



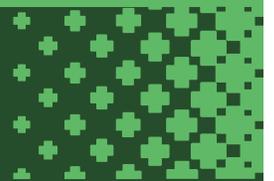
FIRST PRESBYTERIAN CHURCH TACOMA

A Beautiful Evangelical Church

REOPENING PLAN

Living Document

Updated July 28th, 2020





Dear FPC Family

We miss each other. We miss the connection that physical proximity to each other brings. But when we have not been physically gathered, we have continued to support each other as a scattered but connected church. Our Live-Streaming of Sunday morning worship is going so well. We will continue to Live-Stream every Sunday morning at 10:30 am for the foreseeable future. A huge "THANK YOU" to our technical team and worship team for stepping up and making this possible.

We re-opened our sanctuary on July 19th for limited attendance. On May 26th (updated June 16th) Governor Inslee issued guidance allowing faith-based gatherings to resume under stringent conditions during Phase 1, Phase 2 and Phase 3. On Friday, June 5th, Pierce County entered Phase 2. Covid-19 infections have been increasing, and it appears we will remain in Phase 2 for many more weeks. The stringent gathering conditions for Phase 2 are resource intensive and regularly changing. We re-gather in person with an abundance of caution, making sure reasonable safety measures are in place. We must ask: not just is it permissible to meet, but is it smart?!

This Reopening Team convened in late May to study the problems presented by Covid-19, and develop a plan for reopening our facilities for worship, spiritual development, and the necessary staff work that is behind all of this. The plan we developed presents a phased-approach to re-opening our physical space, in line with Washington State directives, CDC guidelines, and Pierce County Health Department requirements. Our plan allows us to wax and wane in case there is a resurgence of the disease.

As this pandemic stretches on, our more challenging questions surround gathering outside of worship. This document is designed to guide different ministries of the church in their gathering decisions. Business operations at the church continue but must be done so from home as well as in our facilities. Leadership groups such as Session and Deacons can meet as part of business operations. Other groups are limited by state and local requirements. Rest assured; we are thinking creatively! We want to have maximum ministerial impact while maintaining your health.

This living document requires your input. Many of you participated in our survey. Comment online, via phone, facebook! Send in your personal prayer requests. Pray for our team and our broader community.

Blessings,

Your FPC Reopening Team

Jenn Jensen, Chair and FPC member

Tiffany Artime, FPC member

Julie Brownlee, FPC Kids' Ministry Co-Director

Aaron Byers, FPC Director of Church Operations

Terry Forslund, FPC Elder and Member of Session

Eric Jacobsen, FPC Lead Pastor

Jean Malmin, FPC Minister of Visitation

Michelle Martinez, FPC Director of Discipleship

John West, FPC Worship and Arts Committee Chair



EXECUTIVE SUMMARY

In Mid-February of 2020, Washington State experienced its first death from COVID-19. The world gradually became aware of this new and deadly disease. A global pandemic was declared in Mid-March. FPC held our last full worship service on March 15th, then cancelled in person worship and closed our facilities. Staff began working from home at that same time. While our church never closed, we became a “Scattered Church,” staying connected through Live Streamed Sunday Worship, prayer chains, phone buddy systems, zoom youth group and Sunday School, and virtual meetings.

As the Pandemic progressed, and Washington State extended a “Stay At Home Order” until at least May 31st, FPC staff made difficult decisions to cancel planned programming such as the youth mission trip to Gleanings, the Children’s Ministry Vacation Bible School, and summer camp at Camp McCullough.

While our community happily supported the “Scattered Church” out of necessity, we wanted to regather! In Mid-May, Pastor Jacobsen commissioned a team to prepare for reopening our facilities. Regathering does not mean returning to life as we knew it pre-pandemic, it requires extensive facility study, resources, and planning. On Sunday, July 19th, we held our first indoor worship service, limited to 200 attendees.

Pierce County entered Phase 2 on June 5th. On June 16th, Washington issued new guidance for Spiritual & Faith Based gatherings, allowing us much greater use of our facilities for worship. Other functions are still limited by the Wa Safe Start Plan, now extended until at least October 15th, 2020. This FPC document is a tool for use by staff & church leaders for planning & carrying out our ministries.

- **Opportunity:** Reopen our church facilities so that we can regather for worship and other services
- **Mission:** Maximize ministerial impact, Balance Physical Safety w/Spiritual/Social/Emotional needs¹
- **Solutions:** Phased approach, that can wax & wane with disease resurgence:

- FPC Ministry Matrix based on State guidelines – defines what is allowed in each phase
- Identify Resources: Facilities, Staff, Control Measures
- Provide template plan for organizers to use for gathering based on state & local guidelines
- Communication
 - 2 way with church – Incorporate feedback from diverse church family
 - 1 way – when decisions are made, communicate with church
- Additional guidance: Visitation and AA use of space
- Keep in mind following baseline assumptions in assessing risk: (Chin, 2020)

RISK FACTORS	CONTROL MEASURES
Infectiousness of COVID-19 patient	Testing
Actions that increase release of aerosol droplets	Quarantining
Proximity (<6Ft)	Tracing
Enclosed Environment / Limited Ventilation	Face Mask
Time Spent with infected person	Hand Sanitizer / Hand Washing
Type of Social Networking (intergenerational)	Minimizing Touch Points
Pre-existing conditions (at risk population)	

¹ ["When Churches Reopen, Here's How to Meet Safely." Christianity Today, Daniel Chin](#)



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*High-risk: elderly individuals, those with compromised immune systems or other serious underlying health issues (asthma, lung disease, diabetes, undergoing chemotherapy, etc.)

WA STATE (updated 7/16/20)	Phase 1 Stay Home, Stay Healthy order in place	Phase 2 "Non-Essential" business and restaurants open Social Gatherings ≤5 people	Phase 3 "Non-Essential" business and restaurants open w/ more capacity Bars, gyms, and theaters open at limited capacity; Social gatherings ≤10 people	Phase 4 Resume public interactions Businesses open without restriction
Social Distancing	At Least 6 Feet Masks worn	At Least 6 Feet Masks worn	At Least 6 Feet Masks worn	At Least 6 Feet Masks TBD
High-Risk Population*	Strongly encouraged but not required to stay home unless engaging in Phase 1 or Phase 2 permissible activities	Strongly encouraged but not required to stay home unless engaging in Phase 1 or Phase 2 permissible activities	Encouraged but not required to stay home	Resume activities with physical distancing
Gathering Size (Faith Based)	Drive-In spiritual service or outdoors gathering on organization property of up to 100 people (not including staff)	Indoor services at 25% capacity or 200 people, whichever is less; In-home services in a person's residence w/up to 5 total individuals (not including staff)	Indoor services with up to 50% capacity or 400 people, whichever is less, so long as 6 feet of physical distance can be achieved between households.	Allow gatherings w/ over 50 people (we expect further clarification from the Governor's office)
FPC³	Drive-by events allowed, physically separated	Resume home visitation; on-site services limited by safety & resources	On site services limited by safety & resources	Return as Hybrid church: online & new-normal; activities resume w/safety measures in place
Office Operations	Continue work remotely	Resume on site work w/L&I safety protocols; encourage remote work	Resume on-site work w/L&I safety measures	Normal Activity
Worship Service	Live-Stream only <i>Outdoor Communion?</i>	Continue Live-Stream; Limited outdoor services; singing allowed with masks; Limited indoor services resume, multiple rooms allowed; no choir; no childrens' services	Continue Live-Stream; continue limited indoor services; limited children's services	Continue Live-Stream; Resume full services; Nursery resumes
Singing	individuals must not remove their face coverings to sing – it must stay on for the duration of the service.	Individuals must not remove their face coverings to sing – it must stay on for the duration of the service.	Individuals must not remove face coverings to sing	Face coverings TBD
Adult Sunday School	Online	Online	Continue online; Resume in-person gatherings ≤10 people, high-risk encouraged join from home	Return to normal
Fellowship (Coffee Hour)	Online	Online	Online	Return to normal w/safety measures
Music Ministry				
Choir	No	No	No	Return to normal?
Worship Band	Limited w/safety protocols	Limited w/safety measures	Yes, indoors with safety measures in place	Return to normal
Bell Choir	Yes outdoors	Yes indoors w/masks; safety measures in place	Yes indoors w/masks; safety measures in place	Return to Normal
Special Events	No	No	Resume normal activity w/limited capacity	Return to normal

² This document is a framework for conducting church activities. It is a living document that will change with state guidance and the needs of the church

³ Per state guidelines (see Appendix B), prior to conducting in-person services, organizer must develop for each location a comprehensive COVID-19 exposure control, mitigation & recovery plan & have on site for inspection. FPC will have a template for each organizer to use in preparation for event



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Committees & Other In-Person Gatherings⁴	Online	Small Groups (≤5 people) gather in homes following state safety protocols; Leadership mtgs in church following safety measures	Continue online; Small group (≤10 People), high-risk individuals encouraged to join from home	Continue offering online meetings to accommodate high-risk population
Youth Ministry	Online / drive by	Online / Drive by / limited outdoor services / small group worship no high-risk volunteers	Continue online & worship, small group gatherings (≤10 people), indoor or outdoor; no high-risk volunteers	Continue online; Resume mission trips; Large groups resume w/limited capacity
Youth Groups	Online	Outdoor worship w/no more than 100 and safety guidelines in place	Indoor Gatherings w/no more than 50 people	Indoor gatherings w/>50 people
Middle School Hangout	No	No	No	resume with limited capacity
Sunday School	Online	Online	Resume in small groups (≤10 people)	Resume normal capacity
Gleanings	No	No	No	Resume w/safety measures in place
Camp	No	No	No	Return w/safety measures in place
Kids' Ministry	Online / drive by	Online / Drive by / limited outdoor services, no high-risk volunteers	Continue Online, increase in-person gatherings, no high-risk volunteers	Continue online, resume "normal" operations
Sunday School/Kid's Club	Online	Online	Resume for older students (3-5 grade); remain online for younger	Resume all ages, with no high-risk volunteers
Children's Church	Online	Online	Resume for older students (3-5 grade); remain online for younger	Resume all ages, with no high-risk volunteers
Nursery	No	No	No	Limited capacity, no High-risk volunteers
Special events (New Year's, Halloween, etc)	Online / drive by with physical separation	Online / drive by	Limited indoor, small groups (≤10 people)	Indoor activities resume, no high-risk volunteers
VBS	Online	Online / modified outdoor gathering	Same as phase 2 No high-risk volunteers	Resume full VBS (limited capacity), no high-risk volunteers
Camp	No	No	No	Return w/safety measures in place
Pray for Me Campaign	Yes - online	Yes - online	Yes	Yes
Senior Ministry				
Annual Christmas Luncheon	No	No	Yes with strict safety, (≤10 people)	Yes with safety, >50 attendees
Preschool	No	In-Person w/school provided plan to meet state / CDC standards?. Shared spaces used as business operations, L&I protocols followed; Small gatherings (≤5 people)	In-Person w/school provided plan to meet state / CDC standards. Shared spaces used as business operations, L&I protocols followed; Small gatherings (≤10 people)	Resume normal operations

⁴ Groups are encouraged to continue to meet remotely if any members are not comfortable meeting in person and hybrid options are not feasible

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Cor Deo	Online	In-Person w/school provided plan to meet state / CDC standards Shared spaces used as business operations, L&I protocols followed; Small gatherings (≤5 people)	In-Person w/school provided plan to meet state / CDC standards Shared spaces used as business operations, L&I protocols followed; Small gatherings (≤10 people)	Resume normal operations
Camp McCullough	Essential business operations; Can operate cabins as hotel w/family separation	Continue essential business operations; Can operate cabins as hotel w/family separation; Small gatherings (≤5 people); allow volunteer maintenance	Continue essential business operations; Can operate cabins as hotel w/family separation; Small gatherings (≤10 people)	Resume normal operations
FOR Tacoma	Online; individual prayer walks	Online; prayer walks (≤5 people)	Online; prayer walks (≤10 people)	Return to normal
Deacons	Online	Leadership mtgs in church following safety measures, continue offering online meetings to accommodate high-risk population	Continue Online, increase in-person gatherings, no high-risk volunteers	Continue offering online meetings to accommodate high-risk population
Food Baskets	No (virtual, gifts ok)	Yes, small group preparations (≤5 people), following safety measures	Yes, small group preparations (≤10 people), following safety measures	Return to normal
Financial Assistance	Yes	Yes	Yes	Yes
4 Weeks FOR others (partially deacons)				
Small Groups	Online	Small Groups (<5 people) gather in homes following state safety protocols	Continue online; Increase small group gatherings (≤10 people), high-risk encouraged join from home	Continue online meetings to accommodate high-risk population
College and Young Adult (early stages)	Online / drive by	Online / Drive by / limited outdoor services / small group gatherings (≤5 people) outdoors no high-risk volunteers	Continue online, increase small group gatherings (≤10 people), indoor or outdoor; no high-risk volunteers	Continue online; Large groups resume with limited capacity safety protocols in place
Alpha	No	No	No	Resume with safety precautions in place
Women's Bible Study	y Online	Continue online Small Groups (<5 people) gather in homes following state safety protocols	Continue online; Increase small group gatherings (≤10 people), high-risk encouraged join from home	Continue online meetings to accommodate high-risk population
The Gathering				
Woman2Woman (mentoring)	Online	Small Groups (<5 people) gather in homes following state safety protocols	Continue online; Increase small group gatherings (≤10 people), high-risk encouraged join from home	Continue online meetings to accommodate high-risk population
Visitation Ministry	No	Small Groups (<5 people) gather in homes following state safety protocols	Continue small group gatherings (≤10 people) with safety measures	Resume normal activities



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Lydia Circle	Online	Small Groups (<5 people) gather in homes following state safety protocols	Continue online; Increase small group gatherings (≤10 people), high-risk encouraged join from home	Continue online meetings to accommodate high-risk population
Ladies Fellowship	y Online	Continue online Small Groups (<5 people) gather in homes following state safety protocols	Continue online; Increase small group gatherings (≤10 people), high-risk encouraged join from home	Continue online meetings to accommodate high-risk population
Prime Timers 55+	Online	Small Groups (<5 people) gather in homes following state safety protocols	Continue online; Increase small group gatherings (≤10 people), high-risk encouraged join from home	Continue online meetings to accommodate high-risk population
Men's Ministry	Online	Small Groups (<5 people) gather in homes following state safety protocols	Continue online, increase small group gatherings (≤10 people), high-risk encouraged to join from home	Continue online meetings to accommodate high-risk population
Missions				
Prayer Team(s)				
Before Church	Pray from home	Small group (<5) at church with safety measures; continue to pray from home	Resume normal activities w/safety measures	Resume normal activities w/safety measures
After Church	Available by request	Available at worship service —social distancing/no high-risk individuals	Resume normal activities w/safety measures	Resume normal activities w/safety measures
Prayer Meeting	Meet by conference call	Continue to meet by conference call	Resume normal activities w/safety measures	Resume normal activities w/safety measures

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Bible Memory		Bible Memory Sign-Up in Nov: done on-line/by email if necessary Recitation begins Jan. 2021: in person w/protocols; can be done by phone for those who wish	Resume normal activities w/safety measures	Resume normal activities w/safety measures
Library	No	Limited availability when there are worship services, Social distancing in place; individuals reserve via online catalog for pick up after service, When books and other materials are returned they will not be put back on the shelves for one full week. In the library, hand sanitizer will be used before touching the books (or provide single use gloves to browse). People can fill out the library card with their own pen/pencil or the librarian can fill it out for them.	Normal opening with the service. Continue having books and other materials sit for one week after being returned before putting them back on shelves. Encourage hand sanitizer and/or gloves while browsing and/or touching books. People encouraged to still use own pens/pencils for checking out, the librarian can fill it out for them, or they can use a pen/pencil provided by the library (removed to be sanitized with a wipe and let to sit for a week after one use)	Normal activities w/safety measures still offered.
Ethnic Fest	No	No	No	?
Knitting Ministry	Online	Small Groups (≤5 people) gather in homes following state safety protocols	Continue online; Increase small group gatherings (≤10 people), high-risk encouraged join from home	Continue online meetings to accommodate high-risk population
Outside Events	No	Special consideration for high needs groups	Special consideration for high needs groups	Normal activities resume
Weddings/Funerals (Wa 7/24/20)	No	No	Limited (≤30 people); couple must agree to same rules as worship; no reception	Couple must agree to follow safety guidelines, receptions allowed
AA	No	Allowed as spiritual meeting, ≤100 people outdoors, indoor limited by room capacity, 6ft separation; High risk individuals encouraged to stay home	No more than 100 people meeting in a room w/safety measures in place. High risk individuals encouraged to stay home	Normal activities resume
MOPS* Team Considering request to allow as worship service	No meetings	Small group (<5) meetings at home or in outdoor space; no childcare	No more than 10 people meeting in a room w/safety measures in place; High-risk volunteers and members encouraged to stay home; no childcare	Normal activities resume



RESOURCES

FPC Resources

Resource	Sq Footage ⁵	Fire Code Capacity	Covid Capacity ⁶	General
Facilities				
Sanctuary	8,315		166	276 w/6ft separation
Parking Lot	24,189		483	
Courtyard	1655?		33	33 w/6ft separation
Playground	9,696		192	
South Chapel	1,650		33	
Ferguson Chapel	900		18	
Fellowship Hall	2,232		44	
Middleton	1,128		22	
Youth Room	720		14	
Staff				
	#	Need		
Worship Team				
Volunteers				
Parking Lot Attendants?				
Ushers		4-8		
Contact Tracers				
Cleaning Crew				
Mitigation Tool				
	# On Hand	Need	Cost	
Hand Sanitizer Station	4+			
Clorox Cleaning Wipes	Small supply	more		
Masks	1000+			
Gloves				
Facial Cloths (Kleenex)	Good supply			
Hand Washing Station	0			
Folding Chairs				
Information Posters (CDC, health Dept...)	Online			Staff mbr print and post
Information Boards (Stands, sandwich boards?)				
Pre-Packaged individual communion	1000	400/month		
Donation Boxes				
Clipboards for tracking attendance (Tracing)				
Pens/Pencils for clipboards				
Rope for Cordoning / chalk for outdoors				Made by Carol

⁵ Room measurements

⁶ "Covid" = 50 sq ft/person for safe social distancing, per Church Mutual Insurance Webinar; Fire Code will be primary



FPC Event COVID-19

Exposure/Control/Mitigation/Recovery Plan As Of 7/27/20

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:

- Worship services for at 25% capacity or less than 200 people, other church gatherings are not yet allowed
- 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
- If your leadership team wants to meet in church, please ask “Do the benefits outweigh the risks?” before asking Karen
- If the answer to C is yes, call Karen and schedule a room.
- 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
- When your event is over, please clean the space. Mike will be leaving basic cleaning materials in spaces to be used”

Event							
Date							
Times							
Location							
Est. Attendance	*if attendance is limited, planner is encouraged to consider equity in invitation to attend						
COVID-19 Supervisor (onsite):							
	<table border="1"> <thead> <tr> <th></th> <th>Measure Taken</th> <th>Initial</th> </tr> </thead> <tbody> <tr> <td>Communication</td> <td> <ul style="list-style-type: none"> - 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. <ol style="list-style-type: none"> Request to take their temperature before attending a service. Any individual with a temperature of 100.4°F will not be permitted to attend 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 </td> <td></td> </tr> </tbody> </table>		Measure Taken	Initial	Communication	<ul style="list-style-type: none"> - 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. <ol style="list-style-type: none"> Request to take their temperature before attending a service. Any individual with a temperature of 100.4°F will not be permitted to attend 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 	
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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	<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, access will be controlled and limited to no more than 2 people at a time. Individuals waiting to use 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><i>There will be access to restrooms: Y or N</i></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	<p>Consider asking attendees at arrival if they have any symptoms.</p> <p><i>Attendees will be asked if they have symptoms: Y or N</i></p>	
Authorized Access Point	Authorized access to indoor location should be primarily through the front door. Other access points will be left closed.	



	<p>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>Describe how you plan to control traffic flow into and out of the service. Attach room diagram if possible</p>	
COVID-19 Safety Information Poster Posted	<p>CD, DOH, OSHA posters will be visibly posted at location.</p> <p>Additional signage needed for event: Y / N</p> <p>If Y, Describe:</p>	
Mitigate		
Choir / Singing	<p>No choirs shall perform during the service. Singing is permitted, but individuals must not remove their face coverings to sing – face covering must stay on for the duration of the service/meeting.</p>	
Communal Containers or Plate	<p>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.</p>	
COVID-19 safety training	<p>The safety tools outlined in this plan will be provided to all event staff and volunteers prior to event.</p>	
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>	
Recovery		
Location disinfection procedures	<p>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.</p>	



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 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.	



Visitation Guidance During Coronavirus-19 Pandemic For Staff, Elder's and Deacons

Our First Presbyterian Church shut-ins, older adults, and people with severe underlying medical conditions are at higher risk for developing complications from Covid-19 illness. Because of these issues, it is important that we practice the following safety rules during visitations beginning in Phase 2.

1. Wash your hands frequently.
 - Use soap and water for at least 20 seconds.
 - Or use hand sanitizer containing at least 60% alcohol.
2. Use social distancing
 - Stay at least 6 feet (about 2 arms length) from other people.
3. Wear a cloth face mask
 - Make sure it covers your mouth and nose.
 - The mask is meant to protect others in case you are infected.
4. Bringing food has parameters.
 - Food must be commercially made and wrapped.
 - Your presence and prayers are the best gifts!
5. Giving private communion needs to wait until Session gives approval.

Thank you for your faithfulness in being the hands and feet of Jesus in visitation.



FPC REOPENING PLAN:

AA, 27 July 2020

For many years, First Presbyterian Church has provided a safe place for weekly AA meetings. We consider this use of our space to be an important community service function – a tangible way to show that we are truly 4 Tacoma. From Reopening Team’s very first meeting, AA has been on our agenda – we want to allow this vital (if not officially “essential”) community service program to continue in person as soon as possible.

Why important:

- AA provides important social accountability and group mental health treatment for individuals in recovery
- Online meetings are an insufficient alternative to in-person meetings for many participants including those without access to technology (who may be most vulnerable to relapse due to increased social isolation and stressors such as homelessness)
- Social isolation is a significant risk factor for relapse in substance abuse recovery and may not be adequately remediated by online meetings for many participants

Considerations:

- There is no CDC or WA state guidance that specifically addresses AA and other mental health treatment programs, however, AA workers are considered essential, therefore we consider their meetings to be essential services:
 - o “Behavioral health workers (including mental and substance use disorder) responsible for coordination, outreach, engagement, and treatment to individuals in need of mental health and/or substance use disorder services.”⁷
- AA is not part of the business function of FPC but would follow health department business meeting guidelines.
- AA considers themselves a spiritual program (not specifically religious): Wa State guidance condones spiritual gatherings in the most recent document approving religious and faith-based gatherings in phase 1-3.
 - o “With frequent reports of spiritual gatherings becoming COVID-19 “superspreader” events in which a single service results in dozens of new COVID-19 infections, if possible, spiritual worship should continue to be done remotely or at a drive-in service. But if spiritual worship must be done in-person, the following requirements must be employed”⁸

⁷ <https://coronavirus.wa.gov/what-you-need-know/essential-business> Excerpt from Essential Workforce List, Healthcare / Public Health Sector

⁸ [June 18th 2020 Religious and Faith-Based Guidance](#)



- AA traditionally meets in Fellowship Hall Friday and Saturday nights, with groups from 10-100 people. (100 for Saturday night speaker series)
- Traditional circle format that works best for AA creates social distancing challenge as they will all face each other (bad format for aerosol spread)
- There are limited local venues that have opened in order for AA to resume in-person meetings
- Contact with the Pierce County AA headquarters indicated that they are relying on AA sites to determine when/how AA groups may be permitted to resume meeting in person

Reopening Committee Plan:

- Allow AA to meet as a spiritual gathering during Phase 2 and Phase 3 of Washington's Safe Start; In addition, we consider them an essential service based on language used in Washington State Essential Business list.
- Restrict group size to safe number (25% capacity, less than 50 people total)
 - o Fellowship Hall - 40
 - o Courtyard - 30
- Identify Staff Liaison for AA is (Aaron Byers, Director of Church Operations)
- Require AA to identify onsite Covid-19 Responsible Individual for all meetings
- Require AA to complete and utilize FPC Covid-19 Event Template for all meetings
- The Staff Liaison, with support from the Reopening Team, will consult with the Covid-19 Responsible Individual during initial planning to help address issues such as planning for entrance/exits, screening, methods of contact-tracing, registration, and maintaining group size restrictions in a way that a can be consistent with AA principles (e.g. anonymity)



Appendix A⁹

Inslee announces steps to address COVID-19 spread

Steps include smaller gathering size limits and ban on live entertainment



[WA Governor's Office](#)

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As cases of COVID-19 continue to increase across the state, Gov. Jay Inslee and Sec. of Health John Wiesman today announced a new limit on social gatherings and a ban on live entertainment across the state.

“The steps are necessary to slow down the spread of COVID-19. The unfortunate truth is that we can’t let our guard down, even as we engage in more activities,” Inslee said during a press conference Thursday. “As we inch closer to the fall, we are already on an unsustainable path in the spread of this virus. We have to change to save lives and to avoid turning the dial back further on the activities we enjoy.”





Under the new Safe Start phase limits, the number of individuals allowed in social gatherings during Phase 3 will be reduced from 50 people to 10 people. Counties in Phase 2 may continue to have social gatherings of up to five people.

The orders go into effect Monday, July 20.

These restrictions apply only to social gatherings, not business operations operating legally under the Safe Start guidance. Funerals, weddings and **religious activities** are exempt from today's restrictions.

Some gatherings that may be limited by this change include:

- Book clubs
- Barbecues
- Picnics
- Parties (birthday parties, house parties, cocktail parties, etc.)
- Baby showers
- Social clubs
- Garage and estate sales
- Gatherings on beaches and in parks

[washingtons-economy-ad5ea919ab56](https://www.washingtons-economy.com/ad5ea919ab56)



Appendix B

Washington State Governor's Guidance

The following updated document was issued by the Governor's Office on June 18th 2020: ¹⁰

Phase 1, Modified Phase 1, Phase 2, and Phase 3

Religious and Faith-based Organization COVID-19 Requirements

With frequent reports of spiritual gatherings becoming COVID-19 "superspreader" events in which a single service results in dozens of new COVID-19 infections, if possible, spiritual worship should continue to be done remotely or at a drive-in service. But if spiritual worship must be done in-person, the following requirements must be employed.

Religious and faith-based organizations are permitted to, provided all requirements in this document are met:

- | | |
|-------------------------------------|---|
| Phase 1 | Hold outdoor services on the organization's property (or immediately adjacent property if explicitly permitted by the local jurisdiction) with up to 100 individuals, excluding organization staff. |
| Modified Phase 1 and Phase 2 | A) Hold indoor services at a place of worship with up to 25% capacity or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households. |

¹⁰ [Link To Governor.wa.gov Religious and Faith Based Guidance](https://www.governor.wa.gov/Religious-and-Faith-Based-Guidance)



If there is a room in the organization's building with a door that leads outside and has restrooms, then the organization may use that room for services to hold up to 25% of the room's capacity or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households.

If there are multiple rooms with an outside door and restrooms, then the organization may use each room in the building that meets this requirement to hold services for up to 25% capacity or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households. Individuals in these rooms, must use the door that leads outside as the entrance and exit and shall not enter other parts of the building if the other parts of the building are being used for services.

If the organization has more than one building, each building is permitted to have 25% capacity or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households.

B) Hold or provide in-home services or counseling inside a person's residence with up to five total individuals (excluding organization staff).

Phase 3

Hold indoor services at a place of worship with up to 50% capacity or up to 400 people, whichever is less, so long as six feet of physical distancing can be achieved between households.

Any organization volunteers are included in the maximum number of permissible individuals. The services covered in these operational guidelines include all worship services, religious study classes, religious ceremonies, religious holiday celebrations, weddings, and funerals.

Organizations are strongly encouraged to keep a log of attendees at each service or counseling session, and to retain that log for at least two weeks. If an outbreak occurs, this information may be critical to help save lives.

Safety and Health Requirements

All organizations (including religious and faith-based organizations) have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 organization-specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.



Religious and faith-based organizations must specifically ensure operations follow the main L&I COVID-19 requirements to protect employees, members, and visitors:

- Educate all employees in the language in which they are most proficient about coronavirus, how to prevent transmission, and the owner's COVID-19 policies.
- Screen employees for signs/symptoms of COVID-19 at the start of every shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc., until the area and equipment is cleaned and disinfected. Follow the cleaning guidelines set by the CDC to deep clean and disinfect.
- Maintain minimum six-foot separation between all employees, members, and visitors in all interactions and at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimization of individuals in narrow, enclosed areas and waiting rooms, staggered breaks, and work shift starts.
- Provide personal protective equipment (PPE) such as gloves and face coverings as appropriate or required to employees for the activity being performed. Require employees to use PPE as appropriate or required for the activity being performed. A facial covering must be worn by every individual not alone at the location unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the Department of Health guidance, <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>.
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use single use disposable gloves, where safe and applicable, to prevent transmission on items that are touched frequently or shared and discard after a single use.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched services.

A location-specific COVID-19 Supervisor shall be designated by the organization at each location (indoor and outdoor) to monitor the health of employees and enforce the COVID-19 safety plan.

An employee may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for the employer to take adverse action against an employee who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation



20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First

Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances. Additional information is available at

<https://www.lni.wa.gov/agency/outreach/paid-sick-leave-and-coronavirus-covid-19-commonquestions>.

All religious and faith-based organizations are required to comply with the following COVID19 organization-specific safety practices:

1. Prior to beginning operations as described in this document, all religious and faith-based organizations are required to develop for each location (indoor and outdoor if applicable) a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available at the location for inspection by state and local authorities, but state and local authorities are not required to preapprove the plan. Failure to meet planning requirements may result in sanctions, including the location being shut down.
2. COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters shall be visibly posted at each location (indoor and outdoor).
3. Authorized access to the organization's indoor location should primarily be through the front door. Other access points should be kept closed.
4. All employees, members, and visitors in attendance shall wear face coverings before, during, and after the service (whether indoor or outdoor).
5. There may be no direct physical contact between servers and members or visitors. Anything to be consumed may not be presented to the members or visitors in a communal container or plate.
6. No choirs shall perform during the service. Singing is permitted, but individuals must not remove their face coverings to sing – it must stay on for the duration of the service.
7. All services may provide access to restrooms, provided that access is controlled and limited to no more than 2 people at a time. Individuals waiting to use the restroom must maintain at least 6 feet of distance between each person.
8. 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.



9. Alcoholbased 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.
10. Disinfectants must be available to employees, members, and visitors throughout the location (indoor and outdoor) and ensure cleaning supplies are frequently replenished.
11. Clean and disinfect high-touch surfaces after each use—including personal work stations, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms and breakrooms—using soapy water, followed by the appropriate disinfectants. If these areas cannot be cleaned and disinfected frequently, the organization shall be shut down until such measures can be achieved and maintained.
12. All organizations must adhere to physical distancing requirements and have six feet of space between workstations or have physical barriers between them.
13. All organizations must adhere to physical distancing requirements and 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. The organization must place markings on the floors and seats indicating a six feet radius to help guide members and visitors.
14. Increase ventilation rates where feasible. Evaluate ventilation and utilize U.V. filters with a higher MERV rating.
15. Ensure that tissues and trashcans are placed throughout the location (indoor and outdoor).
16. Inform all employees, members, and guests that they must self-screen for signs and symptoms of COVID-19 before arriving at the location.
 - Request employees, members, and visitors to take their temperature before attending a service. Any individual with a temperature of 100.4°F will not be permitted to attend the service or attend work at the organization.
 - 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 the service or attend work at the organization.
16. For in-home services, religious and faith-based organizations are permitted to convene up to 5 individuals, excluding organization staff. These individuals do not need to be from the same household. However, individuals must wear face coverings when individuals from outside of the household participate.
 - General questions about how to comply with the agreement practices can be submitted to the state's Business Response Center at <https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>.



- All other violations related to Proclamation 20-25 can be submitted at <https://bit.ly/covid-compliance>.



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