

# Maxwell Street Presbyterian Church Protocols for In-Person Activities

## Preface

**“ALL THINGS ARE LAWFUL FOR ME,” BUT NOT ALL THINGS ARE BENEFICIAL...LET NO ONE SEEK THEIR OWN, BUT THE WELL-BEING OF OUR NEIGHBOR.”**

**~1 CORINTHIANS 10:23-24**

During the COVID-19 pandemic, the members, leaders and staff of Maxwell Street have shown tremendous love, creativity, and resilience. They are living evidence that the Church is the people, not the building. They have embodied the love of Christ as they have cared for one another, witnessed to the Gospel through worship in many different forms, and shown your commitment through service to others in this difficult and often scary time. We know how hard this has been and are so grateful for you.

Since we initially closed our building, the COVID-19 disease is even more widely present and equally dangerous. As of this writing, more than 156,000 Americans have died from this disease in just a few months. The whole world is grappling with living under pandemic conditions with a variety of unknowns for longer than any of us would like.

We have not set firm dates for reopening our facility so that we can monitor and react to rapidly changing conditions. It is possible that progress may not be linear; we might have to go back and forth between virtual and in-person gatherings, and possibly make changes when we learn new things, if that is the most loving thing to do.

When your Session determines that it is time to reopen our facilities for in-person worship, it is our desire to demonstrate our love for each other and all our brothers and sisters by doing all we can to prevent the spread of COVID-19. We recognize that any resumption of activities at the church will have some risk involved. Even if we are perfect with our protocols, someone infected with Covid-19, symptomatic or not, may attend our worship service and unintentionally infect others. The following protocol endeavors to minimize the risk of that occurring. The protocol was developed to meet the criteria of Kentucky’s Healthy at Work requirements for Places of Worship, recommendations of the CDC, KY Council of Churches and other relevant guidance. It is anticipated that this protocol will evolve as we gain experience and guidance from governing and relevant organizations is modified to reflect increased knowledge.

## Resuming In-Person Worship Services

- When Session determines, based on information collected from the Presbyterian Church, (USA), the Kentucky Department of Public Health, and federal recommendations, that it is safe to resume in-person worship, an announcement will be made to the church via email, social media, and on the church webpage.
- Attendance at an in-person worship service may require pre-registration. Instructions for how to pre-register will be available on the church's webpage, by email, and in MIM. All participants, including congregation members, clergy, worship assistants, staff, and musicians must register. These registers will be kept on file for at least two months in case contact tracing is required.
- Attendance at in-person worship may be limited by the Session based on guidance from the appropriate authorities. Reservations to attend may be made up to two weeks in advance. If reservations exceed the number of available spots for two consecutive weeks, the addition of a second service may be considered and implemented by the staff.
- **Attendees are expected to comply with the following measures:**
  - Attendees are asked to enter through the main entrance off of Maxwell Street through the narthex. Those who require the use of the elevator may enter through the glass doors off of the playground.
  - Have their temperature taken upon arrival. If the temperature exceeds 100.5, then the individual will be told that their temperature exceeds the maximum allowable, encouraged to seek medical guidance, and asked to leave.
  - Wear a face mask that covers both their mouth and nose while inside Maxwell Street's facilities. Disposable masks will be available and offered should someone arrive to worship without one. Face shields will be available for those who can not wear masks.
  - Follow seating and other instructions given by Worship Assistants, identifiable by a Maxwell Street Name Tag.
  - Not gather in social groups prior to or following the service, and should refrain from the practice of handshaking, handholding, or hugging.
  - Follow additional instructions related to worship, such as passing the peace and collection of the offering, provided during the service.
  - Restrooms on the same floor of the sanctuary are to be used if necessary.

- Children are to remain with their parents at all times, and are to be escorted to restrooms if necessary.
  - If an attendee is unwilling to comply, the Worship Assistant will report their action to a pastor who will, after explaining the request, ask that person to either comply or leave the property. If the person is unwilling to comply or leave, the worship service will not occur and all attendees will be asked to leave the premises. If the person remains on the property, the proper authorities will be notified.
  - If an attendee has not registered, is willing to comply with best practices, and there is still space available, attendance will be recorded and permitted. If there is no space remaining, the Worship Assistant will apologize, explain that there is no more space available for this service, and how to pre-register for future services. A sign explaining this situation will be available for individuals to photograph so that they can take a picture of it for future reference.
  - All attendees will leave through the Lexington Avenue door following the service when dismissed by the pastor unless use of the the elevator is required.
- **What can you expect in worship?**
    - Pastors and all worship leaders will wear a mask unless behind a shield.
    - Pastors and all worship leaders will maintain appropriate social distancing.
    - Pastors will briefly review expectations related to best worship practices during the pandemic at the beginning of the service.
    - The length of the service will be abbreviated.
    - Participants will not move around the sanctuary during the service unless in need of a restroom.
    - Music components of the service, including singing and instrumentation, will be modified to best practices.
    - At the end of the service, a pastor will direct the congregation on how to dismiss from the space.
    - There will be no collection during the service. A container will be located at the entrance and exit of the space to receive donations.
    - There will be no bulletin. Screens may be used to convey necessary information.

- **What is Maxwell Street doing to prepare for your arrival for worship?**
  - Additional locations with hand sanitizer have been prepared.
  - The Sanctuary will be marked with where people can sit and where space should remain vacant so that we can maintain 6 foot separation in all directions (including from people who may be using the aisle). There will be seating for single attendees as well as for family groups.
  - We're removing hymnals, bibles and other literature contained in pew back racks
  - Access to all areas not directly being used for the service have been blocked. This would include:
    - Lower level (including nursery, Fellowship Hall and lower level bathrooms)
    - Second floor, unless you're a musician in need of accessing the choir room.
    - Balcony (only exception should person acting as the sound technician)
    - Main Office and Pastor's Office (except to pastor and staff)
    - Area past restrooms on main level
  - Appropriately sanitize all areas/items that will be used in or during the service with appropriate disinfectant or ensuring that no one has touched or been in area for 5-7 days.
  - Restroom usage will be monitored. Per KY Department of Public Health, restrooms must be properly sanitized after each use.

## **Other MSPC Policies**

- *Office Practices*
  - In office functions can resume with physical distancing, increased cleaning, mask usage, and all KYDPH standards.
  - Staff should complete symptom assessments daily and follow KYDPH recommendations if symptoms are present.
  - Individuals who have any high-risk factors or are able and desire to work at home are encouraged to do so.
  - The church will be flexible with any staff members who have children at home because schools and daycares are closed or operating differently.

- Employees are encouraged to stagger when they are working in the office.
- Custodians will be given protective gear, trained in deep cleaning procedures, and, when possible, conduct their work when others are not in the building. See below for Cleaning Guidance.
- ***Small Group Practices***
  - Any groups meeting in person need to follow all of the physical distance guidelines, including masks, distancing, and disinfecting after the meeting.
  - Continue offering online and hybrid options. The church recognizes that offering online and in-person may be burdensome and encourages leaders to seek a reasonable balance of opportunities.
  - Children's ministries will depend upon such questions as the ability and willingness of children to wear masks and maintain physical distance, adequate volunteers, etc. At this time, there will be no nursery or toddler services.
  - Building usage by outside groups will be determined on a case-by-case basis, dependent on their willingness and ability to abide by the guidelines as well as the church's ability to clean and no cases of COVID-19 developing as a result of meetings as usage expands.

## **MSPC General Practices**

- No communal food or beverages for clergy, staff, employees, volunteers, or congregants.
- Appropriate signage will be posted throughout their facilities to inform clergy, staff-employees, and congregants about good hygiene and new practices.
- Clergy, staff-employees, volunteers, and congregants are instructed to avoid touching their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed their hands upon completing work and/or removing PPE, to the greatest extent practicable.
- Clergy, staff employees, volunteers and congregants will wear face coverings (e.g., cloth mask or bandana) over their mouths and noses while on the premises unless alone in their personal offices.
- Staff and volunteers will not use cleaning procedures that could re-aerosolize infectious particles. This includes, but is not limited to, avoiding practices such as dry sweeping or use of high-pressure streams of air, water, or cleaning chemicals.

- MSPC will follow CDC guidelines for cleaning and disinfecting when any individual who has been on the property is suspected of or confirmed as COVID-19 positive.
- ***Bathrooms***
  - Only the bathrooms adjacent to the main lobby will be open.
  - Sanitize frequently touched surfaces (door handles, flush lever, water spigot handles, paper towels dispenser, etc).
  - Spray air with disinfectant (if available).
  - Leave door open when not in use to facilitate air transfer.
  - Person performing sanitizing must wear appropriate PPE.
- ***Elevators***
  - Elevator is only to be used when absolutely necessary, and only by one person at a time (exception is person requiring assistance).
  - Sanitize frequently touched surfaces (door handles, flush lever, water spigot handles, paper towels dispenser, etc)
  - Spray air with disinfectant (if available)
  - Person performing sanitizing must wear appropriate PPE.
- ***After Events***
  - Sanitize all items and areas used for the event. This may be accomplished by either wiping/spraying with the appropriate disinfectant (including instruments, seat cushions, hand rails, etc.) or allowing the items areas to “sit” with no human contact or presence for 5-7 days.

## ***Cleaning Procedures***

### **Definitions**

- Community facilities such as schools, daycare centers, and businesses comprise most non-healthcare settings that are visited by the general public outside of a household.
- Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

- Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

*Always follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.*

- *Additional key times to clean hands include:*
  - *After blowing one's nose, coughing, or sneezing.*
  - *After using the restroom.*
  - *Before eating or preparing food.*
  - *After contact with animals or pets.*
  - *Before and after providing routine care for another person who needs assistance such as a child.*

## **How to Clean and Disinfect**

### **Hard (Non-porous) Surfaces**

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
- A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
- Always read and follow the directions on the label to ensure safe and effective use.
- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets
- You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.
- See EPA's 6 steps for Safe and Effective Disinfectant Use
- Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. Learn more about reducing asthma triggers.
- Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite, or concentration of at least 5%) can be used if appropriate for the surface. Follow manu-

manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.

Prepare a bleach solution by mixing:

- 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
- 4 teaspoons bleach per quart of room temperature water

- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Always read and follow the directions on the label to ensure safe and effective use.
- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets

### **Soft (Porous) Surfaces**

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces

### **Electronics**

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

### **Linens, Clothing, and Other Items That Go in the Laundry**

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry

items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.

- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

### **Timing and location of cleaning and disinfection of the facility if someone is suspected of or determined to have Covid-19.**

- At a school, daycare center, office, or other facility that does not house people overnight: Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.

### **Personal Protective Equipment (PPE) and Hand Hygiene**

- PPE is required when cleaning the elevator, the bathrooms, and if it is determined that someone is suspected of having or diagnosed with Covid-19. These spaces should be cleaned and sanitized after each use per Kentucky Department of Public Health guidelines.
- The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
  - Gloves and gowns should be compatible with the disinfectant products being used.
  - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
  - If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

***Clergy, staff-employees, volunteers, and congregants are encouraged to identify and communicate potential improvements and/or concerns in order to reduce potential risk of exposure.***

## **Helpful Links**

### **Coronavirus symptoms**

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

### **Higher risk populations**

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

### **Cleaning guidance**

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)



