Life Church

COVID-19 Policies and Procedures Manual

Updated August 2020

Table of Contents

Table of Contents 1

Chapter 1: General Information 2

Chapter 2: Communication 3

Chapter 3: Safety Actions 4

Chapter 4: Cleaning, Disinfection, and Ventilation 7

Chapter 5: Contact Tracing Protocol 8

Chapter 1: General Information

Life Church affirms that the organization has reviewed and understands the state-issued industry guidelines, and that those guidelines will be implemented.

All policies and procedures are in accordance with CDC recommendations and requirements. All employees and volunteers are required to adhere to the policies and procedures as outlined in this document. All changes and exceptions to these policies must be approved by the Executive Pastor before being implemented.

Communication with local and State authorities to determine current mitigation levels in your community

Life Church will abide by current requirements for large group gatherings as set by the City of New York. Social distancing and occupancy limitations will be implemented as required by the state.

Provide protections for congregants at higher risk for severe illness from COVID-19

Sunday services will be streamed online, so all congregants at higher risk for severe illness will have the opportunity to worship remotely.

Privacy and Confidentiality

All medical information that is voluntarily disclosed to senior leadership with respect to positive Covid 19 tests or related illnesses will be kept confidential.

Chapter 2: Communication

Communication is essential for all employees, volunteers and attendees. Life Church is committed to communicating procedures and guidelines across multiple platforms to ensure that attendees, employees and volunteers understand all procedures and guidelines. Life Church will communicate through the following avenues: weekly email, website, social media, and signage in the building. The information included will remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

Weekly Email:

Life Church will communicate important safety information via email. Attendees are able to sign up for the weekly email at www.nylifechurch.com

Website:

On the Life Church website (www.nylifechurch.com) there is a specific page that outlines all COVID-19 procedures and guidelines.

Social Media:

Life Church will post basic information on social media to explain procedures and guidelines. The posts will direct people to visit the website for more information.

Signage in the Building:

Signage will be posted in the building to outline guidelines for attendees, volunteers and employees. Signs will be posted around the building reminding people of social distancing, proper hygiene and appropriate use of PPE.

Chapter 3: Safety Actions

Promote healthy hygiene practices

Volunteers and attendees will be encouraged to wash their hands for at least 20 seconds by hanging posters in the restrooms.

All appropriate supplies to support healthy hygiene behaviors will be provided during all church services. This includes hand soap, hand sanitizer with at least 60% alcohol, tissues and no-touch trash cans.

Hand sanitizer stations will be available throughout the building. Various signs will be posted throughout the building encouraging safety and hygiene practices including signs on how to stop the spread, everyday protective measures, hand washing, and properly wearing a face covering.

Cloth face coverings

All attendees, volunteers, and employees are required to wear face coverings in the building and to wear them at all times when social distancing is not possible. Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields. This is essential due to social distancing being difficult throughout the entire building. The worship team and preaching pastor can take off their face covering when they are leading worship or preaching.

Face coverings should not be placed on children younger than 2 years old, anyone who has trouble breathing or is unconscious, and anyone who is incapacitated or otherwise unable to remove the face covering without assistance.

Promote Social Distancing

1. *Limited Seating*

   We will adhere to the gathering numbers as set out by the City of New York. Life Church will abide by the maximum numbers allowed for large gatherings.

2. *Social Distance Seating*

   Seating will be spaced out in a manner consistent with social distancing guidelines. We anticipate having approximately 50 chairs set up for service once we open up for public in-person Sunday service.

Screening

Employees/Volunteers/Faith Leaders: Everyone that plans to attend in person services should be aware that if they answer yes to any of the below questions they should not come to the church building but instead participate in our online services

Have you experienced any of the following?:

1. COVID-19 symptoms in the past 14 days (fever or chills, shortness of breath, Nausea or vomiting, etc)
2. A positive COVID-19 test in the past 14 days
3. Close contact with confirmed or suspected COVID-19 case in the past 14 days

Upon Arrival:

A) A queue will be set up outside the building with proper markers indicating where people should stand.
B) Congregants will be allowed into the building, one at a time, starting 15 minutes prior to service.

Chapter 4: Cleaning, Disinfection, and Ventilation

Cleaning, disinfection and ventilation is vital to the safety of volunteers, attendees and employees. Cleaning, disinfection and ventilation procedures will adhere to CDC best practices to ensure the safety of everyone.

Cleaning Documentation:

The facilities will be thoroughly cleaned before Sunday service, concentrating on high touch areas such as doors, doorknobs, chairs, equipment, etc. Our equipment, especially microphones will be thoroughly cleaned and disinfected after each use by the Audio Engineer. Our maintenance team will keep a log to ensure that all areas in the building are being cleaned on schedule.

Safety:

When using cleaning products all windows need to be open and all volunteers must be wearing a 3-ply disposable mask or a mask of their choice to ensure adequate ventilation when using these products. Products should not be used in a confined space without adequate ventilation. All cleaning supplies should not be used near children and should not be accessible by children.

Between services attendees are asked to wait outside until the service ends. Once the service ends attendees are asked to immediately leave the facility to allow for new attendees to enter. This will allow for social distancing to remain between the switchover of services. Attendees are asked to leave immediately following the end of the services so that basic cleaning procedures are able to be implemented between services.

Ventilation:

When cleaning, windows and doors should remain open and fans should be used to increase circulation of outside air. Other ventilation equipment may be purchased and installed as recommended by CDC officials.

Chapter 5: Confirmed Cases of COVID-19 in the Building

Contact Tracing

If a member or attendee receives a positive COVID-19 test within 14 days of attending at Life service, we ask that they notify us immediately. If an attendee tests positive for COVID-19, Life Church will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts who had close contact with the worker, while maintaining confidentiality as required by state and federal law and regulations.

As such, there will be a dedicated time during service when all attendees will be urged to “check -in” via a registration site posted onscreen.

Sources

All policies and procedures are based on New York State (NYS) and Center for Disease Control (CDC) guidelines and recommendations listed on their websites. Links to the resources are found below.

https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Ffaith-based.html

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/ReligiousandFuneralServicesSummaryGuidance.pdf
https://forward.ny.gov/