BurlPres COVID-19 Safety Plan

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| Author | Virus Response Team |
| Version | PURPLE STATUS (R0) |
| Approved by | Graham Baird, Lead Pastor  Jennifer Dawson, Elder for Safety  Date of Session Vote |

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# 1.0 Scope

This Safety Plan addresses COVID-19 virus prevention protocols for BurlPres, excluding the BurlPres Preschool. The Safety Plan is intended to address office spaces, general church facility usage, and potential gatherings for congregants. Anyone entering the facility, including temporary, independent contractors, and volunteers, including contractors working for Buildings and Grounds, need to abide by the Safety Plan.

The Children’s Ministry Center (CMC) building and playground is for use by the BurlPres Preschool only. The Preschool has created their own specialized safety plans which meet local and state guidelines, and govern activities in these areas including child care, cleaning, staff training, and infection response procedures. To the greatest extent possible we want to avoid any cross-contamination from the Preschool to the main church facility, and vice versa. The goal is to keep the people, equipment, and operations in these spaces isolated from each other.

This Safety Plan will be updated regularly as conditions change. There are many reasons for a revision, including:

* Supporting staff in having clear safety plans to support new ideas for ministry activities. If staff have an idea for a ministry activity, they should contact the Virus Response Team and we will be happy to help create a specialized safety plan, ensuring that all activities are in alignment with direction from health officials.
* A change in our county status (e.g. changing from Purple to Red so that more activities can be allowed)
* When we identify opportunities for process improvement or additional mitigations that may be needed in response to an outbreak

“Shall” or “must” statements within this plan are to be taken as mandatory actions.

“Should” statements within this plan are advised best practice, but some discretion is given with the assumption that the reader has read and understood the full plan, including the theology and risk assessments framing our response to the COVID-19 pandemic.

# 2.0 Theology of Virus Response

God calls us to “Love our neighbors as ourselves.” Loving our neighbors is complex during a pandemic as different members of our community have different needs. Those who are in a high-risk category or who may be more risk averse may want to isolate and minimize their risk of exposure to the greatest extent possible. Towards those members of our community, a loving response is staying distant, empathizing with emotions caused by isolation, and supporting ways to create connection and spiritual growth from a distance.

For others, the social and emotional toll of isolating can be debilitating. As stated in the CDC guidance to Communities of Faith, “religious worship has particularly profound significance to communities and individuals.” This is a scary and uncertain time; and our spiritual community can offer a special form of comfort, refuge, support, encouragement and hope to those who are feeling tremendous strain. We know there are increased cases of intimate partner violence, people experiencing severe economic distress, and kids struggling to adapt to disruptions to normal activities, just to name a few. For members of our community who are struggling to cope, a loving response may involve facilitating physically present forms of ministry. Examples could include food distribution for those with food insecurity, conducting memorial services for grieving families, or opportunities to gather to serve others to provide desperately needed hope. This plan is intended to give evidence-based guidance on how to meet these needs while keeping staff, volunteers, and participants at an acceptably low level of risk.

Another critical stakeholder group we need to love during this time is our talented, dedicated, and compassionate staff. Loving our staff means striking a balance between enabling them to do effective ministry while also providing a safe environment for them to do their work. Each staff member’s risk level and risk tolerance will be different and we can show love by being responsive to individual needs. We will strive to foster an environment of psychological safety for all, so we can help to ensure staff will speak up if they have any concerns. We want the church to be a welcoming and friendly place and harsh critique or argumentative policing will have a detrimental effect. Staff can act lovingly toward each other by being familiar with this Safety Plan and leading by example in behaving according to the plan. We can also love our staff by insulating them from unnecessary pressure from members of our community who may feel frustrated by restrictions or have unreasonable expectations about the effort involved in performing ministry activities during the pandemic. We want to help staff members find safe ways to execute their vision and goals for their ministry to meet the diverse needs of our community during this difficult time, while not having them feel pressured to do anything that feels like unsafe risk taking.

Finally, we have a responsibility to love our wider community outside of BurlPres by implementing responsible safety policies to minimize community spread. We do not want to be a church that hosts a superspreader event. Instead, we want to be a place that our wider community would see as a place of safety for all. If the wider community perceives us as having reckless gatherings, we may be seen as a threat to community goals for transmission reduction to enable businesses and schools to reopen. By continuously researching and following the latest guidance from medical experts and our community health leaders, we can show love by minimizing the risk of spreading infection to those outside of the BurlPres community.

Our church is a family system situated within a broader social system. The health of our church family will have extended implications for our neighbors in our community and vice versa. Tending to our own physical and emotional health will help to drive down the incident rate in our community so children can return to school, parents no longer will be required to home-school, and at-risk individuals will be less at risk. Tending to our own spiritual health will sustain our energy and spiritual resourcefulness so that we can love each other and our neighbors as Christ calls us to love and be witnesses of Christ’s love in our community.

# 3.0 Virus Response Team

The Virus Response Team (VRT) is a cross-functional group of elders, staff, and congregants with expertise in ministry, business operations, safety, and medicine. This team has been charged to develop policies for our church-wide response to the pandemic. We seek to find ways to enable effective and safe ministry while also protecting the wellbeing of our various stakeholder groups.

The pandemic has touched nearly every aspect of our church life and so the VRT is an advisory board to support all BurlPres teams in ensuring we live out our values of loving others during this difficult time. We meet frequently (typically biweekly) to review the latest virus rate data, the latest findings from the medical research and news reports, as well as the latest guidance from local, state, national, and denominational leaders. The VRT is a source of deep knowledge for BurlPres about the COVID-related risks, safety protocols, and best practices. From Buildings and Grounds to Worship to Personnel, the VRT can help educate teams about BurlPres safety plans and help to ensure all are following best practices.

The table below provides a brief summary of the roles and responsibilities of various leadership teams within BurlPres:

Table 1: Roles and Responsibilities related to COVID-19 Response

|  |  |
| --- | --- |
| BurlPres Team | Roles and Responsibilities |
| VRT | Writing and updating COVID-19 Safety Plan  Consulting with leaders on safety plans for specific events or activities  Supporting staff and volunteers in ensuring safe working conditions  Monitoring and/or training monitors to verify Safety Plan compliance during activities  Documenting and correcting deficiencies in the Safety Plan or Safety Plan compliance  Supporting Personnel and Business Operations staff in training staff and other users of the facility on the Safety Plan  Coordinating response actions if someone has symptoms or tests positive after working, using the facility, attending an event, or the workplace has an outbreak, in accordance with CDPH guidance. |
| Buildings and Grounds | Implementing Safety Plan-mandated facility upgrades  Complying with Safety Plan during required routine maintenance and other needed activities in church-owned facilities |
| Personne  l | Managing staff tasking, workload, and job scope  Developing policies for COVID-related leave and work accommodations to encourage employees to stay home when ill or have been in close contact with someone who was ill  Addressing any willfully negligent violations of the Safety Plan |
| Worship, Adult, NextGen, Caring, Missions | Developing ideas for activities in alignment with the Safety Plan  Consulting with VRT for any proposed deviations or exceptions to the Safety Plan or any activities not explicitly addressed by the Safety Plan  Ensuring all safety-related protocols are in-place for any activities  Ensuring sufficient safety monitors for any in-person activities  Ensuring sufficient training for all event leaders and participants |

In addition, the VRT helps support all in our BurlPres community, particularly staff and volunteers, to make sure everyone feels safe. Anyone can contact the VRT with feedback or concerns about how BurlPres is handling our virus response and we will work to identify any needed corrective actions. We also welcome any staff or volunteers to contact the VRT to discuss their personal risk factors and any associated requests for work accommodations. When appropriate, the VRT will work with any other teams within the church (B&G, Personnel, etc.) to address feedback and find solutions to any issues that may come up.

To contact the Virus Response Team (safety@burlpres.org):

VRT Chair: Jennifer Dawson, Elder for Safety

Operations Support: Joan Cleary, Director of Operations

Administrative Support: Lupe Rodriquez, Communications and Hub Coordinator, lrodriquez@burlpres.org

Facility Access: Sonu Sharma, Facilities Coordinator

Other resources: If staff have concerns about virus response, they may also reach out to their Session Liaison or the chair of Personnel.

The VRT also has a responsibility to keep Session informed of BurlPres’ legal liability related to COVID-19. San Francisco Presbytery has published guidance on legal liability:

“Whether your insurance protects you or not, you still face the risk of lawsuits from users of your church who get infected and believe that they may have been infected at your church. Currently our State has no laws protecting businesses or organizations from being sued if someone claims to have gotten sick at your church. The law requires that you follow accepted protocols for safety, and that you have taken reasonable precautions against the transmission of illnesses. But a lawsuit can still claim that either you did not take such precautions, or that you claimed to do so but somehow failed to fully follow those protocols. So the key point here is that your Session must have written protocols for safety and cleanliness in the midst of this pandemic, they must be in full alignment with your county public health requirements, and you must ensure that those are followed by you, your parishioners, and by every user of your site. Having them is not enough; they must somehow be communicated to every person who uses your facility and they must be followed.” [[1](https://www.presbyteryofsf.org/psf-reopening-churches-and-church-liability/)]

This Safety Plan has been developed to be in compliance with the County of San Mateo, State of California, and Centers for Disease Control guidance. As a result, it is very detailed and must be followed by all who use the church facility and lead events on behalf of BurlPres. The Safety Plan will be distributed broadly and training will be provided. San Francisco Presbytery has made it clear that Session is responsible for any risk taken and liability incurred by BurlPres and so Session will need to vote on and approve any in-person gathering that is to occur in accordance with this Safety Plan.

# 4.0 Risk Factors for Virus Spread

The goal of our Safety Plan is to minimize risk while still enabling critical ministries to continue at BurlPres. It is important for individuals to be well-informed about the possible risks of virus spread when deciding when and how to engage in in-person activities. Because individuals have different risk factors as well as different desires for in-person spiritual support, BurlPres has developed a flexible Safety Plan to balance risk with benefits of in-person gatherings.

Since the virus first emerged in late 2019, the medical community has provided ever-improving evidence-based guidance [[2](https://www.who.int/news-room/commentaries/detail/transmission-of-sars-cov-2-implications-for-infection-prevention-precautions)] on the factors that are most likely to cause COVID-19 spread. The primary transmission source is respiratory droplets that are produced when people talk, sing, sneeze, or cough. These droplets can travel relatively far distances and circulate in enclosed spaces. Outdoor activities are generally lower risk than indoor activities and well ventilated spaces are generally lower risk than poorly ventilated spaces. “Transmission is most likely when people are in close contact or in a poorly ventilated area with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.” [[3](https://files.covid19.ca.gov/pdf/guidance-places-of-worship.pdf)]

Proximity and time are both factors that increase the likelihood of virus transmission: “the more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread.” [[4](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/deciding-to-go-out.html)] Briefly moving past someone who is infected tends to be lower risk than prolonged periods in close proximity. Generally, activities that involve walking around in open spaces with good social distancing are going to be lower risk than prolonged periods of sitting in close proximity.

There have been numerous reports of COVID-19 superspreader events [[5](https://dx.doi.org/10.3201/eid2606.200495)] [[6](https://www.washingtonpost.com/health/2020/07/18/coronavirus-superspreading-events-drive-pandemic/)], including events hosted by religious organizations. While the exact causes are not precisely understood, some infected people have a tendency to rapidly spread COVID-19 to others. A key metric in understanding superspreaders is the effective reproductive number (Reff). It quantifies how many other people will be infected by just one infected person. [[7](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7328541/)] In San Mateo County, average Reff for COVID-19 has ranged between 0.9 and 1.25 between June and August 2020 [[8](https://calcat.covid19.ca.gov/cacovidmodels/)]. While these averages are useful, they don’t tell the whole story. During superspreader events, the Reff can be more than 10 where one person infects more than 10 other people. Because we don’t know who will be a superspreader, we need to design safety protocols with the assumption that a superspreader may be in attendance at any event.

People who have no symptoms or who are presymptomatic can spread COVID-19 [[9](https://doi.org/10.3201/eid2607.201595)]. For this reason, health screenings involving checking people’s temperature and asking screening questions about whether someone is experiencing symptoms will not catch all people who are potentially contagious. It is important for all participants to follow safety protocols to minimize the risk that an asymptomatic carrier gives the virus to others.

While respiratory droplets are a dominant source of virus spread, COVID-19 can also be transmitted through surface contact. The virus can linger on surfaces and then be transferred from the surface to a person’s eyes, nose, or mouth and result in infection.

Based on the data, higher risk activities include [[3](https://files.covid19.ca.gov/pdf/guidance-places-of-worship.pdf)]:

* Indoor activities
* Singing, chanting, or group recitation of prayers
* Sitting in one place in close proximity to others for >5 minutes
* Eating together, particularly buffet-style or family-style with shared serving utensils
* Using communal restrooms

In addition, the CDC provides the following risk categories [[10](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/community-based.html)]:

* Lowest risk: Meetings and other activities are conducted virtually. Only essential activities (i.e., provision of essential services) occur in person.
* More risk: Small, in-person gatherings like board meetings or support groups are held. Outdoor activities and meetings are prioritized. Individuals from different households remain spaced at least 6 feet apart and do not share objects. No food is served at meetings or events. Most staff telework and if staff or stakeholders are present in a facility, they are required to wear masks (if able) and maintain social distancing. Rigorous cleaning and disinfecting practices are implemented. Attendees at the organization’s meeting and events come from the same local geographic area (e.g., community, town, city, county).
* Higher risk: Indoor activities are held. Medium-sized in-person gatherings are adapted to allow individuals to remain spaced at least 6 feet apart. In community-based organization facilities, common areas are closed, and staff are encouraged to wear masks (if able) and maintain social distancing. Food is served in pre-packaged boxes with disposable utensils to eliminate the need for shared items or congregating around serving tables. For meetings and events, a limited number of attendees come from outside the local geographic area.
* Highest risk: Standard operations and programming are resumed. Large in-person gatherings are held where it is difficult for individuals to remain spaced at least 6 feet apart. Food is served “potluck” or family style. Many event attendees come from outside the local geographic area.

To enable in-person ministry and on-site staff activities, the goal of the Safety Plan is to limit activities to the “Lowest Risk” and “More Risk” categories and proactively mitigating known risk factors for virus spread. It is recommended that each individual, prior to participating in BurlPres activities, should understand their personal risk factors for severe COVID-19 illness, including consulting their doctor. The Centers for Disease Control (CDC) has provided information on what factors are likely to lead to severe illness due to COVID-19. [[11](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html)] Each individual should consider:

* Rate of COVID-19 spread in our community. The most recent data for San Mateo County can be found on the county dashboard. [[12](https://www.smchealth.org/data-dashboard/county-data-dashboard)]
* Potential for close contact with someone who is sick or anyone who is not wearing a mask (and may be asymptomatic)
* Personal risk factors for severe illness
* Personal actions taken daily to protect yourself from COVID-19

The CDC has provided a useful guide to help individuals assess their own risk tolerance. [[13](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/deciding-to-go-out.html)]

# 5.0 Options for Virtual Participation

As much as possible, we encourage the BurlPres community to utilize the many options we are providing for virtual spiritual engagement. Current offerings can be found on the BurlPres website: <https://www.burlpres.church/en/events>. We have weekly virtual worship services, including an ability to do at-home communion, with a live chat feature to communicate with others during the service. Recordings of past services are also available online <https://www.burlpres.church/en/watch>. In addition, we offer virtual small group prayer, Bible-study, and spiritual formation programs, kids and student programs, social activities, and parent education classes. There are many ways to participate in the life of BurlPres from the comfort of your own home and we hope you will utilize these programs.

If you need assistance setting up technology to support virtual participation, please contact our tech team lead, Kerry Persichitte via email at kpersichitte@burlpres.org or by phone at 630.542.5200.

Many members of our care ministries team would welcome the opportunity to support you or help meet any needs you might have. Our Deacons, Stephen Ministers and staff members have been very active in reaching out to individuals who feel isolated, need a friendly word of encouragement, desire spiritual companionship, or need help in any number of practical, day-to-day ways. You can reach one of our pastors or anyone on our care ministries team by calling 650.342.0875, Option 3, or by sending an email to [careministries@burlpres.org](mailto:careministries@burlpres.org)

For staff and church leadership, you may want to access the results of the [BurlPres Wellbeing](https://docs.google.com/presentation/d/1MS7HFKsPJ9xNHz_0io9cuNWvL8PXMoy7L3IdbGKlsHo/edit#slide=id.g98835ff0b6_0_59) survey for more guidance on how we can serve our church during this time.

# 6.0 Prohibited Activities

Prohibitions and policies related to the use of church facilities are compliant with State of California Guidelines for San Mateo County being in **PURPLE** status as of September 4, 2020. [[14](https://covid19.ca.gov/safer-economy/)] As conditions change in our local area, this Safety Plan will be updated to adjust the list of prohibited activities. Any requests for waivers to these general prohibitions should be evaluated by the VRT. It may be possible to accommodate some exceptions with specialized safety protocols.

Our pastors often play a critical role in the lives of parishioners in times of acute need. We want to give some flexibility to pastors to be able to follow the leading of the holy spirit and conscientiously minister for those that may be experiencing a crisis, such as visiting home-bound parishioners. We generally recommend in-person pastoral care occur outdoor, socially distanced, and while wearing masks whenever possible. Pastors must follow all safety procedures for facilities they visit, including hospitals and long-term care facilities for the protection of both the staff member and potentially vulnerable people in the care of the facility. All in-person visits must be logged in the activity tracker (see [Appendix B](#_fu96lg6zp64b)) in the event it becomes necessary to perform contact tracing due to an outbreak at BurlPres.

References:

[[3](https://files.covid19.ca.gov/pdf/guidance-places-of-worship.pdf)] California OSHA Industry Guidance for Places of Worship (July 29, 2020)

[[10](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/community-based.html)] CDC Considerations for Community-Based Organizations (August 5, 2020)

[[15](https://files.covid19.ca.gov/pdf/checklist-places-of-worship--en.pdf)] California OSHA General Checklist for Places of Worship (July 1, 2020)

[[16](https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html)] COVID-19 Employer Information for Office Buildings (July 9, 2020)

[[17](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)] CDC Considerations for Communities of Faith (May 23, 2020)

Indoor congregational group activities are not permitted.

Children must remain in the care of their household unit. No kids or students programs can occur without direct supervision of the minors by a member of the household.

The church’s main kitchen may not be used for large-group, buffet-style food preparation or serving. The main kitchen may be used for individual use (e.g. warming up lunch in the microwave) with permission from Sonu Sharma. In addition, there may be activities enabled by the Safety Plan that would involve distributing pre-made, pre-packaged food items (e.g. cookies in individual serving bags). Individuals in a single household may use the kitchen for this type of food preparation, however, masks and gloves must be used at all times, including during packing food in the single serve containers. All kitchen users are expected to appropriately disinfect the spaces they use.

Work-related staff travel is currently prohibited, including attendance at conferences, seminars, or ceremonies outside of our local community. If there is a compelling need for a specific religious purpose, the VRT should be contacted for risk reduction measures.

The Children’s Ministry Center (CMC) building and playground is for use by the BurlPres Preschool only. Anyone who is not a BurlPres Preschool Staff or Student must contact Sonu and Tiffany prior to entry. The Preschool has created their own safety plans which govern activities in the CMC.

There may be no sharing of choir robes or other garments. There may be no passed offering plates. There may be no holding hands, laying on of hands, or other direct physical contact between different households. If there is a compelling need for a specific religious purpose, the VRT should be contacted for risk reduction measures.

There may be no in-person rehearsals or vocal performances of the choir, band, or contracted musicians, either at the BurlPres facility or at off-site locations. The only specific exceptions, with heightened safety precautions, are described in the [Special Protocols for In-Person Activities](#_dvs6wmugpfqf) section.

There may be no general public group singing, chanting, or group recitation of prayers. Cal OSHA guidance indicates “singing and chanting negate the risk reduction achieved through six feet of physical distancing.”

BurlPres staff or BurlPres-owned equipment may not provide transportation services to anyone.

BurlPres must not house overnight guests, including Home and Hope or other similar programs for those experiencing homelessness.

# 7.0 Use of Church Facilities

To protect the health and wellbeing of those who need to be in the church facility, we ask that anyone without a clear, necessary purpose for being in the building to please refrain from entering. The indoor spaces of the church are limited to the following purposes:

* Necessary staff, Elder, or Deacon church work
* Access to Prayer Garden for private visitation or small memorial services
* Required facility maintenance activities
* Activities required to support virtual ministry offerings
* Child care services through the BurlPres Preschool program

Staff are encouraged to work remotely to the greatest extent possible, however, we recognize there are many aspects of ministry that may not be possible by working from home and thus become necessary church work. Staff may not have spaces at home where confidential spiritual counseling can be performed. Management of physical mail and financial records may require office access. In addition, performing important sacred ministries such as memorial services may not be possible remotely. We also use indoor facilities to record many of the virtual programs offered by BurlPres. The Safety Plan is intended to minimize risk for staff members who are performing this necessary indoor church work.

Any use of the church facility must be coordinated with Sonu so it can be logged in the activity tracker in case we need to do subsequent contact tracing due to potential COVID-19 exposure. Logged activities also help us to ensure appropriate levels of facility cleaning. We keep a church calendar to track regularly scheduled facility usage. Any other people who would like to use the church facility must e-mail Sonu ([ssharma@burlpres.org](mailto:ssharma@burlpres.org)) prior to visiting and provide the following information:

* Purpose of access
* Planned date and time of access
* Space within the facility that will be used
* Number of people
* Contact information for anyone that will be on-site, including name, phone number, and e-mail address in case they need to be notified of exposure while in the facility.

Sonu will provide anyone accessing the building with a copy of the BurlPres Safety Plan summary ([Appendix A](#_ns36y8g56ql7)). Prior to entering the facility, each person needs to sign the Liability Waiver ([Appendix C](#_f3ypobdx3zo2)), including a statement that they have read and understood the Safety Plan Summary. If those entering the building are unable to read the plan as written in English, the staff member responsible for the visitor will need to explain protocols and ensure the visitors remain in compliance with the Safety Plan.

## 7.1 Generalized Infection Reduction Measures

Anyone using the church facility or anyone attending a BurlPres-sponsored activity will comply to the following general safety protocols, as recommended by the San Mateo County Health Officer, Cal OSHA, and CDC: [[3](https://files.covid19.ca.gov/pdf/guidance-places-of-worship.pdf)] [[10](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/community-based.html)] [[15](https://files.covid19.ca.gov/pdf/checklist-places-of-worship--en.pdf)] [[16](https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html)] [[17](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)] [[18](http://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-11_20200617.pdf?1592431253)] Anyone entering the facility or participating in a BurlPres-sponsored in-person event shall be provided with a copy of Safety Plan Summary in [Appendix A](#_ns36y8g56ql7).

**Health Screen:**

Anyone entering the facility or attending an event must receive a temperature check upon arrival. We provided self-serve health screening stations at the entrances to the facility equipped with an instant read thermometer with instructions, alcohol wipes to clean the handle of the thermometer, gloves, masks, hand sanitizer and a sign describing symptoms of COVID-19. Everyone entering the facility shall also sign a waiver form (see [Appendix C](#_f3ypobdx3zo2)). For any in-person gatherings, BurlPres staff or volunteers shall administer the health screen.

* Point the non-contact thermometer at the person’s forehead and use the button to take a reading. Anyone with a temperature of 100.4 degrees F or higher must not enter the facility or participate in the in-person activity.
* Ask them to use hand sanitizer.
* Ask if they have symptoms, including:
  + Fever or chills, or taking fever reducer for these symptoms
  + Cough
  + Shortness of breath or difficulty breathing
  + Fatigue
  + Muscle or body aches
  + Headache
  + New loss of taste or smell
  + Sore throat
  + Congestion or runny nose
  + Nausea or vomiting
  + Diarrhea
* Ask if they or anyone in their household has symptoms, has been diagnosed with COVID-19 in the last 14 days, or if they are currently awaiting test results for COVID-19.
* If the answer to the symptoms/test check is “yes” they must not enter the facility or participate in the in-person activity.

**Hygiene Practices:**

* For anyone using public transit or ridesharing to travel to the church facility, please follow the CDC guidelines for safer travel. [[19](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html)] Wash hands upon arrival.
* Hand sanitizer (at least 60% alcohol), facial tissues, and no-touch trash cans must be readily available. DO NOT use any hand sanitizer that contains methyl alcohol due to its high toxicity.
* Avoid touching eyes, nose, and mouth.
* Frequent hand washing is strongly encouraged - wash for at least 20 seconds, with vigorous rubbing, and use warm water when possible
  + Hand washing is especially encouraged after blowing noses, coughing, or sneezing, or having been in a public place.
  + If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
* Cover coughs with arms or use a tissue. Tissues should be discarded in the trash. Hands should be washed after coughing.
* Do not share headsets or other objects that may come into contact with the face, mouth, or nose (unless appropriately sanitized)

**Mask Usage:**

There are some specific rules related to mask wearing that apply to staff work around the church facility as well as events that may be held with the congregation or general public.

* Signs shall be visible reminding people to wear masks and wash hands.
* Masks shall be worn covering both nose and mouth, including when working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities.
* Masks incorporating a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling do not comply with the mask rules as valves release droplets from the mask, putting others nearby at risk. Face shields are also not considered face coverings. [[18](https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-11_20200617.pdf?1592431253)]
* We cannot exclude people who have medical exemptions for wearing face masks, however, they should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it. [[20](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)] If a staff member requires accommodation for the mask rules due to medical necessity, they should contact the VRT so a plan can be developed that keeps everyone safe. California’s “Guidance for the Use of Face Coverings” [[20](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)] as well as the San Mateo County “COVID-19 FAQ for Businesses” [[21](https://www.smchealth.org/sites/main/files/file-attachments/20200701_ehs_covid19_faqs_ehs_leadership_final.pdf?1593710263)] provides a list of possible exemptions:
  + Someone under the age of 2
  + Someone having trouble breathing or is unconscious
  + Someone who is hearing impaired or someone who is communicating with someone who is hearing impaired where mouth visibility is critical to communication
  + Someone who cannot remove the mask without assistance
  + A medical professional has advised that wearing a face covering may pose a risk to the individual for health-related reasons.
  + Wearing a face covering would create a risk to the individual related to their work as determined by local, state, or federal regulators, or workplace safety policies or guidelines.
* All people in the church facility should have their masks on their person at all times, these BurlPres-specific exceptions to mask wearing are allowed:
  + If staff members are alone in their personal offices, with the door closed
  + Masks may be removed for recording virtual programming. See [Recording Spaces](#_20zvyqkzr5iv) section for more details.
* Staff members are NOT encouraged to approach coworkers or members of the public who are not wearing a face covering for the purpose of attempting to enforce any face covering recommendation or requirements. [[22](https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf)] Contact the VRT for help in resolving any concerns with mask policy compliance.

**Social Distancing:**

* Make every effort to remain separated by at least 6 feet from anyone not in your household. Avoid making any physical contact with those outside your household.
* If attending an in-person group gathering, have entire households arrive as a single group.
* If staff members are alone in the facility, or otherwise have concerns about their physical safety, closed and locked doors are encouraged.

**Risk Reduction Measures:**

Because the church building is a shared space, we can help to protect one another by following these guidelines:

* Protecting yourself at home at home is important. The CDC has several resources to learn more about how to protect yourself at home. [[23](https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf)] [[24](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/going-out.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fdaily-life-coping%2Fat-home.html)] [[25](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/living-in-close-quarters.html)] [[26](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html)] In addition, information is available to help cope with stress and feelings of isolation. [[27](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html)]
* Staff and visitors are encouraged to stay home if they have had close contact with anyone with symptoms or have engaged in higher risk behaviors within the preceding 10 days, including:
  + Activities prohibited by current county health officer orders (e.g., indoor dining, salon services)
  + Attendance at home or social event with individuals outside the family “pod” who are not wearing masks or social distancing
  + Indoor visitation at a long-term care facility
  + Flying on an airplane
* Return to work/facility guidance after symptoms, positive test, or potential exposure: While there is some conflicting guidance between the CDC, State of California, and San Mateo County Health, the most clear and recent guidance is provided by the California Department of Public Health [[28](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Returning-to-Work-or-School-Following-COVID-19-Diagnosis.aspx#)]. Because there have been frequent updates to these policies, it is best to contact the VRT for the latest guidance ([safety@burlpres.org](mailto:safety@burlpres.org)). For reference, the employees or other participants at BurlPres events may return when [[28](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Returning-to-Work-or-School-Following-COVID-19-Diagnosis.aspx#)]:
  + At least 10 days have passed since symptoms first appeared, AND
  + At least 24 hours have passed with no fever (without use of fever-reducing medications), AND
  + Other symptoms have improved.
  + Individuals who test positive for SARS-CoV-2 who never develop symptoms, may return to work or school 10 days after the date of their first positive test for SARS-CoV-2.

**Data Collection for Contact Tracing:**

Anyone entering the facility or participating in a BurlPres-sponsored in-person event shall be informed of the following protocols:

* BurlPres needs to collect name, phone number, and e-mail address for all participants so we have an ability to perform contact tracing should anyone in our facility or attending one of our events fall ill.
* If anyone who has been on-site or participated in in-person activities sponsored by BurlPres develops symptoms, they must contact the VRT as soon as possible at [safety@burlpres.org](mailto:safety@burlpres.org). See [10.0 Response Procedures if COVID-19 Infection is Discovered in Participants](#_mmar2qoyg8tm) for additional information on how to respond to a suspected or confirmed case of COVID-19.

## 7.2 Facility Cleaning

**General Cleaning**

Commonly used spaces including all bathrooms, lobbies, halls, meeting rooms, offices, libraries, food preparation areas, and high-touch surfaces in office spaces (door handles, handrails, light switches, copier buttons, handwashing facilities, etc.) shall be disinfected at least daily, when the facility is used.

For routine cleaning, gloves, masks, and gowns/daily use garments shall be worn while cleaning and while disposing of trash. Safety glasses or goggles may also be worn, particularly if there is a risk of splashing of cleaning fluids. Gloves shall be disposed of in lined trash cans. Gloves shall not be reused and hands shall be washed after gloves are removed. If a breach of PPE occurs (e.g. torn gloves) or other risk of exposure, notify the VRT immediately (safety@burlpres.org). [[29](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)]

BurlPres uses standard household cleaners for disinfecting the facility. Cleaning supplies shall be on the EPA-approved list [[30](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19)] of disinfectants and it is recommended that asthma-safer practices [[31](https://www.cdph.ca.gov/Programs/CCDPHP/DEODC/OHB/Pages/OHWMay2020.aspx)] be used. Avoid the use of cleaning products near children, and ensure there is adequate ventilation to prevent anyone from inhaling toxic fumes due to disinfectants. Follow packaging instructions for the cleaner and only use the amount of cleaner indicated on the package. Label all containers with cleaning chemicals. Avoid mixing chemical cleaners. Store chemicals out of reach of children and pets.

Vacuums shall use a HEPA filter. Avoid sweeping or other floor cleaning methods that can disperse pathogens into the air.

Clean dirty surfaces with soap and water prior to disinfection. Currently, BurlPres is only offering virtual worship participation but we use an on-site recording facility for some aspects of the weekly service. Any shared recording equipment, pulpits, instruments, music stands or other shared worship materials shall be cleaned between users or between recordings, whichever is more frequent.

Bathrooms shall be operational all times and stocked with supplies including disposable seat covers.

Cleaning logs shall be posted at the doors to each space and the logs shall be signed-off after each cleaning. Each bathroom will be equipped with gloves and sanitizing wipes. If a log indicates it has been more than three days since the last cleaning, or if it otherwise is in need of custodial service, contact Onkar Sharma.

BurlPres is a large facility and requires significant custodial effort to keep sanitized. We can be good stewards by contributing to basic sanitizing efforts. Staff members are responsible for sanitizing their own office spaces, including door handles, light switches, and computer equipment such as keyboards, if a visitor has been present in the office. In addition, because bathrooms are likely to be frequently used, employees are encouraged to put on gloves, use sanitizing wipes to wipe down toilet flush handles, door handles, light switches, faucets, soap dispensers, and papers towel dispensers. Place wipes and gloves in the trash. Masks are required in all bathrooms, unless specific exemptions apply (see [Generalized Infection Reduction Measures](#_asnuf452vmkz) section for details).

If any staff member has asthma or another health condition that would require special accommodations for cleaning protocols, please contact the VRT ([safety@burlpres.org](mailto:safety@burlpres.org)) and we will arrange any needed accommodations.

The Marin County Office of Education has a helpful [web page](https://sites.google.com/marinschools.org/mcoerethinkingschools/back-to-school/essential-protective-equipment?authuser=0) with additional resources related to COVID-19 cleaning protocols.

**Cleaning after Someone has Symptoms or Tests Positive**

If someone has used the facility who has tested positive or has shown symptoms, additional PPE is recommended including disposable gowns or coverall, eye protection and/or a face shield, in addition to the standard gloves and mask. This policy recommends waiting at least 48 hours between when someone with symptoms/positive test uses the facility and when cleaning begins. However, it is important to know that CDC guidance indicates we do not fully know how long the virus can linger on surfaces and in the air. [[29](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)] Cleaning workers should not enter the facility until they feel comfortable doing so. Immediately increase ventilation as much as possible by opening doors and windows upon entering the facility. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and microphones), recording equipment (microphones, soundboards, musical instruments) used by the ill persons, focusing especially on frequently touched surfaces.

If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed. If a breach of PPE occurs (e.g. torn gloves) or other risk of exposure, notify the VRT immediately.

**Cleaning Hard/Non-porous Surfaces**

Diluted household bleach solutions (at least 1000ppm sodium hypochlorite, or concentration of 5%–6%) can be used if appropriate for the surface. Follow manufacturer’s instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.

Prepare a bleach solution by mixing:

5 tablespoons (1/3 cup) bleach per gallon of room temperature water or

4 teaspoons bleach per quart of room temperature water

**Cleaning Porous Surfaces**

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, if the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces. [[30](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19)]

**Cleaning Electronics**

For electronics such as tablets, touch screens, keyboards, remote controls, microphones and recording equipment, remove visible contamination if present. Follow the manufacturer’s instructions for all cleaning and disinfection products. Consider the use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

**Cleaning Items that Go into Laundry**

In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry. Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items. Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

## 7.3 Buildings and Grounds Enhancements

[Action Tracker](https://docs.google.com/spreadsheets/d/1Zz1nWjt09KKQHD1JwJh-mKyM-S0C9LEBCWbo9A-QFpA/edit#gid=1496510219) (delete once completed)

COVID-19 related informational signs have been posted at key locations in the facility including:

* Sign describing COVID-19 symptoms and saying do not enter if you are symptomatic
* Signs encouraging hand washing
* Signs saying face masks required
* Signs encouraging social distancing
* Signs with COVID-19 testing information: smcgov.org/covid-19-testing, or call COVID-19 Public Call Center: 211 or 800-273-6222 (24 hrs a day, 7 days a week, non-emergency, non-medical questions)
* Non-staff facility visits must be made ahead of time. Contact Sonu Sharma at Sonu Sharma at [ssharma@burlpres.org](mailto:ssharma@burlpres.org) or call 650-342-0875, ext 241.
* Signs for the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746; the National Domestic Violence Hotline: 1-800-799-7233 and TTY 1-800-787-3224; and the National Suicide Prevention Lifeline: 1-800-273-TALK (8255).
* In the COVID-19 Supply Cabinet: [Disinfectants](https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf) one pager, [PPE](https://www.cdc.gov/coronavirus/2019-ncov/downloads/A_FS_HCP_COVID19_PPE_11x17.pdf) donning instructions

When signs are posted, they should be visible even when doors are propped open. Signs may need to go on both sides of doors and/or placed on walls where they will not be blocked from view when doors are open.

We have set-up health check-in stations at the lobby entrance and Chapel entrance as it provides wheelchair access. The check-in stations, include:

* Instant read, non-contact thermometer with usage instructions
* Alcohol wipes for cleaning the thermometer
* Gloves, hand sanitizer and masks
* Liability waiver forms
* Copies of the Safety Plan summary

We have stocked the facility with needed sanitation supplies, including:

* Wipes and gloves in bathrooms
* Wipes and gloves in staff offices
* Tissues and no-touch trash cans throughout the facility

We also removed shared materials (e.g. pamphlet racks) and materials that are difficult to clean e.g. area rugs).

We created a COVID-19 Supply Cabinet equipped with:

* PPE to clean facility after a reported case, including cleaning-up vomit or diarrhea
  + Shoe covers
  + Disposable gowns/coveralls
  + Gloves
  + Face masks
  + Face shield
  + Safety glasses or goggles
  + Instant-read thermometers
  + Alcohol wipes
* Cleaning supplies
  + Hand sanitizer
  + Sanitizing wipes
  + Bleach or other EPA-approved cleaning solution
  + Paper towels
  + Trash bags
* A checklist of items that need to be stocked in the COVID-cabinet to make sure all supplies are available.
* Sonu and Onkar should have at least 5 sets of this equipment stored off-site/outdoors of the facility as well, in case an outbreak is identified at the site. The off-site equipment should also include signs that can be posted on all building entrances stating “Building Closed due to potential COVID-19 Exposure. No staff or visitors may enter.”

We have installed various social distancing guides and other enhancements:

* Maximum occupancy rules placed on all rooms
* Guides for seating spacing have been installed
* Removed excess seating and placed in storage
* We removed the central bullpen from the office and relocated those staff to individual office spaces.

Given the facility has intermittent use, we addressed water safety to prevent [Legionnaires’ disease](https://www.osha.gov/SLTC/legionnairesdisease/faq.pdf):

* Water fountains marked “Do Not Use”
* Signs encouraging staff to run water for several seconds before drinking in the staff break room

We worked with a HVAC consultant and made some modifications to the HVAC system, including [[16](https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html)]:

* Improved filters to MERV13 or better in the upper room area, main office, and CMC buildings
* Ensured exhaust fans in bathrooms and break rooms were functioning properly
* Portable air filtration systems were installed in spaces without exhaust fans or other forced air systems

The Bay Area is prone to wildfire smoke. If the outside Air Quality Index is high, it is often recommended that outside air circulation be minimized due to the hazards associated with air pollution. Employees should use judgement about opening windows during these conditions and, if they have individual risk factors for respiratory issues, should refrain from using the church facility during poor air quality.

## 7.4 Building Occupancy

To minimize the risk of airborne transmission, the following table summarizes the maximum occupancy of various church spaces. These spaces are subject to the [Prohibitions](#_kqhpvvlz1klm) section and may only be used based on the [Use of Church Facilities](#_mit6109n1pul) section. Participants that are in different households need to maintain at least 6 feet of separation when inside the room. The number of households shown in the table is inclusive of staff, so, for the example of a downstair’s office parking lot-facing office, you could have the pastor (first household) and a couple (2 people from the second household). You could NOT have a pastor from one household, a pastor from a second household, and then a visitor from a third household. The current building occupancy thresholds have been set with the assumption that we are not currently conducting indoor, large group congregational gatherings. The building occupancy thresholds are instead targeted for use by staff and church leaders performing the types of activities specified in [Use of Church Facilities](#_mit6109n1pul) section. When the church is opened for indoor congregational gatherings, limits would need to be updated based on the CalOSHA guidance [[3](https://files.covid19.ca.gov/pdf/guidance-places-of-worship.pdf)] for indoor attendance, which is currently set to 25% of building capacity or a maximum of 100 attendees.

Spaces marked “Closed” are not expected to be used. If use is required, contact Sonu ahead of time. Spaces marked “Self-Clean” are not expected to be used with any frequency. To keep daily sanitizing demands to a manageable level, these spaces will not currently be part of the daily cleaning regime. Users of the church facility should avoid using these spaces. If use is necessary, the user must either disinfect the space when they are done (see [7.2 Facility Cleaning](#_em1f5vn9k0y2) for details) or contact Sonu so she knows to perform cleaning that day.

Table 1: Maximum occupancy for spaces in the BurlPres facility

|  |  |
| --- | --- |
| **Space** | **Maximum Occupancy** |
| Downstairs office facing parking lot / large upstairs offices with exterior windows | 3 people with maximum of 2 households |
| Office of Associate Dir of Music & Chancel Choir | 2 people with maximum of 2 households |
| Downstairs offices / small upstairs offices facing the Prayer Garden / small upstairs ManTai office | 1 person (office occupant) |
| Prayer Garden | 10 people with maximum of 6 households |
| Office Common Area | 2 people |
| Office Work Room | 2 people |
| Office Break Room | 1 person |
| Parlor | 4 people with maximum of 3 households |
| Chapel | 10 people with maximum of 6 households  See [Recording Spaces](#_20zvyqkzr5iv) section for further details |
| Fireside Room | 10 people with maximum of 6 households (with doors to Fellowship Hall open for increased ventilation) |
| Fellowship Hall | 10 people with maximum of 6 households |
| Library | 2 people with maximum of 2 households |
| ManTai offices next to Youth Room | 2 people with maximum of 2 households |
| Counseling Office | 3 people with maximum of 2 households |
| Youth Room / Upper Room | 4 people with maximum of 3 households |
| Choir Robing Room | Closed |
| Children’s Ministry Center | Closed, except for Preschool |
| Kitchen | Self-Clean |
| Narthex | Self-Clean |
| Sanctuary | Self-Clean |
| Rainbow Room | Self-Clean |

Based upon current levels of custodian support, the total number of people using the overall facility during a single day **shall not exceed 40**. If special circumstances require additional people to be in the facility, then the VRT should be notified and the proposed activity reviewed. Additional cleaning protocols or safety measures may be advisable.

## 7.5 Personnel Policies Related to COVID-19

Please refer to the Employee Handbook for details on employee leave policies, disability insurance, worker’s compensation, and other benefits-related provisions. The CDPH Employer Playbook [[22](https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf)] provides guidance on personnel policies mandated by the state and federal government in response to COVID-19. This Safety Plan serves to notify BurlPres staff of the available policies and benefits that may potentially apply to them. There are several types of leave and California’s Department of Industrial relations has provided a useful side-by-side comparison chart. [32] Employees are encouraged to contact their manager or Joan Cleary, Director of Operations if they need to take leave related to COVID-19, including:

* If they are experiencing symptoms or test positive
* They need to self-isolate due to potential COVID-19 exposure from a close contact
* They chose to self-isolate due to potential exposure from a higher-risk activity, such as taking an airplane flight
* They are needing to care for a family member due to COVID-19 related issues, including children who may be unable to go to school or child care due to COVID-19 related closures.

**FFCRA Emergency Paid Sick Leave [**[**33**](https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave)**]**

As an employer with less than 500 workers, BurlPres is required by the federal Families First Coronavirus Response Act (FFCRA), through December 31, 2020, to provide up to 80 hours of paid leave to workers for COVID-19-related reasons. Covered employers must provide notice to their workers of this benefit. More information on FFCRA can be found on the Wage and Hour Division of the U.S. Department of Labor site, including the FAQ page. [[34](https://www.dol.gov/agencies/whd/pandemic/ffcra-questions)]

**FFCRA Emergency Paid Family & Medical Leave [**[**33**](https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave)**]**

For employees that have been employed for at least 30 days, employees are may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee’s regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

**California Paid Family Leave (PFL)**

PFL benefits are available for eligible workers who have lost wages when they need to take time off work to care for a child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner who is seriously ill with COVID-19. Employees who contribute to the program (generally through paycheck deductions) are eligible for California Paid Family Leave if they earned at least $300 from which State Disability Insurance (SDI) deductions were withheld during the applicable base period.

**California Paid Sick Leave**

Sick leave is available from the first day of employment and policies must be provided to new employees upon start of employment. At a minimum, under California law, workers accrue a minimum one hour for every 30 hours worked, which an employer may cap by a policy at not less than 48 hours of sick leave per year; and may cap use of paid sick leave at a minimum of 3 days or 24 hours of accrued sick leave per year.

California paid sick leave can be used for absences due to illness, the diagnosis, care or treatment of an existing health condition or preventative care for the employee or the employee’s family member. Preventative care may include self-quarantine as a result of potential exposure to COVID-19 if quarantine is recommended by civil authorities. [[35](https://www.dir.ca.gov/dlse/2019-Novel-Coronavirus.htm)]

**California Family Rights Act** [[36](https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2019/08/DFEH_CFRA_Pamphlet.pdf)]

Employees are eligible for this form of job-protected CFRA leave if they work for an employer with at least 50 employees within 75 miles of their worksite; have worked there for at least a year; and have worked at least 1250 hours in the year before they need time off.

Employees may be entitled to up to 12 weeks of job-protected leave under the California Family Rights Act for their own serious health condition, or to care for a spouse, parent, or dependent child with a serious health condition. COVID-19 will qualify as a serious health condition if it results in inpatient care or continuing treatment or supervision by a health care provider. It may also qualify as a serious health condition if it leads to conditions such as pneumonia. [[37](https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2020/03/DFEH-Employment-Information-on-COVID-19-FAQ_ENG.pdf)]

**Worker’s Compensation** [[22](https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf)]

Employees who contract COVID-19 at work may be eligible for workers’ compensation benefits, which are available to provide workers with medical treatment needed to recover from a work-related injury or illness, partially replace the wages they lose while they are recovering, and help them return to work. Under Executive Order N-62-20 [[38](https://www.gov.ca.gov/wp-content/uploads/2020/05/5.6.20-EO-N-62-20-text.pdf)], certain workers who contracted a COVID19-related illness between March 19 and July 5, 2020 are presumed to have contracted the illness at work, making them presumptively entitled to workers’ compensation benefits.

## 7.6 Role of Safety Monitor

The Safety Monitor is someone who is tasked with being safety supervisor for events at the church. The Safety Monitor needs to be deeply familiar with the Safety Plan and their primary job is to monitor compliance and help to address any tactical safety issues that may arise.

During an event, they need to be focused on compliance monitoring and they cannot otherwise be involved in participating or leading the event. Safety Monitors can be selected by activity organizers and then trained by VRT.

If anyone is not in compliance with safety policies, the Safety Monitor will politely remind them of the protocols. Examples:

* “Please wear your mask”
* “Please make sure you are staying at least 6’ from those who are not in your household”
* “Following the guidelines on face coverings or distancing can protect you and everyone else, so we ask that you follow them”
* “If you don’t have a face covering, we’d be happy to provide one.”
* “We regret that you’re unwilling to follow the guidelines. If you have a medical exemption, we would like to be able to accommodate you. Please give us a bit of time to organize the area to allow additional physical distance between you and other staff/participants.”

The Safety Monitor shall carry a copy of California’s “Guidance for the Use of Face Coverings” to help with arbitrating any potential disagreements on mask rules. [[20](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)] We cannot exclude people who have medical exemptions for wearing face coverings. If someone in attendance is not wearing a face covering, the Safety Monitor shall be the one to consult with the participant and see whether there is an appropriate medical exemption.

An important part of protecting psychological safety in our community is reminding people of rules in kind and compassionate ways, without making people feel stigmatized or shamed.

In all instances, it is important to focus on minimizing risk and to practice deescalation measures. Speak with a calm voice at a normal volume and communicate with posture and expression that the person will be respected. If needed, it is okay to dial 911 to request support from law enforcement.

The Safety Monitor will also serve as the Infection Prevention Coordinator (IPC) if someone reports having symptoms during an in-person event. If someone falls ill during an event, the Safety Monitor shall:

* Collect the person’s name, phone number, and e-mail address
* Ask what parts of the facility they have accessed in the last 72 hours.
* Ask the individual with symptoms as well as anyone else in their household to go home, self-isolate, and contact their physician
  + If the person is too ill to transport themself safely home, and they do not have another household member that can provide transport, call 911 to arrange for emergency medical assistance. Notify the dispatcher that the person needing transport is suspected of having COVID-19.
* Ask anyone who has come in contact with the person to wash hands.
* Have one of the event leaders inform the gathering that someone has developed symptoms and dismiss the group in an orderly manner. It is recommended that households are asked to leave one at a time.
* If there are bodily fluids (e.g. vomit, diaherra, etc.), cordon off the area to ensure no one else gets exposed. Retrieve PPE from the COVID-19 supply cabinet. Wear a gown or coverall, gloves, mask, safety glasses or goggles, and face shield while cleaning up the bodily fluids. Ensure all potentially contaminated cleaning supplies and disposable PPE are double bagged and placed in outdoor trash receptacles. Wash hands thoroughly after cleaning is completed.
* Minimize anyone entering the church facility and increase ventilation to the greatest extent possible by opening doors and windows. Clean-up activities should be limited to the bare minimum required to secure materials and minimize potential exposure to others in the community. After putting on protective gear, sanitize tables, chairs, and other touched materials prior to placing them back in the church facility. Ensure all potentially contaminated cleaning supplies and disposable PPE are double bagged and placed in outdoor trash receptacles.
* Initiate the [Response Procedure](#_mmar2qoyg8tm).

# 8.0 Special Protocols for In-Person Activities

In San Mateo County, in-person gatherings are currently limited by Order No. c19-11 of the San Mateo Health Officer dated June 17, 2020. [[18](https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-11_20200617.pdf?1592431253)] ***No gathering, of any type in this section, may exceed 50 people, inclusive of any BurlPres staff or leaders running the event.***

The general guidance for risk reduction described in the [Generalized Infection Reduction Measures](#_asnuf452vmkz) section apply to all of the activities described in this section. However, this section provides additional protocols or tailors the generalized guidance for the specific types of events. The various ministry leads responsible for organizing activities must read and be familiar with this Safety Plan and ensure the activity is compliant with all aspects of the Safety Plan. The VRT can be consulted to help with plans, answer questions, or provide clarifications to the guidance.

Any in-person activity, beyond general office use or Prayer Garden visitation, ***must be voted on and approved by Session prior to the event***.

“No matter what you do, your Session is responsible for making the decision. Any risk you take and any liability you may incur from using your facilities comes back onto the church, and it is the express responsibility of your Session (under the Book of Order and under State Law) to know and understand those risks on behalf of your church.” [[40](https://www.presbyteryofsf.org/psf-letter-to-churches/)]

Session's decisions should be guided by factors such as legal liability, perceptions by our surrounding community, staff and volunteer capacity to take on additional work, event costs including costs related to safety protocols, adequacy of safety plans for the specific event, and the spiritual and emotional health of our members and community. Session may require the leaders of the activity to generate an event-specific safety plan which would be reviewed with the VRT, including:

* Named safety monitor(s)
* Safety-related communications plan and safety training plan for event leaders and participants
* Event-specific safety protocols for set-up, during the event, and during clean-up, including plans for traffic control, health screenings, and bathroom usage
* Specific mitigations that may be required for higher risk activities, such as singing and food distribution

## 8.1 In-person, On-site Counseling

As much as possible, virtual counseling should be pursued or arrangements should be made to meet in an outdoor space if privacy can be assured. In some cases, the pastors or staff offices may be the preferred location for counseling. Based on current building occupancy guidelines, if the pastor’s office or counseling office cannot accommodate the number of people involved in the counseling activity, it is recommended that the session be held in a larger room, such as the Parlor.

Prior to the visitor’s arrival, the pastor/counselor shall provide the visitor with a copy of the Safety Plan Summary.

Upon arrival, the pastor/counselor shall perform the health check (see [7.1 Generalized Infection Reduction Measures](#_asnuf452vmkz)) including asking the visitor whether they have had fever or other symptoms, or if anyone in their household has had fever or other symptoms. If so, the session should be canceled and held by virtual means. Each participant must sign the liability waiver ([Appendix C](#_f3ypobdx3zo2)). Masks must be worn by all participants at all times. Masks must be made available in case the visitor does not bring their own. If confidentiality can be maintained, open windows and/or doors to promote air circulation.

Tissues shall be readily available along with no-touch trash cans. After the end of the session, touched surfaces must be disinfected, particularly prior to hosting another visitor in the space.

Staff and visitors need to be aware that even with the safety protocols outlined, in-person counseling in a small room with doors and windows closed for more than 10 minutes is considered a higher risk activity and should be reserved for truly acute or crisis care situations. Staff are strongly encouraged to find other acceptable options, including virtual counseling sessions.

## 8.2 Access to Prayer Garden

### 8.2.1 Personal Visitation

If an individual household would like to visit the Prayer Garden, they may do so by e-mailing Sonu ([ssharma@burlpres.org](mailto:ssharma@burlpres.org)). Sonu will provide the visitor with a copy of the BurlPres Safety Plan Summary and collect a legal liability waiver form.

Upon arrival, the visit host shall perform the health check (see [7.1 Generalized Infection Reduction Measures](#_asnuf452vmkz)) including asking the visitor whether they have had fever or other symptoms, or if anyone in their household has had fever or other symptoms. If so, the visitation should be rescheduled (current guidance is 10 days after symptoms resolved). Each participant must sign the liability waiver ([Appendix C](#_f3ypobdx3zo2)).

Masks must be worn by all participants at all times. Masks must be made available in case the visitor does not bring their own. Visitors shall practice social distancing during their visit.

Only one household at a time shall use the Prayer Garden for personal visits.

Tissues shall be readily available along with no-touch trash cans.

Door handles and other touched surfaces shall be cleaned at least daily when the Prayer Garden is used.

### 8.2.2 Memorial Services

A pastor and one staff/volunteer member may be present during the memorial service. Additional attendees are limited to the values specified in Table 1. Event timing needs to be coordinated through Sonu to make sure overall building occupancy is under specified limits and to ensure custodial services are coordinated to support required facility cleaning. The pastor will provide all participants with a copy of the Safety Plan Summary.

Prior to the start of the event, visual guides must be placed on the floor to separate households by at least 6’. The configuration of the groupings can be customized depending on how many households are attending the event.

Upon arrival, the visit host shall perform the health check (see [7.1 Generalized Infection Reduction Measures](#_asnuf452vmkz)) including asking the visitor whether they have had fever or other symptoms, or if anyone in their household has had fever or other symptoms. If so, the visitor should be asked to not participate in the service. Each participant must sign the liability waiver ([Appendix C](#_f3ypobdx3zo2)).

Masks must be worn by all participants at all times, unless someone has an approved exemption. The officiant should offer to make reasonable accommodations, such as offering a face shield or moving the ceremony to the parking lot or patio where there is better ventilation and more space for social distancing. Masks must be made available in case the visitor does not bring their own. Visitors shall practice social distancing during their visit.

Tissues shall be readily available along with no-touch trash cans. If any shared objects must be touched or passed between participants, all are encouraged to use hand sanitizer before/after or wear gloves.

Upon arrival, the pastor shall perform the health check described in [7.1 Generalized Infection Reduction Measures](#_asnuf452vmkz) and sign the liability waiver ([Appendix C](#_f3ypobdx3zo2)).

## 8.4 Outdoor Ceremonies

BurlPres pastors, elders, deacons, and staff may officiate and lead **outdoor** ceremonies (likely held at off-site locations) with the following provisions:

* San Mateo County Health reminds us that “gatherings of any size outside of a single household or living unit remain discouraged.” [[18](http://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-11_20200617.pdf?1592431253)] The size of the gathering should be limited to the fewest number of people as possible and virtual participation should be encouraged whenever possible.
* The total gathering size does not exceed the guidance from San Mateo County Health officials or other relevant health officials of the county/state where the event is held. The VRT can help research local guidance, if needed.
* All safety protocols specified by the event site are followed.
* Appropriate social distancing must be followed. Seating must be spaced a minimum of 6’ apart. If guests are standing during the ceremony, social distancing markers shall be provided. Households may sit or stand together, but must be at least 6’ from other households. Hand shaking or hugging between differing households should be discouraged.
* Guests are given and asked to abide by the BurlPres Safety Plan Summary ([Appendix A](#_ns36y8g56ql7)) and must sign the liability waiver ([Appendix C](#_f3ypobdx3zo2)).
* Health checks are performed upon arrival, see [7.1 Generalized Infection Reduction Measures](#_asnuf452vmkz)**.**
* All participants wear masks, unless there is a participant who has an appropriate exemption, see [7.1 Generalized Infection Reduction Measures](#_asnuf452vmkz)**.**
* Avoid the use of shared or passed materials, such as offering plates, Bibles, and microphones.
* Ensure there are adequate facial tissues and no-touch trash cans, as well as supplies of hand sanitizer present.
* There should be no group singing or group recitation of prayers.

Please reference PCUSA’s “Returning to Public Worship Theological and Practical Considerations” [[41](https://www.pcusa.org/site_media/media/uploads/covid-19/returning_to_public_worship_may_2020.pdf)] for further guidance on conducting ceremonies and services.

**Weddings**

There are a few specific guidelines for pastors performing weddings:

* The pastor must be more than 6’ from the couple, though the couple may be in close proximity to each other. Bridesmaids, groomsmens, and those participating in the service such as doing readings must all follow social distancing guidelines and stay more than 6’ from anyone from a different household and wear masks. Social distancing guides should be provided for ceremony participants and the pastor should ensure all participants are clear on where they will stand and walk throughout the ceremony.
* Depending on the location, there may be space constraints that limit the number of people that can attend due to the need for social distancing. Event organizers should assess space constraints and ensure there is adequate space for social distancing of all guests.
* Microphones and speaker systems should be used to minimize the need to loudly project one’s voice.
* The pastor must wear a mask throughout the ceremony.
* Time and proximity can make a significant difference for COVID-19 transmission. The couple should generally be wearing masks throughout the ceremony. If the couple would like to remove masks briefly (recommendation is less than 5 minutes) for certain key periods during the ceremony (such as exchange of vows and rings), that may be allowed at the discretion of the pastor. If masks are removed, the pastor and other non-household members should increase social distancing to 10 feet or more.

**Memorial Services**

For memorial services (locations other than Prayer Garden):

* The pastor must be more than 6’ from all other guests. All participants must all follow social distancing guidelines and stay more than 6’ from anyone from a different household and wear masks. Social distancing markers should be placed on the ground and the pastor should ensure all participants are clear on where they will stand and walk throughout the ceremony.
* Depending on the location, there may be space constraints that limit the number of people that can attend due to the need for social distancing. Event organizers should assess space constraints and ensure there is adequate space for social distancing of all guests.
* The pastor must wear a mask throughout the ceremony.
* Time and proximity can make a significant difference for COVID-19 transmission. All participants should generally be wearing masks throughout the service. If any guests would like to remove masks briefly (recommendation is less than 5 minutes) to make remarks about the deceased, that may be allowed at the discretion of the pastor. If masks are removed, the pastor and other non-household members should increase social distancing to 10 feet or more.

**Baptisms**

PCUSA guidance states [[42](http://mcusercontent.com/1721a6b9451a1567ee53b00fc/files/33677274-5da6-4366-a8c0-76c49ec76d31/On_Baptism_and_Ordination_in_a_Time_of_Pandemic_.pdf)] that the presider should only enter close contact with the candidate for as brief a time as possible, administering the water, and then separating again for the speaking of the baptismal formula.

If the candidate is an infant, it recommended that the child remain in the arms of a household member, or be secured in infant-safe seating. The presider should administer the water maximizing separation to the greatest extent possible.

PCUSA guidance does not recommend the use of virtual methods of baptism:

“Because baptism has been the basis for so much recent ecumenical work (including the Reformed/Catholic mutual recognition of baptism) we do not want to encourage practices that might cause others to question the integrity of Presbyterian baptisms. It would be best to avoid situations where the minister and person are not in the same place at the same time.”

For special circumstances, such as a candidate who is severely immunocompromised, the pastor may provide an exception to the general guidance of in-person baptisms.

There are many creative ways to administer water from a distance. At the pastor’s discretion, they may choose to utilize one of the following methods, or similar approach:

* Fountain: the pastor could bless the water in the fountain and have the participant enter the water or be splashed with the water
* Pool: the pastor could bless the water in the pool and have the participant enter, or the pastor could splash water from a distance
* The pastor could bless water in a vessel, step back, and then have a household member apply the water to the participant
* Hose or sprinkler

Other required safety protocols include:

* The pastor must be more than 6’ from all other guests. All participants must all follow social distancing guidelines and stay more than 6’ from anyone from a different household and wear masks. Reminder: children aged two and under should not wear masks. Social distancing markers should be placed on the ground and the pastor should ensure all participants are clear on where they will stand and walk throughout the ceremony.
* Depending on the location, there may be space constraints that limit the number of people that can attend due to the need for social distancing. Event organizers should assess space constraints and ensure there is adequate space for social distancing of all guests.
* The pastor must wear a mask throughout the ceremony. The pastor must wash hands and/or use hand sanitizer prior to the ceremony if they will come in contact with the candidate either directly, or indirectly through water.

**Ordination**

Laying on of hands is currently prohibited due to the inherent close proximity. PCUSA has provided this list of alternatives [[42](http://mcusercontent.com/1721a6b9451a1567ee53b00fc/files/33677274-5da6-4366-a8c0-76c49ec76d31/On_Baptism_and_Ordination_in_a_Time_of_Pandemic_.pdf)]. The preferred method for BurlPres is inviting online participants to hold their hands up to the camera. Other options may be reviewed by the VRT, as desired.

**Communion**

PCUSA has allowed for virtual communion to occur during the pandemic [[43](http://www.pcusa.org/site_media/media/uploads/covid-19/returning_to_public_worship_may_2020.pdf)]. If in-person communion is being performed, the following guidance is given:

* Maintain social distancing, including during distribution of the elements, and avoid passing objects between participants
* Provide individual, prepackaged communion elements to each participant
* Minimize removal of masks for partaking of the elements and ensure appropriate social distancing at all times

## 8.5 Recording Spaces (Chapel, Youth Room)

Recording high-quality videos of worship services and other events is one critical way to meet the spiritual needs of our community while enabling members of our congregation to stay safely at home. While some aspects of the service may be recorded from worship participants’ homes, it is also useful to have on-site video recording. We know that time and proximity are both important variables in COVID-19 transmission and so staff should seek to minimize both time and proximity to higher risk behaviors, such as being in proximity to someone without a mask, being in a room with minimal air circulation, and minimizing exposure to vocal performers. General guidance includes:

* Make sure all visitors are registered with Sonu and complete the health screen and liability waiver upon entering the facility.
* Minimize the number of people in the recording space and maximize social distancing, including locating sound boards or other control equipment as far from unmasked speakers/performers as possible.
* Doors and windows should be opened as much as possible and portable air sanitizers may be used to further facilitate ventilation. Provide sufficient time between recording sessions to air out the room and sanitize equipment.
* Any staff or volunteers supporting the recording activity (e.g. not on-camera) should continue to wear their masks.
* Wear gloves and disinfect microphones or other high-touch equipment before and after use and in between users.

**Vocal performance / wind instrument recording**

Particular care needs to be taken for recording musical performances. Cal/OSHA guidance states: “singing and chanting negate the risk reduction achieved through six feet of physical distancing.” It is recommended everyone wear masks to the greatest extent possible during camera and sound checks. When performers are not using masks, extra social distancing should be used and recording time durations should be minimized to the greatest extent possible (recommended less than 10 minutes of continuous unmasked vocal performance). Whenever possible, warm-up and rehearsal should be done outside with masks on.

* Only one vocalist or wind instrumentalist may perform at a time.
* Vocalist / wind instrumentalist should be positioned in front of any accompanying musicians (e.g. guitarist, pianist)
  + Note: make sure the air escaping from a wind instrument is not pointed directionally toward nearby performers. The guidance on positioning “in front” of accompanists is relative to the direction potentially-contaminated respiratory droplets would be expelled.
* No one may be within 10 feet from front of a singer.
* If possible, the vocalist / wind instrumentalist should wear a face shield during their performance.
* Any accompanying musicians (piano, guitar player) must be wearing a mask.

**Other (non-wind) instrumentalist recording**

Musicians playing instruments that do not inherently produce respiratory droplets (guitar, piano, etc.) are lower risk than wind instruments or vocal performers.

* A maximum of four instrumentalists may perform at a time, under the conditions that they can be positioned at least six feet apart and all are wearing masks.

## 8.3 Parking Lot Activities

**General Guidelines**

Max time allowed per cohort: 1 hour

Max number for parking lot event: 40 seated guests, 8 household tables, 20 parked cars

Max number of musical performers: follow the guidelines for number of performers and spacing in the [Recording Spaces](#_20zvyqkzr5iv) section with the additional constraint that guests must be at least 15’ from any non-masked vocal performers or wind instrument performers.

Reconfigure parking lots to limit congregation points and ensure proper separation (e.g., closing every other space). If performing drive-in services, ensure vehicle windows and doors are closed if six feet of distance is not possible between vehicles. [[15](https://files.covid19.ca.gov/pdf/checklist-places-of-worship--en.pdf)] Specialized equipment may be required for supporting audio for drive-in events, so be sure to work with the Worship Team well ahead of the event to assess feasibility.

If vehicles will be driving through the parking lot in the presence of pedestrians, consideration should be given to traffic safety monitors. It may be helpful to have dedicated traffic control monitors, with brightly colored, reflective safety vests.

To prevent crowds, it is recommended that a reservation system is used with time slots specified for arrival and departure. If there is going to be a repeated series of events, encourage cohorting so that the same group of people gather together for each event. For example, if in-person worship services are going to be offered to small groups of people at 9 am, 10 am, and 11 am on an on-going basis, try to ensure attendees always come at the same time slot.

Use microphones and speakers to minimize the need to have people speaking or singing to project their voices. Event leaders need to discourage any group cheering, singing, or recitation of prayers unless people are in their personal vehicles with the windows closed.

The playground and CMC building must remain closed to visitors during the event to protect the BurlPres Preschool from participants.

**Pre-event Preparations**

Event leaders must make a plan to ensure leaders and volunteers are not crowding indoor spaces during set-up, during the event, or during clean-up. The plan must also ensure adequate supplies of Personal Protective Equipment (PPE) for those involved in food collection/distribution (see [Prohibitions](#_kqhpvvlz1klm) section for what is currently allowed), facility cleaning, or those needing to circulate amongst the crowd to facilitate the event. Ensure event leaders and volunteers understand their expected level of contact with visitors and allow them to have modified duties if they are uncomfortable with their roles. For any safety-related tasks, each event leader must be provided clear directions and checklists to ensure they know what needs to be done before, during, and after the event. The plan must also include provision for at least one Safety Monitor (see [Safety Monitor](#_hiir7kwyxucb) section for more details).

For events lasting at most an hour, we expect indoor spaces to be closed to attendees and bathrooms to be closed and only used on an exceptional basis.

If the event requires bathroom access, the plan may vary depending on the type of event, crowd size, and event duration. Ensure no more than 10 people are in line for bathrooms at any one time.

* Option 1: Rent temporary, outdoor bathrooms - The plan needs to define placement of the bathrooms and then markings need to be placed to ensure 6’ social distancing while people wait for their turn in the bathroom. Efforts should be made to maximize air flow in the bathrooms. If the bathrooms are heavily used (e.g. people lined up with near continuous use), they need to be inspected regularly for supplies (toilet paper, toilet seat covers, paper towels, hand soap). Hand sanitizer needs to be readily available for people exiting the bathrooms. Bathrooms need to be sanitized frequently. A rough rule of thumb is that the high touch surfaces should be wiped down after every 10 uses. The event safety plan would need to have dedicated volunteers for this work, or hire additional custodians to support sufficient cleaning.
* Option 2: Bathrooms inside the church facility - The most likely solution is the bathrooms across from the Sanctuary will be used for the event. One-way traffic flow should be established with signage down the hallway toward the bathrooms. Upon exiting, people should be directed to go out another door (could be a door toward Narthex or out through Fellowship Hall). Stanchions or other signage should be used to make the route clear and avoid people wandering the facility. A bathroom monitor should be stationed at the parking lot door to ensure one person at a time is using the bathroom. It is okay for multiple people from the same household to use the bathroom at the same time. The bathroom line area should be well-marked and 6’ social distancing markers should be placed on the ground to encourage social distancing while waiting in line. Exterior doors and windows along the entrance and exit path should be opened to maximize air flow. Air flow within the bathrooms should be maximized as well. If the bathrooms are heavily used (e.g. people lined up with near continuous use), they need to be inspected regularly for supplies (toilet paper, toilet seat covers, paper towels, hand soap, hand sanitizer) and should be sanitized frequently. A rough rule of thumb is that the high touch surfaces should be wiped down after every 10 uses. The event safety plan would need to have dedicated volunteers for this work, or hire additional custodians to support sufficient cleaning.

For events with fixed seating or seating for households, one person needs to be assigned the task of recording a map of where each participant was seated. This information needs to be retained in case there are reported cases of COVID-19 after the event to notify potential close contacts.

Visual markers need to be placed on ground to ensure orderly, socially distanced entrance into and exit from the event. If there’s going to be a check-in station, make sure there is plenty of space for a line to form with at least 10’ markings to keep people separated while waiting. More than 6’ separation is needed as people may arrive in households and will need space to bunch up while in line.

Ensure there is signage in conspicuous locations to remind guests of safety protocols, including:

* Maintain social distancing
* Wear masks at all times
* Wash hands and use hand sanitizer
* Reminding those with symptoms to refrain from participating

Once inside the event space, visual markers for maintaining social distancing need to be provided. These markings may vary depending on the type of event:

* Tables for each household: A clear perimeter should designate the space available to each household. There should be a minimum of 6’ to the next household’s perimeter area.
* Households stay in their parked cars: Each parking spot needs to be separated by at least 6’. Each spot needs to be clearly marked and have reminders that masks need to be on if vehicle windows are down.
* Fixed seating: Each chair should be separated by 6’ and should also be separated by 6’ from rows in front and back. Households may be directed to group their chairs closer together to further increase the separation distance to other households.
* If musicians are singing during the event, a line needs to demark 15 ft from the musicians to keep guests back.
* Where appropriate, place one-way traffic flow directions to minimize gathering or bunching of the crowd.

Mark any areas that need to be closed to guests, including the kitchen and other food prep areas, as well indoor gathering areas such as the Narthex and Fellowship Hall. The CMC building should also be locked and marked closed to guests.

Ensure there are plenty of no-touch trash receptacles spaced throughout the event, particularly if food is being consumed. Ensure hand sanitizer is available at the entrance to the event, at exits to bathrooms, and near any food distribution sites. Only individual, prepackaged food in disposable containers may be served. It is okay to have church-prepared food items as long as they are individually portioned and pre-wrapped. Gloves must be worn by servers and no buffet or family-style food service is permitted. Alternatively, participants may bring their own food to share in their household, but they must stay socially distanced from others while eating and return to wearing masks as soon as possible.

Have printed copies of the Safety Plan available at the event.

If needed, provide non-contact donation options or drop boxes. Do not pass offering plates.

**During the Event**

Welcome and dismiss guests in an orderly, time-spaced way to minimize crossflow traffic and maximize social distancing.

If guests will be outside of their vehicles, perform the following check-in steps:

* Perform the Health Screen ([Generalized Infection Reduction Measures](#_asnuf452vmkz))
* Ask if they have read and understood the BurlPres Safety Plan Summary ([Appendix A](#_ns36y8g56ql7)) - provide a copy if not.
* Have them sign a liability waiver ([Appendix C](#_f3ypobdx3zo2)), including a statement that I have read and understood the Safety Plan Summary.
* Provide them with a contact sheet that says what to do if they, or anyone in their household, develop symptoms in the next 10 days (see [Response Procedures](#_mmar2qoyg8tm) section for further details).

Provide verbal reminders to guests to avoid hugging and handshaking, to wear their masks, and to socially distance from other households.

If the space is going to be used for another cohort, clean all touched surfaces between cohorts. This includes tables, chairs, trash cans, bathrooms, and food distribution areas.

## 8.6 Car Parades

San Mateo County Health has provided guidance for Car Parades [[44](https://cmo.smcgov.org/sites/cmo.smcgov.org/files/documents/files/HO%20Order%20c19-9%20Allow%20Car%20Based%20Gathering%2020200511.pdf)] [[45](https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-5e_appendix_c-2_allowed_additional_activities_20200528.pdf?1590717371)]

Size limit: 200 cars

Duration: Max 3 hours

**Before the Event**

* Check whether a permit must be obtained from the local authorities
* For gatherings of more than 10 vehicles, request security staffing provided by the local law enforcement agency with primary jurisdiction for the location of the event (the “Agency”) and pay reasonable costs as established by the Agency. If the Agency declines to provide such security, the Host is responsible for acquiring private security and address any traffic and safety issues at its own cost.
* If requested by local law enforcement, provide a “Gathering Plan” at least one week before event. See [Appendix A](https://cmo.smcgov.org/sites/cmo.smcgov.org/files/documents/files/HO%20Order%20c19-9%20Allow%20Car%20Based%20Gathering%2020200511.pdf) of the county order. The “Gathering Plan” must also be provided to all participants.
* Notify participants that they may not exchange food or other items between vehicles.
* If needed, plan for bathroom usage. See [Parking Lot Activities](#_lww193r04nru) for protocols for BurlPres bathroom facilities.

**During the Event**

* All attendees must remain within their enclosed vehicle throughout the event. Convertibles and motorcycles do not count as enclosed vehicles and should not be used for car parades.
  + If windows are rolled down, Face Coverings ([Generalized Infection Reduction Measures](#_asnuf452vmkz)) policy must be followed.
* Only members of the same household may occupy a single car and there may be no mixing of vehicle passengers during the event.
* Only one vehicle’s occupants may exit at any one time (e.g. bathroom break), and may only be for a brief time without violating social distancing to those in other vehicles.
* People may not travel to view a car parade. Car parades may only be viewed from an individual's residence or yard.
* Participating cars may not congregate at a fixed location other than for a brief time to organize.
* The event must be by invitation only and size must be limited by social distancing requirements if vehicles are parked. Ensure there is sufficient space for safe emergency exit.

# 9.0 Staff and Congregation Training

All members of the staff, as well as all Elders and Deacons, will be required to read and sign an acknowledgement that they understand the content of the COVID-19 Safety Plan. In addition, the Virus Response Team will provide virtual training and answer any questions. Any contract or temporary workers, as well as non-staff volunteers will also receive training on the Safety Plan. Copies of the Safety Plan will be available to all who access the facility and all who attend BurlPres-sponsored in-person activities. Finally, a link to the Safety Plan will be sent to all on our communications list and posted on the BurlPres website.

Worker training topics will include:

* [Illness prevention](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html), including importance of hand washing, physical distancing at church and when not at church, mask wearing
* [Symptoms and Screening](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) - importance of not coming to the church facility if they are symptomatic or someone in their household is symptomatic/tested positive
  + When to seek medical attention
* Proper use of face coverings
  + Face coverings do not protect the wearer and are not personal protective equipment (PPE). Face masks are intended to prevent you from spreading germs into the air. However, they will not protect you from respiratory droplets produced by others unless everyone else is also wearing a face mask. Respirators or N95 masks are PPE that can protect you from others.
  + Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  + Face coverings must cover the nose and mouth.
  + Workers should wash or sanitize hands before and after using or adjusting face coverings.
  + Avoid touching the eyes, nose, and mouth.
  + Face coverings must not be shared and should be washed or discarded after each shift.
  + Face covering exemption policies
* Information on COVID-related [Personnel Policies](#_6tb5c3jktkko), including leave, working from home and applicable state policies
* [Prohibitions](#_kqhpvvlz1klm)
* [Use of Church Facilities](#_mit6109n1pul) and [Specialized Safety](#_dvs6wmugpfqf) protocols
* Roles of [Safety Monitor](#_hiir7kwyxucb) and Infection Prevention Coordinator in [Response Procedures](#_mmar2qoyg8tm)
* Return to work rules after COVID-19 diagnosis
* Cleaning and sanitizing protocols [[46](https://www.youtube.com/watch?v=G5Li8Wp_-48&feature=youtu.be)]

# 10.0 Response Procedures if COVID-19 Infection is Discovered in Participants

This section is compliant with the following guidance:

[[22](https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf)] California Department of Public Health COVID-19 Employer Playbook (July 28, 2020)

[[47](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx)] California Department of Public Health Responding to COVID-19 in the Workplace (June 16, 2020)

[[48](https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html)] Cal/OSHA Recording and Reporting Requirements for COVID-19 (June 2020)

[[49](https://www.smchealth.org/sites/main/files/file-attachments/20200625_covid-19_exposure_in_the_workplace.pdf?1593214626)] San Mateo County Health COVID-19 Exposure in the Workplace (June 25, 2020)

[[50](https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-6_home_isolation_20200406.pdf?1586220329)] San Mateo County Health Officer Order for the Control of COVID-19 No. c19-6 Directing Individuals in the County Diagnosed with COVID-19 to Isolate Themselves (April 6, 2020)

A single case of COVID-19 can rapidly expand into an outbreak, which is defined as “three or more laboratory-confirmed cases of COVID-19 among employees who live in different households within a two-week period.” [[22](https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf)] If a single case is discovered in either an employee or someone who has been on-site at the BurlPres facility, it is important to work with local health officials to ensure we do everything we can to prevent an outbreak.

The Infection Prevention Coordinator (IPC) for a specific reported case must be identified from the following list:

* Safety Monitor for a specific event
* Jennifer Dawson, Virus Response Team Lead
* Joan Cleary, Director of Operations
* Sonu Sharma, Facilities Coordinator

The Safety Monitor will be the IPC if the case is reported during an event, but then IPC responsibilities may be transferred to another member of the team to do any needed follow-up actions. Joan or Sonu will be the initial IPCs for a case reported in the office or during office hours. Jennifer will be the initial IPC for a case reported through the [safety@burlpres.org](mailto:safety@burlpres.org) e-mail address.

If the VRT is notified of a positive or suspected case of COVID-19, the IPC will perform the following response procedures.

## 10.1 Communicate Hazard and Secure Facility

Send e-mail to safety@burlpres.org and follow-up with phone calls until one of the following VRT members is reached:

* Joan Cleary, Director of Operations: 650-740-1119
* Jennifer Dawson, Virus Response Team Lead: 650-922-5963
* Sonu Sharma, Facilities Coordinator: 650.342.0875 ext. 241
* Lupe

The above VRT members will coordinate subsequent communications to clear the facility of personnel and inform anyone who also needs to be made aware of the facility closure. The specific communication strategy may be adapted depending on the number of potentially exposed people and the number of people in a potential exposure zone when notification comes in. The team should follow this guidance:

* If the exposure is in the church facility, independent of a special in-person event, ask everyone to leave the facility immediately, minimizing risk of exposure to the greatest extent possible. Check the activity tracker for information on who may be in the facility, or planning to be in the facility in the next several days to make sure they are informed that the facility will be closed.
* Preference should be given to direct verbal communication instead of e-mail, since e-mail does not provide direct confirmation that the message has been received.
* Communications should happen as quickly as possible. Additional members or the VRT or staff may be recruited to help expedite communications.
* There are many members of the BurlPres community that have keys to the facility. We want to keep those with keys informed of facility closure status.
* The VRT will need to balance transparency and preventing rumor mills with protecting privacy. The strategy may depend on level of exposure.
* Notify the BurlPres Preschool of the potential exposure. Provide any information needed to help them assess whether the Preschool will also require voluntary suspension of operations.

Ask Sonu and/or Onkar (or delegate) to take the following actions to voluntarily suspend operations in the facility:

* Place notices on all entrances to the building (excluding the CMC) stating that the facility is CLOSED to all until further notice due to potential COVID-19 exposure. No one may enter the building.
* Wait at least 48 hours to give time for the facility to ventilate and the virus to diminish on surfaces. (see [Facility Cleaning](#_em1f5vn9k0y2) for more information about this recommendation)
* After the waiting period has ended, don appropriate PPE, including shoe covers, disposable gown or coverall, face mask, glasses or goggles, face shield, and gloves. Enter the facility, open doors and windows to the maximum extent possible, and thoroughly clean the facility. See section on [Facility Cleaning](#_em1f5vn9k0y2) for more details.

## 10.2 Collect Data about Case

Collect information from the person who reports symptoms or positive test results:

* Name
* Place of residence
* Phone number and e-mail address
* Dates of symptom onset or positive test result date
* Dates and times on-site at BurlPres or in attendance at BurlPres-sponsored activities
* For staff: job titles, work areas, close contacts in the workplace, and shifts worked while infectious (at least 48 hours before symptoms developed)
* Instruct the person to stay home and report to [safety@burlpres.org](mailto:safety@burlpres.org) if they are having symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19. Refer them to the CDC’s “What to Do if You Are Sick” page. [[51](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)] Advise them that anyone else in their household should also follow the guidelines.

## 10.3 Report Case to Health Officials

The IPC contacts the San Mateo County Health (SMCH) department:

* + SMCH COVID-19 CALL CENTER: Call 2-1-1 with all non-emergency and non-medical inquiries. 211 is a confidential service available in 180 languages. Callers from landlines and cellular telephones located within San Mateo County are connected with a trained 2-1-1 service professional.

[www.smchealth.org/](https://www.smchealth.org/)

* + Ask how frequently the county needs to be notified of other cases that be identified
  + Ask for guidance on how to implement a testing program as well as who should be notified of possible exposure
  + Ask for guidance on whether the health department or BurlPres will conduct contact tracing activities. Is it okay to send an e-mail to potential contacts? Do we have an obligation to do something beyond sending an e-mail, such as phone calls?
  + Ask about protocols that need to be followed to clear other employees and the facility to resume normal operations, as governed by the Safety Plan.
  + Give the county the Joan Cleary’s contact information to be the point of contact for follow-up communications.

If the person who reports symptoms or a positive test resides outside of San Mateo County, the IPC also contacts that county’s health department.

**Within 8 hours**, of when we know or with diligent inquiry would have known of the serious COVID-related illness, hospitalization, or death of staff member, contact Cal/OSHA and report the incident:

* + Cal/OSHA prefers phone calls:

Foster City District Office

(650) 573-3812

There is an e-mail option: caloshaaccidentreport@tel-us.com

* + Information to provide: Time and date of exposure, employer's name, address and telephone number, name and job title of the employee reporting the exposure, address of exposure site, name of person to contact at exposure site, name and address of employee reporting symptoms, nature of symptoms, location where symptomatic employees were taken for medical treatment, list and identity of law enforcement agencies present at the site, description of exposure site and whether the scene or instrumentality has been altered.
  + COVID-19 related criteria that would require reporting include: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or a significant injury or illness diagnosed by a physician or other licensed health care professional.
  + Record the case on their 300, 300A and 301 or equivalent forms.
  + Employers must also report to Cal/OSHA any serious illness, serious injury or death of a worker that occurred at work or in connection with work within eight hours of when they knew or should have known of the illness, see section [342(a)](https://www.dir.ca.gov/title8/342.html) of the Cal/OSHA Regulations pertaining to reporting work-connected injuries for more information.
  + A positive COVID-19 test is NOT required to trigger reporting requirements. More information can be in Cal/OSHA’s Recording and Reporting Guidelines. [[48](https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html)]

## 10.4 Notify Close Contacts

Based on SMCH guidance, notify others of possible exposure, give them information on testing, and tell them to self-isolate. Confidentiality of the identity of the suspected or confirmed COVID-19 case must be maintained. Employers should refer to the guidelines issued by DFEH and EEOC. Employers cannot communicate about the health status of any workers.

It is recommended that any potential close contact is contacted by phone call to be notified of the potential exposure. If contact cannot be made by phone within a reasonable period of time (~24 hours), then an e-mail may be sent. Example communications:

* BurlPres has learned that a worker at the church/participant in a church event tested positive for COVID-19. The worker received tested results on [date]. This email is to notify you that you may have been exposed to the novel virus. You should contact your local public health department or personal physician for guidance and any potential actions to take based on individual circumstances or if you develop COVID-19 symptoms.

When notifying close contacts, the following information should be shared:

* The employer is responsible for ensuring all employees are offered and provided testing. Employers should also provide information to employees who may prefer to contact their personal medical provider or visit a CA Coronavirus Testing Task Force site for testing.
* When testing all employees is not available or not recommended by San Mateo County Health, consider alternative methods for controlling the outbreak, in consultation with the SMCH, including but not limited to tracing all close contacts of confirmed cases and instructing those individuals to quarantine or temporarily closing the workplace and quarantining all employees.
* Close contacts should be instructed to quarantine at home for 14 days from their last known contact with the employee with COVID-19. Direct them to SMCH Health Order for Self-Isolation. [[50](https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-6_home_isolation_20200406.pdf?1586220329)] Close contacts should be tested for COVID-19 when possible. If any staff members would like to request a waiver from the 14 day quarantine, that request needs to be made to the VRT.
* A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.
* Interview employees with laboratory-confirmed COVID-19 by phone to determine when their symptoms began, the shifts they worked during their infectious period, and to identify other employees with whom they had close contact during their infectious period.
* Consult with Sonu and/or event organizers to identify any others who may have been in the facility or had close contact with the person showing symptoms or testing positive. It may be necessary to contact contractors or other visitors who were given temporary access to the facility.
* While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite). If a new household member develops symptoms or positive test results are obtained, please notify [safety@burlpres.org](mailto:safety@burlpres.org).
* For BurlPres employees, provide information about available health care resources.

## 10.5 Communicate with the Congregation

If the exposure was potentially to a larger group beyond a known set of specific people, the VRT may decide to communicate with the larger congregation and an announcement may be made during worship to notify BurlPres congregants of the issue. Here is suggested communications:

The church facility was closed [DATE] to [DATE] to address a COVID-19 infection, in accordance with our COVID-19 Safety Plan. We are coordinating our response through the San Mateo County Health Department to ensure all recommended protocols are implemented for cleaning and clearing staff to resume work in the facility.

The safety of our staff and our community is a top priority. We cannot share confidential health information but we will continue to be in touch with all of our staff and any of those that have been identified as potential close contacts. Anyone who attended (event here) should not enter the church facility until DATE (should be 14 days after event).

The following in-person activities have been canceled to minimize further exposure (fill-in here).

Any questions or concerns about our virus response can be sent to [safety@burlpres.org](mailto:safety@burlpres.org)

## 10.6 Prepare for Reopening

* VRT to meet and review all aspects of the Safety Plan for any needed changes to prevent future outbreaks or improve response protocols.
* Based on SMCH guidance, develop a return to work plan for church staff in quarantine. Review the latest guidance when deciding on a protocol, including:
  + [[22](https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf)] CDPH Playbook: “Returning to Work Section”
  + [[28](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Returning-to-Work-or-School-Following-COVID-19-Diagnosis.aspx#)] “Guidance on Returning to Work or School Following COVID-19 Diagnosis”
  + [[47](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx)] CDPH Responding to COVID-19 in the Workplace
  + [[49](https://www.smchealth.org/sites/main/files/file-attachments/20200625_covid-19_exposure_in_the_workplace.pdf?1593214626)] SMCH Exposure in the Workplace (see the last section)
  + [[50](https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-6_home_isolation_20200406.pdf?1586220329)] SMCH Order on Self-Isolation

Generally, the SMCH guidance takes precedence over State of California or Federal guidance.

* Session would need to review the virus response, changes to the Safety Plan, and vote to approve reopening of the church facility.

# 11.0 How do I get help?

**What if I have symptoms?**

Please contact [safety@burlpres.org](mailto:safety@burlpres.org) and call Joan and/or Sonu.

**What if the Safety Plan is unclear or doesn’t address my concern?**

Please contact the Virus Response Team at [safety@burlpres.org](mailto:safety@burlpres.org).

**What if I am concerned about BurlPres’ Safety Plan?**

Please contact the Virus Response Team at [safety@burlpres.org](mailto:safety@burlpres.org).

**What if I feel pressured to do something that feels unsafe to me?**

We want everyone to feel safe and comfortable in executing their ministry work through BurlPres. The Virus Response Team can help to coordinate individual needs and respond to concerns that may arise. Please contact a member of the VRT, preferably the VRT chair, to discuss any concerns and we will help to facilitate a resolution.

**What if I need special accommodations due to COVID-19?**

Please contact the Virus Response Team at [safety@burlpres.org](mailto:safety@burlpres.org).

**How can I get help with accessing remote ministry offerings?**

If you are unable to connect to our online services and programs and are in need of technical assistance, please contact us via email at communications@burlpres.org or by phone at 630.542.5200.

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# Appendix A: Safety Plan Summary

Short Version for Distribution to those Entering Facility or Attending Events

***To Be Completed***

* Staff and visitors are encouraged to stay home if they have had close contact with anyone with symptoms or have engaged in higher risk behaviors within the preceding 10 days, including:
  + Activities prohibited by current county status (e.g., indoor dining, salon services)
  + Attendance at home or social event with individuals outside the family “pod” who are not wearing masks or social distancing
  + Flying on an airplane

Per San Mateo County [[R18](http://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-11_20200617.pdf?1592431253)], must include:

The Social Distancing Protocol must explain how the business is achieving the following, as applicable: i. Limiting the number of people who can enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times—for clarity this limitation does not require social distancing where it would make performing business functions impossible (e.g., while a barber is cutting hair); ii. Requiring face coverings to be worn by all persons entering the facility, other than those exempted from face covering requirements (e.g. young children) or as necessarily required by the businesses operation (e.g., while eating); iii. Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing;

Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and personnel, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers); v. Providing for contactless payment systems or, if not feasible to do so, the providing for disinfecting all payment portals, pens, and styluses after each use; vi. Regularly disinfecting other high-touch surfaces; vii. Posting a sign at the entrance of the facility informing all personnel and customers that they should: avoid entering the facility if they have any COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into one’s elbow; not shake hands or engage in any unnecessary physical contact; and viii. Any additional social distancing measures being implemented (see the Centers for Disease Control and Prevention’s guidance at: https://www.cdc.gov/coronavirus/2019- ncov/community/guidance-business-response.html)

Social Distancing Requirements. For purposes of this Order, “Social Distancing Requirements” means: i. Maintaining at least six-foot social distancing from individuals who are not part of the same household or living unit; ii. Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that is recognized by the Centers for Disease Control and Prevention as effective in combatting COVID-19; iii. Covering coughs and sneezes with a tissue or fabric or, if not possible, into the sleeve or elbow (but not into hands); iv. Wearing a face covering when out in public, consistent with the orders or guidance of the Health Officer; and v. Avoiding all social interaction outside the household when sick with a fever, cough, or other COVID-19 symptoms.

All individuals, including for persons responsible for supervising minors, must strictly comply with Social Distancing Requirements, except to the limited extent necessary to provide care (including childcare, adult or senior care, care to individuals with special needs, and patient care) or as necessary to carry out an activity.

* + Please stay home if they, or anyone they have been in close contact with, have shown symptoms (more information about symptoms can be found at the [CDC’s website](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html):
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  + Please check the temperature of all household members just prior to arriving at the event and stay home if anyone’s temperature is above 100.4 degrees F.
  + If you experience symptoms while on-site or participating in an in-person event, notify the Virus Response Team (VRT) by:
    - Contacting the event Safety Monitor or other staff / event leader. The Safety Monitor will record your contact information and ask for you to go home and self-isolate. The VRT will follow-up with additional questions to help identify others that may need to self-isolate.
  + If you, or someone with whom you have been in close contact, experience symptoms or tests positive within 10 days after accessing the facility or participating in an in-person event, notify the VRT by:
    - E-mailing [safety@burlpres.org](mailto:safety@burlpres.org). The VRT will follow-up with additional questions to help identify others that may need to self-isolate.

# Appendix B: Supporting Documents

***To Be Completed:***

Supporting documents:

-Facility Usage Tracker - also want to include Pastors notifying Sonu - shared doc in DropBox

-Contact Sheet (who doI call if I become sick?)

-Event Safety Plan Form: [Lupe]

# Appendix C: Liability Release

[[52](https://www.presbyteryofsf.org/psf-covid-19-resources/)]

**Agreement to Release Liability and to Hold Harmless**

**All Users of the First Presbyterian Church of Burlingame**

Please read this form carefully and be aware that in your use of the facilities at the First Presbyterian Church of Burlingame, you are advised of certain risks which you may experience as a result of the COVID-19 virus during your participation in any program or other use of the facilities.

For a complete description of First Presbyterian Church of Burlingame’s virus response protocols, including disclosure of risk assessments, please read “BurlPres COVID-19 Safety Plan,” available at **TBD**. In addition, we have provided a “BurlPres COVID-19 Safety Plan Summary” for all who enter the facility or participate in events hosted by BurlPres, available at TBD **TBD**. I/We, the User/s of the First Presbyterian Church of Burlingame thereof promise to abide by all of the Church’s policies and procedures, including those protocols in place during the Covid 19 pandemic.

I/We understand and acknowledge that our participation is done in accordance with the San Mateo County Health Department’s Order allowing exceptions to the shelter-in-place order for churches. Under that order, social distancing must be maintained, masks must be worn, and all users will need to be aware of and participate in cleaning protocols to reduce transmission of the Covid virus, as well being aware of all of the San Mateo County guidelines for such use (these are available on the County Health Dept. Website).

By our/my signature/s hereunder, I/we certify that neither I/we nor anyone in the same household knowingly has the COVID-19 virus or has awareness of having been exposed to Covid 19.

I/We expressly agree to hold harmless and to indemnify the First Presbyterian Church of Burlingame, and its officers, pastors, employees and board members, for any and all claims now or in the future, which may arise as a result of us or anyone in our family or our friendship networks who contract Covid 19 or any related virus due directly to or due to our use of the facilities of First Presbyterian Church of Burlingame, from the date of my/our signing this release, and for an additional 30 days beyond the duration of any health department restrictions which are in place.

By execution of this Release, the undersigned expressly agree/s not to sue the First Presbyterian Church of Burlingame, and its officers, pastors, employees and board members due to those reasons stated above. The undersigned acknowledges that he/she is releasing any and all rights to make a claim or file a lawsuit against the First Presbyterian Church of Burlinagme, and its officers, pastors, employees and board members for such related illness as specified above.

I/We have read and fully understand the above terms, and we sign this voluntarily. We understand this agreement shall not be modified orally by anyone.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_

Group Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_