

MIPC COVID-19 Property and Building Guidelines

As of August 31, 2020, Washington State remains under a state of emergency due to the COVID-19 pandemic. As a result, state, county, and local authorities have imposed various requirements and restrictions affecting religious, faith-based and social gatherings, workplace operations, and other activities. These requirements and restrictions continue to evolve in response to changing conditions. Any individuals, tenants, and outside groups who visit or use the Church's Property are responsible for understanding and complying with federal, state, and local health and safety laws and regulations.

By entering upon the property owned by Mercer Island Presbyterian Church (the "**Church**"), including any buildings or structures and outdoor areas owned by the Church (together, the "**Property**"), you are agreeing to comply with all federal, state, and local health and safety laws, ordinances, rules, regulations and restrictions, as well as the guidelines set forth in this document and any posted rules or instructions located on or inside the Property. Information regarding COVID-19 and related requirements and restrictions may be found here:

Federal

- Centers for Disease Control and Prevention (CDC) Considerations for Communities of Faith: <https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html>.

Washington State

- Washington State Coronavirus Response (COVID-19): <https://coronavirus.wa.gov/>
- Phase 1, Modified Phase 1, Phase 2, and Phase 3 Religious and Faith-based Organization COVID-19 Requirements: https://www.governor.wa.gov/sites/default/files/Phase%201-3%20-%20Religious%20and%20faith-based%20orgs%20FINAL_6%2018%202020.pdf?utm_medium=email&utm_source=govdelivery
- Washington State Department of Labor & Industries General Requirements and Prevention Ideas for Workplaces: <https://lni.wa.gov/forms-publications/F414-164-000.pdf>.
- Washington State Department of Health Workplace and Employer Resources & Recommendations: <https://www.doh.wa.gov/Coronavirus/workplace>.

King County

- Coronavirus Disease 2019 (COVID-19): <https://www.kingcounty.gov/depts/health/covid-19.aspx>

WHAT IS COVID-19?

The coronavirus disease 2019 (**COVID-19**) is a highly-contagious viral disease that may cause serious illness or death. COVID-19 is transmitted primarily through contact with infected individuals (including individuals who are not displaying symptoms) via saliva and respiratory secretions (produced by coughing, sneezing, talking, singing, or breathing heavily). COVID-19 may also be transmitted via contact with surfaces that have been contaminated by infected individuals. Older individuals and people with certain chronic illnesses are more likely to experience severe symptoms or die from COVID-19. More information regarding COVID-19 may be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

GUIDELINES AND REQUIREMENTS FOR USE OF CHURCH PROPERTY

A. Social Distancing and Personal Protective Equipment (PPE)

1. ***Maintain a distance of six feet from others.*** Individuals must maintain a minimum distance of six feet between themselves and others outside their household at all times on the Property. If a room or space is not large enough to facilitate proper social distancing, groups should move to a bigger space or, when possible, hold meetings and gatherings outdoors. When utilizing doors, hallways, or other access points, please be patient and enter/exit one at a time to avoid crowding. Access to restrooms will be controlled and limited to no more than two people at a time.
2. ***Wear face coverings.*** All individuals over the age of two years old must wear face masks or approved face coverings while on the Property. Masks must cover both the nose and mouth at all times. Individuals who are unable to wear a mask due to a medical or psychiatric condition or disability must abide by social distancing requirements at all times. No choirs will sing during any service. No more than two musicians may play at one time.
3. ***Use other forms of PPE and protective measures, when possible.*** Individuals are encouraged to use additional PPE and protective measures (such as face shields, physical barriers, and gloves) in situations where close contact cannot be avoided (such as childcare or food service) or when individuals must touch shared surfaces or objects.
4. ***Reduce room capacity and increase ventilation.*** To ensure proper social distancing, all indoor rooms and spaces on the Property must reduce occupancy to 25% of the maximum capacity for such space, or 30 people, whichever is less, while maintaining at least six feet of physical distancing between households. When possible, open windows to increase room ventilation. If Church buildings have central air and ventilation services, HVAC services should be modified to increase the circulation of fresh air in the buildings. To the extent feasible, the Church may consider staggering visitors' arrival times should to avoid crowding of entry points.

5. ***Install and use physical barriers and markers, when appropriate.*** The Church will install plexiglass or other physical barriers, as well as distancing markers as appropriate to enforce social distancing requirements. All individuals must utilize and abide by such barriers and markers when on the Property.

B. Hygiene, Cleaning and Sanitation

1. ***All individuals must practice good hygiene and frequently sanitize their hands.*** All individuals on the Property must wash and sanitize their hands before and after contact with shared surfaces or objects, coughing, sneezing or blowing their nose, using bathroom facilities, or preparing, serving or consuming food or beverages. The Church will be responsible for ensuring that bathroom and kitchen facilities are equipped with adequate soap and towels, tissues, and trash cans, and will set up hand sanitizing stations in frequently-used areas.
2. ***Avoid touching or using shared surfaces or objects, when possible.*** Congregants should consider bringing their own Bibles/hymnals to worship services. Anything to be consumed may not be presented in a communal container or plate. Tenants, outside groups, and individuals using the Property to host gatherings are not permitted to offer optional food services (such as coffee/tea stations, shared snacks, etc.).
3. ***All shared spaces, furniture, and supplies must be sanitized after each use.*** This includes tables, seating (chairs, benches, pews, etc.), railings/door handles, Bibles/hymnals, office supplies (such as copy machines and other shared supplies), toys and supplies in Sunday School rooms and the nursery, water fountains, sink faucets and other kitchen and bathroom surfaces. The Church will be responsible for maintaining an adequate stock of disinfectant supplies (sprays/wipes, paper towels) in easy-to-access locations.

C. Monitoring and Reporting

1. ***Health Screenings***
 - a. ***For congregants, tenants, and visitors:*** All tenants, congregants and visitors must take their temperature and self-screen for COVID-19 symptoms prior to entering the Property. Individuals who have been instructed to self-isolate by a health care provider or who are experiencing the following symptoms must stay home and will not be permitted to enter the Property, or should leave the Property if they begin to experience any of the following symptoms:
 - Fever (temperature of 100.4°F or greater) or chills
 - Coughing

- New shortness of breath or difficulty breathing
- New loss of taste or smell
- Sore throat, congestion or runny nose
- GI symptoms, such as diarrhea, nausea or vomiting
- Headache, muscle or body aches
- Fatigue and general malaise

Any tenant, congregant or visitor who has the above symptoms should seek medical treatment and should remain away from the Property until they meet the requirements for discontinuing home isolation, as described in [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html) (available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>).

This generally includes the following:

- At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and** improvement in symptoms (e.g. cough, shortness of breath) **and**,
- At least 10 days have passed since symptoms first appeared.

In addition, any tenant, congregant or visitor who has a household member or who has recently come into close contact with an individual with confirmed or suspected COVID-19 should not enter the Property for 14 days from the date of last exposure. The timeframe for close contact includes the 48 hours before the person became symptomatic. "Close contact" means:

- Caring for a person with confirmed or suspected COVID-19;
 - Being within 6 feet of a person with confirmed or suspected COVID-19; or
- b. Coming in direct contact with secretions (i.e.: sharing utensils, been coughed on) from a person with confirmed or suspected COVID-19. *For Church staff and employees:* At the beginning of each work shift, all Church staff and employees must take their temperature and self-screen for the symptoms listed above. Staff should remain at home if they have been instructed to self-quarantine by a health care provider, are experiencing any of the above-listed symptoms, have a household member with confirmed or suspected COVID-19, or have come into close contact with a person with confirmed or suspected COVID-19. Any staff member or employee experiencing these symptoms must immediately inform their supervisor and seek medical treatment. Such individuals will be sent home and will not be allowed back on the Property until they meet the above-described requirements for discontinuing home-isolation.

2. **Visitor Logs**

- a. *For Church staff and employees:* All individuals who enter the Property each day must sign in at the main office entryway. Only delivery personnel with appropriate PPE or who make contactless deliveries are exempt from this requirement. Church staff and employees will be responsible for maintaining a continuous log of all individuals entering the Property and securing the log in the Church's office. For particular meetings/events a door closer to that space may be used. Attendees are to use only the designated door. Access to the building should be primarily through the front door. Unrestricted access points to the Property should be locked or secured to prevent unlogged or unauthorized access to the Property.
- b. *For tenants and outside groups using the Property:* The contact person for each tenant or outside group will be responsible for maintaining a log of each person who enters the Property.
- c. *For congregational and Church related programming.* Church staff and employees will be responsible for maintaining a continuous log of all individuals entering the Property and securing the log in the Church's office, including congregants in connection with Church worship services.

3. ***Incident and Exposure Reporting***

- a. *If a Church staff member or employee tests positive for COVID-19:* The Church must immediately notify the Washington State Department of Health and/or King County Public Health and cooperate with any and all instructions regarding contact tracing procedures (including notification of persons who may have had contact with the infected individual without identifying the infected individual) in compliance with local, state and federal laws (including any applicable confidentiality laws and requirements).
- b. *If a visitor, congregant, tenant, or outside group member tests positive for COVID-19:* As a condition to entering and using the Property, all individuals who enter the Property and test positive for COVID-19 within 14 days after their visit are expected to report the result of a positive COVID-19 test to the Church if there is any possibility that they may have had, or contracted COVID-19, during their visit. The Church must maintain the confidentiality of the reporting individual's identity in compliance with applicable confidentiality laws and requirements.
- c. In the event of a probable or confirmed case of COVID-19 concerning an individual who visited or was present on the Property, the Church will immediately begin enhanced cleaning procedures in all affected areas of the Property, consistent with CDC recommended cleaning and disinfection protocol (available at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?deliveryName=DM34241>). Any affected areas of the Property will be temporarily closed until this cleaning is complete.

4. ***Safety Training***

- a. Church staff and employees will be required to undergo COVID-19 training that complies with all applicable state and local requirements. The training must include general information about COVID-19, how to prevent transmission, hygiene practices, reporting procedures, and the Church's COVID-19 policies. The Church will post COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters.
- b. Tenants and outside groups are expected to undergo any safety training required by law, and must comply with these guidelines and any posted instructions while on the Property.

D. Miscellaneous

1. ***MIPC COVID-19 supervisor.*** The Church has designated Judith Baxter, Director of Operations, as its COVID-19 supervisor to monitor the health of employees and visitors and enforce its COVID-19 safety plan. Any questions concerning this guidance can be addressed to Judithb@mipc.org.
2. ***Designated COVID-19 Supervisors.*** A location-specific COVID-19 Supervisor is required. The function is to monitor the health of staff, employees, volunteers and visitors, and enforce the COVID-19 policies. The MIPC COVID-19 Supervisor must keep the plan current with changes to COVID-19 guidelines. The MIPC COVID-19 Supervisor or a designee supervisor, named and trained by the MIPC COVID-19 Supervisor, must be available at all times during activities.
3. ***Outdoor COVID-19 Kits.*** A kit is available for groups who meet outdoors. The kit contains the needed supplies to meet the sanitation and hygiene requirements outlined in this policy.
4. ***Day Care/Preschool.*** Specific guidelines for Pebble Preschool and Epic Days are included in the School/Day Care Parent Handbook and available in the Tuition Program office.
5. ***Tenants must comply with Church rules and regulations.*** All tenants shall abide by these guidelines, as a supplement to any current Property "Rules & Regulations" (as that concept is defined in the applicable lease agreement).¹

¹ Any leases between the Church and tenant occupants should contain a provision allowing the Church to implement rules and regulations affecting the Property (especially in common areas and other shared spaces). To the extent that a tenant lease does not include such a provision, the Church should ask tenants to execute a lease amendment in substantially the same form as provided in the attached sample lease amendment.