

Procedures and Protocol



1. House keeping schedule

- a. Restrooms will be disinfected after each individual use
- b. Restrooms will be thoroughly wiped down at the end of our time at the Tech Center.
- c. Every 45 minutes, as people clear out, Chairs, tables, equipment, cables, supplies, etc. will be wiped down with disinfectant wipes.

2. PPE (Personal Protection Equipment) utilization

- a. Masks are available to every person entering the building at the Check In Station. Masks are required.
- b. Gloves are also available at the Check In Station.
- c. Hand Sanitizer and Disinfectant Wipes are available at the Check In Station, the Lobby, the Restrooms, and in the Worship area.

3. Physical Distancing procedures

- a. Tape on the floor will mark out six-foot increments at the Check In Station.
- b. Just inside the doors are posters reminding people to maintain Social Distancing. These are displayed prominently at several visible locations around the building, as well as on a projection screen as folks enter.
- c. Chairs in the worship area are arranged six feet apart, with special arrangements for families to sit more closely together, as established by ushers.

4. Sanitation, Disinfecting & Hygiene procedures

- a. Disinfectant wipes and Hand Sanitizer is available at the Check In Table, in the Lobby, and in the Worship area.
- b. Soap, Sanitizer and Disinfectant wipes are available in each restroom.
- c. As people leave the restrooms each individual will be required to disinfect surfaces they may have touched.
- d. A more thorough wipe down will take place every 45 minutes by Staff.
- e. Individually packaged Communion packets will be set out by volunteers wearing gloves. Each person will dispose of their cup and wrapper after use.

5. COVID-19 symptoms monitoring

- a. Members who have compromised immune systems or are susceptible are encouraged to stay home and attend online.
- b. Any member who is ill (running a fever of 100.4%) will remain home.
- c. Families are encouraged to take their temperature while still at home, prior to coming to church.
- d. At the Check In Table we have several Non-contact Temporal Thermometer available.

6. Incident reporting

- a. An Attendance Log will be kept for each Sunday and filed away for a minimum of two weeks, in case of an outbreak, providing us an accurate contact list for authorities.
- b. Should there be any questions or concerns of an COVID-19 outbreak we will report by calling 564.397.8000 or email at public.health@clark.wa.gov or go to <https://www.clark.wa.gov/public-health/247-health-emergencies>

7. Safety training for leaders & volunteers

- a. All volunteers will be prepped and trained before our first meeting
- b. Training will include this document, along with both verbal and written instructions so that each volunteer can answer questions competently and accurately.

Please keep this document quickly available at the Check In Station

Contact: Kevin Woods, COVID-19 Supervisor, 360 521-0248