**RE-OPENING BETHLEHEM BAPTIST CHURCH**

**COVID 19 SAFETY PLANNING**

Church: Bethlehem Baptist Church

Address: 4818 Portland Ave., Tacoma 98404

Telephone number: 253.472.1147

Email address: bethlehemtacoma@gmail.com

Hours of Operation: Monday – Friday 0800-1700, Saturday 1000-1400, Sunday 0930 – 1200

COVID 19 Committee Members; Deshunda Mitchell (Chair), Trustee Desiree Hosana, Trustee Stan Freeman, Youth Ministry – Dionne Eatman, Usher Ministry – Debbra Baker, Finance Ministry – Letitia Howard, Deacon Ted Seats, Media Ministry – Cheryl Hudson, Deaconess Ministry – Althea Jones, Deaconess – Donna Rayford

Date of Plan: November 6, 2020

**PHYSICAL DISTANCING:** Current COVID-19 standards require employees, customers and the public maintain 6 feet of physical distance. Describe how you will maintain physical distance (choose only those that apply):

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| Spacing for parishioners/employees | Signage on the floors and wall postings. Seat markings for 6’ social distancing unless it’s a family of the same household. |
| Approximate sq. ft. /# of parishioners allowed: | Allowable up to 145 parishioners. |
| Limit # of parishioners: | Will not allow any more than 92 members at any one time. |
| Limit # of leadership: | Leadership of 25 and no more than 30 |
| Physical barriers: | Plexiglass at the pulpit and side podiums. (recommended) |
| Visual cues or signs: | Signage in halls, floors, walls, and bathroom. |
| Different service model: | Virtual service/meetings: Sunday Service, Bible study, Sunday School, business mtgs, ministry mtgs. |

**HYGEINE:** Current COVID-19 standards require employees, customers, and the public to practice good hygiene. Describe how you will ensure the following:

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| Frequent handwashing: | Bathroom capacity is the number of people in the bathroom, no greater than the number of available stalls. MUST wash hands after using restroom. MUST wash hands with soap and water if soiled. Men and Women bathroom available in vestibule of church during service. A bathroom monitor for people going in and out of the restrooms ensuring capacity and hand sanitizing prior to entrance. |
| Sanitizing of hands: | Hand sanitizing station at each entry to the church and at sign in. must sanitize hands prior to entry into the sanctuary. |
| Covering coughs and sneezes: | Tissue will be available on every occupied pew for use. |
| Provide reminders: | Announcements read by the announcing clerk, signage in the church regarding proper hygiene and hand washing practices. |
| Face coverings: | MUST always wear face coverings. If there is a medical reason a face covering cannot be worn, a face shield must be worn. Signage regarding reminders of face coverings will be in the church and reminders by leadership. |

**CLEANING AND DISENFECTING:** Current COVID-19 standards recommend businesses clean and disinfect surfaces frequently, including high touch areas and general cleaning practices. Describe your plan to clean and disinfect EPA-approved disinfectants for COVID: epa.gov/pesticide-registration/list-n-disinfectants-use-againstsars-cov-2:

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| Cleaning high touch areas: | Clean after every service with EPA disinfectant (pews, pulpit, podiums, door handles, bathrooms. Periodic deep cleaning of all high touch point areas. |
| General cleaning practices: | Clean after every service with EPA disinfectant and fogger machine. Designated cleaner will log when cleaned (date/time/name/initials) |
| PPE needed: | Gloves, masks, and eyewear/shields |
| Disinfectant used: | Clorox bleach, Lysol spray and wipes |
| Safety Data Sheets (SDS) for products: | All cleaning products used for cleaning will have SDS available for review. See attached. |

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** Current COVID-19 best practice standards include use of personal protective equipment (PPE) to maintain the health of your employees, customers, and the public. Describe your PPE and when you need it:

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| Masks: | Every member of the leadership team and any parishioner will wear a mask/face covering when on the church premises. If there is a medical reason a face covering can’t be worn, a face shield must be worn. |
| Eye protection: | Eye protection is highly recommended while greeting, ushering and any position when engaging with parishioner and 6 feet may not be possible. |
| Gloves: | Gloves are highly recommended while checking in parishioners, leader cleaning microphones between users, exchange of items with ushers or any other position or activity. |

**HEALTH SCREENING:** Current COVID-19 guidelines require you to complete health screenings prior to each shift. Describe your health screening process:

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| Temperature checks: | Temperature checks prior to entrance into the sanctuary or prior to beginning workday for office support staff. |
| Thermometer used: | A no-touch thermometer on a tripod will be used for taking temperature. |
| Symptoms screened: | Screening for cough, fever, respiratory concerns and contact with anyone COVID-19+. Will be done by one person; no writing pens will be shared. |
| PPE needed for health screenings: | Face coverings/masks, eye protection and gloves while providing health screenings and check-in. |

**SICK MEMBER/EMPLOYEE POLICY**: Current COVID-19 standards require businesses and organizations have procedures to address sick employees. Describe your plan to address sick employees related to COVID-19:

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| How staff/member notifies leadership: | If staff/parishioner/leader is sick they will call pastor and chairman of the deacon ministry to notify. |
| When to go home: | If symptoms of any or all; fever, chills, cough, shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion/runny nose, nausea/vomiting, or diarrhea symptoms unrelated to a different medical condition. A known COVID-19 positive test result. |
| Sick leave policy: | n/a |
| When can staff/member return to work or a leader to their position: | Staff/parishioner/leader can return to work/church after symptom free and without fever for 14 days. |
| Steps church will take if a sick staff was around others at facility: | Notify those directly in contact with infected persons of symptoms. Provide COVID-19 testing sites in Pierce County for possible need for testing. Follow CDC, state & government protocols. |

**EXPOSURE RESPONSE:** Describe how your business or organization will react if you have a confirmed COVID-19 case:

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| Incident reporting: | All positive COVID-19 testing will be reported to the Pierce County Health Department by testing sight. Parishioners have a responsibility to provide information regarding positive COVID -19 test results and/or symptoms when said person has had contact with the church. Reporting should be provided to leadership. |
| Site decontamination procedure: | Professional cleaning by qualified company for decontamination. |
| Post exposure incident recovery plan: | Any person’s without symptoms and exposure to COVID-19 positive case, should get COVID -19 testing and quarantine from church 7-10 days from exposure. Any person’s w/symptoms and exposure to COVID-19 positive case, should quarantine a minimum of 14 days following fever. In cases of positive COVID-19 exposure in the church consider reduction in parishioner/leadership church attendance. Leadership/Re-opening Committee to be consulted in all cases. |

**COVID 19 SAFETY TRAINING:** Describe how your business or organization will monitor public health communications about COVID-19 recommendations and ensure workers have access to current information: Factsheets available at lni.wa.gov/safety-health/safety-topics/topics/coronavirus. Source for current COVID-19 information—CDC COVID-19 website: cdc.gov/coronavirus/2019-ncov.

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| Frequency of training: | Ongoing factsheets available. Messaging from the pulpit. Leadership training video. |
| Training method: | Zoom meetings, literature availability |
| Topics covered: | Leadership responsibility and modeling, facts about COVID-19, and more |
| Training attendance records: | Trainings and attendees documented. |