

Vallejo Central SDA Church COVID-19 Prevention Plan

Purpose: Provide a plan for operating physical meetings in the church property while taking adequate steps to prevent the transmission of COVID-19.

Document Revisions

Date	Version Number	Document Changes
5/30/20	0.1	Initial Draft
6/9/20	0.2	Revisions following Board Meeting
6/12/20	1.0	Initial Release
7/19/20	1.1	Modifications for outdoor services

1. Responsible:

The Church Safety Committee will be the group responsible for implementation and review of the Prevention Plan. The Church Safety Committee will review this Prevention Plan on a monthly basis.

2. Point of Contacts

The point of contacts will be:

- Vallejo Central SDA Church Contact: Lenson Wong, lenarlwong@gmail.com, 510-367-9107
- Solano County Health Department Contact: The COVID-19 Warmline: 707-784-8988

3. Training

The Vallejo Central SDA Church will provide training on the procedures to prevent the transmission of COVID-19 and necessary response to Employees, Volunteers and Congregants per the document: Employee and Volunteer training regarding COVID.doc. This information will be posted outside of the church entrance and on the church website and Facebook page.

4. Communication

- 4.1. A highly-visible sign outside the main entrance will remind congregants/visitors that they should use face coverings and practice physical distancing whenever possible.
- 4.2. The Employee and Volunteer training procedure will be posted on the church website and the church Facebook page.
- 4.3. A volunteer will record names and contact information for all attendees.
- 4.4. There will be an on-line registration to reserve a seat for the in-person service to be sure that our capacity is not exceeded.

5. Screening

Each person who enters the church will have their body temperature scanned. Those with body temperature above 100.4 degrees Fahrenheit.

6. Sanitizing Plan

6.1. Between each service the following cleaning will be performed by Deacons and Deaconesses in addition to regular weekly cleaning by the Church Cleaner using a 6% bleach solution for cleaning the following surfaces:

- All doorknobs and handles
- Top edge of each pew
- Pew armrests
- Podium and microphone
- AV equipment and booth
- Mother's room window
- Bathroom sinks
- Bathroom toilet seats and toilet roll dispensers
- Paper towel dispenser

Note that there will be only one service held indefinitely.

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6.2. Between each service the following cleaning will be performed by Deacons and Deaconesses in addition to regular weekly cleaning by the Church Cleaner using a water soluble solution for cleaning the following surfaces:

- Top edge of each pew
- Pew armrests

6.3. All sanctuary windows and doors will be opened and remain open during the service.

6.4. Participants will disinfect microphones and stands, music stands, instruments and other items on pulpits and podiums between each use.

6.5. There will be a hand sanitizer dispenser in the lobby and outside of each bathroom

6.6. Remove all hymnals and Bibles from the pews

6.7. Remove all tithe envelopes from the pews and place them in the foyer.

6.8. All attendees must wear masks or other cloth face coverings

7. Provide PPE to employees/volunteers

The following PPE will be provided to employees and volunteers:

- Surgical masks
- Latex gloves

8. Cleaning Supplies Provided

- Gojo Purell Hand Sanitizer GOJ9651-24, 60% Ethanol
- 6% bleach solution
- Water soluble cleaning solution

9. Social Distancing Plan:

The social distancing plan is described in the risk assessment and risk mitigation plan. Each room will have a Volunteer responsible for maintaining the plan guidelines and reporting to the Safety Committee any difficulties in abiding by the guidelines.

10. Modifications to Plan for Outdoor Services

- Body temperature measurement will not be taken of guests
- Guests will not be individually asked to confirm medical questions. However, the same guidelines apply as we encourage all with symptoms of COVID-19 to stay at home.
- Sanitizing of pews between services will not be necessary
- Flags will be placed in regions 10' x 10' from the nearest flag. Each flag indicates a location where a family may sit.
- Sanctuary windows will not be left open during the service.
- Guests will bring their own seating

11. Re-opening Schedule

Our tentative plan is to have a small scale re-opening on June 27. We will hold the Pathfinder Induction service at 10:15 and church service at 11:00. Both events will be unannounced with the only in-person attendees to be Pathfinder families and Church Board members. This will give us an opportunity to perform all of the procedures of a normal service with a small audience. We will review our procedures and revise as necessary in preparation for a general re-opening. On August 1 we will hold a worship service outdoors on the front lawn of the church. Sabbath School will remain virtual indefinitely. We believe only one service is necessary as a poll of the Congregation indicated that 40% will attend when the church first re-opens. The remainder do not plan to attend until several months later.

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General Info			Mitigation Plan			
Risk #	Title	Original	Tasks	Deadline	Owner	Goal
1	Lobby	H	Keep outside and inside doors open. Encourage guests to download bulletin. Greeters with masks and gloves. Dismiss service by aisle		Deacon	L
2	Bathrooms	H	Place tapemarks 6 feet apart outside of the bathroom. Place sign indicating one user at a time		Deacon	L
3	Cradle Roll	H	All classrooms to be closed		Deacon	L
4	Church Office	H	Close only for counting offering. Provide gloves for those counting offering. Masks must be worn.		Deacon	L
5	Mother's Room	H	Limit use to one family at a time		Deacon	L
6	Balcony	H	Close the balcony		Deacon	L
7	Kindegarten	H	All classrooms to be closed		Deacon	L
8	Primary	H	All classrooms to be closed		Deacon	L
9	Converge	H	All classrooms to be closed		Deacon	L
10	Elders' Room	H	Close back door for entry as well as side Fellowship Hall. Will have a smaller platform group for pre-service prayer		Deacon	L
11	Sanctuary	H	Rope off every other pew. Permitting seating of 1 family on each side of pew only so nobody has to walk over another family		Deacon	L
13	Junior Room	H	All classrooms to be closed		Deacon	L

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Table 1 : Site Risk Assessment

- 11.1. Tape marks will be placed on the floor for directional traffic. Sanctuary will be marked with entry and exit doors to prevent cross-traffic.
- 11.2. Tape marks will be placed outside of the main entrance 6 feet apart in case a queue develops entering the church.
- 11.3. At the end of the service, Deacons will dismiss each row to prevent large groups around the exit doors.
- 11.4. Congregants will sign-up ahead of time for which service they plan to attend to prevent over-capacity.
- 11.5. Initially there will be one service. In the future there may be two services
- 11.6. Children will stay with their families during the church service
- 11.7. The kitchen will be closed and there will be no potluck or other activities involving food.
- 11.8. Drinking fountains will be closed and marked accordingly
- 11.9. Every other parking space will be blocked off
- 11.10. In the case of a medical emergency, there will be a trained medical professional on-site with necessary emergency supplies so that the patient will be attended to by the professional and not a congregant.

12. Limiting shared contact

- 12.1. In the lobby, the bulletin will be available to download via a QR code that can be scanned with their phone. There will be no offering plate or bag passed around. There will be a drop box inside the sanctuary main door where offerings can be dropped off
- 12.2. There will be no congregational singing until recognized as safe from the State of California guidelines. No part of the program will involve the use of shared books.

13. Investigate an illness

Employees and Volunteers will observe Congregants for symptoms as described in Section 6 of the Volunteer Training. Section 4 and 5 describe the steps that should be taken if someone is identified as being sick. The County Health Department will be notified that a person has been identified and a list of people having close contact will be identified. Any staff recognized or tested as positive will be required to isolate themselves from staff and congregants

14. Occupancy:

The church sanctuary occupancy is 365. Post-COVID occupancy limit will be 91.