

## Valley Community Presbyterian Church

### Facility Occupancy and Social Distancing Policy—Phase 1

Approved by Session: May 28, 2020

Effective: June 1, 2020

**Policy:** It is the policy of Valley Community Presbyterian Church to comply with Oregon Executive Orders which provide details for Phase 1 opening.

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

#### General Operations & Building Access

1. Building occupancy must be limited to a total of twenty-five (25) or less individuals at any time. Further references to building capacity will reflect this number.
2. Church buildings must remain locked at all times. Only those who have been issued external keys or key cards may provide access. Appointments can be made by contact the various church staff. All individuals without an appointment will be granted access determinant upon building capacity and safety.
3. The east door (parking lot door) shall be used for all access to the main church building.
  - Social distancing procedures will be posted inside the east door for easy referral and review.
  - Signs will be posted on other doors directing all to enter via the east door
4. A sign-in station will be located inside the east door and must be used when entering and leaving the building. This will be used in helping to meet the expected contact tracing expectations and recommendations of the state and Washington County.
5. All individuals are required to use a face covering in common areas of the church
  - Should an individual not have a covering of their own, the church will seek to provide coverings at the check in table
  - “Face covering” means a cloth, paper, or disposable face covering that covers the nose and the mouth.
  - Exceptions to this rule include worship leadership in the chancel area during Sunday worship and employees working in their individual offices.
6. Building use must be limited to only the following purposes:

- Worship live stream events and practices. These are open to invited participants only.
  - Periodic facility safety and security inspections.
  - Facilities emergency response.
  - Custodian on site work, including special projects, which are approved in advance by the Head of Staff.
  - Church staff daily operations
  - Previously arranged visits between individuals and church staff
  - Visitors as allowed (based upon building capacity and safety)
7. 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:
- Ensure that no more than the maximum allowable people in the building are present.
  - Describe the social distance requirements, such as maintaining minimum six foot separation, to all persons attending and ask each for agreement to comply.
  - Explain procedures for complying, such as sequential use of restrooms, movement within shared spaces, etc.
8. No food or beverages may be prepared or consumed in the facility, with the exception of communion elements, closed water bottles or coffee cups brought from home, and food brought by office staff for personal consumption in the office area.
9. Occupants are limited to only those areas of the church required to fulfill their purpose.

### **Church Office Operations**

10. The church office may resume operations for staff, with staff following all state and Washington County workplace recommendations, including appropriate workplace signage.<sup>1</sup> All efforts will be made to ensure employee sense of safety, including arranging working from home, to be arranged between staff member and Head of Staff (Pastor).
11. Keep front glass window closed at all times

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<sup>1</sup>[Oregon Health Authority recommendations:https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342C.pdf](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342C.pdf);  
[Washington County workplace recommendations:https://www.co.washington.or.us/HHS/CommunicableDiseases/COVID-19/workplace-guidance.cfm](https://www.co.washington.or.us/HHS/CommunicableDiseases/COVID-19/workplace-guidance.cfm)

## **Worship Operations**

12. Maintain live stream worship-only during phase 1<sup>2</sup>
13. Only identified musicians to sing in sanctuary space

## **Community/Church Group Operations**

14. No additional community or church groups or events will be allowed to use the building during Phase 1.
15. Exceptions include: Red Cross blood drives.

**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**

1. [Washington County Reopening Plan:](https://www.co.washington.or.us/HHS/CommunicableDiseases/COVID-19/upload/Washington-County-Reopening-Plan5-15-2020.pdf)  
<https://www.co.washington.or.us/HHS/CommunicableDiseases/COVID-19/upload/Washington-County-Reopening-Plan5-15-2020.pdf>
2. [Current Governor's Statement:](https://govstatus.egov.com/or-covid-19/) <https://govstatus.egov.com/or-covid-19/>

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<sup>2</sup>Live stream worship will continue as an option, even when in-person worship is re-instated.