Pleasantville Presbyterian Church COVID-19 Reopening Plan

Name of Organization: Pleasantville Presbyterian Church

Industry: Religious Organization

Address: 400 Bedford Rd, Pleasantville, NY 10570

Contact Information: Rev Dr Debra JK Bronkema

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, we will:

- Ensure 6 ft. distance between people, unless safety or core function of the work activity requires a shorter distance. Outside of personal offices all people must wear acceptable face coverings.
- Poorly ventilated spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, we will keep occupancy in rooms to under 33% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (bathrooms, pastor and church offices)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible (committee and Session meetings and other church activities) Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations? Casual passing by at doors or inside the Church; shared activities where people may temporarily be nearby to help lift something; Rummage (separate plan to be developed and approved by Session). We do not expect significant close contact within 6 feet for any period of time. In all cases, facial coverings are required outside of employees with personal offices.

How you will manage engagement with visitors on these requirements? All entrances will be posted indicating self-screening and facial covering requirements. Visitors and employees must sign in for potential contact tracing purposes.

Tenant Activities: Tenants and their visitors are subject to the Church Plan when not in their rented spaces.

- Tenants must develop their own COVID-19 Reopening Plan in accordance with NYS requirements. This plan must be reviewed by The Session before reopening will be allowed.
- Tenants will be responsible for maintaining their own list of visitors (dates/times) to their rented spaces for potential contact tracing services.
- Tenants must procure and maintain a supply of PPE per NY State requirements.
- The Church does not provide cleaning and disinfection services. Daily disinfection of high touch surfaces and high transit areas in their rented spaces, and associated daily documentation of such will be the responsibility of the tenant.
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II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, we will:

- Provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement. Visitors of the Church must have facial coverings on in order to enter and be in the Church.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? We will procure these at various stores that sell face coverings. We will maintain at least 100 masks on site at all times. We will purchase boxes of protective gloves to be used when applying disinfectant to clean surfaces.

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. We will supply 3-ply masks, or equivalent to employees, which are not subject to cleaning. Used masks may be disposed of in the general trash.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, sanitize or wash hands before and after contact. List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

  - **Worship:** Virtual, on-line Worship services will continue to be our primary method of Worship; older congregants (>65 yo) and anyone with certain medical conditions will be strongly encouraged not to attend in-person Worship services; When indoor Worship commences remove hymnals and Bibles from the Sanctuary; no printed bulletins; cover pew cushions with plastic; no singing; piano, percussion, organ, percussion and stringed instruments only; pastor may remove facial covering at podium with >25 ft to congregants; attendance limited to 33% of sanctuary capacity; cohabitating family units to keep minimum 6 ft between themselves and others (seating pre-marked); floor markings indicating direction of travel; refraining from unison prayers/responses; facial coverings required; maintain 6’ social distancing (no handshaking/hugging/passing of peace by touching/etc.); communion through prepackaged wafer/ juice picked up at entrance table; offering; offering plate left on table at entrance/exit for congregants to drop in donations (no touch); no day care – children to remain with parents; maximize fresh air (open windows, ceiling fans pushing air up to the ceiling); no Coffee Hour after Worship.

  - **Other Rooms:** Room capacities will be kept under 33% maximum occupation allowed (Fellowship Hall – 40 (religious) and 25 (non-religious); Library - 4; Women’s Bathroom on main floor – 2; Other Bathrooms – 1; Rear Back Office – 2; Campbell Room – 8 (4 on each side); Rug Room – 20; Nursery locked up). Remove chairs in these rooms so that there are no chairs in excess of the designated capacities. Within bathrooms, some sinks, toilets and urinals will be marked out of service to allow for 6 foot social
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- Perform required disinfections of other areas

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, we will:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

  Who will be responsible for maintaining a cleaning log? Where will the log be kept?  Pastor Debbie and Church Administrator. Log will be kept in the Church Office

Employees shall take precautions to prevent the spread of respiratory illness:

- Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Put distance between yourself and other people (at least 6 feet).
- Cover cough and sneezes.
- Cover your mouth and nose when not in your private, 1-person office.

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene? Soap, water and towels are available in all bathrooms; Signage will be posted in bathrooms on proper hand-washing; hand sanitizer stations to be installed in high traffic areas (lobby, Sanctuary).

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

  What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?

    - Cleaning services will be provided by our vendor 3x a week. On other days the Church is open, disinfection of frequently touched surfaces to be performed by Church staff.
    - If an area will not be occupied for 7 days, disinfection is not required between uses

C. Communication. To ensure the business and its employees comply with communication requirements, we will:
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- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept? Pastor Debbie and Church Administrator. Log to be kept in Church Office.

Requirements of our plan will be shared (written and/or electronically) with church staff, tenants and the congregation

- If a worker tests positive for COVID-19, we will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments? Pastor Debbie and Church Administrator.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- We will implement a mandatory self-screening assessment (see attached questionnaire), to be performed by each employee before they come to work each day, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses will be reviewed every day and will be documented on the Church Sign-In List (attached).

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case. In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

Upon notification of a positive case, the areas where that employee worked will be isolated and cleaning/disinfection will be performed by our contract cleaner, using applicable materials and PPE. We
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will perform contract tracing by using our Sign-In list and interviewing the employee. All employees and visitors will be notified.

IV. OTHER

Please use this space to provide additional details about your business’s Safety Plan, including anything to address specific industry guidance.

V. References:

- CDC Considerations for Communities of Faith
- NY State Guidelines
- Presbytery Recommendations
- COVID At Risk Populations:
  - Older Adults
  - Medical Conditions
- NY DEC Disinfection Product List
- CDC Childcare Guidance
- NY Childcare Guidelines

Insurance Carrier Provider Documents
Self-Screening Questionnaire

1. Within the last 14 days, have you been in close contact with a person confirmed to have COVID-19 or with a person under quarantine because of a suspected case of COVID-19 infection?

If exposed: Self-isolate for 14 days starting from the day you were exposed. Refrain from going into the Church during this period and notify Pastor Debbie. Self-monitor and if you experience any symptom, seek medical attention immediately, call ahead to inform them of your exposure and symptoms.

2. Do you have any of the following symptoms?
   - Cough or cold
   - Sore throat
   - New loss of taste or smell
   - Fever (≥37.5C/99.5F)
   - Diarrhea
   - Nausea or vomiting
   - Tiredness
   - Aches & pains
   - Difficulty breathing
   - Shortness of breath

If you develop the above symptoms: Seek medical attention to manage the illness symptoms. Refrain from going into the Church until you get evaluated by a healthcare provider and notify Pastor Debbie of your health status.

3. Per New York’s Quarantine Restrictions for Travelers, have you been in one of the listed states for more than 24 hours within the past 14 days?

If you have visited one of the listed states: You must self-isolate for 14 days before entering the Church.

IF YOU ANSWERED NO TO EACH OF THE ABOVE QUESTIONS you may enter the Church.
Church Sign In List

Church visitors and employees must sign in to provide contract tracking in the event that someone with COVID-19 visits the Church. I attest that:

- I have not been in close contact with a person confirmed to have COVID-19 or with a person under quarantine because of a suspected case of COVID-19 infection.
- I do not have any of the following symptoms: Cough or cold; Sore throat; New loss of taste or smell; Fever (≥37.5°C/99.5°F); Diarrhea; Nausea or vomiting; Tiredness; Aches & pains; Difficulty breathing; Shortness of breath
- I am not subject to New York’s Quarantine Restrictions for Travelers.

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August 2020