

**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 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.
- Non-worship group activities both inside and outside the building are limited to the number of people who can be accommodated in the room or area while maintaining six-foot distancing between people not of the same household. The limit for a function in the church library is 10 people. Fellowship Hall can accommodate larger groups, with the maximum determined by arrangement of the furniture in the room and whether any of the attendees are members of the same household and thus could sit closer than 6 feet from each other. Plan that the room can seat up to 30 individuals.
- 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.
- 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) and the audio-visual staff and volunteers.
- 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 except when they are singing.
- 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 pew row by a minimum of 25 feet.
 - Individual microphones will be used to make it unnecessary to sing loudly.
 - Activities with singing will be held only in the sanctuary. Fellowship hall may not be used for such activities.
 - No more than 8 singers may sing at the same time in a music activity.
 - Singing and bell groups may participate in the same activity in the sanctuary, so long as all distancing and mask rules are followed.
- 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. Meetings in the library, Fellowship Hall, the lounge and narthex will be scheduled so that there is only one meeting at a time at the church that uses one of those areas. Meetings will not be scheduled for a time when a music group is scheduled to use Fellowship Hall.
- Individuals who attend meetings shall minimize visits to the administrative area and consultations with the staff.
- While any healthy member of a committee may attend in-person, scheduled meetings shall not require in-person participation and 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 In-Person 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.
- The church sexton 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

COVID-19 symptom screening posters with a list of the common symptoms and state required Mask Compliance posters shall be posted at all entrances to the church.

*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

Anyone who comes into the church is responsible for assessing his or her health against the symptom list and for not participating in activities at the church if symptomatic. Additional health screening procedures may be used at the discretion of the Pastor or the chairperson of an activity.

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, including a preprinted roster of church membership that can be used to check off names of attendees. The office administrator will provide these forms at a station in the narthex for individuals to record their presence at the church on any day they come to the church for anything more than a quick drop-off or pick-up of materials or a very short consult with staff.

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.

