

Covenant Presbyterian Church**Plans for Resuming and Performing Church Activities Safely
and Responsibly During a Pandemic****Table of Contents**

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Introduction

In August of 2020, the Covenant Presbyterian Church (CPC) Session appointed a COVID Safe Taskforce (CST) to monitor the status of COVID-19, a world-wide pandemic caused by a highly infectious virus, and the relevant Federal, State and local public health guidance, and to make recommendations to CPC leadership on steps to remain in compliance with such guidance while minimizing risks to our church membership.

The CST, with the participation of the CPC Session, developed function-specific guidance and plans for a responsible, 5-phased re-entry into church activities during the three “Red to Green” stages of the pandemic recognized by the New Mexico Department of Health (NMDOH).

All of the plans below were crafted with the following specific COVID-19 related risk factors in mind:

- The risk of COVID-19 spread in the community
- Close proximity to a person who may be infected
- Factors of worshipping together such as singing, touching something and then touching one’s face, and having multiple people in the same room
- The risk of a person having ongoing health problems being exposed to a person infected with the virus

Central to the plans were the following considerations:

- We have considered alternate practices for our vulnerable population (the congregation, our pastoral staff and visitors) who are at increased risk
- We realize that the stages presented in the plans are fluid based upon the incidence of COVID - 19 in our community and state as well as the availability of mitigation factors, preventatives and treatments. Thus, we could potentially have to move up or down between stages.
- We will follow the guidelines of our state and local government although CPC’s stages may be different than the phases defined by our governing bodies.
- If we determine that the risk for a particular practice is too high and cannot be minimized, we will consider alternate options if available.
- Although we look forward to having all CPC members participate fully as soon as it is reasonable and safe to do so, participation in any church activity is a decision to be made individually. Each of us must decide for ourselves when we feel ready to resume in-person church events. Just as with our annual flu immunizations, the COVID-19 vaccines are expected to reduce case numbers and save lives. We urge CPC members to consult advice from the CDC, the NMDOH, and their health care provider with respect to getting one of the vaccines when it becomes available. People can also log in to <https://cvvaccine.nmhealth.org/> to preregister for the vaccine.

In this document we consider four stages for our church reopening. These are modeled after the "phases" described by the NMDOH, but have been adapted to better address the specific situations and needs of Covenant Presbyterian Church. Note that specific stage criteria may change depending on the state and national guidance and local pandemic conditions.

Stage ZERO - Safer at home, with all worship and activities on line. We are in STAGE ZERO when the NMDOH designates Bernalillo County as being at YELLOW OR RED LEVEL with a new COVID-19 case incident rate of greater than 8 cases per 100,000 inhabitants during the most recent 2-week period AND/OR an average percent of positive COVID-19 test results over the most recent 14-day period greater than 5%.

Stage 1 - Very limited reopening with groups of up to 25, with number determined by adherence to 6-foot spacing recommendation, primarily outdoors, with few indoor meetings, and no larger groups activity. We are in this stage when the NMDOH designates Bernalillo County as being at GREEN LEVEL FOR 2 CONSECUTIVE WEEKS with BOTH a new COVID-19 case incident rate of no greater than 8 cases per 100,000 inhabitants during the most recent 2-week period AND an average percent of positive COVID-19 test results over the most recent 14-day period less than 5%.

Stage 2 - Gradual expansion of activities with meetings of up to 50 people, while maintaining recommended distancing, indoors and outdoors. We are in this stage when the NMDOH designates Bernalillo County as being at GREEN LEVEL FOR 6 CONSECUTIVE WEEKS with BOTH a new COVID-19 case incident rate of no greater than 8 cases per 100,000 inhabitants during the most recent 2-week period AND an average percent of positive COVID-19 test results over the most recent 14-day period less than 5%.

Stage 3 - resumption of close to normal activities. We are in this stage when the NMDOH designates Bernalillo County as being at GREEN LEVEL FOR 3 CONSECUTIVE MONTHS with BOTH a new COVID-19 case incident rate of no greater than 8 cases per 100,000 inhabitants during the most recent 2-week period AND an average percent of positive COVID-19 test results over the most recent 14-day period less than 5%.

Stage 4 - resumption of normal activities. No COVID restrictions. We are in this stage when the NMDOH designates Bernalillo County as being at GREEN LEVEL FOR 3 CONSECUTIVE MONTHS AND VACCINATION RATE IS AT 80%.

The CST has recommended that, **in all stages**, CPC will adhere to social distancing and masking protocols, following the laws and regulations promulgated by the NM Governor and the Secretary of the NM Department of Health.

This document presents the reopening plans to be approved by Session. All those planning church-related or church-located activities should be familiar with, and follow, the guidance in all plans relevant to that activity.

Important note: These plans will be updated and adjusted as needed, based on changes in the pandemic's status, or in our understanding of the needs of CPC as we move forward. Those responsible for planning church-related activities: ***Please re-check the plan for your activity for such updates. An updated copy is always available from the CPC Administrator.***

The Plans

Readers will note repetition of some of the guidance points among these plans. This duplication is intentional, as we anticipate users may wish to revisit or even print sections of the document that pertain to a specific church function, and may not regularly re-read the entire document.

We begin with **Ethical and Legal Considerations**, as this plan is an overarching consideration of who we are as a faith community, our responsibilities to one another in the face of the COVID-19 pandemic, and our legal obligations as a church. *The principles and guidance in this plan frame and underpin all of the other plans.*

1. Ethical and Legal Considerations

1.A. Ethical Considerations

Ethical considerations, with reference to COVID-19 and phased reopening of the church, may be thought of as:

Identifying guidelines to protect the health and welfare of church members and visitors in the church buildings or on church property, and in meetings and gatherings; noting our societal and individual responsibilities.

In our Presbyterian tradition our beliefs include a deep commitment to living as God would call us, in deep compassion and justice, and in community with one another. We seek to follow the teachings of Jesus, to live a life of love and service. As we journey through COVID-19, it is this theological underpinning which guides us in our work together in community, to care for and support one another, in ways that are life-giving and promote safety and security. This guides us as we look at how and in what ways we can more fully resume church activities.

In this time of pandemic CPC supports the continuation of the church's mission and ministry while we mitigate risks to ourselves and one another.

The ways we achieve some of these objectives during any reopening period includes (but is not limited to) our commitment to follow safety practices as outlined in the specific activity plans described in this document. We also plan new ways of worshiping that minimize health risks and allow us to maintain our close spiritual commitment to God, our church, and to our community.

Our CPC faith community represents a rich diversity of people, with a wide range of ages, lifestyles, families, obligations, and priorities. Thus, CPC members will re-engage in church activities in a variety of ways. We will provide continued support for members not present in person to maximize a sense of belonging and participation. This includes holding church services on-line in real time, as well as recording these services and placing them online for later viewing.

We have installed, within the church building, multiple sanitation stations dispensing liquids/gels; we also encourage appropriate self-isolating & monitoring and/or testing, which will respect and protect the medical privacy and dignity of our members, and discourage conversation about who may be sick.

The pandemic has impacted not only congregants but also other users of the church facility such as persons involved in our outreach programs, the preschool, Rock 101 and other outside groups, music events within the sanctuary, restoration and maintenance workers, retreats, etc. We will convey our coronavirus sanitation requirements and ethical considerations to these other users of the church facility and expect their cooperation.

1.B. Legal Considerations

CPC's legal considerations, with reference to COVID-19 and phased re-opening of the church, may be thought of as:

Identifying avoidable risks such as from contaminated surfaces, use of common equipment and hymnals and Bibles, group singing, certain communion practices, seating, and arrival and departure practices; while communicating our risk avoidance strategies to the Session, the congregation, our insurer, Church Mutual Insurance Company, if required; and to users of the building.

As CPC plans for safe and responsible resumption of church related activities in consideration of the COVID-19 pandemic, we consider mitigation of legal "risks" to mean closely following health guidance, laws and regulations from trusted sources, particularly the New Mexico Department of Health (NMDOH) and Centers for Disease Control and Prevention (CDC); as well as health and spiritual guidance from Presbyterian leadership, particularly as presented in the documents "**Returning to Public Worship**" (PCUSA)(https://www.pcusa.org/site_media/media/uploads/covid-19/returning_to_public_worship_may_2020.pdf); "**The Least of These: Guidelines for Churches in a Pandemic**" (Presbytery of Scioto Valley) (<https://psvresources.files.wordpress.com/2020/04/least-of-these.pdf>); "**Interim Guidance for Communities of Faith**" (CDC) (<https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html>); and "**Safely Returning to Worship**" issued by Church Mutual Insurance Company, our insurer (<https://coronavirus.churchmutual.com/resource/safely-returning-to-worship/>).

CPC's COVID reopening plans will be provided to our Insurer, Church Mutual Insurance Company. The CPC Plan on Ethics and Legal Considerations focuses only on potential manageable (avoidable) risks and not on legal liability matters. It defers any COVID-19 considerations that would involve legal liability of churches to consultation of the Session with our insurer, Church Mutual Insurance Company.

An eventual return to limited or to "normal" church activities will be determined based on a significant continuing reduction in the incidence of COVID-19 infection in our community and state, the availability of disease preventions and countermeasures and continued consideration of guidance from our trusted health sources, NMDOH and the CDC.

While the church has voluntarily followed suggested New Mexico health and safety recommendations including closing the church, wearing face masks and physical distancing, our steps to resume specific church activities will be guided by these Session-approved plans.

"Let us be guided by the Word, responsive to the Spirit, and open to the Grace of God."

2. Building and Grounds

2.A. Grounds – Patio, Backyard, Playground, Parking Lot

Stage ZERO

- All worship and activities will be online.

Stage 1

- Gathering will consist of no more than the NMDOH guidance allows (generally stated as a percentage of capacity with a requirement for the ability to allow for at least 6' spacing. Sign-ups or reservations will be taken to manage participant number and to inform participants of the arrival screening process). ***As of 12-30-2020 NMDOH and the Governor have requested that gatherings "may not exceed 25% capacity of the maximum occupancy of any enclosed space on the premises, as determined by the relevant fire marshal or fire department", and should follow all guidance for masking, distancing and other precautions.***
- On arrival, participants will be screened as described in [Appendix I](#).
- All attendees will maintain physical distance of at least 6' at all times.
- Masks covering mouth and nose will be worn at all times (participants are asked to bring their own, but some extra masks will be available if needed).
- Hand sanitizer will be provided and participants will sanitize their hands before the meeting begins.
- After the meeting, organizers or participants will clean, with approved cleaning materials, all accessible non-porous hard surfaces used, such as chair seats and backs and table tops. It is not necessary to clean porous, outdoor surfaces such as stone, cement, concrete or adobe.
- Participants should provide their own seats or cushions, if needed.
- Zoom and YouTube or other online platforms or recordings, may be offered for those who choose not, or are unable, to attend in person.

Stage 2

- All stage 1 steps listed above will be followed.
- Group size may be increased to 50 or fewer, or as directed by the NMDOH, maintaining 6' physical distancing at all times.
- The CST, in coordination with the Session, will review any updated CDC or NMDOH or the Presbytery of Santa Fe requirements and adjust the plan as appropriate.

Stage 3

- At this time we will re-evaluate all new guidance from the CDC, NMDOH, and the Presbytery of Santa Fe and determine the need for any further compliance actions.

Stage 4

- All activities will be back to normal with no COVID-19 Restrictions.

2.B. Small Outdoor Gatherings

Stage ZERO

- All worship and activities will be online.

Stages 1, 2 and 3

For the Outside Event

- Gatherings will consist of no more than the NMDOH guidance allows (generally stated as a percentage of capacity with a requirement for the ability to allow for at least 6' spacing. Sign-ups or reservations will be taken to manage participant number and to inform participants of the arrival screening process). ***As of 12-30-2020 11-1-20 NMDOH and the Governor have requested that gatherings "may not exceed 25% capacity of the maximum occupancy of any enclosed space on the premises, as determined by the relevant fire marshal or fire department, and should follow all guidance for masking, distancing and other precautions."***
- Reservations will be taken to manage participant number and to inform participants of the arrival screening process.
- Organizers will decontaminate all accessible non-porous hard surfaces to be used (it is not necessary to sanitize porous outdoor surfaces such as stone, cement, concrete or adobe).
- If the church's folding chairs are to be used outside they will be disinfected before use and again after being returned to inside storage.
- On arrival, participants will be screened as detailed in [Appendix I: Screening of Arriving Participants](#).
- Hand sanitizer will be provided and participants will sanitize their hands before meetings begin.
- Social distancing (at least 6') will be observed at all times.
- Masks covering mouth and nose will be worn at all times (participants are asked to bring their own, but some extra masks will be available if needed).
- Participants requiring cushioning will provide their own (CPC cushions/pillows will be in storage for this period).
- Zoom or other electronic participation, or recordings, may be offered for those who choose not, or are unable, to attend in person.

For Restroom Access (Building Access)

- Entrance to the church for restroom access will be determined in advance and unlocked by the organizer.
- Access to the building beyond the restrooms will not be permitted. The entrances should be blocked as a reminder.

- The kitchen and water fountains will not be accessible. Participants are expected to bring their own water and food if desired.
- Classrooms will not be accessible.
- Avoid touching surfaces while walking through the hallway and take extra care to avoid touching items related to child care and Covenant Corner Preschool.

Use of Restroom Facilities

- Use hand sanitizer before touching doorknobs on the way to the restroom.
- Walk directly to the restroom without entering other spaces.
- No more than 1 person in the restroom at a time. Restrooms by Choir Room will be used during this stage.
- In the event of a line outside the restroom maintain 6' social distancing.
- Wash hands with soap for 20 seconds (two choruses Happy Birthday).
- Disinfectant wipes are provided at sinks and should be used to wipe down all surfaces touched, including countertops, faucets and sinks, toilet seat, light switches and doorknobs.

At the Conclusion of the Event

- Organizers are responsible for checking that all building doors are locked.
- Disinfect door handles inside and out for restrooms and building entrance.
- Sanitizing porous or rock surfaces is not necessary but following outdoor gatherings the meeting host should clean any non-porous hard surfaces (e.g., tabletops) after the meeting (and also before the meeting, if unsure when the last use took place).
- Organizers should check all supplies (such as masks, hand sanitizer and sanitary wipes) used by the group and email the church administrator and the Chair of the Finance and Properties (F&P) Committee if replenishment is required.

Stage 4

- All activities will be back to normal with no COVID-19 Restrictions.

2.C. Indoor Worship and Meetings

This plan is intended to cover a variety of indoor gatherings including meetings of Committees, Boards, and Fellowships, as well as adult education, and others of this nature.

Worship services have additional guidance (see [Worship Plan](#)). Meetings of outside users of the church (classes, Rock 101, Woodcarvers, and other outside groups , etc) also have additional guidance (see [Outside Users Plan](#)).

Stage ZERO

- All worship and activities will be online.

Stage 1

- Meetings must be scheduled and their locations confirmed through the church administrator.
 - Signage on outside doors will convey this message.
- Gatherings will consist of no more than the NMDOH guidance allows (generally stated as a percentage of capacity with a requirement for the ability to allow for at least 6' spacing. Sign-ups or reservations will be taken to manage participant number and to inform participants of the arrival screening process). ***As of 12-30-2020 NMDOH and the Governor have requested that gatherings "may not exceed 25% capacity of the maximum occupancy of any enclosed space on the premises, as determined by the relevant fire marshal or fire department, and should follow all guidance for masking, distancing and other precautions."***
- Sign-ups or reservations will be taken to manage participant number and to inform participants of the arrival screening process.
- On arrival at a designated entrance, participants will be screened as shown in [Appendix I](#).
- Social distancing (at least 6') will be observed at all times.
- Masks covering mouth and nose will be worn at all times (participants are asked to bring their own, but some extra masks will be available if needed).
- Hand sanitizer will be provided and participants will sanitize their hands before meetings begin.
- Restroom procedures will be as described in the [Small Outdoor Meetings Plan](#).
- Zoom or other electronic participation, or recordings, may be offered for those who choose not, or are unable, to attend in person.
- The kitchen will not be open.
- No general access to classrooms, storage room, or Preschool.
- Ventilation maximized - windows open if temperature allows, air handlers on.

Stage 2

- All stage 1 except that:
 - Sanctuary seating may be increased following NMDOH guidance, maintaining 6' distancing).
 - Other guidance as described in [Worship Plan](#).

Stage 3

- As described in [Worship Plan](#).

Stage 4

- All activities will be back to normal with no COVID-19 Restrictions.

2.D. Cleaning and Disinfecting

Having a safe place in which to gather is vital to us all. CPC is committed to minimizing exposure to COVID-19 virus for the congregation, guests, and staff responsible for cleaning the church facilities. Cleaning and disinfecting church facilities during the COVID-19 pandemic will require more frequent and targeted attention. These guidelines may change over time as guidance from trusted sources change.

Considerations

- CPC lacks staffing resources to fully disinfect/sanitize the church building before and after each use.
- Therefore, significant responsibility for careful disinfecting lies with each individual and group using the spaces in the church.
- Further, building and grounds users must take responsibility for protecting themselves by wearing masks and washing hands or using hand sanitizer after touching surfaces.
- Since risk can never be entirely eliminated in congregational activity, each person will have to take the responsibility of determining what level of risk he/she is willing to incur.

Keeping Facilities Clean

Note: For specific cleaning protocols please see [Appendix II: Protocol Checklist for Cleaning Restrooms](#) and [Appendix III: Protocol Checklist for Cleaning Non-Restroom Areas](#)

- Individuals involved in the cleaning of CPC facilities will receive orientation and training to the use and storage of the cleaning and disinfecting products.
- Cleaners will wear appropriate Personal Protective Equipment (PPE) and wash their hands after cleaning activities (for specifics, please see CPC Cleaners' Checklist).
- CPC will assure regular cleaning and disinfecting of spaces and hard surfaces that are frequently used, with cleaning products shown to be effective at eliminating the COVID-19 virus.

- Soft and porous materials (area rugs, seating), more challenging to disinfect, may be removed or stored.
- Frequently touched surfaces (e.g. tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks and touch screens) should be disinfected on each day the church facilities are used (see cleaning checklist document).
- Surfaces and objects that are not frequently touched (walls, ceilings) need only to be cleaned with soap and water and do not require additional disinfection.
- Outdoor areas require routine cleaning but not disinfection.
- If a room or section of the church has been unoccupied for 7 days or more, it will need only normal routine cleaning before use.
- For specific guidance for the children's nursery and classrooms, please see the **Covenant Corner Preschool** and [Child Education Plans](#). Cleaning will be coordinated between the Preschool Director and church cleaning staff.

Cleaning Products

Cleaning and disinfecting products will be selected from the EPA list of cleaning and disinfectant products effective at eliminating the COVID-19 virus (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>), including ready-to-use sprays, concentrates, and wipes (see the CPC Cleaning Products list).

- Cleaning products require "contact time" (time needed for the product to kill the COVID-19 virus) of one (1) minute or less.
- Users of cleaning products will wear gloves appropriate for the products being used. Additional personal protective equipment (PPE) may be needed based on the product and setting.
- Cleaning staff and outside users of the church will receive training on appropriate cleaning and disinfecting practices and on the use of appropriate PPE (masks and gloves).
- All products should be used according to the label directions, including indications for concentration, dilution, application method, contact time and any other special considerations.
- All products will be stored in an appropriate manner according to the product label. Never mix one product with another as this can cause fumes that may be dangerous to breathe. All disinfectants will be kept out of the reach of children.
- The F&P Committee will check quarterly to assure that all cleaning supplies at CPC are on the approved list of supplies, check for expiration dates, re-stock/order as necessary, and identify and label any products that are not COVID-approved.
- A folder of Safety Data Sheets (SDS) (one for each product) will be available in the session conference room and in the Office for reference in the event of a spill or exposure.

Cleaning Protocols for Restroom Users

Recognizing that CPC is unable to assure restroom cleaning after each use, the following cleaning protocols should be followed by each restroom user. Signage will be posted outside of the restrooms.

- No more than 1 person in the restroom at the same time.
- Use hand sanitizer before touching doorknobs on the way to the restroom. Walk directly to the restroom without entering other spaces.
- After using the toilet, spray disinfectant on all surfaces of the toilet and stall that were touched. After one (1) minute, wipe any residue off that has been left by the spraying using a paper towel. Do not flush paper towels in the toilet. Carry all of the used paper towels out of the stall and drop into the waste container in the bathroom.
- Wash hands with soap for 20 seconds.
- Wipe down all surfaces touched, including the faucet handles, doorknobs, and light switches, with disinfectant materials (wet wipes or other, provided on the counter). Discard materials appropriately in waste containers in the bathroom.

Sources for this Document

- CDC “Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes” available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- CDC, “Considerations for Communities of Faith” available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html>
- Diversey Cleaning Products. Available at: <https://diversey.com/en>

3. Communications, Publicity, and Outreach

The communications and outreach functions of CPC are designed to provide accurate and timely communications to our CPC community as to our plans during the COVID-19 pandemic. This report addresses three main attributes of communications:

- 1) Knowing the audience,
- 2) Selecting the appropriate media, and
- 3) Optimizing the message.

Knowing the Audience

During the stages of the COVID-19 pandemic CPC may want to contact or provide information to many groups and subgroups. The audience for a specific piece of correspondence may include the leadership, employees, members, visitors, and neighbors of CPC, as well as people from the Albuquerque community and outlying locations.

The communication piece(s) may have different information to provide to different groups. Consideration should be given to whether the communication will require translation into a language other than English or be communicated to people who are not comfortable with or lack access to technology.

Selecting the Appropriate Media

COVID related communications may be disseminated using normal media available for CPC communications:

- The Deacons' many efforts
- The CPC website,
- The CPC Facebook page, instagram and twitter accounts
- The CPC Member's Directory
- The Outdoor sign
- Specifically addressed email, and
- USPS 'snail' mail
- ZOOM (and similar services) meetings
- Face-to-face visits with face masks and social distancing one-on-one in semi public places, with health precautions employed.

The Deacons' Many Efforts

The Board of Deacons will continue its missions on an ongoing basis during the COVID pandemic. Prayers, telephone contacts, and in many other ways, the Deacons provide comfort and contact for our members and neighbors. See also the [Pastoral Care Plan](#).

The CPC Website

- After initial approval by the CST, the COVID Plans will be forwarded to the Session for final approval
- The CST will approve and disseminate other, general COVID information to be shared, such as the content in the Covenant Epistle.
- Care will be taken to avoid unnecessary duplication, and to provide minimal, clear, and accurate information.

Optimizing the Message

Preparation Phase (Before Stage 1)

The CST will maintain regular communication with members; be transparent about how COVID-related decisions are being made and on the basis of what resources. Currently, frequent communications to membership come from emails, the CPC Website, and the weekly *Epistle*.

Stage 1

- The CST will maintain regular communication with members; be transparent about how COVID related decisions are being made and on the basis of what resources.
- Continue online worship.
- Encourage members (in addition to Deacons) to call and check on another church member.

Stage 2

- The CST will maintain regular communication with members; be transparent about how COVID related decisions are being made and on the basis of what resources.
- Do our best to include everyone that we can.
- Continue online worship for those who remain at home.
- Video record services and link to them on the CPC website.

Stage 3

- The CST will maintain regular communication with members; be transparent about how COVID related decisions are being made and on the basis of what resources.
- Continue providing worship opportunities for those who remain at home.

Stage 4

- All activities will be back to normal with no COVID-19 Restrictions.

4. Education – Children

The CPC Children and Youth Learning Committee (CYLC) supports activities for children and youth including Sunday School for all ages, larger activities for Christmas and Easter, and summer Vacation Bible School. CYLC also supports the activities of the CPC Youth Ministry Coordinators that is often in collaboration with the larger Presbytery youth programs. Because a primary focus of the CYLC activities is coordinating weekly Sunday School, we will consider the stages of reentry in response to COVID-19 for 1) Sunday School and 2) other children and youth activities.

Risk Factors:

The risk for infection spread for both symptomatic and asymptomatic individuals continues to be high. The State of New Mexico public health orders to date have demonstrated the increased risk related to classroom activities for children and the need to keep school environments closed. Many children and their close family members are at increased risk for COVID-19 infections. In addition, CYL Committee

relies solely on adult volunteers (often parents, or older church volunteers) to teach all Sunday School classes, and to coordinate and supervise all activities with the children and youth.

Stage ZERO

- All worship and activities will be online.

Stage 1

Due to the high risk of community transmission among individuals, and as long as the church is closed for typical Sunday activities, there will be no planned in person CYLC activities. CPC Youth Ministry Coordinators may conduct online activities with children and youth. All families with children and youth are encouraged to participate in the larger, online weekly Covenant Worship service and Presbytery Collaborative service that includes a children's sermon and frequent inclusion of children and youth in the services. Further, there will be Godly Play offerings on our YouTube page, Zoom Sunday School, and Saturday Story times for the "littles." There have also been and will continue to be Monthly offerings to engage the youth in some sort of event/activity that allows them to connect via Zoom.

Stage 2

As the larger church body considers re-entry to smaller church activities in the church buildings and groups, the children and youth members of the church will be encouraged to participate in the smaller gatherings following all church policy for physical distancing and hygiene. However, there will not be coordinated CYLC in person, indoor activities during this stage. Online activities continue as in Stage 1.

Stage 3

At the time that CPC determines resuming regular Sunday worship services is safe (see Fellowship policy), the CYLC will meet (virtually if needed) to determine the availability of adult volunteers available to teach Sunday School. If an adequate number of adult volunteers is available to teach Sunday School on the days scheduled for service, the CPC Fellowship protocols will be followed in addition to the following steps:

- All CYLC activities will follow the most updated, expert guidance from CDC and the NMDOH, and will adhere to all state-mandated, public health orders and guidelines.
- All adult volunteers and children/youth attending Sunday School will be screened for symptoms upon arrival for church services (see [Appendix I](#) for details).
- All protocols for hand hygiene, mask wearing, and physical distancing will be maintained (see [Building Plan](#)).
- Hand sanitizer will be applied upon entry and exit from classrooms.
- Cleaning/disinfection of tables, chairs and high-touch surfaces after class.
- Regular reminders to students on handwashing, physical distancing, good hygiene during the course of class.

Sunday School classrooms will follow all recommended CDC/NMDOH protocols for physical distancing students and adults including:

- Use of outdoor space (weather permitting) for class when appropriate.
- Reduced class sizes.
- Tables and chairs spaced apart appropriately.
- Reduced number of children/youth in each classroom to be determined by current public health orders and current CDC/NMDOH guidance.
- As of September 2020 (but please check for updates), appropriate guidance can be found at:
 - DOH website updated COVID-19 policies: <https://cv.nmhealth.org/wp-content/uploads/2020/08/POLICIES-FOR-THE-PREVENTION-AND-CONTROL-OF-COVID-19-updated-8.30.20.pdf>
 - CDC website COVID-19 and schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>
 - NM PED website COVID-19 and schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>

Stage 4

- All activities will be back to normal with no COVID-19 Restrictions.

Larger activities for children and youth will begin again once the church moves to completely reopen church activities, when COVID-19 transmission risk is low and/or a large portion of the population has been vaccinated. .

These guidelines will require review and revising each time the church moves to a different stage of re-entry to assure the most up to date CDC and NMDOH recommendations are being followed to keep all of our children, youth, and larger community safe.

5. Fellowship

Fellowship is necessary to the mission and ministry of CPC and has always been an integral part of the CPC experience. From Jesus feeding the five thousand to his last meal with his disciples in the upper room, sharing food has been highlighted in the Gospel message and is an important aspect of Christian gathering. At CPC returning visitors and those who join our church comment on the warmth and friendliness of our congregation.

Fellowship hour following the Sunday morning worship service has provided congregants an opportunity to visit with other attendees. Beverages and snacks provided an additional comfort level for friendly conversation. The Community Building committee also contributes to the fellowship life of CPC's activities by setting up/taking down tables and chairs, by providing main courses for some dinners, and by providing paper dinnerware, cutlery, serving utensils, and post-meal clean-up.

For each of the activities described above, kitchen use is vital, as is use of our Fellowship Hall. Therefore, this report focuses on the use of the kitchen and Fellowship Hall for Fellowship purposes.

Risk Factors

- We must protect our congregation, many of whom are over age 65 and/or have underlying health issues.
- When people eat or drink, they tend to gather in groups and must lower or remove their masks.
- Friends may want to, but cannot, hug or shake hands. It is necessary to maintain social distancing.

Stage ZERO

- All worship and activities will be online.

Stage 1

- Church services will meet via electronic media. The building or grounds may be open with restricted numbers of attendees. No refreshments will be allowed. The kitchen and beverage stations will be closed.

Stage 2

- Based on CDC guidelines, kitchens and beverage stations will be closed.
- Use of Fellowship Hall will be permitted for 25 people or fewer, subject to NM state guidelines of 6 feet social distancing guidelines and use of the Fireside Room after Sunday worship service will be permitted for 30 people or fewer, subject to NM state guidelines on group gatherings.
- All attendees must wear masks and maintain a distance of 6 feet from each other.

Stage 3

- Could include resuming fellowship activities after Sunday worship services, but only when risk is significantly reduced or eliminated as recommended by the CDC, NMDOH and CPC leadership.

Stage 4

- All activities will be back to normal with no COVID-19 Restrictions.

Communication to the Congregation

- The CPC Administrator will include any updated information about fellowship activities in the weekly informational email (Epistle) sent to church members.

Alternate Ways of Promoting Fellowship

- The Community Building Committee supports the activities of the church so long as the CDC and Presbytery guidelines for reopening are followed.

6. Outside Users of the Church

Issues related to outside users of the church facilities (such as clubs, classes, associations, etc) will be generally similar to those of CPC members using the facilities, but there will be a need for clear and specific communication of the church's COVID practices and policies with all outside users.

Stage Zero

- The Church Administrator, in coordination with the Pastor and the CST, will maintain regular communication with members, traditional outside users of the church, and the general community (See also [Communications Plan](#)). This communication should establish realistic expectations for a gradual return.
- Session will communicate with our insurance company (Church Mutual) regarding any decisions about building use and/or creating or resuming in-person mission and ministry during the pandemic.
- The Church and outside users will continue to provide alternative event participation options whenever possible for those who consider their individual risk to be unacceptable for in-person gatherings.
- The CST, together with the F&P Committee, will develop a COVID risk reduction checklist for Outside Users that will be provided to them by the Church Administrator as a part of the building use agreement process outlined in the [Church Building Use Policy](#).
- The CST will coordinate with other sub-committees, standing church committees, and Church leadership as necessary if topics on reopening overlap.

Stages 1 and 2

- The CPC building use policy approved by Session May 2020 continues to provide general guidance for outside users.

- Any outside group requesting use of the church will contact the Church Administrator, and update and sign their building use agreement (as per building use policy). They will ensure its members and/or guests follow the steps outlined in the COVID risk reduction checklist.
- Non-CPC-sponsored events may be assessed a COVID surcharge to cover cleaning/sanitizing the building after the program.
- The CST will provide guidance and tools to help individuals and groups assess the risk of in-person gatherings and recommend strategies to reduce the risk as much as possible (see other **Plans** in this document for further information). For example:
 - Recommend against any form of physical contact (handshakes, hugs or kisses, etc).
 - Require all persons engaging in worship, ministry, or mission in-person to wear personal protective equipment (PPE) such as masks and/or gloves.
- Restroom use and procedures will be as described in the [Small Outdoor Meetings Plan](#).
- Other guidelines provided in the [Indoor Worship and Meetings Plan](#) will apply to outside users.
- The CST together with the F&P Committee Chair, will establish occupancy limits for each area of the Church (offices, conference rooms, classrooms, and halls) to ensure a minimum of 6-ft separation can be maintained between individuals.
- The CST, together with the F&P Committee Chair, will establish sanitation standards by users and the Church Sexton. If there are increased cleaning and disinfecting costs, the F&P Committee Chair will update the building use policy and ministry funding plan.

Stage 3

- Will occur only if the underlying risks of COVID-19 are judged to be significantly reduced or eliminated, such as the large scale distribution of the vaccine
- At this time we will re-evaluate all new guidance from the CDC, NMDOH, and the Presbytery of Santa Fe and determine the need for any further compliance actions.

Stage 4

- All activities will be back to normal with no COVID-19 Restrictions.

7. Pastoral Care

The CST has recommended that, **in all re-opening stages**, CPC will adhere to social distancing and masking protocols, following the laws and regulations promulgated by the NM Governor and the Secretary of the NM Department of Health, which carry the weight of law. The Pastoral Care Plan is designed by those frameworks.

Needs and Risk Factors

CPC is a very connectional, engaged congregation consisting of members of all ages. The primary pastoral care issues during the COVID-19 pandemic include:

- Health-related challenges and needs for pastoral care and family support.
- Expressed needs by many members for more ways to connect.

Current Pastoral Care

Current pastoral care is happening through the work of the Pastor, staff, Parish Visitors and Deacons. There has been excellent outreach to provide support to people who are facing surgery, chronic and serious health conditions, and other difficulties. The Pastor and Parish Visitors have been reaching out to people primarily by phone and email. The Deacons maintain a prayer list and have been reaching out to not only those on the prayer list, but to others in the congregation. During the past few months, most people in the congregation have been contacted by Deacons and staff.

Priorities for Pastoral Care During Reopening

Stage ZERO

- All activities will be done by phone or online.

Stage 1

- Pastoral care will continue as it has in the past months. The Pastor and Parish Visitors will continue with phone calls, emails, notes and outdoor in-person visits with fewer than five people. During Stage 1, in-person visiting would be limited to outdoors on patios or decks, with masks, gloves and social distancing.
- In a case of extreme need for an in-home visit or a transport, the Deacons and/or Pastoral team should help the person requesting to find another option that provides support. For example, there is some transport through Medicare and Medicaid, as well as professional transit providers.
- Visiting can happen outdoors, outside a window, by phone and/or Zoom. The Deacons and Pastor will contact the CST for guidance in the event of an unusual, urgent situation. The Deacons and Pastor will seek to integrate caring messages into the communications with members, as well as into the personal greetings and discussions with members as the outdoor small-space openings begin, so that people feel welcomed, supported and valued as brothers and sisters in Christ.

Stage 2

- During this stage, the Deacons and Pastor and staff will continue with all activities outlined above.
- In addition, there may be small group meetings of the Deacons or the Pastor at CPC. There may also be small discussion groups focused on care, at the discretion of the Pastor and Deacons.

- With larger gatherings inside the church, the Pastor, Parish Visitors, and Deacons will plan to work with the Session and other leaders to build upon the messages of welcome, support and mutual care, so that people coming inside have positive and warm interactions in addition to temperature checks and directions for how they move about the building.

Stage 3

- During this stage, the work will continue, and expand, with an emphasis upon building up the Body of Christ through different supportive and connectional activities guided by feedback from the CST and support and approval by the Session.

Stage 4

- All activities will be back to normal with no COVID-19 Restrictions.

Recommendations for Structuring Care

Stage ZERO and Stage 1

- The pastoral team is reaching out to people who are ill and in need. **Recommend that the Pastor continue with priorities.**
- The pastoral team would like to use the list and framework the Deacons are using, so that all people involved in pastoral care can work from the same spreadsheet or matrix, ensuring that contacts are coordinated, people not missed or over-contacted. The notes made will need to be minimal, protecting confidentiality. **Recommend that the pastor and staff coordinate the framework with the leadership of the Deacons.**
- **The Deacons, together with the Pastor and staff, have coordinated a calling plan, with people from the congregation, to make phone calls and send emails and notes to people.**

Stage 2

Continue with all of the strategies outlined above, and:

- Maintain phone and online meetings of the Deacons, adding in-person meetings at CPC as appropriate, continuing distance options in those meetings to ensure all Deacons can participate.
- Expand visiting to include limited in-person visiting, where needed and appropriate.
- Support gatherings at the church with outreach, greetings and warm discussions, and pastoral care to ensure that people feel welcomed, supported and given care and respect, while issues of safety, distancing, directing and temperature checking become a new part of gathering.

Stage 3

- Continue with all of the strategies outlined above, and develop caring through integrated messaging and outreach to the CPC membership, engaging a larger group of volunteers in that

outreach and support, and attending to these needs for care in all of the re-opening activities, working in partnership with different subcommittees, the CST, Deacons and Session.

Stage 4

- All activities will be back to normal with no COVID-19 Restrictions.

8. Worship

Worship is perhaps the activity most cherished as part of our identity as a faith-based community. In this guidance we consider “normal” services such as those typically offered on Sunday mornings, services involving the sacraments (such as communion), and special services (such as weddings and funerals).

8.A. Worship – Normal Services

Stage ZERO

- All worship and activities will be online.

Stage 1

- During Stage 1 worship activities will take place primarily by using electronic platforms such as YouTube and Zoom.
- CPC is offering a traditional 9 a.m. Covenant live worship service on YouTube and Zoom, as well as Thursday Evening Communion Services and Reflective Services on Zoom, and Daily Prayer 4 nights a week on Facebook live.
- A traditional Sunday service with a weekly sermon (presented by a NM Pastor) is offered by YouTube through Santa Fe Presbytery at 10 a.m. on Sundays; CPC members are encouraged to participate. CPC will provide leadership for this service once per month.
- In-person worship gathering, in an outdoor setting only, is possible, but all participants must follow the guidelines in the [Small Outdoor Meetings Plan](#).

Stage 2

Before the Service in the Sanctuary

- Sign-ups or a reservation system will be implemented to manage numbers of participants.
- Screening procedures will be explained in a newsletter or other communication BEFORE people come to avoid surprises.
- Volunteers will greet arriving participants outside the door (or just inside in cold weather) to make them feel welcome and to re-explain the screening process.
- On arrival, participants will be screened as detailed in [Appendix I: Screening of Arriving Participants](#).

- Appropriate masks or other face coverings will be required before entering the building. Congregants will be asked to bring their own masks. If they do not have one, it will be provided.
- Entering the building, participants will clean their hands with hand sanitizer provided at a station near the entrance; however, if necessary due to skin irritation, immediate restroom hand-washing with soap may be substituted.
- The east doors and south doors will be blocked open (in warm weather) or staffed (in cold weather) for entrance by the congregants to minimize touching surfaces.
- Restroom procedures will be as described in the [Small Outdoor Meetings Plan](#).

During the Service in the Sanctuary

- The first pew on each side of the sanctuary will remain empty to provide for social distancing from the pulpit and musicians.
- The Pastor(s) will remain in the raised pulpit area or behind the Communion table and will not interact directly with congregation members.
- Ushers (gloved and wearing appropriate masks or other face coverings) will assist in seating worshipers in every other pew. Family units may sit together. Two persons from the same household may sit together at one end. Otherwise, a single person will be placed at each end.
- Hand sanitizer will be available in various places within the sanctuary, fireside room and hallways.
- Video screens will display liturgical readings. Music will be used, but group singing is prohibited. There will be no choir nor congregational singing; humming is allowed.
- Offering baskets will be placed on a shelf at the back of the sanctuary. Worshipers can place their offering in the baskets as they arrive for worship. Online giving will be encouraged.
- Passing of the Peace will not be a part of worship until after stage 3
- Prayers of the People can be emailed to the Pastor before the service or communicated to a Deacon by phone or email and passed on to the pastor before the service. Additionally, the person leading prayers can ask for spoken prayers.

After the Service

- There will be no receiving line. The Pastor will not shake hands or hug congregation members after the service.
- Ushers will proceed from back to front to dismiss the congregants.
- Worshipers will leave by the south doors or east doors immediately after the service is over. There will be no Fellowship time.

*Live sanctuary service or recorded service will be available on YouTube or the CPC website for congregants who are unable or who are not comfortable attending church because of Covid-19 concerns.

Stage 3

At this time we will re-evaluate all new guidance from the CDC, NMDOH, and the Presbytery of Santa Fe and determine the need for any further compliance actions.

Stage 4

- All activities will be back to normal with no COVID-19 Restrictions.

8.B. Worship - Sacraments

CPC sacraments include **Holy Communion** and **Baptism**.

Except as noted below, health and safety guidance for these activities will be identical to those for Worship (see [Worship](#), above).

Holy Communion

- The sacrament of Communion will not be celebrated during services in the church in **Stages ZERO, 1 and 2**.
- Zoom events will be scheduled for Communion services so that congregants can participate in their homes.
- At **Stage 3** in-person communion may be resumed in the sanctuary, but will not consist of passing trays. Communion will be administered from the front to allow for safe distribution.
- At **Stage 4** - Communion service will return to normal

Baptism

- Baptism services may take place during **Stages 2 and 3**. During tages ZERO and 1, Baptism can be arranged as an online service with only the immediate family present, with special precautions in place to ensure the safety of all those involved.
- The Pastor will consult with the family of the person being baptized to alert them about the risk of the lack of social distancing during the baptism service. The family may wish to postpone the service.
- If the family wishes to continue with the service and the pastor agrees, all participants will be required to wear masks (unless the person being baptized is an infant).

Stage ZERO and Stage 1

- No Special Services will be planned for Stage ZERO and Stage 1.

Stage 2

- Health and safety measures will be as described in the [Worship Plan](#), above.

Stage 3

- All services and sacraments will resume normal operations and protocols.

Stage 4

- All activities will be back to normal with no COVID-19 Restrictions.

8.C. Worship - Special Services

CPC special services include **weddings, funerals, memorial services, ordinations and installations.**

Except as noted below, health and safety guidance for these activities will be identical to those for Worship (see [Worship](#), above).

Stage ZERO and Stage 1

- Special services may be planned using online methods.

Stage 2

- Health and safety measures will be as described in the [Worship Plan](#), above.
- The Pastor will let participants and their family members know, early in the planning process for the event, about CPC's COVID practices in time for them to decide if they wish to use a different facility.
- For weddings, the Pastor will remind the couple that is requesting to be married of the necessity to observe safe distancing during the wedding and any associated events. The couple will be encouraged to limit the number of attendants to a few, perhaps a maid/matron of honor and best man.
- Ordinations and installations may take place in Stage 2 in the sanctuary or by using Zoom. If the service is in the sanctuary, the Pastor and the candidates will observe social distancing. In lieu of the Laying On of Hands, ordained persons in the congregation will raise their hand as a blessing.

Stage 3

- All services will resume normal operations and protocols. No special risks will need to be considered. We will re-evaluate all special safety protocols at this time to be consistent with guidance from the CDC and NMDOH.

Stage 4

- All activities will be back to normal with no COVID-19 Restrictions.

Covenant COVID Safe Task Force Members

- Pamela Blackwell
- Sharon Eanes
- Dick Loyd
- Thomas Loyd

- Gerhard Nyase
- Bill Wahlert
- Vanna Ortiz, Chair
- Rev. Seth Finch, Pastor

Appendix I

Screening of Arriving Participants

For the safety and well-being of participants in all CPC activities, Stages 1-3, attendees will be screened upon arrival using CDC-recommended practices.

- **Screen individuals for fever:** Take each individual's temperature, using a non-contact thermometer; clean it with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each person.
 - *If the temperature is 100.4F (38.00C) or above, the individual may not participate in the activity (however, see note below).*
 - **NOTE:** *Exposure to very warm conditions, such as driving to the meeting in a warm car, can cause body temperatures to rise several degrees temporarily. Participants having elevated temperatures may sit in the shade for several minutes and then be re-tested.*
 - **Question:** Have you experienced any symptoms (fever, shortness of breath, or cough) in the last 24 hours?
 - **Question:** Have you been in contact in the last 14 days with anyone COVID-19 positive or displaying symptoms?
 - **OR,** as recommended by the most recent NM Public Health Orders (which are subject to change).
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Appendix II

Protocol Checklist for Cleaning Restrooms

(To be posted in the cleaning closet for reference)

1. Put on the required Personal Protective Equipment (PPE)
2. Gather cleaning products needed
 - Disinfectant
 - Floor Cleaner
 - Glass Cleaner

Toilet Bowl Cleaner

3. Gather all consumables needed
 - Toilet Paper
 - Paper Towels
 - Hand Soap
 4. Knock and announce self / Prop door open / Place sign closing the restroom for cleaning and wet floor sign
 5. Check & refill soap & dispensers
 6. Apply toilet bowl disinfectant cleaner to insides of toilets and urinals
 7. Apply disinfectant cleaner to the exterior surface of the toilet and urinal
 8. Apply disinfectant cleaner to all sinks, counter tops and all frequently touched surfaces. Include light switches and doorknobs.
 9. Clean the mirrors with the glass cleaner
 10. Clean & wipe off the exterior of soap & paper towel dispensers
 11. Wipe off the sinks, countertops and high-touch surfaces
 12. Spotclean walls and partitions
 13. Using a toilet brush, clean the inside of the toilets and urinals.
 14. Wipe down the exterior of the toilets and urinals. Designate different colored microfiber cloths for different cleaning surfaces.
 15. Empty all trash receptacles & replace liners
 16. Damp mop the floor using a floor cleaner. Change out water and flat mop pad frequently.
 17. After floor has dried, inspect your work
 18. Remove Personal Protective Equipment and wash your hands
 19. Remove the wet floor signs and closed signage as you leave the restroom
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Appendix III

Protocol Checklist for Cleaning Non-Restroom Areas of the Church

(To be posted in the cleaning closet for reference.)

*** **Daily or general cleaning** - Cleaning that does not require the use of a disinfectant. The area may have already had a deep cleaning (with disinfectant) and no one else has been in the building. A soap or non-disinfectant may be used.

*** **Deep cleaning** - This is performed when there have been people in the room since it was last cleaned. A disinfectant is used when deep cleaning.

1. Put on the required Personal Protective Equipment (PPE)

2. Gather cleaning products needed

- Disinfectant
- Non-Disinfectant or Degreaser
- Floor Cleaner
- Glass Cleaner
- Toilet Bowl Cleaner

3. Gather all consumables needed

- Toilet Paper
- Paper Towels
- Hand Soap
- Hand Sanitizer Replacements

4. **Hard Surfaces**

- If surface is heavily soiled, pre-clean with a non-disinfectant cleaner or soap.
- Hard non-porous surfaces can be cleaned with a disinfectant only if not heavily soiled.
- **Disinfect** high-touch surfaces in all public spaces that have been used to include:
 - Light switches
 - Doorknobs (inside and out) and swinging door push-plates
 - Tabletops and desktops
 - Non-fabric surfaces or chairs (including arms - and under surface of arms)
 - Surface of vacuum (if used)
 - Cleaning cart
 - Pews
- After applying the disinfectant to a hard surface, wait 1 minute and then wipe off remaining moisture.

5. **Disinfectant Application**

- Apply to a wiping cloth and then to the surface to minimize splashing. (May substitute pre-wetted disposable wipes. If using a wiping cloth, these need to be laundered after use. (Refer to laundering protocol, below)

6. **Soft Surfaces**

- Examples of soft surfaces are carpet, curtains, bedding and upholstery that cannot be disinfected. Laundering is the preferred method of cleaning to ensure the materials are hygienic. When laundering is not possible, consider hot water extraction on carpets and upholstery.
- Steam cleaning requires a protocol of 1 min at 100 deg. C or 5 min at 70 deg C.
- Smaller objects may be stored for 2 weeks until the risk of virus viability has passed.

7. **Cleaning Tools**

- Wands, extension tools, mops, brooms, toilet bowl brushes, etc. may be contaminated during cleaning. If non-porous, a disinfectant can be used.
- If soft, like a mop head or pad, launder after each use.

8. **Vacuuming**

- A HEPA filter is recommended that will capture the virus, however there is little data to suggest that using a vacuum increases any risk of infection. The HEPA filter should be changed per the manufacturer's recommendation to reduce potential risk.