

COVID-19 Site-Specific Protection Plan (SPP)

Business Name: Christ Presbyterian Church in Terra Linda

Facility Address: 620 Del Ganado Road, San Rafael, CA 94903

This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on:

The COVID-19 Advisory Team is responsible for implementation of this plan are:

Certification: We certify that all church employees and volunteers have been provided a copy of the SPP and have reviewed it and received training as required by this SPP.

Signature: Linda Lane-Bortell 5/6/2021

Michelle Fouts 5/6/2021

Bill Mixsell 5/6/2021

Re-opening Status

****Note:** All indoor services and ceremonies were suspended starting noon, March 14, 2020.

Christ Presbyterian Church is a faith-based organization currently eligible to perform services and ceremonies indoors and outdoors with limited groups of people. We currently host our central worship services on Sunday morning virtually and will continue to do so at least through April 30, 2021 in order to help limit the spread of COVID-19. Church personnel will continue to work either in person maintaining appropriate social distancing and masking or may perform their work duties remotely if applicable and will continue to do so until further notice. Any church personnel on site are performing Minimum Basic Operations (MBO) as allowed under the current Public Health Order.

This SPP covers only the practices and protocols associated with a limited re-opening for small indoor and outdoor ceremonies including prayer groups, small group singing, and indoor/outdoor worship.

Individual Control Measures and Screenings

- All employees and church volunteers/hosts prior to arriving on site will perform a self-health check for COVID-19 symptoms using [CDC Guidelines](#).
- Employees and church volunteers/hosts will wear face coverings properly when on site, particularly when others are present. Face coverings are not shared at this site.
- Employees and church volunteers/hosts will take reasonable measures to communicate with anyone attending indoor and/or outdoor faith-based ceremonies that they should use face coverings and maintain physical distancing.
- Employees and church volunteers/hosts who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines will be followed for returning to work or volunteer roles at church.
- Employees and church volunteers/hosts are directed to stay home if, in the past 14 days, they have had contact with someone who has been diagnosed with COVID-19 and is

considered potentially infectious (i.e., still in isolation). If the employee and/or church volunteers/hosts has been fully vaccinated they may continue their church activities if they have had contact with someone who has been diagnosed with COVID-19 as long as they are not symptomatic.

- CPC COVID-19 Advisory Team shall notify the County of Marin Public Health of all positive COVID-19 cases of which they become aware. If an employee or church volunteer/host is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.

Types of protective equipment provided to employees and church volunteers/hosts at this worksite location include:

Disposable face coverings and disposable gloves will be provided where appropriate.

Cleaning and Disinfecting Protocols for Small Indoor and Outdoor Faith-Based Ceremonies and Practices

- All shared equipment and touchable surfaces are cleaned and sanitized between each group.
- Participant entrances and exits are equipped with proper sanitation products including hand sanitizer and/or sanitizing wipes
- Cleaning products are provided for use by church employees and church volunteers/hosts that meet the Environmental Protection Agency (EPA)'s- approval for use against COVID-19.
- Scheduling of indoor and outdoor spaces will provide adequate time for cleaning and disinfecting between each group's use.

Schedule for disinfecting indoor and outdoor high contact surfaces.

Sanctuary	Before and after each program or service
Anise's Place	Before and after each program or service
Pastor's Office	Before and after each program or service
Church Office	Before or after each program or service
Kitchen	Before or after each program or service
Labyrinth	Before and after each program or service.
Front Lawn	Before and after each program or service.
Backyard Patio	Before and after each program or service

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Church employees and church volunteers serving as hosts for indoor and outdoor faith-based ceremonies will be responsible for arriving early and staying afterward to clean/disinfect commonly used surfaces prior to and after each program, service, or ceremony.

Physical Distancing Guidelines and Safety Measures – Small Indoor and Outdoor Faith-Based Ceremonies and Practices

- ✓ Participants will be greeted in a way that maintains six feet of separation without physical contact.
- ✓ Seating arrangements will provide a minimum of six feet of separation between individuals and/or household groups.
- ✓ Chairs and high-traffic surfaces (e.g., doorknobs, faucets) will be disinfected before participants arrive, and after they leave.
- ✓ Groups will include no more than 100 people. For indoor activities, attendance is further limited to the room-specific capacity limits set forth below. Entrance and exits will be coordinated to ensure distancing is maintained.
- ✓ Participants will arrive in the building no earlier than 10 minutes before the program and leave the building as soon as the program has concluded. No continued gathering shall be permitted.
- ✓ Social eating and drinking will not be permitted, including coffee hours, potlucks, receptions, and passed or catered food or beverage services.
- ✓ Church visitors are not permitted to bring their own bags, mugs, or other reusable items from home. Water bottles are permitted for personal use only.
- ✓ Self-service food and beverages will not be permitted.
- ✓ Hymnals or other tangible items will not be shared or passed.
- ✓ Self-service pamphlets and informational materials will be removed from the Welcome Table. These materials will be delivered digitally.
- ✓ Microphones will generally be assigned and dedicated to particular speakers. Any shared microphones will be disinfected between each individual's use.
- ✓ Attendees shall be required to bring their own fabric mats, rugs, or cushions as needed for participation in faith-based services to prevent sharing of these items.
- ✓ Indoor group singing is not permitted. Limited performers are allowed but must remain masked and be at least 12 feet from the congregation.
- ✓ Clear signage at church entrances will be posted, requiring attendees to remain physically distanced in household groups, follow the marked flow of foot traffic, and wear face coverings as required by the Health Officer Order for Face Coverings.
- ✓ Umbrellas, canopies and other shade structures may only be used if they do not have sides and allow for the free flow of air through the space.
- ✓ Restroom access will be provided for urgent use only. Restrooms will be disinfected prior to group events/worship service and after they leave by church personnel or church volunteers/hosts.
- ✓ Church personnel and church volunteers/hosts will maintain a list with names and contact information of all participants. If a participant tests positive for COVID-19 and the host becomes aware of it, the host will notify the Church's COVID19 advisory team who shall assist the County Public Health Department in any case investigation and contact tracing associated with the gathering.

Members and groups of the church may submit proposals for additional limited indoor and outdoor activities to the Covid Advisory team. The team will review those proposals and refer to the Session plans that meet additional limited activities as compliant/consistent with the SPP. The Covid Advisory Team also may request further information as needed.

Those proposals should include the following:

- a. A sufficient description of the prototype indoor or outdoor faith activity proposed.
- b. A designation of 1 or 2 members/staff of the church community who will be the designated host(s) for the activity, and responsible for compliance with the SPP.
- c. A designation of the safety protocols that will be followed. The protocols should follow the items in the SPP, and describe, where applicable, how the items will be implemented.

Tenants who would like to use indoor or outdoor spaces should submit proposals accompanied by a business specific SPP to the church office.

Description of the layout of your church buildings and office space and how we accomplish physical distancing measures

Outdoor activities:

Outdoor spaces used for faith-based activities include the Labyrinth, the Front Lawn, and the Backyard Patio. Physical distancing capacity is calculated for each outdoor space below:

Maximum Capacity of Outdoor Space at CPC			
	Labyrinth	Front Lawn	Backyard Lawn
Maximum Seating Capacity	30	315	36
6ft spacing, one person per spot	30	315	36
8ft spacing, two persons per spot	20	176	30

Indoor activities:

Indoor spaces used for faith-based activities include the Sanctuary, Anise's Place, the Pastor's Office, the Church Office, and the Kitchen in the Administration building. Physical distancing capacity is calculated for each indoor space below:

Maximum Capacity of Indoor Space at CPC					
	Sanctuary	Anise's Place	Pastor's Office	Church Office	Kitchen
Fire Marshal Maximum	225				
6ft spacing, one person per spot	112	9	6	5	8

Individual Control Measures and Screenings for Office Workspaces

- Employees whose work duties can be conducted remotely may continue to do so until further notice.
- Currently, access to the Church Office is generally limited to one staff person at a time. When more than one staff member accesses any of the offices at the same time, they will follow physical distancing measures and protocols for face-coverings, as detailed below.
- The offices are closed to the general public. Congregational leaders and tenant representatives may access the Church Office mailboxes only subject to the physical distancing measures and protocols for face-coverings, as detailed below.
- When working in any of the offices or on the church facility, all employees will self-screen for COVID symptoms and/or temperature screenings prior to coming to the office/church facility, following [CDC Guidelines](#). All staff have been trained as to these Guidelines.
- Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work.
- Employees will wear face coverings properly when on site, particularly when others are present. Face coverings are not shared at this site. All staff have been trained in the proper use of face-coverings. Disposable face coverings and disposable gloves will be provided where appropriate at this worksite.
- Employees take reasonable measures to communicate with the public that they should use face coverings.
- Appropriate signs will be posted at the entrance of the Church Office to remind employees and members of the public of the requirements for physical distancing, face coverings, and handwashing.

Cleaning and Disinfecting Protocols

- Thorough cleaning in shared workspaces and higher-traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.
- All shared equipment and touchable surfaces (including chair arms in the sanctuary) are cleaned and sanitized between each use.
- The following areas are cleaned and disinfected each workday, (except as specified below):
 - Bathroom high touch surfaces (door handles, faucets)
 - Door handles/counters in shared work areas
 - Handwashing facilities
 - Telephones (in individual offices, at the beginning and end of each in-office work shift)
- The front desk area entrance/exit is supplied with proper sanitation products, including hand sanitizer and/or sanitizing wipes.

- Hand washing facilities will be made available for employees and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.
- Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand- washing, alcohol-based hand sanitizers, disinfectants, gloves, and disposable towels.
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list.
- Adequate time is to be provided during the workday for regular, thorough cleaning, and other safety measures.
- Employees are provided adequate time to implement cleaning practices before and after shifts.

Physical Distancing Guidelines to Keep People at Least Six Feet Apart

- Employees are permitted to eat on premises in their office, or in other designated areas where they can remain 6 feet apart.
- All desks or individual workstations are in separate individual offices, and employees are required to maintain at least six feet of physical distance in all shared work areas (e.g., copy area and church office).
- All new business operations will continue to be accessible to consumers and employees with disabilities, complying with the [Americans with Disabilities Act, Title III](#) which covers private business entities.

Notification of COVID-19 Positive Case at your Worksite

- County of Marin Public Health is notified of all positive COVID-19 cases.
- If an employee is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.
- Employers and employees are aware that they can call Marin Public Health if a suspected exposure has occurred at 415-473-7191.

Training

Employees have been trained on the following topics:

- Information from the [Centers for Disease Control and Prevention](#) (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- Proper use of face coverings, including:
 - A properly worn mask completely covers the nose and mouth.
 - Cloth masks should be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source).
 - Mask should be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers.
 - Mask should fit snugly but comfortably against the side of the face.
 - Mask should be a solid piece of material without slits, exhalation valves, or punctures.

Compliance and Documentation

- This worksite is regularly inspected for compliance with this Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.

Exhibit A – Physical Distancing for Operating Indoors¹

<Effective date CPC returns to indoor operations is May 17, 2021>

- The number of individuals allowed indoors at any one time is limited to the numbers listed in the table for indoor capacity, which allows for all people present to easily maintain at least six-foot distance from one another at all practicable times.
- A church employee or volunteer will be assigned during all gatherings to ensure that the maximum number of people indoors is not exceeded.

¹ Not all businesses are permitted to operate indoors yet. The State and County Public Health Orders provide specific direction as to when and what type of businesses are permitted to operate indoors. Please incorporate Exhibit A into your Worksite Specific Plan when your business type is permitted to do so.