

Presbyterian Community Church of the Rockies
Policy and Procedures for Non-Worship Service Activities at PCCR
during the Covid-19 pandemic

General

- This policy promotes the safety of individuals who use facilities of Presbyterian Community Church of the Rockies during the Covid-19 pandemic and supports compliance with Colorado and Larimer County directives.
- The church and individuals who use its facilities will follow applicable State of Colorado and Larimer County public health orders.
- This policy covers group activities at the church that are not considered worship services, such as small group gatherings, scriptural study sessions, music rehearsals and recording sessions, committee meetings, workshops and administrative functions. See separate guidance for conduct of worship services.
- Unless specifically approved by the Session, the church building is limited to use by church organizations for church functions and use by the Nonprofit Resource Center in their leased space on the lower level. Outside community organizations may, upon request, receive authorization to use areas outside the building, such as the parking lot, columbarium and outdoor chapel. Those groups are responsible for conduct of the function and for compliance with applicable governmental guidelines.
- Signage required by state and county directives will be posted at building entrances to inform all persons about 6-foot social distancing, not entering when sick (including having a fever of 100.4 or higher), and the requirement to wear a face mask while inside the building. Signage will be placed inside the church to direct people to the sign-in station for contact tracing purposes.
- The two restrooms on the main floor will be available for use by persons who attend functions inside the church. Restroom use is limited to one person at a time.
- Hand sanitizer stations will be placed at convenient locations throughout the church, including places easily accessible for each meeting room. All stations will be power-operated for no-touch dispensing of the hand sanitizer solution.
- The church kitchen will remain closed. Individuals may bring their own food or beverage, but there will be no sharing of these items.
- Except as provided below for activities under the direction of the Worship and Music Committee, activities in the church may not include athletics such as dancing, singing or playing woodwind or brass music instruments (those that produce sound from a person's breath).
- A minimum of 6-foot distancing must be observed in all activities. To make it easier to maintain that distancing, activities will be structured to minimize the need for people to move around.
- A copy of this policy, along with the current Larimer County Safer at Home Places of Worship Checklist, will be posted in the administrative office.

Non-Worship Gatherings and Activities

- Non-worship group activities may be held outside the building on the patio, in the drive and parking areas, the outdoor chapel and the columbarium, and inside the building as provided in this policy.
- Except as approved by Larimer County, non-worship group activities both inside and outside the building are limited to the lower of 10 participants or a determination based on 30 square feet per person (equivalent to 50% of the occupancy permitted by the fire code for use of a room for assembly without fixed tables or chairs, which requires slightly more space than the social-distancing calculation at 28 square feet per person).
- Non-worship activities held inside the church may be held in the library, fellowship hall, the office area for administrative purposes and the sanctuary (including the chapel area) as provided under Non-Worship Music Activities, below, the lounge and the narthex.
- Activities may be held in the church library for groups with up to 19 people. *(This provision for use of the library for activities with 11 or more people is subject to approval of a variance by Larimer County. Pending that approval, use of the room is limited to groups of 10 or fewer.)*
- Activities may be held in fellowship hall for groups with up to 50 people. *(This provision for use of fellowship hall for activities with 11 or more people is subject to approval of a variance by Larimer County. Pending that approval, use of the room is limited to groups of 10 or fewer.)*
- The office area is restricted to church administrative purposes and will not be used for activities not directly related to such functions. 6-foot distancing is required, including one-to-one discussions at a person's desk. The small conference room may be used for meetings with the administrative staff with up to 4 people.

Non-Worship Music Activities

- The sanctuary (including the chapel) is reserved for worship services and small group activities of the church's music program (practice and recording sessions for bell ensembles, individual musicians and singers).
- Use of the sanctuary for non-worship music activities is limited to 10 participants except for rehearsals and recording sessions of the bell ensembles, subject to approval of a variance by Larimer County.
- Small group music activities without singing or woodwind or brass instruments may also be held in fellowship hall.
- Music groups will observe 6-foot social distancing, plus additional distancing for singers.
- Music group participants will wear face masks when inside the church building.
- Instruments that produce sound from a person's breath (woodwinds and brass) will not be used.
- When singing is part of the activity, such as in a rehearsal or recording session:
 - When singing, singers will be separated from each other (except for members of the same household who may position themselves close to each other) by at least 6 feet and, if others are present in the sanctuary, from the first occupied row by a minimum of 25 feet.
 - Individual microphones will be used to make it unnecessary to sing loudly. Masks shall also be worn by singers.

- Activities with singing will be held only in the sanctuary. Fellowship hall may not be used for such activities.
- No more than 6 singers may participate in a music activity.
- To minimize cleaning requirements between Sunday worship services, users of the sanctuary for music activities should not use the pew area.

Scheduling Non-Worship Gatherings and Activities

- Committee chairpersons or designated person will coordinate with the church office administrator to schedule meetings to ensure that there are no conflicts and to provide at least 1 hour between activities that use the same room.
- While any healthy member of a committee may attend in-person, the chairperson will include a reminder in the meeting invitation that persons who are in a Covid-19 vulnerable category should be cautious about attending any gathering.
- To encourage vulnerable individuals to stay at home, scheduled meetings that do not require in-person participation will offer the capability for someone to join remotely, such as through a Zoom connection to the meeting or through telephone dial-in.

Covid-19 Safety Procedures for Gatherings and Meetings

- Anyone who participates in an in-person activity at the church, including both indoor and outdoor activities, must wear a face mask. The church will have a supply of approved face masks at all meetings for anybody who needs one. The chairperson of the meeting is responsible for maintaining compliance and will require anyone who does not wish or who is unable to wear a face mask to leave the meeting.
- PCCR staff will not be required to wear a mask when no one else is in their workspace.
- 6-foot social distancing will be observed by any person inside the building. A 6-foot measuring stick will be available in each meeting room to assist in determining adequate distance.
- A kit will be available for each meeting room with a disinfectant spray bottle, appropriate wipes, attendance roster forms, a remote thermometer, health check questionnaire forms and a form with guidance for individuals who do not satisfy the health screening. The meeting chairperson or designated person will be responsible for completing the roster and health screening.
- The person who does the screening will give individuals who do not satisfy the health checks (questionnaire and/or temperature check) a form that includes an indication of which criteria were not satisfied and guidelines for what the person should do.
- The person in charge of the meeting will provide the completed roster to the church office administrator following the meeting. Unless a person indicates that he or she has a new phone number or other change to contact information, only names of church members will be required, as the church maintains a membership directory with full contact information. Telephone number and e-mail address will be included with the attendance record for persons who are not church members.
- The church custodian will clean meeting rooms on a regular schedule, with the objective of having each meeting room disinfected before any scheduled function in that space. If the schedule does not allow for cleaning by the sexton before a meeting, the

chairperson for the meeting will see that attendees wipe down tables and chairs at the beginning of the session.

- To the extent that weather permits, windows and exterior doors will be propped open during the meeting.
- If confidentiality and sounds from outside the room allow, interior doors to the meeting room will be left open throughout the session.
- Physical copies of documents shall not be circulated at a meeting. Copies of meeting materials shall be sent electronically in advance of the meeting. Attendees should print and bring with them the items they need in hard copy and should also be urged to bring individual electronic devices to distribute and review meeting materials that may not have been ready before the meeting.
- The total time for a meeting should be limited to approximately an hour.
- At the conclusion of the meeting, each attendee will be asked to clean the table and chair that he or she used. Individuals may also wipe down their table and chair before the meeting.
- When a meeting concludes, all persons will be urged to leave the building and hold any follow-on discussion or fellowship time outside.

Health Screening Procedures

Health screening kits in plastic containers will be available for any rooms used for non-worship gatherings (library, Fellowship Hall, sanctuary and office). Kits may be checked out from the office as needed for meetings or rehearsals. Each kit will include:

- No touch thermometer with extra batteries
- COVID-19 symptom list (see below) *
- Attendance roster for contact tracing
- Cleaning supplies with paper towels, for pre- and post-meeting use
- Form with guidance for people who don't satisfy the health screening criteria
- Should list their symptom(s)
- Suggestion to stay home, monitor health and/or contact health care provider

The meeting chairperson (or designated person) is responsible for performing the health screening:

- Temperature check
- Ask attendee if they have any of the COVID-19 symptoms
- If the attendee has any of the symptoms (not explained by a known condition), or a temperature of 100.4 or higher, then they should be denied entry, and provided the form mentioned above.
- Ensure that masks are worn and distancing is practiced throughout meeting or rehearsal

The office manager, or other designated person, is responsible for keeping a log of any other individuals entering the building and performing health screening (not part of a meeting or rehearsal). Otherwise the individual will enter name and date in log provided. COVID-19 symptom screening posters and state required Mask Compliance posters shall be posted at all entrances to the church.

Screening for In-person worship services will follow the same basic procedure, except the medical team will be responsible for the initial screening, and then will hand off to the attendance person and then to the Worship and Music Committee procedure for seating in the sanctuary.

*COVID-19 Symptom List

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Covid-19 Contact Tracing Records and Procedures

The church will collect and maintain a daily record of people who participate in activities at PCCR for use upon request by the Larimer County Department of Health and Environment to identify individuals who may have been exposed to the Covid-19 virus. The responsibility for contact tracing lies with the Department. The church's responsibility is to collect and maintain the names and contact information for use by the Department, but not to undertake its own contact tracing unless requested by the Department.

The information will be collected daily using the attached template or one that records the same information. The office administrator will provide these forms for use at church activities (worship services, study groups, committee meetings, etc.). The individual who coordinates/manages the activity will complete and return the form to the office administrator. The office administrator will set up a process for individuals who come to the church for other than a group activity (office and facility maintenance, work project, staff visit, etc.) to provide his or her contact information on the contract tracing form for that day. Because the church maintains a directory with the full contact information for members of the congregation, only "M" needs to be entered in the column for phone numbers unless an attendee wishes to update his or her information.

The church office will consolidate the tracing records for each day and will retain the records for 90 days. The records will be maintained as confidential information and will be released only to contact tracers authorized by Larimer County or the State of Colorado.

Core Cleaning and Sanitization Procedures

These procedures will be updated based on experience, changes in governmental and health agency guidance, and availability of new equipment and materials.

Restrooms: (Daily Tasks)

- Sanitize all high touch surfaces with Oxivir TB spray solution and disposable paper towels or Oxivir TB wipes
- Disinfect all the walls of stalls
- Thoroughly clean and disinfect all toilets
 - Includes Seats, Bowls/lids, Hand bars, Toilet paper dispensers, Doors to stalls
- Disinfect sinks
 - Includes Bowls, Faucets, Mirrors, Paper towel dispensers
- Clean the floors
- Remove trash
- Check signage
 - “Only one person at a time” on outer door
 - “Use paper towel to open the door "on inner door

Offices: (Daily Tasks) *

- Remove trash
- Sanitize all high touch surfaces with Oxivir TB spray solution and disposable paper towels or Oxivir TB wipes
 - Includes counters, sink, desks, computer keyboards, chair hard surfaces, doorknobs
- Place hand sanitizer at each desk and workstation
- Vacuum the floors

Drinking Fountain:

- Closed off/unavailable under current protocols

Narthex/carpeted halls:

- Vacuum Monday, Wednesday and Friday
- Ensure GermStar hand sanitizer stations are present in Narthex (one at entrance to Sanctuary and one outside office) and one in hallway outside restrooms, and that sanitization fluid is present and functioning correctly
- Sanitize all high touch surfaces with Oxivir TB spray solution and disposable paper towels or Oxivir TB wipes
- Ensure “Practice Social Distance” floor stickers are in place at main entrance, hall entrances, library and office area entrances

Sanctuary:

- Vacuum Friday
- Ensure that everything that can be handled has been removed from pews.
- All hymnals, envelopes, pencils and prayer requests
- Before each service, the tops of pew backs and end arms will be sanitized with Oxivir TB spray solution and disposable paper towels or Oxivir TB wipes
- Ensure GermStar hand sanitizer stations are present at the top of the two main rows and that sanitization fluid is present and functioning correctly
- Sanitize all remaining high touch surfaces with Oxivir TB spray solution and disposable paper towels or Oxivir TB wipes
- Ensure “Practice Social Distance” floor stickers are in place inside the main entrance doors and at the top of each row

Fellowship Hall and Library: **

- Ensure GermStar hand sanitizer stations are present at the entrance to Fellowship Hall and the Library and that sanitization fluid is present and functioning correctly
- Sanitize all high touch surfaces (tables and chairs) with Oxivir TB spray solution and disposable paper towels or Oxivir TB wipes. Any tables that are not covered with cloth will be sanitized each morning.
- Ensure “Practice Social Distance” floor stickers are in place inside the main entrance doors to the room.
- Floors will be cleaned every Tuesday and Thursday, but dry mopped everyday

Kitchen:

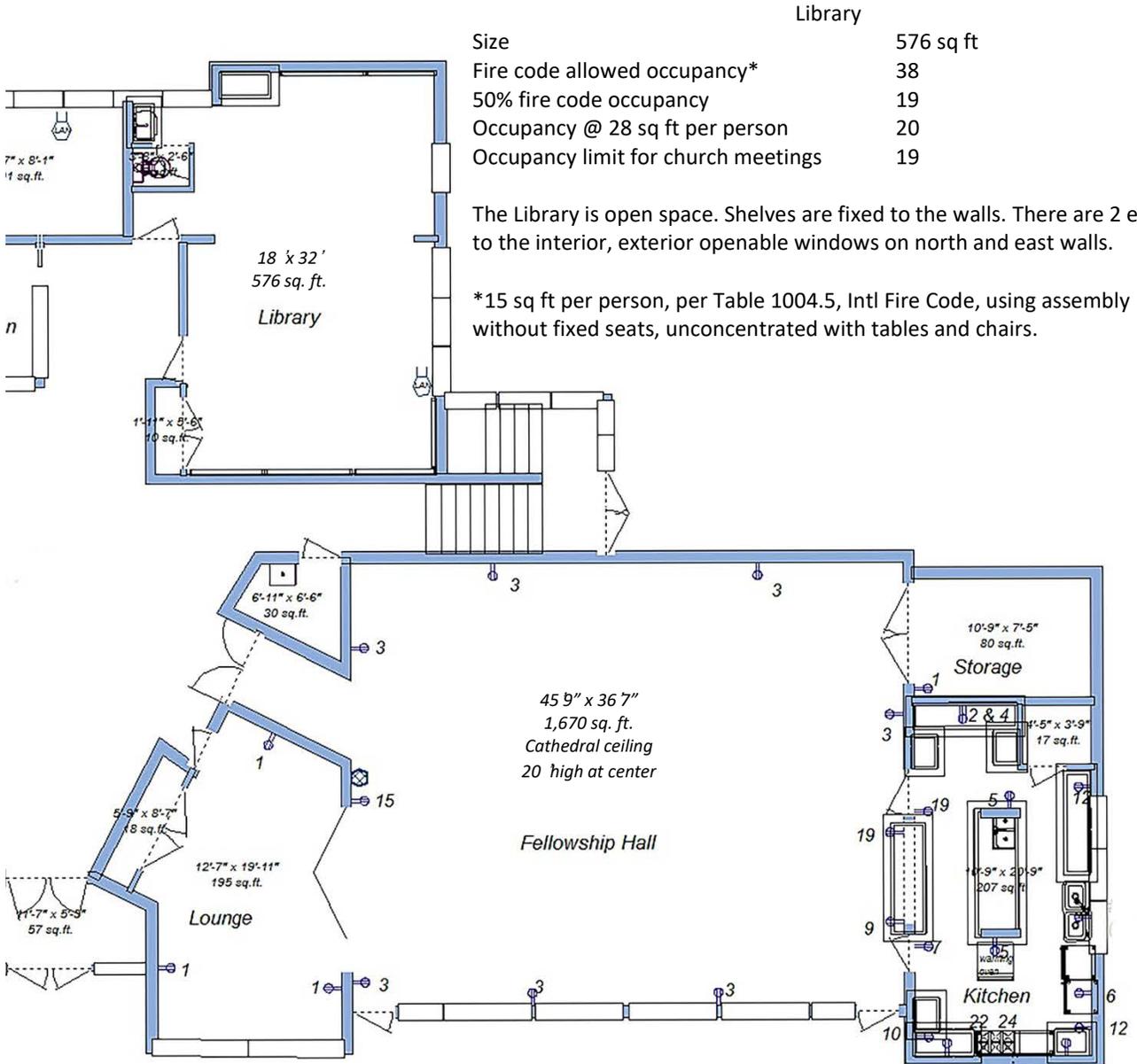
- Out of service under current protocols
- Weekly sanitize all high touch surfaces with Oxivir TB spray solution and disposable paper towels or Oxivir TB wipes

Notes:

* Office staff will supplement these procedures by wiping down their telephone handsets and computer equipment and by wiping down common-use equipment such as the main office copy machine and items located in the administrative work area.

** Individuals who attend meetings in these rooms will supplement these procedures by wiping down the hard surfaces on chairs and tables after use.

Presbyterian Community Church of the Rockies
 Designated rooms for scriptural studies, committee meetings, and similar non-worship functions
 that may have 11 to 50 participants if a variance is approved by Larimer County



	Library	
Size		576 sq ft
Fire code allowed occupancy*		38
50% fire code occupancy		19
Occupancy @ 28 sq ft per person		20
Occupancy limit for church meetings		19

The Library is open space. Shelves are fixed to the walls. There are 2 exits to the interior, exterior openable windows on north and east walls.

*15 sq ft per person, per Table 1004.5, Intl Fire Code, using assembly without fixed seats, unconcentrated with tables and chairs.

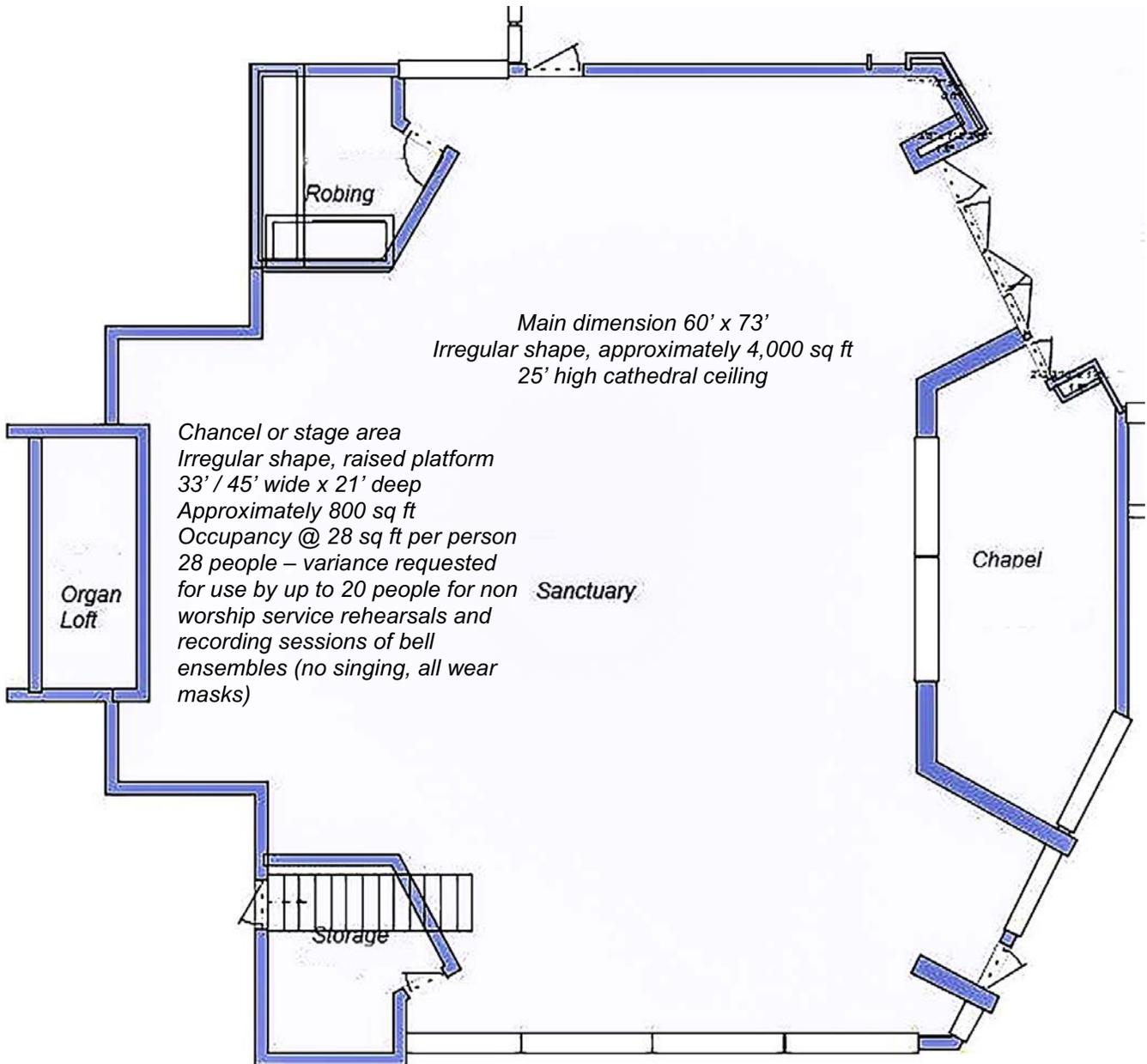
	Fellowship Hall	
Size		1,670 sq ft (main room only)
Fire code allowed occupancy*		111
50% fire code occupancy		55
Occupancy @ 28 sq ft per person		59
Occupancy limit for church meetings		50 (maximum size of non-worship event)

Fellowship Hall is open space with a high cathedral ceiling. There is a main interior entrance and exit from the narthex on the west side, and 2 exits to an exterior patio, vented windows on the south wall and openable windows on the east wall of the Kitchen. The Lounge area is not counted. The Kitchen will remain closed except as a ventilation path.

*15 sq ft per person, per Table 1004.5, Intl Fire Code, using assembly without fixed seats, unconcentrated with tables and chairs.

Presbyterian Community Church of the Rockies
 Floor plan of the sanctuary, used for worship services and
 rehearsals and recording sessions by music department groups

Size of music groups in non-worship activities is limited to 10 participants, except bell ensembles may have up to 20 participants if a variance is approved by Larimer County.



*Chancel or stage area
 Irregular shape, raised platform
 33' / 45' wide x 21' deep
 Approximately 800 sq ft
 Occupancy @ 28 sq ft per person
 28 people – variance requested
 for use by up to 20 people for non
 worship service rehearsals and
 recording sessions of bell
 ensembles (no singing, all wear
 masks)*

*Main dimension 60' x 73'
 Irregular shape, approximately 4,000 sq ft
 25' high cathedral ceiling*

Sanctuary

Chapel