 feet (12 feet is encouraged) of physical distancing and wears a three-layer surgical mask. For religious organizations without a choir or with a choir of fewer than 15 singers, congregants and staff are permitted to sing so long as the total number of people singing does not exceed 15 and all those singing adhere to the 9 feet (12 feet is encouraged) of physical distancing and three-layer surgical masking requirements.</p>	





	<p><b>Soloist singers</b> are permitted to sing during the service without a mask provided that the individual maintains 15 feet of physical distancing.</p> <p><b>Choirs in excess of 15 individuals and the entire congregation</b> are permitted to sing outdoors provided that all singers maintain 9 feet (12 feet is encouraged) of physical distancing and wear a three-layer surgical mask.</p> <p><b>The performance of woodwind and brass instruments</b> is permitted during the service so long as the performer(s) maintain 9 feet (12 feet is encouraged) of physical distancing and use bell covers. Woodwind and brass performers are permitted to remove their masks during their performance.</p> <p><b>Musical ensembles and other disciplines of performing arts</b> are permitted to perform during the service so long as all of the discipline-specific requirements outlined in the “Theater and Performing Arts” guidance document are followed.</p>	
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	<p><i>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.</i></p> <p><i>Attendance will be tracked for contact tracing: Y / N</i></p>	
Ventilation	<p>Increase ventilation rates where feasible. Evaluate ventilation and utilize U.V. filters w/a higher MERV rating</p> <p>If possible, keep windows and doors open to increase ventilation</p>	
<b>Recovery</b>		
Location disinfection procedures	<b>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.</b>	
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 <a href="https://www.doh.wa.gov/Emergencies/Coronavirus">https://www.doh.wa.gov/Emergencies/Coronavirus</a> for more information and guidance.	
Coordinate with Local Health 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.	



