

Valley Community Presbyterian Church

Facility Occupancy and Social Distancing Policy

Approved by Session: January 12, 2021

Effective: January 12, 2021

Policy: It is the policy of Valley Community Presbyterian Church to comply with Oregon Executive Orders which provide details for operating during the current Extreme Risk level in Washington County.

To comply with this policy the following procedures must be observed:

General Operations & Building Access

1. Building occupancy is limited to 25% of maximum based on OHA's guidance for faith institutions in Extreme Risk counties. Maximum occupancy is set by the TVF&R Fire Marshal. Specific COVID-19 occupancy for our facility is posted in each room. Seating configurations must comply with all physical distancing requirements.
2. Church buildings must always remain locked. Only those who have been issued external keys or key cards may provide access. Appointments can be made by contacting the various church staff.
3. The east door (parking lot door) shall be used for all access to the main church building.
 - a) Social distancing procedures will be posted inside the east door for easy referral and review.
 - b) Signs will be posted on other doors directing all to enter via the east door
 - c) No one exhibiting COVID-19 symptoms may enter the building. A sign identifying these symptoms is posted at the sign-in station.
4. A sign-in station will be located inside the east door and must be used when entering and leaving the building.
5. All individuals are required to use a face covering in common areas of the church
 - a) Should an individual not have a covering of their own, the church will seek to provide coverings at the check in table
 - b) "Face covering" means a cloth, paper, or disposable face covering that covers the nose and the mouth.
 - c) Face coverings are required while speaking or performing. There are no exceptions regardless of distance between the audience and the speaker. Additionally, plexiglass shields are not approved as a substitute for a face covering.
6. Cleaning, disinfecting, and sanitation policies will be followed as recommended by sector guidance for faith institutions, funeral homes, mortuaries and cemeteries.

7. Building use must be limited to only the following purposes:
 - a) Worship live stream events and practices. These are open to invited participants only.
 - b) Periodic facility safety and security inspections.
 - c) Facilities emergency response.
 - d) Custodian on site work, including special projects, which are approved in advance by the Head of Staff.
 - e) Office work that is unable to be completed remotely.
8. When the building is occupied by more than one person concurrently, a staff member or elder shall be assigned to ensure that social distancing is enforced. This person shall:
 - a) Ensure that no more than the maximum allowable people in the building are present.
 - b) Describe the social distance requirements, such as maintaining minimum six foot separation between those who are not from the same household, to all persons attending and ask each for agreement to comply.
 - c) Explain procedures for complying, such as sequential use of restrooms, movement within shared spaces, etc.
9. No food or beverages may be prepared or consumed in the facility, except for communion elements, closed water bottles or coffee cups brought from home, and food brought by office staff for personal consumption in the office area.
10. Occupants are limited to only those areas of the church required to fulfill their purpose. A room request must be submitted and approved prior to use.

Church Office Operations

11. The church office is to remain closed to the public.
12. Staff is required to work remotely when possible. If staff continues to work on premises they must follow all state and Washington County workplace recommendations. All efforts will be made to ensure employee sense of safety.

Worship Operations

13. In person worship services are prohibited at this time. Virtual services will be available for streaming on Facebook Live and YouTube until further notice.
14. Only identified musicians are permitted to sing in the sanctuary space.

Community/Church Group Operations

15. No additional community or church groups or events will be allowed to use the building while in the Extreme Risk level unless authorized by Session. Exceptions include Red Cross blood drives and youth ministry operations.

Applicability: This policy applies to all activities conducted in the main church building. It applies to all individuals entering the building, including staff, church members and friends, vendors, and contractors.

The Youth House is closed until further notice. The only access permitted is by residents, and for facilities inspections and emergencies. The Youth House residents are governed by the Rental Contract and are responsible for self-regulation related to social distancing.

Responsibility: Conformance to this policy is the responsibility of the Session of Valley Community Presbyterian Church. Any changes or exceptions to the policy must be approved by Session. This policy is in force until further notice after initial approval by Session.

Further References and Resources

- a) Oregon Executive Order 20-66 (Risk and Safety Framework) 12/3/2020:
https://www.oregon.gov/gov/Documents/executive_orders/eo_20-66.pdf
- b) OHA COVID-19 Main Page: <https://govstatus.egov.com/OR-OHA-COVID-19>
- c) OHA Guidance Overview Chart:
<https://sharesystems.dhsoha.state.or.us/DHSForms/Served/le3461.pdf>
- d) OHA Sector Guidance for Faith Institutions:
<https://sharesystems.dhsoha.state.or.us/DHSForms/Served/le3465.pdf>
- e) Washington County Workplace Guidance:
<https://www.co.washington.or.us/HHS/CommunicableDiseases/COVID-19/workplace-guidance.cfm>