

**Phase Three Kirk of Kildare Reopening**  
**Safe Gathering Task Force General Recommendations**  
**Approved by the Session, August 16, 2020**

The Safe Gathering Taskforce has been authorized by the Session to address questions or practices not covered by this document between the Session meetings. The Safe Gathering Task Force will report any responses at the next Session meeting.

**Approach to COVID-19 Mitigation**

Viral mitigation involves a multifaceted approach:

1. Screening of people and use of warning signs to reduce the likelihood of someone entering the building who has the virus.
2. Reducing the transmission of the virus via water droplets and aerosols. This involves such things as:
  - a. Controlling the number of people in a room to reduce the potential concentration of viral particles.
  - b. Six-foot social distancing.
  - a. Requiring coverings over the mouth and nose (masks with at least two layers are best, bandanas are questionable, thin neck gaiters are unacceptable based on new research; face shields are not a substitute for masks). Face coverings shall be worn by people ages 5 and older when in the building and when outside if in a gathering; recommended for 4-year-olds if they can safely put on and remove their masks.
    - i. Worship leaders are not required to wear masks except when they are in the area of the congregation. Thus, for example, when processing or recessing, or sitting in the pews, they should wear masks.
    - ii. Cantors and ensemble members are not required to wear masks when leading singing, singing solos, or singing anthems. Distance requirements are outlined below.
  - c. Improved fresh air ventilation where feasible to reduce the concentration of viral particles.
  - d. Improved filtration in HVAC air handlers where feasible to trap viral particles.
  - e. Increased exchanges of air by keeping air handler fans ON during room occupancy—improves fresh air exchange, traps more viral particles in the system, may reduce the half-life of viruses.
  - f. The addition of UV lights to rooms and air handlers where feasible to inactivate viral particles.
3. Reducing transmission of the virus via surface contact (fomite transmission). This involves such things as:
  - a. Having hand sanitizer at all entrances and directing its use by worshippers and various groups such as the preschool and Camp Chameleon.
  - b. Encouraging hand washing with soap and water.
  - c. Wearing of clean gloves for certain functions.
  - d. Reducing paper use.
  - e. Changing communion protocol.
  - f. Periodic cleaning and disinfection by our cleaning service using an EPA-listed cleaner/disinfectant, particularly for high-touch surfaces. **See Appendix A for details.**
  - g. Providing disinfectant spray for room users with instructions posted concerning disinfection procedures. See the sign in the collection of signs at the end of this document.

## Worship Services

1. Indoor worship. At this point, the Task Force recommends that indoor worship begin **no earlier** than the third Sunday after the expiration of the State's Phase 2 order, and that the Task Force meet after that expiration to assess the situation and make further recommendations based on information available at that time. This will allow for adjustments in case of a further increase in cases due to the relaxation of restrictions. The Task Force also requests permission from the Session to make alterations in procedures in between meetings of the Session to respond to new information and experience.
  - a. Maximum capacity to be determined and will take into account the Phase 3 recommendations from the Governor's office. A number lower than the indoor gathering maximum recommended by the Governor may be desirable to provide an additional margin of safety as well as reassurance for members of the congregation. The number must also provide for 6-foot spacing side-to-side and 9-foot spacing front-to-back without use of the outer one-half of the outside sets of pews. (See below for more discussion of spacing.)
  - b. One service is recommended to avoid the need for disinfection between services (if 3 days elapse between room use, no disinfection is necessary).
    - i. If a second service is desired, we recommend one on Wednesday evening.
    - ii. We now have a 40-micron misting device. This would make a Sunday afternoon service more feasible, but this cannot be used on all surfaces. We need to allow at least two hours between services to facilitate disinfection and fresh air exchange. Required disinfection could be further reduced by using different rows for seating for a second service.
  - c. Initially, worshippers will need to pre-register online to be admitted to a worship service to control congregation size and provide important information to worshippers. (**See draft of a notice to be included on the reservation page in Appendix A.**) We have investigated use of SignUpGenius or Brushfire for the reservation system. Here is a link to a sample signup using SignUpGenius for an 11 am service with a limit of 50 people in the congregation: <https://www.signupgenius.com/go/8050C4EAFAC23A3F58-kirk>
  - d. **More details about use of SignUpGenius are contained in Appendix A.**
  - e. All hymnals, Bibles, and other materials have already been removed from the pews by the worship committee.
  - f. Worshippers should be encouraged to download PDFs of bulletins and bring tablets for viewing.
  - g. Printed bulletins should still be available for those who want them. Bulletins will be placed on a table between an usher and congregants to help with social distancing. Ushers should wear gloves and should wash the gloves or apply hand sanitizer to them prior to handling bulletins.
    - i. Worshippers should pick up bulletins only after applying hand sanitizer. Thus, the table needs to be placed after the sanitizer station in the flow of traffic into the Sanctuary. The tabletop should be sanitized prior to use.
    - ii. Congregants should be asked to leave no bulletins or other paper in the pews, but rather to deposit these in the recycling bins at the exits or take them home.
2. Worship seating.
  - a. No seating in first two rows. This allows a minimum of 16 feet from the Pulpit and other areas where liturgists stand.
    - i. New research suggests this distance could be reduced, perhaps only restricting use of the first row (see below under choir considerations), but to be conservative and provide a level of comfort for the congregation, we suggest

not using the first two rows except as described for worship leaders when small ensembles sing.

- b. Do not use the far one-half of seating in the side sections. Results of a fog test show that artificial fog is ejected mostly from the side HVAC vents in the congregation area. The fog rapidly climbs to 30 feet staying mostly within the far-side aisle area, but then drifts down over about a third of the seating area in the two sets of side pews. The fog generally disperses in a diffuse manner mostly above the congregation.
  - i. This suggests that seating should concentrate in the two center sections but that it is feasible to use the inner one-half of the side sections as well.
  - ii. Early in Phase 3 it is probably best to use only the two center sections.
- c. If members of the congregation are wearing masks and humming or singing softly, six feet side to side and six feet front to back distancing may be sufficient.
  - i. Research on mask use suggests, in fact that singing could be done at normal volume levels with masks on, but initially singing should be restricted to low volume levels.
- d. Initially in this phase we recommend six feet side-to-side and 9 feet front-to-back spacing to provide a margin of safety and reassurance for worshippers. Here are the implications of different distances on row use:
  - i. 9 feet—Use every fourth row (**initial recommended spacing between rows**)
  - ii. 6 feet—Use every third row (every other row).
- e. Ropes will be used to block rows not in use.
- f. During the initial portions of this phase, parents should not bring children to in-person worship unless they can sit throughout the service.
  - a. If, for some reason, a child needs to be leave, in the Narthex there will be two seating areas composed of chairs that are more easily sanitized.
  - b. The Task Force plans to meet with Stephanie to discuss how more children can be accommodated in some location during the service.
- g. **More details about worship seating are contained in Appendix A**

### 3. Communion Protocol

Oden Semones has provided the following description:

- a. Pre-packaged cups containing both wafer and juice will be provided. Ushers will place both cups and baggies for pick up as congregants enter the Narthex. These will be placed on a table between an usher and congregants to ensure social distancing. Ushers will wear gloves and will either wash the gloves or apply hand sanitizer to them prior to placing the cups and baggies. Baggies will be placed on the table and one per family unit should be picked up by the congregant. Only a few cups and baggies will be placed at a time (and spaced 5-6 inches apart) to eliminate cross contamination.
- b. Congregants should pick up the cups and baggies only after applying hand sanitizer. It will be suggested that one congregant per family unit pick up all cups and place in one baggie to expedite flow. The table with the cups/baggies will be placed after the hand sanitizer station in the flow of traffic into the sanctuary. The tabletop will be sanitized prior to use. (Note: The same table used to distribute printed bulletins can be used).
- c. As Communion takes place, congregants will be asked to place the used cups in the baggies. Pastors will be encouraged to remind folks to utilize these baggies to avoid stains/spills. Congregants will be asked to take home communion materials for recycling and disposal.

4. Positioning of musicians and liturgists.

- a. Cantors and other singers should be at least 9 feet from people in the congregation, and for a higher level of comfort, we suggest 16 feet for the early portion of Phase 3.
- b. **See Appendix A for more details.**

5. Choir considerations

- a. Data are now available about the potential for viral transmission via singing from the complete report of a study conducted with Bavarian Radio Chorus. The researchers make the following recommendations based on their study:
- b. Side-to-side distance between singers should be at least 1.5 meters (roughly 4.5 feet).
- c. Front to back distance between singers should be at least 2 meters (roughly 6 feet).
  - i. The front-to-back recommendation is perhaps, surprising, because it had been speculated that singing is more like coughing than it is like talking. Thus, the thought which had been expressed at a major webinar on Covid-19 and singing, was that front to back spacing should be 16 feet when singing. This study shows that indeed singing is more like talking in terms of the needed distance. The findings mesh well with what is illustrated in this video, starting at 4 minutes, 25 seconds (forwarded by Larry):  
<https://www.youtube.com/watch?v=0Tp0zB904Mc>
  - ii. We may want to be a bit more cautious to start. That's why there was 6 feet side to side when the ensemble sang recently. And, perhaps front to back distance should be 8-9 feet.
- d. **See Appendix A for more details about how a small choir of 8-16 singers could be accommodated in Phase 3.**

6. Miscellaneous considerations

- a. Aids to social distancing.
  - i. We are going to purchase floor decals to help with social distancing. These would be placed on the portico, starting at the entrance from the driveway, and lead from there to every entrance into the Narthex and Sanctuary, along the back of the Sanctuary perhaps up to the fifth row from the back in each of the three main aisles. Here is a sample of one available on Amazon that coordinates with the Narthex and Sanctuary floor color:



Social Distancing 6 Feet Floor Sign  
Sticker 12" Anti-Slip Stand Here Floor  
Decal Waterproof Reusable 6 FT  
Distance Safety Sign Commercial Grad...

- ii. Carl will take measurements to determine how many decals are needed and will order them.

- iii. We will also need some form of decal for entrances to rest rooms along with a sign stating maximum capacity in the rest rooms (e.g., no more people than there are stalls).
  - iv. For worship services, three doors will be open for entry to the Narthex and Sanctuary to reduce the possibility of side-to-side distancing problems.
  - v. After the service, ushers will direct worshippers to all three exits, again to reduce side-to-side distancing problems.
- b. Aids to preventing surface contact transmission:
- i. As in the outdoor worship services, collection plates shall not be passed down a row, but rather baskets will be placed at the back for donations. Anyone handling donations shall wear gloves.
  - ii. Anyone who comes from the congregation to the pulpit shall use hand sanitizer prior to speaking. This requires a sanitizer station near the pulpit.
  - iii. Anyone moving items in the altar area shall wear gloves that have been sanitized or have not been used for 3 days.
  - iv. Water fountains remain shut off, except the bottle-filling system may be used.
- c. Aids to preventing droplet/aerosol transmission:
- i. HVAC fan setting must be “ON” 30 minutes before a service and remain on for 60 minutes afterward (the latter requirement will help insure that most of the air in the sanctuary is replaced by fresh air after the service). For reasons of temperature control, the thermostats should be set to “occupied” starting at 7:30 am if there is only one service in the morning.
  - ii. We now have UV-C lights in the air-intake sections of both the left and right Sanctuary HVAC systems. A light has been ordered for the Fellowship Hall air handler as well. We will examine the feasibility of installing UV lights in the Office and Chapel/Library air handlers. Mark Roberson is developing a prototype of a UV light box to be installed in rooms served by the small air handlers of the Classroom Building.
  - iii. We have opened the fresh-air intakes for the Sanctuary. Both the Fellowship Hall and the Youth Wing have fresh air intakes that have no dampers and are thus already open. There are no fresh air intakes for the HVAC systems serving the offices or the Chapel and Library. We recommend daily opening of some windows in the office areas and Library to compensate. Capacity of the Chapel should be reduced due to lack of fresh air, as outlined elsewhere.
  - iv. Fresh air intakes have been opened for the basement level of the Classroom Building and the Gathering Space. The other first-floor and all second-floor air handlers have more complex carbon-dioxide-controlled systems that are still being assessed.
  - v. We are ordering a new type of cut-to-fit MERV-13 filter system. This will be tested in some high priority air handlers. Then, if successful, these filters will be rolled out to other air handlers. High priority areas are air handlers with no fresh air input and the basement/first floor of the Classroom Building (Camp Chameleon and the preschool).
  - vi. No coffee hour.
  - vii. Worship leaders will not greet worshippers indoors at the end of a service, but rather outdoors with social distancing.
  - viii. Elevator occupancy restricted to no more than 2 people unless all are members of the same household.

## Sunday School

Many of the recommendations in this document will apply to Sunday School, but the Task Force has not yet considered specifics relevant to this program.

### Use of other rooms

#### 1. Restrooms.

- a. All restrooms open except for the Sanctuary building first floor men's room and the lower level Classroom Building general use restroom (except for Camp Chameleon).
  - i. These are latched and require pulling a handle.
- b. All restroom entry doors are propped open except the women's room close to the Sanctuary, which will have a foot operated device for pulling open the door from the inside. Carl is purchasing and arranging for installation of such a device.
- c. Children's bathrooms in the preschool area are closed until the weekday pre-school opens.
- d. Shower rooms in the lower level of the Sanctuary building remain closed.
  - i. Note: prior to reopening in a subsequent phase, the mixing valve for hot water will need to be set to 140 degrees Fahrenheit and the showers and taps run for 35 minutes to prevent possible Legionella infection.

#### 2. Classrooms and meeting rooms

Maximum occupancy will be determined for all such rooms based on the current standard of 12 people per 1000 square feet outlined in the Governor's executive order for Phase 2. This will be posted on all rooms anticipated to be used. This number may increase in Phase 3.

All fabric-covered couches and large chairs are being moved to an area for storage, however Carl will test fabrics on chairs in the Narthex to determine if they are compatible with our disinfectant.

When occupied, HVAC fans should be set to "on" to assure fresh air ventilation/sufficient number of air exchanges. Rooms should be reserved so that Carl may program the settings to ensure that the fan will be on during the time the room is in use.

- a. Fellowship Hall, Kitchen, and rooms next to the Fellowship Hall. These will likely still be in use for food distribution and thus will be available only for this purpose.
  - i. Surfaces to be sanitized every day at the end of the day by the last users of these rooms, to include door handles/bars and light switches.
- b. Youth wing classrooms. Closed until further notice. Carl will place "Do Not Enter" signs on these rooms.
- c. Rooms 204-206 Reserved for Vista volunteers.
- d. Choir room. No choir rehearsals. For use by Larry and Moon and soloists/cantors or very-small group rehearsal.
- e. Selected Classrooms, Session Room and Library. Open. Rotate room use to minimize disinfection requirements. Date of last room use, and last cleaning/disinfection by the cleaning service will be posted on all rooms available for use. A window should be opened in the Library when it is in use.
  - i. If a room has been used within the last three days and has not been disinfected during that time, it is the responsibility of the group using the room to disinfect

- all high-touch surfaces prior to use. Date and time of use to be posted on the door. Rena Hatcher has developed a post-it note system for this.
- ii. See the sign in the collection of signs at the end of this document for disinfection procedures. Carl will post this sign on the door to each room as well as within the room.
- f. Gathering Space in the Classroom Building. Open only for special purposes.
    - i. Preschool will use this in the morning when outdoor play is not possible and will disinfect after use.
    - ii. Camp Chameleon will use this in the afternoon when outdoor play is not possible and will disinfect after use.
    - iii. We are making a separate recommendation to offer use of this space to AA for Thursday and Friday nights, on condition that there are no more than 10 people and that they disinfect all high-touch surfaces after each meeting according to posted signs.
      - a. Youth groups might also use the Gathering Space. Youth wing rooms are too small to accommodate many people.
    - iv. Use of the kitchen by Gathering Space users is prohibited for the time being.
  - g. Basement level rooms in the Classroom Building. Closed except for special purposes to minimize cleaning requirements and because of the limitations posed by the restroom on this floor. (See Restrooms, above)
    - i. Update: A detailed opening plan for Camp Chameleon in C-002 has now been approved by the Session. It opened July 29.
    - ii. Chapel. Open for meetings, video recordings and other special uses. Must be reserved with Cyndi Wilson. Limited to occupancy by three people due to lack of fresh air ventilation, except for bridal parties involving the same family members. This may be relaxed when we are able to install MERV-13 filtration and UV lighting in the air supply or the room itself.
    - iii. Follow disinfection and posting of room use as for other rooms.
  - h. Kitchen in Classroom Building
    - i. To be used only by the preschool for the time being.
    - ii. Kitchen disinfection involves involve spraying counter-tops, faucet components, refrigerator handles, drawer/cabinet handles.

### Use of Kirk facilities by other organizations

1. This should occur only on a case-by-case basis until sometime after the start of Phase 3.
  - a. Camp Chameleon is approved.
  - b. AA is recommended to use the Gathering Space with a limit of 10 people on Thursday and Friday evenings.
  - c. There have been other requests (e.g., concerts) that should likely be considered only after there has been experience with opening under Phase 3. For the time being, we recommend delaying well into Phase 4.
  - d. There has been a request from the Cary YMCA for a program involving 50-75 children. The Task Force declined to endorse this due to capacity limitations.
2. Leaders of groups using a room will make announcements about and enforce requirements for hand washing/sanitizing, proper wearing of masks, and social distancing at the beginning and end of every gathering.
3. We will develop a form to be signed by the leaders of all other organizations, certifying that they will comply with all COVID-19 protocols. Consider developing a waiver of liability form as well since the protection of the COVID-19 liability law has some time limits.

4. Outside organizations that violate viral mitigation standards may be denied future use of Kirk facilities.

### **Notices for entry to the portico and all entry doors**

See the last pages of this document for a recommended notice to be posted on all entry doors and on a sign stand at the entry to the portico from the driveway.

A sign will be posted on at least one entry door to an area, explaining procedures being used to reduce the potential for viral transmission. This is required by law and is included in the collection of signs at the end of the document.

### **Protocol if a staff member, church member, or visitor who has been in the building in the last two weeks has tested positive for COVID-19**

The following is adapted from the preschool protocol:

#### **In case of a positive test for Covid-19**

Worship attendees, visitors, members of outside groups, and staff will be informed that they must inform Jody of a positive Covid-19 test. Jody will inform the staff and the Session if this occurs.

All individuals who were in the same room as the infected person will be informed and asked to self-quarantine for 14 days. The full 14-day quarantine at home must be observed, even if a person tests negative after the exposure. All involved individuals will be urged to contact their healthcare providers.

- This is another reason for requiring reservations for worship services. This provides a list of people attending each service. Anyone participating in an indoor service involving a person with a positive test must self-quarantine.
- All outside groups such as AA must keep a list of attendees at each meeting. The list of names does not need to be shared with the Kirk, but it must be used to inform affected individuals that someone in their group has tested positive.
- As several days will typically have elapsed before a person learns of their positive status, there is no need to do anything special to clean the room. However, from a perception standpoint, it would be desirable to perform a misting disinfection of the room.

If a person who was in the room subsequently develops symptoms or tests positive while in quarantine, they may be able to return to the Kirk once 10 days have elapsed since their last positive test or the development of symptoms. Their eligibility to return is based on various additional criteria on page 13 of the NCDHHS childcare document (these criteria can be used for both adults and children). For example, if someone tests positive and has no symptoms, they may return 10 days after the date of their last positive test.

**Anderson is developing a communication plan for this situation.**

## Appendix A

### Additional Information about various recommendations

#### SignUpGenius for Worship Reservations

1. The system sends confirmation of signups and reminders, if desired. Reports can be created with emails of those signing up, number attending in each party etc.
2. At the start, we might want to have only two Sundays available for sign-ups until we see the level of demand. If demand is high, plans would need to be made for an additional service.
3. Jordan has a Silver account, which has a number of desirable features, including having no advertising for three sign-ups at a time. To have no advertising for 10 sign-ups at a time would require a Gold account at a cost of \$270 per year. Currently, all three advertising-free sign-ups are allocated.
4. Brushfire is much more expensive—\$790 per year for the lowest tier.

#### Worship Seating

1. Emyr Edwards’ analysis shows that the longer rows in the back can handle up to three small groups of worshippers (these are 22 feet long; allow 2 feet per worshipper and 6 feet between groups). Here are sample distributions: a) showing a group of 5 on one end and a group of 3 on another end in a long row and b) groups of two on the ends and one person in the middle. b) is a less a less optimal use of the row. Emyr will be performing a more detailed analysis.

<b>a</b>	1	1	1	1	1				1	1	1
<b>b</b>	1	1				1				1	1

2. Optimal use will involve seating larger groups toward the back and smaller groups/couples/individuals toward the front. Thus, ushers will make decisions about seating on the fly. They should practice beforehand, making decisions about various scenarios.
3. If ushers plan to use a row in a fashion that can accommodate someone in the middle of the row (because only individuals or couples will be seated in the row), they should seat people in the middle first. Rarely will use of the middle portion of the row be optimal. Seating of people at the ends of the rows will typically be best.
  - a. If seating in the middle is used first, this will help avoid people having to walk in front of other people in close proximity.
4. All seating should be controlled by ushers to assure appropriate spacing between individuals and groups both between and within rows.
5. Ushers should supervise exiting by row, starting at the back of the Sanctuary. Worship leaders will need to announce this procedure near the end of the service.

#### Positioning of musicians and liturgists

1. While not as dense as in the far side aisles of the congregation, fog was ejected from side vents in the wings of the altar. This affects Moon and Larry when playing piano and would affect bell players as well.
  - a. The front of the piano will be moved further into the altar area.
  - b. Larry is looking into plastic air diverters to help control air flow in these areas.
  - c. We also discussed covering vents for the hand bells. We are not certain about this because of the amount of heat in that area of the Sanctuary. This will have to be examined further. Nonetheless, it might be acceptable given the short amount of time that bell players spend in this location. Further evaluation is needed.

- d. We may want to place UV-C lights over these vents. We currently have two such lights but could order more. The lights will have to be shielded from view.
- e. There was little fog in the main altar and chancel areas, but care should be taken to avoid being too near the vents in that area that have strong vertical airflow. It is likely that the long run to these vents causes aerosols to be deposited mostly on the walls of the ducts. (We saw no fog coming out of the vents in the choir seating area.)

### Choir considerations

1. In anticipation of the possibility of a small choir singing in the fall, Larry and Steve have measured the chancel area to see what might be possible.
  - a. They determined that somewhere between 16 and 18 singers could be accommodated. At this point, 16 singers might be the maximum number (four singers per part) and 8-12 might be a better choice for initial rehearsals and Sundays.
  - b. When the choir or a small ensemble sings, liturgists would need to sit in the pews (front pew is far enough away) and Larry would have to conduct from the floor in front of the altar area.
  - c. We have some concerns about the amount of HVAC air flow in the choir area being insufficient for fresh air ventilation. This is being discussed with our HVAC maintenance contractor.
2. Choral rehearsals, when they occur, will be in the Sanctuary, not in the Choir Room. There will be small groups only with rehearsals lasting no more than 30-60 minutes, based on new research examining time effects on viral transmission.
3. More research is appearing every couple of weeks. We will modify these protocols as new information appears.

### Cleaning and Disinfecting Schedule and Methods (based on earlier B&G versions with modifications)

Cleaning: Involves using some form of mechanical soil removal with a surfactant (detergent). Examples include wiping, mopping, using the rotating brush of the new floor machine.

Disinfecting: Simply spray the disinfectant on the surface and let it sit for at least 10 minutes before wiping, but wiping is not necessary unless also cleaning the surface.

Combination cleaner/disinfectant: Mix 2 ounces of Re-Jud-Nal or MPC Hi-Con 64 to one gallon of water (1/2 ounce per quart, ¼ ounce per 1-pint spray bottle). Wear nitrile gloves when mixing. Both products can be used to both clean and disinfect and no rinsing is necessary. We will use Odo-Ban for floor cleaning—5 ounces per gallon of water. This also has good disinfecting properties.

For keypads, elevator buttons, light switches, and other electrical/electronic items, wipe the item with a damp (not saturated) cloth, sprayed with the diluted disinfectant.

- The MPC Hi-Con 64 product has also been tested on pew fabric and found to cause no damage. We will also test Re-Juv-Nal.

Disinfection instructions will be posted in each room available for use. See the collection of signs at the end of the document.

General Entry Cleaning and Disinfection—Three (3) times per week

1. Disinfect (spray) each exterior entry door handle (both sides) and push bars: Office Door, Classroom Door (courtyard), Classroom Door lower, Fellowship Hall (choir) door, Lower level elevator lobby.
  - a. Once the pre-school is open, disinfection of the Classroom Building entry will be done by preschool personnel. Camp Chameleon handles the lower-level entry to the Classroom Building when it is in session.
2. Disinfect keypads at doors listed above (using a moist but not saturated towel)
3. Disinfect the elevator buttons inside and out as well as rails in the elevator
4. Disinfect Interior Office Entry Door and keep propped open during work hours

Sanctuary Cleaning and Disinfection — Once per week unless used in the prior 3 days, in which case this is to be performed before a service:

1. Disinfect Narthex exterior entry door handles (both sides) and push bars
2. Disinfect Narthex doors, interior both sides
3. Stack and store chairs not in use. Only two sets of easily disinfected chairs should be in the Narthex for children who need to leave the service.
4. Disinfect tops and side rails of each pew (may be done using the new 40-micron mister). Alternatively, different rows may be used for seating.
5. Disinfect the emergency doors both sides
6. Disinfect mezzanine door handles (for AV crew)
7. Prop open all doors before, during, and after the service so that congregants may arrive and depart without touching doors
8. This will also help add fresh air
5. Clean Narthex and Sanctuary floors once per week with the floor cleaning machine
9. If the Sanctuary is to be opened at some point for prayer etc., users will be asked to mark the seats they used and specific seating areas will be indicated for their use.

Restroom Cleaning and Disinfection — Every weekday

1. Disinfect exterior and interior door handles/push panels
  - a. Not necessary for most restrooms because the exterior doors should be propped open. An exception to propping open is the women's room closest to the Sanctuary. This will have a foot-pull device at the bottom of the door, but the interior and exterior hardware should still be disinfected.
2. Clean and Disinfect the sink, counter, faucets
3. Disinfect manually operated soap dispensers
4. Disinfect the stall hardware
5. Clean and disinfect toilet bowls, toilet seats, and toilet levers
6. Clean the floor, preferably with the Karcher cleaning system.

Fellowship Hall and Kitchen Cleaning — Three times per week

Fellowship Hall and Kitchen Disinfection — At the end of the day by the last people using these rooms

1. Horizontal surfaces and chairs
2. Tops of garbage cans
3. Faucets
4. Choir entry door (both sides)
5. The 40-micron mister may be used for items 1-3, but only if there is no exposed food in the area that could be contaminated.

### Hall Cleaning

1. Clean floors once per week with floor cleaning machine (use Odo-Ban cleaner/disinfectant 5 ounces per gallon of water)
2. Disinfect horizontal surfaces 3 times per week
3. Disinfect stair handrails 5 times per week
4. Water fountains posted as closed per CDC guidelines, however, water bottle fill device can be available. Sanitize controls daily using a cloth that is damp with disinfectant.

### Classrooms, Library, Session Room, Chapel, Choir Room

1. Stack and store chairs not in use to minimize cleaning.
2. Clean and disinfect weekly (users are responsible for disinfection in most cases).
3. Garbage to be removed three times per week.

### **Draft notice on worship reservation page and for email confirming a worship reservation**

The Kirk is committed to making worship as safe an experience as possible. If you are at greater risk due to pre-existing medical conditions or age, please participate in online worship rather than in-person worship. During the pandemic, entry to the Kirk is at your own risk. By registering for a worship service, you affirm that you have read the information below and that you and any accompany people will conform to the protocols designed to reduce viral transmission.

Before coming to worship, please take temperatures at home. You should not come to worship if temperatures are is 100.4 Fahrenheit or higher. We will also scan temperatures when you arrive at the Kirk.

On the day of worship, do not come to the Kirk, but rather seek medical help if you or anyone you plan to accompany you are experiencing any of the following symptoms:

- Recent loss of taste or smell
- Fatigue
- Loss of appetite (skipping meals)
- Nausea or vomiting
- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills or repeated shaking with chills
- Sore throat
- Diarrhea

Also, do not enter the building if:

- ❖ In the last 14 days, you or anyone attending with you have been in contact with someone diagnosed with Covid-19.
- ❖ Anyone in your group has been diagnosed with Covid-19 AND cannot answer YES to ALL the following questions:
  - Has it been at least 10 days since you first had symptoms?
  - Has it been at least 3 days since you've had a fever, without using fever-reducing medicine?

- Has it been at least 3 days since your symptoms have improved, including cough and shortness of breath?

Finally:

- ❖ Use hand sanitizer or wash your hands after entering the building and before entering the Sanctuary. Do the same when you leave.
- ❖ Bring a mask or other face covering. Wearing of a covering over the mouth and nose is required for those age 5 and older; recommended for 4-year-olds.
- ❖ All household members must stay at least 6 feet away from other household groups.

**At the entry to the portico, we will have a table with a couple of people performing screening. Arriving worshipers will be asked to review the above information again and affirm that they do not have any disqualifying symptoms, contact with individuals with Covid-19, or previous diagnosis of Covid-19 without complete recovery according to the listed criteria. Temperatures will also be scanned. Those with a temperature of 100.4 Fahrenheit or higher will be asked to return home.**

**A slightly different version of this screening has been developed for dropping off children for the pre-school.**



# COVID-19 Notice



**Six-foot social distancing required. Ages 5 and older must wear masks.**

Please seek medical help and do not enter the building if you are experiencing any of the following symptoms:

- Recent loss of taste or smell
- Fatigue
- Loss of appetite (skipping meals)
- Nausea or vomiting
- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills or repeated shaking with chills
- Sore throat
- Diarrhea

## **Different symptoms apply to entry for the Preschool**

Do not enter the building if, in the last 14 days, you have been in contact with someone diagnosed with Covid-19.

- ❖ If you have been diagnosed with COVID-19 in the last 60 days, we will ask additional questions to determine if it is safe for you to enter. Please alert an usher or staff member if you are in this category.

The Kirk tries to provide a clean and safe environment, but IT IS IMPOSSIBLE TO GUARANTEE PERFECT DISINFECTION.

- ❖ Use hand sanitizer or wash your hands immediately after entering the building and upon leaving.
- ❖ Masks are required (ages 5 and over; encouraged for 4-year-olds).
- ❖ Social distancing (6 feet between household groups) is required.



# Aviso COVID-19



**Se requiere un distanciamiento social de seis pies. Los mayores de 5 años deben usar máscaras.**

Busque ayuda médica y no ingrese al edificio si tiene alguno de los siguientes síntomas:

- Pérdida reciente de sabor u olor
- Fatiga
- Pérdida de apetito (saltarse comidas)
- Náuseas o vómitos
- Tos
- Falta de aliento o dificultad para respirar
- Fiebre
- Escalofríos o temblores repetidos con escalofríos
- Dolor de garganta
- Diarrea

**Para ingresar al prescolar se aplican diferentes síntomas.**

No ingrese al edificio si, en los últimos 14 días, ha estado en contacto con alguien diagnosticado con Covid-19.

- ❖ Si le diagnosticaron COVID-19 en los últimos 60 días, le haremos preguntas adicionales para determinar si es seguro que ingrese. Alerta a un miembro del personal si estás en esta categoría.

El Kirk intenta proporcionar un entorno limpio y seguro, pero ES IMPOSIBLE GARANTIZAR LA DESINFECCIÓN PERFECTA.

- ❖ Use desinfectante para manos o lávese las manos inmediatamente después de entrar al edificio y al salir.
- ❖ Se requieren máscaras (de 5 años en adelante; se recomienda para niños de 4 años).
- ❖ Se requiere distanciamiento social (6 pies entre grupos de familia).

# Room Disinfection Procedures

You must disinfect high-touch surfaces in this room prior to use unless, as shown by the sheet on the door:

- ❖ Room has not been used in the last 3 days, or
- ❖ Room has been cleaned and disinfected by the cleaning service since the last use.

Use the provided spray bottle of disinfectant. Spray surfaces to be disinfected. Spray must sit on the surface for at least 10 minutes before wiping. No rinsing is necessary.

- ❖ For light switches and other electrical/electronic items, gently wipe the item with a damp (not saturated) cloth.

## Surfaces to be disinfected

1. Door handles (inside and out)
2. Tabletops
3. Seat back and seat of each chair set out for use
  - a. Stack and store chairs not in use to minimize need for disinfection
4. Light switch (only if there is no automatic light control)
5. Thermostat, if adjustment is needed.
6. Surfaces of any equipment in the room that is likely to be touched.

**After vacating the room, record the date and time of use on the sheet on the door.**

# How are we trying to lower the risk of transmission of COVID-19?

- Requiring all adults and children age 5 and older to wear facial coverings. Children age 4 are encouraged, but not required to wear masks.
- Requiring social distancing of at least six feet.
- Placing hand sanitizer in accessible areas; encouraging everyone to apply hand sanitizer or wash their hands when they enter and leave.
- Periodic disinfection of high-touch surfaces with an EPA-registered disinfectant for classrooms that are used daily. Disinfection procedures to be followed by room users are posted in each in-use meeting room and classroom in cases where the room has been used in the last 3 days.
- Health screening for children's programs and worship, including temperature checks, questions about symptoms, questions about contact with individuals who have COVID-19, and questions about whether a person has been diagnosed with COVID-19.
- Improving fresh air ventilation where feasible.
- Using UV lights to help inactivate viral particles in select HVAC systems and select rooms.

Additionally, for the preschool and Camp Chameleon children's programs:

- Modifying car drop off/pickup processes to maintain safety.
- Employing an aggressive handwashing protocol for children and staff.
- Prohibiting combination of classroom activities to minimize interaction and exposure.
- Prohibiting singing.
- Providing children with individual boxes of school supplies.
- Stringent "sick policy" will be adapted and followed.
- Educating Camp Chameleon director and staff, preschool director, and staff about operating procedures during the pandemic.
- Implementing a protocol for a case of a positive test for COVID-19 in a child, family member or staff member.