

OUUC COVID PANDEMIC MANUAL

November 5, 2020

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SECTION 1. INTRODUCTION

The OUUC Health and Safety Taskforce

In early 2020, the OUUC Board of Trustees appointed a taskforce of seven people, representing various aspects of life in our community, initially to study building capacity. With the onset of the virus the taskforce, now called the Health and Safety Taskforce, was given a new charge by the Board to develop a plan, procedures, and protocols for church operations and use during the COVID-19 pandemic. The Board's charge to the group, as revised in June, includes:

This group is charged to work with the minister, Caretaker and other staff to address building use during the pandemic in a way that lives up to the OUUC mission, remains true to Unitarian Universalist values and principles, and is in line with public health guidance. While we recognize that the minister is ultimately responsible for operational decisions, we believe that response to this unprecedented situation requires our collective wisdom, and we want a deliberative, informed and spiritually grounded response.

The State of Washington: A Model for the Work of the Taskforce

The initial priority of the taskforce was to find a model for response to the pandemic that would help us determine and respond to the many issues that need to be addressed. We recognized that to follow any one model may mean taking actions that may be different from individual preferences. But, the safety of the community is our top priority; we also must be inclusive, providing ways for people to participate in person or virtually.

After some deliberation and study, the Taskforce has recommended that we at OUUC commit to following the requirements, guidance, and protocols issued by the State of Washington for all activities and events that may occur in and about our church and grounds during the pandemic. The state's document, *Phase 1, Phase 2, and Phase 3 Religious and Faith-based Organization COVID-19 Requirements* (updated 08/10/2020) provides clear and extensive guidance regarding our responsibilities. It includes the following directive:

Prior to beginning operations as described in this document, all religious and faith-based organizations are required to develop for each location (indoor and outdoor if applicable) a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan.

This manual provides OUUC's response to that directive.

SECTION 2. A NEW AGREEMENT FOR THESE DIFFICULT TIMES

The Health and Safety Taskforce felt that to protect our community we need a new, mutual agreement, one that is specific to pandemic conditions. It drafted and approved an OUUC Agreement for Times of Pandemic, as follows.

OUUC Agreement for Times of Pandemic

Unitarian Universalism is a covenantal faith grounded in the belief that we are all connected and the practice that we make explicit agreements about how to be together. We affirm that our covenants are guided by science and our values.

We, the members, friends and staff of the Olympia Unitarian Universalist Congregation do affirm that extraordinary times, such as the era of the 2020 Covid-19 pandemic, call for an explicit and extraordinary agreement as to appropriate behavior among us.

We recognize that our actions directly impact the health and well-being of others. We acknowledge that COVID-19 disproportionately affects people with disabilities, Black people, Indigenous communities, Latinx people, the elderly, and essential workers, a majority of whom are women and women of color. We know that as a religious community, we have a moral responsibility to do all we can to reduce risks for those already at such high risk.

For that purpose, we agree that:

** Because our preeminent concern is for the health and safety of the community...*

we will follow the guidance provided by the minister and staff regarding use of the building and grounds that reflects the known science and best practices to promote health and safety as gathered by congregational advisory groups, such as the Capacity Task Force. Such practices include, but are not limited to, use of masks, social distancing guidelines, room and group capacities, and symptom monitoring. In the absence of such guidance, we will follow that provided by the State of Washington's governor and Department of Health.

** Because we choose to walk together we promise to...*

accept the responsibility to stay abreast of guidance from the church regarding the best practices to promote health and safety by frequently monitoring church information sources (website, Wednesday Newsletter, and onsite signage). When in doubt we will consult with staff.

We also reaffirm the OUUC Covenant, with special reference to the following portions:

** Because we need not think alike to love alike, we promise to...*

speak and work openly, honestly, and lovingly with our leadership, providing informed, constructive feedback when we believe change is needed.

** Because we recognize that conflict is normal we promise to...*

Speak with each other directly and honestly from a position of respect, kindness and love, recognizing that to do so, there will be times we need to seek counsel from the community.

SECTION 3. OUUC COMPREHENSIVE COVID-19 EXPOSURE CONTROL, MITIGATION, AND RECOVERY PLAN

The OUUC COVID plan has been constructed on an underlying assumption that everyone will take responsibility for following personal preventive procedures. Everyone will:

- Stay home if sick, or if a household member is sick;
- Maintain adequate social distancing
- Wear a face mask or other approved protection over the nose and mouth
- Cover coughs or sneezes
- Wash hands frequently
- Avoid touching one's face
- Wipe down surfaces after use

The OUUC policies regarding exposure control, mitigation, and recovery required by the State of Washington are as follows:

1) PPE Utilization: Masks and Gloves

All staff, members, and visitors shall wear face coverings, whether indoor or outdoor. Exemptions to wearing face covering are discussed in the *Guidance on Cloth Face Coverings from the Washington State Department of Health*¹. If a speaker needs an accommodation due to a medical exemption, then a Plexiglas 3-sided barrier may be used. The barrier must be disinfected after every use.

Anyone who cleans the church, including OUUC maintenance staff, shall wear gloves, mask and eye protection.

2) Physical Distancing

OUUC must adhere to physical distancing requirements and have six feet of space between workstations and between the congregation's seats or have physical barriers between them. Members of the same household may be seated together as a single unit. Markings on the floors and seats indicating a six feet radius must be placed on the floors to help guide members and visitors.

3) Hygiene

Tissues and trashcans must be placed inside and outside the church.

¹ <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>

Soap and running water shall be provided at multiple locations to allow for frequent hand washing. Everyone should be encouraged to wash their hands regularly, and required to do so before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol should also be provided for use.

4) Sanitation

Disinfectants must be available to staff, members, and visitors inside and outside the church.

High-touch surfaces, including personal work stations, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms and meeting rooms, must be cleaned and disinfected after each use with the appropriate disinfectants.

5) Symptom Monitoring

Individuals in the OUUC building and on the property should not be capable of transmitting COVID. Admission to the building will be permitted only if all screening reveals no symptoms.

All employees, members, and visitors will be asked to take their temperature before entering the building. In addition, staff, members, and visitors should self-screen for signs and symptoms of COVID-19 before arriving at the church.

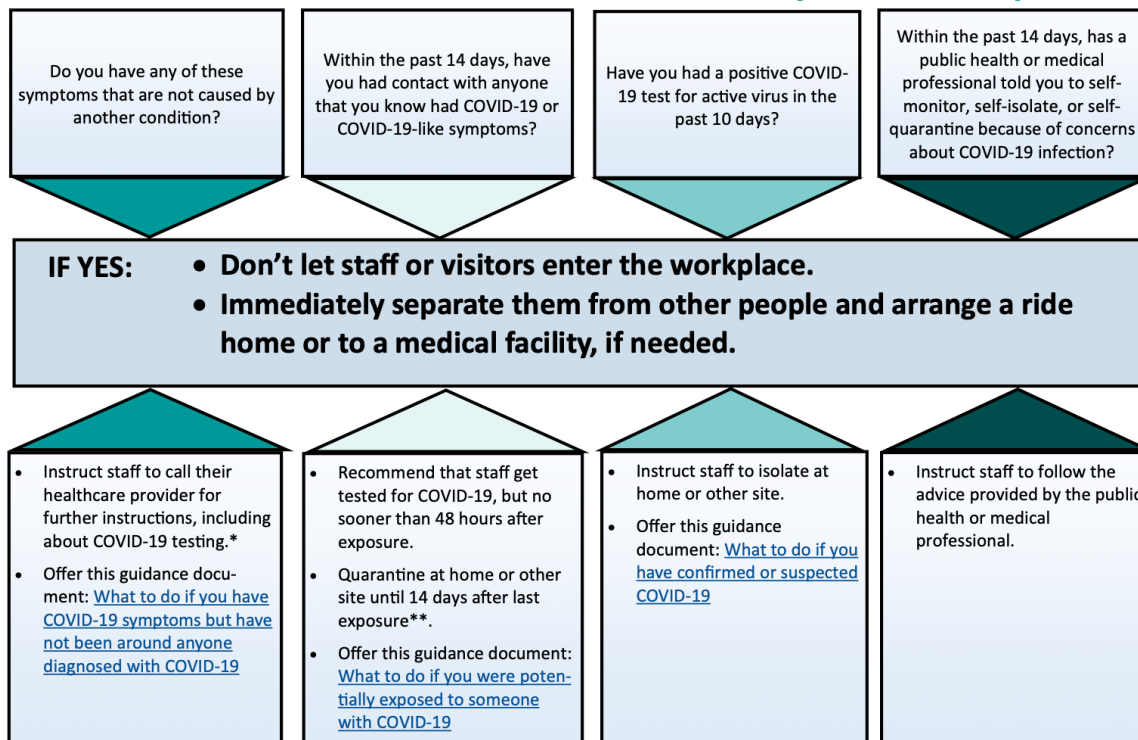
Anyone with a temperature at or above 99.4 F or 38 C or who answers “yes” to any of the following questions will not be permitted on church grounds.

In the past 14 days, have you:

- 1) tested positive for viral presence for COVID?
- 2) had recent *NEW* symptoms consistent with COVID, such as sore throat, runny nose, sneezing, congestion fever or chills, cough, breathlessness, loss of taste/smell, muscle aches, headaches, fatigue nausea, vomiting, or diarrhea?
- 3) had recent exposure to a confirmed or suspected case of COVID?
- 4) engaged in recent, high risk activity, such as air or cruise ship travel or other public transportation or indoor exposure to crowds without social distancing or masks?
- 5) been advised to self quarantine?
- 6) had a member of your household experience new illness?

The following diagram indicates procedures to follow in the event that the answer to any of these questions is “yes.”

What should a business do if staff or visitors answers “yes” to these questions?



*If employee or visitor does not have a healthcare provider: there is free or low-cost testing at many locations to anyone, no matter their immigration status. You can use the [WA State COVID-19 Help Hotline](#) to talk to someone.

**Employees working in [essential businesses](#) may return to work provided they do not have symptoms and the workplace received permission from the local health department. Contact your local health department for more information.

Procedures for response to the contamination of OUUC facilities are outlined in later sections of this plan.

6) Incident Reporting

By law, doctors and labs must report cases of COVID-19 to the local health jurisdiction (for OUUC, the Thurston County Health Department), after which contact tracing begins. Guidance regarding dealing with known or suspected cases of the virus is based on the idea of isolating the suspected case (whether exhibiting symptoms or known exposure) at home and encouraging them to seek medical help, including testing and contact with a doctor.

Religious organizations are not required by law to report cases of COVID-19, but OUUC will notify the Thurston County Health Department if we suspect an outbreak among church staff or congregants.

7) Location Disinfection Procedures

Disinfectants must be available to employees, members, and visitors throughout the location (indoor and outdoor) and cleaning supplies must be frequently replenished. Clean and disinfect

high-touch surfaces after each use—including offices, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms, and breakrooms—using soapy water, followed by the appropriate disinfectants.

8) Covid-19 Safety Training

The following groups have been identified as needing specific COVID safety training:

- OUUC staff
- Group (committees and teams, work parties, special events) leaders
- Group (committees and teams, work parties, special events) members
- Attendees of services
- Service volunteers (greeters, ushers, servers, celebrants)
- Choir members and musicians
- The general public (visitors, casual users)

Training procedures for these groups should include:

All groups:

- Pre-arrival self screening procedures and criteria
- Nature of airborne transmission of particles
- General safety procedures (hand washing and sanitizer, social distancing, personal protective gear, avoiding high risk situations)
- Outside Protocol
- Inside Protocol
- Bathroom Protocol

Administrative Staff

- Tracking building use and activity; record keeping
- Interface with county and state health departments
- Issues of confidentiality

Maintenance Staff

- Cleaning and maintenance procedures for facilities
- Use of signage and other educational materials for congregation
- Appropriate hygiene equipment and supplies for building users
- Personal protection gear for staff
- Procedures for optimizing airflow in the building

Music director & choir

- Particular risks for singers

Group leaders

- Scheduling use of building
- Records keeping of group participants
- Orientation/education of group members

Group members

Building access

Ushers, Greeters

Use of personal protective equipment

Appropriate guidance for attendees

Food Service volunteers

Clean up before and after events

Disposal/decontamination of materials and equipment

Visitors

Process of building entry and use

Signing in

Permission to share attendance information with health department

9) Exposure Response Procedures

In the event that possible exposure to COVID-19 occurs at OUUC, staff shall initiate the following procedures:

- * Identify staff, members and visitors who might have been exposed at church.²
- * Review logs, databases, and video footage, and interview staff to provide data to the authorities for contact tracing.
- * Inform exposed staff of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act.
- * Instruct anyone with close contact to stay home for 14 days quarantine, and self-monitor for symptoms, per the CDC's Recommendations for Community-Related Exposure³.
- * Ensure that all staff and visitors are prescreened for symptoms prior to entry to the building. Consider a single point of entry to more easily complete screening but ensure social distancing if people must wait to be screened.
- * Inform the congregation as appropriate. Be transparent about confirmed cases and close contacts while protecting confidentiality. Explain steps being taken to reduce transmission and reinforce any particular actions that should be taken

² A close contact is any person who was within 6 feet of a contagious COVID-19 case for at least 15 minutes. A person is contagious 2 days before their illness onset (or, for asymptomatic patients, 2 days before positive test was collected) until the time they are isolated.

³ <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

to stay safe. Provide information about where to get additional information for any questions or concerns.

- * Maintain a list of confirmed and any suspected cases among staff, members and visitors, and a list of all exposed people. Be prepared to share these lists with Thurston County Public Health.

In addition, in the event of a likely case of COVID in staff, congregants, or visitors to the church building, the OUUC shall take the following steps to reduce the risk of subsequent transmission of COVID to baseline (low) levels. The actions should be initiated within 24 hours and completed within 72 hours

(a) Administrative actions:

Restrict access to the building until it has been thoroughly cleaned;
Provide information on potential contacts to Thurston County Health Department; obtain written permission of congregants before names are released;
Recommend self quarantine for likely exposed individuals, as determined by Health Department staff and other church advisors.

(b) Physical actions:

Trace movements of infectious individuals in the building;
Provide cleaning staff with suitable protective equipment and supplies for deep cleaning;
Ventilate, clean and disinfect area of impact according to procedures outline in “PPE utilization,” “Sanitation,” and “Location Disinfection Procedures” above;
Dispose of PPE and other items as directed;
Clean and disinfect all cleaning equipment.

10) Post-exposure Incident Project-wide Recovery Plan

In order to prepare the building for use after a confirmed Covid-19 case or outbreak, the following steps should be taken:

Limit access to the building for a period of time to allow for cleaning (48 hrs or per Thurston County Health Department recommendation);

Implement health department recommendations for building access, quarantine, and education of congregants.

Remove infection material (fomites) from surfaces by cleaning and disinfection by church staff or by a qualified contractor.

11) Education

The OUUC Pandemic Manual and the Situational Protocols for activity outside and inside the church building and in the bathrooms shall be made available to all staff, members of the congregation and visitors upon request.

In addition, COVID-19 safety information and requirements, such as CDC, DOH, and OSHA posters shall be posted throughout and outside the church.

SECTION 4. SITUATIONAL PROTOCOLS

The following three protocols for activity at OUUC outside the building, inside the building, and in the bathrooms have been developed from the guidance incorporated in the OUUC Comprehensive COVID-19 Exposure Control, Mitigation, and Recovery Plan. In addition, stand-alone documents of each of the protocols, for use as posters and handouts, are in the Appendix.

1) Outside Protocol

No one should be on church grounds if they have new or unexplained health symptoms.

If you are not feeling well – stay home!

If you are in self-quarantine – stay home!

Work parties or individuals at the church must have access to hand sanitizer and sanitizing wipes.

Work parties or individuals must keep a record of those working on the church grounds for three weeks in case it is needed for contact tracing.

Individuals on church grounds must stay at least 6 feet apart to the extent possible.

Everyone on church grounds must have a mask at all times and must wear it unless alone outside.

Work parties or individuals are strongly urged to wear work gloves while on church grounds.

Anyone entering the church building must sign in and follow all posted requirements.

Anyone organizing a work party on church grounds must distribute the above information to all potential participants, must assure that hand sanitizer and sanitizing wipes are available, and must keep a list of people who are at the church for a period of least three weeks.

Anyone who tests positive for COVID and has been on OUUC premises in the prior two weeks must notify the church administrator.

2) Inside Protocol

No one should be on church grounds if they have new or unexplained health symptoms.

If you are not feeling well – stay home!

If you are in self-quarantine – stay home!

The church building shall remain locked at all times when not occupied. Anyone who opens the building for group use must:

- * schedule the meeting with the church administrator beforehand;
- * document the names of all those who enter the building and retain the list for 3 weeks;
- * sanitize all surfaces to be touched during and after occupancy, including handles of doors and windows;
- * inform all participants of proper procedures regarding personal health appraisal, spatial distancing, and wearing of masks by drawing attention to displays of COVID-19 signage and distributing this handout;
- * ensure that all doors and windows are closed and locked upon departure;
- * report any concerns regarding the health of occupants to the church administrator.

Materials for sanitizing of surfaces, including sanitizing cleaners, gloves, and hand sanitizer will be available at several locations throughout the building. All surfaces that have been touched, including table tops, chairs, door and window handles, light switches, and toilet seats should be sprayed with a sanitizing cleaner and then wiped vigorously with a paper towel after sixty seconds.

No food or drink except water is allowed in the church. The kitchen may not be used. The water fountains are turned off. Bring a filled personal water bottle.

3) Bathroom Protocol

No one should be on church grounds if they have new or unexplained health symptoms.

If you are not feeling well – stay home!

If you are in self-quarantine – stay home!

The main restrooms are closed. Please use the single-stall restrooms across from the main restrooms or in the RE wing.

Sanitize your hands when entering the building, and keep your mask on.

Close lid before flushing.

Use disinfectant and paper towels to clean toilet handle, seat, and lid after use.

After washing your hands, you can use the paper towel to turn off the water and open and close the door.

Dispose of paper towel in receptacle outside door.

SECTION 5. APPENDIX: EDUCATIONAL MATERIALS

Three documents have been created for posting in appropriate locations around the church and for providing to group leaders for sharing with their attendees.

(1) OUUC Pandemic Protocol for Being Outside at Church

ATTENTION!

No one should be on the church grounds if they have new or unexplained health symptoms.

If you or someone from your home is not feeling well – stay home!

If you are in self-quarantine – stay home!

OUUC PANDEMIC PROTOCOL FOR BEING OUTSIDE AT CHURCH

Work parties or individuals at the church must have access to hand sanitizer and sanitizing wipes.

Work parties or individuals must keep a record of those working on the church grounds in case it is needed for contact tracing.

Individuals on church grounds must stay at least 6 feet apart to the extent possible.

Everyone on church grounds must have a mask at all times and must wear it unless alone outside.

Work parties or individuals are strongly urged to wear work gloves while on church grounds.

Anyone entering the church building must sign in and follow all posted requirements.

Anyone organizing a work party on church grounds must distribute the above information to all potential participants, must assure that hand sanitizer and sanitizing wipes are available, and must keep a list of people who are at the church for a period of least two weeks.

Anyone who tests positive for COVID and has been on OUUC premises in the prior two weeks must notify the church administrator

(2) OUUC Pandemic Protocol for Use of the Church Building

ATTENTION!

No one should be on the church grounds if they have new or unexplained health symptoms.

If you or someone from your home is not feeling well – stay home!

OUUC PANDEMIC PROTOCOL FOR USE OF THE CHURCH BUILDING

The church building shall remain locked at all times when not occupied.

Materials for sanitizing of surfaces, including sanitizing cleaners, gloves, and hand sanitizer will be available at several locations throughout the building. All surfaces that have been touched, including table tops, chairs, door and window handles, light switches, and toilet seats should be sprayed with a sanitizing cleaner and then wiped vigorously with a paper towel after sixty seconds.

No food or drink except water is allowed in the church. The kitchen may not be used. The water fountains are turned off. Bring a filled personal water bottle.

Anyone who opens the building for group use must:

- * schedule the meeting with the church administrator beforehand;
- * document the names of all those who enter the building and retain the list for 3 weeks;
- * sanitize all surfaces to be touched during and after occupancy, including handles of doors and windows;
- * inform all participants of proper procedures regarding personal health appraisal, spatial distancing, and wearing of masks by drawing attention to displays of COVID-19 signage and distributing this protocol;
- * insure that all doors and windows are closed and locked upon departure;
- * report any concerns regarding the health of occupants to the church administrator.

Anyone who tests positive for COVID and has been on OUUC premises in the prior two weeks must notify the church administrator

(3) OUUC Pandemic Protocol for Use of Bathrooms

ATTENTION!

No one should be on the church grounds if they have new or unexplained health symptoms.

If you or someone from your home is not feeling well – stay home!

OUUC PANDEMIC PROTOCOL FOR USE OF BATHROOMS

The main restrooms are closed. Please use the single-stall restrooms across from main restrooms or in RE wing.

Sanitize your hands when entering the building, and keep your mask on.

Close lid before flushing.

Use disinfectant and paper towels to clean toilet handle, seat, and lid after use.

After washing your hands, you can use the paper towel to turn off the water and open and close the door.

Dispose of paper towel in receptacle outside door.

Anyone who tests positive for COVID and has been on OUUC premises in the prior two weeks must notify the church administrator