

Plans for Resuming and Performing Church Activities Safely and Responsibly During a Pandemic



Albuquerque, New Mexico

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Introduction

In the early months of the pandemic in 2020, **the Session of Immanuel Presbyterian Church formed a COVID Safety Team**. The initial work of this team focused on gathering information about the pandemic and its effects on our operations as a congregation. The highly evolving nature of the virus and the accompanying public health guidance led us to continue monitoring the situation over the course of this past year.

In March of 2021, the Session asked the COVID Safety Team to reconvene given both the decrease in rates of infection locally and the increase of availability of vaccines here in New Mexico. We are thankful to sister congregations in the Presbytery of Santa Fe for sharing their COVID safe plans and processes. **Our goal was to develop a re-entry plan guided by both local, State and Federal public health guidance and church best practices that takes into account the wellbeing of both the congregation and the wider community.**

This phased re-entry plan contains function-specific guidance coordinated with the “Red to Turquoise” framework established by the New Mexico Department of Health (NMDOH). Please refer to the appropriate section(s) that address the specific function(s) you are involved in at Immanuel Presbyterian Church. **Note: These plans are based on the best scientific information available to date. They may be updated as new information becomes available.** The NMDOH (<https://cv.nmhealth.org>) is an excellent source for local information.

This plan was developed with the following factors in mind:

- The health and wellbeing of our congregation and community
- The pandemic implications of Jesus’ call to love our neighbors
- The evolving presence of COVID-19 in our community
- Risk factors of re-entry including close proximity to a person who may be infected, indoor gatherings, shared contact in worship, activities that increase spread such as singing, and the size and location of the multiple gatherings that occupied our building pre-pandemic.

Central to this plan are the following considerations:

- Possible alternate practices for vulnerable populations who are at increased risk, including members of the congregation, church staff and wider community.
- A desire to follow the best guidance currently available from both public health and church entities. For example, in a recent article in Christianity Today, Daniel Chin, a physician trained in pulmonary and critical care medicine and epidemiology with 25 years of global public health experience, wrote: “this partial-vaccination period is an especially tricky time because the risk of COVID-19 complications for unvaccinated congregants has not decreased, but the desire to gather will likely increase. This will undoubtedly influence a church’s decision to gather. Therefore, the decision on when it is safe for vaccinated and unvaccinated congregants to gather should primarily be based on the level of COVID-19 infection in the community and not on the proportion of congregants vaccinated.”
- A willingness to work in partnership with public health officials and align our re-entry plan accordingly.
- A realization that the stages presented in this plan are fluid based upon the incidence of COVID-19 in our community as well as the availability of mitigation factors - preventatives and treatments, including vaccines. The potential to move up or down between stages is real and will be monitored.
- If we determine the risk for a particular activity or function is too high and cannot be responsibly mitigated given the realities of our congregation and church building, we will consider alternate options.
- For your own health and the health of the community, the recommendation is to strongly consider getting a vaccine as it becomes available to you. You can preregister for a vaccine at <https://cvvaccine.nmhealth.org>.

Immanuel Presbyterian Church Stages of Re-Opening

In this plan, we consider staged phases for our church reopening. These are modeled after the levels established by the NMDOH framework. They have been adapted to address the specific reality of Immanuel Presbyterian Church. Note that the stage and level criteria may change depending on state and national public health 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 the RED or YELLOW LEVEL with EITHER a new COVID-19 case incidence rate of no greater than 8 cases per 100,000 inhabitants during the most recent two-week period, and (RED)/or (YELLOW) an average percent of positive COVID-19 test results over the most recent 14-day period less than or equal to 5%.

STAGE ONE - Very limited reopening with groups of up to 20 people, adherence to 6-foot spacing, primarily outdoors, with few indoor meetings, and no larger group 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 incidence rate of no greater than 8 cases per 100,000 inhabitants during the most recent two-week period, and an average percent of positive COVID-19 test results over the most recent 14-day period less than or equal to 5%.

STAGE TWO - Gradual expansion of activities with meetings of up to 50 people, while maintaining recommended distancing, both indoors and outdoors. We are in this stage when the NMDOH designates Bernalillo County as being at the TURQUOISE LEVEL with BOTH a new COVID-19 case incidence rate of no greater than 8 cases per 100,000 inhabitants over the two most recent 14-day reporting periods, and an average percent of positive COVID-19 test results over the two most recent 14-day reporting periods less than or equal to 5%.

STAGE THREE - Resumption of close to normal activities. We are in this stage when the NMDOH designates Bernalillo County as being at the TURQUOISE LEVEL FOR 3 CONSECUTIVE MONTHS with BOTH a new COVID-19 case incidence rate of no greater than 8 cases per 100,000 inhabitants over the two most recent 14-day reporting periods, and an average percent of positive COVID-19 test results over the two most recent 14-day reporting periods less than or equal to 5%.

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

In all stages, Immanuel Presbyterian Church will adhere to social distancing and masking protocols, following regulations established by the Governor of NM and the Secretary of the NM Department of Health.

This document presents the reopening plans approved by the Session on April 20, 2021.

All persons planning church-related or church-located activities shall make themselves familiar with and follow the guidance contained in these plans relevant to their activities.

We ask everyone who shares and enjoys Immanuel Presbyterian Church to take responsibility for your own health and to care for the health of your neighbors and our whole community. Thank you!

The Plans

Readers will note repetition of 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 functions at the church.

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 we hold 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, Immanuel 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 Immanuel faith community represents a diversity of people, with a wide range of ages, lifestyles, families, obligations, and priorities. Thus, Immanuel 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 and posting on our website regular opportunities for prayer and spiritual nurture.

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. This plan will be shared with all of our community partners. We will convey our coronavirus sanitation requirements and ethical considerations to these other users of the church facility and will count on their cooperation to minimize health risks to us all.

1.B. Legal Considerations

Immanuel'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 our community partners who also use the building.

As Immanuel 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 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/>).

Immanuel's COVID reopening plans will be provided to our Insurer, Church Mutual Insurance Company. The Immanuel 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 – Portal, Outside Areas, and Parking Lots

Stage ZERO

- All worship and activities will be online.

Stage 1

- Gathering will consist of no more than 20 persons, primarily outdoors, and no larger group activity.
- **Social distancing shall be maintained** at a minimum of 6 feet at all times. Cohabiting members of a family unit or an individual and his/her necessary caregiver may remain together.
- **All individuals over the age of 2 years shall wear a mask covering both nose and mouth** (Participants are asked to bring their own, but some extra masks will be available if needed).
- Hand sanitizer will be provided and participants are asked to sanitize their hands regularly.
- 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, maintaining 6' physical distancing at all times.
- The COVID Safety Team, in coordination with the Session, will review any updated requirements by the CDC or NMDOH or the Presbytery of Santa Fe and adjust the plan as appropriate.

Stage 3

- Resumption of close to normal activities. 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

- Resumption of normal activities 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 Outdoor Event

- Gatherings will consist of no more than 20 people in Stage 1 and up to 50 people in Stage 2.
- 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).
- **Participants should bring their own chairs, if possible.** If the church's folding chairs are to be used outside, they will be disinfected, by the organizers, before and after use before they are returned to inside storage.
- Participants will be asked to **self-screen prior to arrival.**
- Hand sanitizer will be provided and participants will sanitize their hands before meetings begin.
- **Social distancing shall be maintained** at a minimum of 6 feet at all times. Cohabiting members of a family unit or an individual and his/her necessary caregiver may remain together.
- **All individuals over the age of 2 years shall wear a mask covering both nose and mouth** (participants are asked to bring their own, but some extra masks will be available if needed).
- Participants requiring cushioning will provide their own.
- 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 limited with signage as a reminder.
- The kitchen and water fountains will not be accessible. Participants are asked to bring their own water if desired.
- Classrooms will not be accessible.
- Avoid touching surfaces while walking through the church building.

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.
- 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 to wipe down touched surfaces.

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 consumables (such as masks, hand sanitizer and sanitary wipes) used by the group and email the COVID Safety Team if replenishment is required.

Stage 4

- Resumption of normal activities 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 section](#). Meetings of community partner users of the church also have additional guidance. See [Community Partner Users section](#).

Stage ZERO

- All worship and activities will be online.

Stage 1

- Very limited reopening with groups of up to 20 people, primarily outdoors, with few indoor meeting and no larger group activity.
- Meetings must be scheduled and their locations confirmed through the church office.
 - Signage on outside doors will convey this message.
- Gatherings will consist of no more than 20 people.
- Sign-ups or reservations will be taken to manage participant number and to inform participants of safety procedures.
- Participants will be asked to **self-screen prior to arrival**.
- Designated entrances specific to each event will be used.
- **Social distancing shall be maintained** at a minimum of 6 feet at all times. Cohabiting members of a family unit or an individual and his/her necessary caregiver may remain together.
- **All individuals over the age of 2 years shall wear a mask covering both nose and mouth** (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 above Small Outdoor Gatherings section](#).
- Zoom or other electronic participation, or recordings, may be offered for those who choose not, or are unable, to attend in person.
- Kitchen and food preparation spaces will not be open.
- No general access to other areas in the church building. Meeting organizers are responsible for announcing restrictions to access at the beginning of the meeting and marking access restrictions, where feasible and practical, with signage as a reminder.
- Ventilation maximized - windows open as much as possible.

Stage 2

- Gradual expansion of activities with meeting of up to 50 people.
- All stage 1 procedures apply.
 - Other guidance as described in [Worship Plan](#).

Stage 3

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

Stage 4

- Resumption of normal activities with no COVID-19 Restrictions.

2.D. Cleaning and Disinfecting

Reducing the risk of exposure to COVID-19 by cleaning and disinfecting is an important part of reopening our church and requires careful planning. Having a safe place in which to gather is vital to us all. Immanuel is committed to minimizing exposure to COVID-19 virus for the congregation, guests, and staff responsible for cleaning the church facilities. Cleaning and disinfecting regularly-used church facilities during the COVID-19 pandemic will require more frequent and targeted attention. Since the sanctuary is only planned to be used every 7 days for worship in the early stages, attention there will be given to routine cleaning and disinfecting. This is because the virus causing COVID-19 has not been shown to survive on surfaces longer than this time. These guidelines may change over the course of reopening as guidance from trusted sources change.

Considerations

- Immanuel 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 Immanuel facilities will follow appropriate cleaning protocols.
- Cleaners will wear appropriate Personal Protective Equipment (PPE) and wash their hands after cleaning activities (for specifics, please see Immanuel Cleaners' Checklist).

- Immanuel 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.

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 Immanuel 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 follow appropriate cleaning and disinfecting protocols.
- 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 Building and Grounds Committee will check quarterly to assure that all cleaning supplies at Immanuel 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 at the Silver Street reception desk for reference in the event of a spill or exposure.

Cleaning Protocols for Restroom Users

Recognizing that Immanuel 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 use, 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>
- Brady Industries Cleaning Supplies. Available at: <https://bradyindustries.com>

Review of Procedures

- The COVID Safety Team will periodically review the established cleaning protocols to ensure they are current with updated guidance from the New Mexico Department of Health and the CDC.

3. Communications, Publicity, and Outreach

The communications and outreach functions of Immanuel are designed to provide accurate and timely communications to our Immanuel 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, Immanuel 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 Immanuel, 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 Immanuel communications:

- The Immanuel website
- The IPC Members Directory
- Signs posted on entry doors
- Specifically addressed email, and
- USPS 'snail' mail
- ZOOM meetings, including worship services
- Face-to-face visits with face masks and social distancing one-on-one in semi-public places, with health precautions employed.

The Immanuel Website

- After initial approval by the Covid-19 Safety Team, the COVID Plans will be forwarded to the Session for final approval.
- The Covid-19 Safety Team will approve and disseminate the general COVID information to be shared.
- 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 Covid-19 Safety Team will maintain regular communication with members and be transparent about how COVID-19 related decisions are being made and based on what resources. Currently, frequent communications to membership come from emails, the Immanuel Website, and through the Zoom or YouTube worship services.

Stage 1

- The Covid-19 Safety Team will maintain regular communication with members and be transparent about how COVID related decisions are being made and based on what resources.
- Continue online worship.
- Encourage members to call and check on another church member.

Stage 2

- The Covid-19 Safety Team will maintain regular communication with members and be transparent about how COVID related decisions are being made and based on what resources.
- Do our best to include everyone that we can.
- Continue online worship for those who remain at home.
- Post services as available on the Immanuel website.

Stage 3

- The Covid-19 Safety Team will maintain regular communication with members and be transparent about how COVID related decisions are being made and based on what resources.
- Continue providing worship opportunities for those who remain at home.

Stage 4

- Resumption of normal activities with no COVID-19 Restrictions.

4. Education – Children

Immanuel supports activities for children and youth. The Children’s Education Committee also supports activities that are in collaboration with the larger Presbytery youth programs. Because a primary focus of the Children’s Education activities is coordinating weekly Sunday morning activities, 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 continue 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 mitigate risks in school environments. Many children and their close family members are at increased risk for COVID-19 infections. In addition, the Children’s Ministry relies solely on adult volunteers (often parents, or older church volunteers).

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 children’s activities. All families with children and youth are encouraged to participate in the larger, online Immanuel Worship services and Presbytery

Collaborative service that includes a children's sermon and frequent inclusion of children and youth in the services. Families are encouraged to attend any outdoor church activities and adhere to safety protocols.

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 in-person, indoor activities during this stage. Online activities continue as in Stage 1.

Stage 3

At the time that Immanuel determines resuming close to normal activities is safe, the Children's Education Committee will meet (virtually if needed) with families to determine what activities will be available to the children. Immanuel Fellowship protocols will be followed in addition to the following steps:

- All children's 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 activities will be asked to **self-screen prior to arrival**.
- **All protocols for hand hygiene, mask wearing, and physical distancing will be maintained.**
- Hand sanitizer will be applied upon entry and exit from classrooms.
- Cleaning/disinfection of tables, chairs, and high-touch surfaces after class.
- During the course of children's activities, there will be regular reminders to students on handwashing, physical distancing, and good hygiene.

Nursery and any 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 April 2021 (but please check for updates), appropriate guidance can be found at:

- NM Department of Health website updated COVID-19 policies:
<https://cv.nmhealth.org/wp-content/uploads/2021/04/EPI-COVID19-Containment-Policies-4.12.2021.pdf>
- CDC COVID-19 Community, Work, and School: Information for Where You Live, Work, Learn, and Play:
<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>
- NM Public Education website COVID-19 and school reentry guidance:
<https://webnew.ped.state.nm.us/reentry-district-and-school-guidance/>

Stage 4

- Resumption of normal activities with no COVID-19 Restrictions.

Any 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 our children, youth, and larger community safe.

5. Fellowship

Fellowship is necessary to the mission and ministry of Immanuel and has always been an integral part of the Immanuel 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 Immanuel, returning visitors and those who join our church comment on the welcome received in our congregation.

Coffee Mingle 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 Fellowship Committee also contributes to the fellowship life of Immanuel's activities by setting up/taking down fellowship spaces, by providing meals to the community, including providing 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 Immanuel Parlor and Fellowship Hall. Therefore, this report focuses on the use of the kitchen spaces 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

- Very limited reopening with groups of up to 20 people, primarily outdoors. Fellowship activities suspended.

Stage 2

- Kitchens and beverage stations will be closed.
- The use of Immanuel Parlor and Fellowship Hall will not be permitted until Stages 3 or 4, dependent on NM state guidelines on group gatherings and 6 feet social distancing guidelines.
- **All individuals over the age of 2 years shall wear a mask covering both nose and mouth.**
- **Social distancing shall be maintained** at a minimum of 6 feet at all times. Cohabiting members of a family unit or an individual and his/her necessary caregiver may remain together.

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 Immanuel leadership.

Stage 4

- Resumption of normal activities with no COVID-19 Restrictions.

Communication to the Congregation

- Any updated information about fellowship activities will be included in weekly Immanuel Updates email sent to church members.

Alternate Ways of Promoting Fellowship

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

6. Community Partner Users of the Church

Issues related to community partner users of the church facilities (such as clubs, classes, community meetings, music groups, etc) will be generally similar to those of Immanuel members using the facilities, and there will be a need for clear and specific communication of the church's COVID practices and policies with all community partner groups.

Stage Zero

- Our Session Liaison, in coordination with the Pastor and the COVID Safety Team, will maintain regular communication with traditional community partner users of the church building, 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 community 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 COVID Safety Team, together with the Building and Grounds Committee, will develop a COVID risk reduction checklist and liability waiver for Community Partner Users that will be provided to them by the Church as a part of the building use agreement.
- The COVID Safety Team will coordinate with other sub-committees, standing church committees, and Church leadership as necessary if topics on reopening overlap.

Stages Zero and 1

- During the safer at home and limited reopening phase, community partners will continue to meet online.

Stage 2

- Gradual expansion of activities with meetings of up to 50 people, while maintaining all safety protocols.
- Any community partner group requesting use of the church will contact the Church Office and/or Session Liaison. They will receive a copy of this plan and a waiver to be signed prior to returning to the building. The community partner will ensure its members and/or guests follow the steps outlined in the COVID risk reduction checklist.
- The primary space for community partner use at this phase will be the downstairs Fellowship Hall with access limited to the lower Carlisle Avenue entrance.
- Non-Immanuel-sponsored events may be assessed a COVID surcharge to cover cleaning/sanitizing the building after the program.
- The COVID Safety Team 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 physical contact (handshakes, hugs or kisses, etc).
 - **Require all persons engaging in activities to wear personal protective equipment (PPE) such as masks and to respect social distancing.**
- [Restroom use and procedures will be as described in the Small Outdoor Gatherings Plan](#) (page 8).
- Other guidelines provided in the [Indoor Worship and Meeting Section](#) apply to community partners.
- The COVID Safety Team together with the Building and Grounds Committee, 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 COVID Safety Team, together with the Building and Grounds Committee, will establish sanitation standards for building users and the Church Custodian. If there are increased cleaning and disinfecting costs, a request may be made for these costs to be shared.

Stage 3

- Resumption of close to normal activities with the church open to community groups with permission.
- The primary space for outside group use will continue to be the Fellowship Hall with the addition of the adjacent Red Room. Use of the Sanctuary for larger events may be considered at this time.
- Immanuel 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

- Resumption of normal activities with no COVID-19 Restrictions. Church open to community partner activities as scheduled with the Church Office.

7. Pastoral Care

The COVID Safety team has recommended that, **in all re-opening stages**, Immanuel 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

Immanuel is a connectional 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, Parish Nurse and Session. There has been continued outreach to provide support to people who are facing illness, chronic and serious health conditions, and other difficulties. The Pastor and Parish Nurse have been reaching out to people primarily by phone and email. The Elders have been reaching out to members of the congregation over the course of the pandemic.

Priorities for Pastoral Care During Reopening

Stage ZERO

- All activities will continue to be done by phone or online.

Stage 1

- Pastoral care will continue as it has in the past months. The Pastor and Parish Nurse will continue with phone calls, emails, notes and outdoor in-person visits with fewer than five people. During Stage 1, in-person visiting will be limited to outdoors spaces, with masks and social distancing.
- In a case of extreme need for an in-home visit or a transport, the Parish Nurse and/or Pastor 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 Pastor and/or Parish Nurse will contact the COVID Safety Team for guidance in the event of an unusual, urgent situation. The 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 gatherings begin, so that people feel welcomed, supported and valued as brothers and sisters in Christ.

Stage 2

- During this stage, the Pastor, Parish Nurse and Session will continue with all activities outlined above.

- In addition, there may be small group meetings with the Pastor at Immanuel.
- With larger gatherings inside the church, the Pastor, Parish Nurse, and Session will plan together with other leaders to build upon the messages of welcome, support and mutual care, so that people coming inside have positive and warm interactions while following all safety protocols on the grounds and within 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 COVID Safety Team and support and approval by the Session.

Stage 4

- Resumption of normal activities with no COVID-19 Restrictions.

Recommendations for Structuring Care

Stage ZERO and Stage 1

- The Pastor and Parish Nurse are reaching out to people who are ill and in need. **Recommend that the Pastor continue with priorities.**

Stage 2

- Maintain phone and online contacts, adding in-person meetings at Immanuel as appropriate, continuing distance options in those meetings to ensure all 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 ensuring self-screening 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 Immanuel community, 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 committees, the COVID Safety Team and Session.

Stage 4

- Resumption of normal activities with no COVID-19 Restrictions.

8. Worship

Immanuel's initial plans for a staged return to in-person worship activities shall involve the use of safe practices for gatherings as recommended by the CDC and New Mexico Department of Health and/or mandated by the Governor of the State of New Mexico.

Prior to the introduction of limited outdoor or indoor gatherings, worship services will continue to be offered online only. Online worship services will continue to be offered during the phasing-in of limited outdoor and indoor gatherings. Once in-person worship services fully resume a decision will be made as to the continued offering of online worship.

The pastor, liturgist or greeters/volunteers will advise worshippers of the safety requirements and recommendations through the use of e-mails and/or mailings and announcements at worship services. Individuals who are not willing to adhere to mandatory safety requirements will be asked to leave the property by the pastor or volunteers.

The COVID Safety Team shall conduct reassessments every three months or sooner if necessary for reviewing safety protocol and compliance and COVID-19 county statistics that may affect gatherings. The Team may revise as needed the Immanuel plans for in-person worship.

STAGE 1

Online/Outdoor worship. In-person gatherings may begin with outdoor Sunday morning worship of **no more than 20 individuals** on the Carlisle Blvd/west side of the church building with worship leaders on the portico and the congregation gathered on IPC property's walkway, stairs and gravel front yard. Reasonable efforts will be made to make these services accessible to online participants.

Worshippers should **bring their own chairs**.

Mandatory safety requirements for all persons for the duration of their time on the property shall be:

- **Social distancing shall be maintained** at a minimum of 6 feet, vertically and laterally. Cohabiting members of a family unit or an individual and his/her necessary caregiver may remain together.
- **All individuals over the age of 2 years shall wear a mask covering both nose and mouth.**
- Individuals with symptoms of contagious illness such as fever, cough, vomiting, diarrhea or other shall not attend. Individuals shall be responsible for self-screening their own health conditions.
- Individuals shall not engage in person to person contact except within a cohabiting family unit or between an individual and his/her necessary caregiver.

The service will not include served communion elements, passing of collection plates, singing, traditional physical passing of the peace, use of hymnals or printed bulletins, children's message gathering, child care, receiving line for greetings between the pastor and worshippers, or traditional social gathering before and after the service. (These portions of the service may be reinstated when CDC and State guidelines and Bernalillo County statistics indicate that it is safe to do so.)

Offering collection boxes will be available before and after the service in designated locations. Online giving is encouraged.

Hand sanitizer dispensers will be available.

Single person bathrooms adjacent to Fellowship Hall will be available during the service. (Individuals shall consider their own health safety and that of others when entering and leaving the bathroom.) Individuals may not access any other area of the church building. [Restroom use and procedures are described in the Small Outdoor Gatherings Plan](#) (page 8)

STAGE 2

Online/Indoor Worship. The COVID Safety Team and Session will determine when indoor, in-person worship may begin.

In-person gatherings **in the sanctuary or outdoors** may begin with Sunday morning worship **of no more than 50 individuals.**

Mandatory safety requirements for all persons for the duration of their time on church property shall be:

- **Social distancing shall be maintained** at a minimum of 6 feet at all times. Cohabiting members of a family unit or an individual and his/her necessary caregiver may remain together.
- **All individuals over the age of 2 years shall wear a mask covering both nose and mouth.**
- Upon entry into the church, all individuals shall immediately proceed to the sanctuary for seating. Pews will be marked to allow for more than adequate social distancing both laterally and vertically. Individuals shall not access any other area of the building except the entrance areas, sanctuary and bathrooms on the main floor.
- Individuals with symptoms of contagious illness such as fever, cough, vomiting, diarrhea or other shall not attend. Individuals shall be responsible for self-screening their own health conditions.
- Individuals shall not engage in person to person contact except within a cohabiting family unit or between an individual and his/her necessary caregiver.

The pastor, liturgist and musician will remain in the chancel area during the service and wear masks at all times. Only the pastor and liturgist will be allowed to speak during the service.

The service will not include served communion elements, passing of collection plates, singing, traditional physical passing of the peace, use of hymnals or printed bulletins, children's message gathering, child care, receiving line for greetings between the pastor and worshippers, or traditional social gathering before and after the service. (These portions of the service may be reinstated when CDC and State guidelines and Bernalillo County statistics indicate that it is safe to do so.)

Offering collection boxes will be available before and after the service at the designated exits. Online giving is encouraged.

Instrumental music may be offered by the pianist or organist around the chancel area or choir loft.

The Silver Street door and the Carlisle Boulevard door will be opened 20 minutes prior to the start of service. Worshippers will be asked to leave the building immediately following the service.

Single person bathrooms on the main floor will be available during the service. (Individuals shall consider their own health safety and that of others when entering and leaving the bathroom.) Individuals shall not access any other area of the building. [Restroom use and procedures are described in the Small Outdoor Gatherings Plan](#) (page 8).

Hand sanitizer will be available at entrance areas and other key areas.

STAGE 3

Indoor/Online Worship. In-person gatherings may begin with Sunday morning worship service **with no more than 50% of the worship space occupancy capacity.**

Mandatory safety requirements for all persons for the duration of their time on church property shall be:

- **Social distancing shall be maintained** at a minimum of 6 feet at all times. Cohabiting members of a family unit or an individual and his/her necessary caregiver may remain together.
- **All individuals over the age of 2 years shall wear a mask covering both nose and mouth.**
- Upon entry into the church, all individuals shall immediately proceed to the sanctuary for seating. Pews will be marked for seating with 6 foot indicators for social distancing both laterally and vertically. Individuals shall not access any other area of the building except the entrance areas, sanctuary and bathrooms on the main floor.

- Individuals with symptoms of contagious illness such as fever, cough, vomiting, diarrhea or other shall not attend. Individuals shall be responsible for self-screening their own health conditions.
- Individuals shall not engage in person to person contact except within a cohabitating family unit or between an individual and his/her necessary caregiver.

The pastor, liturgist, and musician will remain in the chancel area during the service and wear masks at all times. The pastor may allow liturgical responses and spoken prayer requests from the congregation during the service.

The service will not include served communion elements, passing of collection plates, singing, traditional physical passing of the peace, use of hymnals or printed bulletins, children's message gathering, child care receiving line for greetings between the pastor and worshippers, or traditional social gathering before and after the service. (These portions of the service may be reinstated when CDC and State guidelines and Bernalillo County statistics indicate that it is safe to do so.)

Offering collection boxes will be available before and after the service at the designated exits. Online giving is encourage.

Music may be offered by the pianist or organist around the chancel area or choir loft.

The Silver Street door and the Carlisle Street door will be opened 20 minutes prior to the start of service. Worshippers will be asked to leave the building immediately following the service.

Single person bathrooms on the main floor will be available during the service. (Individuals shall consider their own health safety and that of others when entering and leaving the bathroom.) Individuals shall not access any other area of the building. [Restroom use and procedures are described in the Small Outdoor Gatherings Plan](#) (page 8).

Hand sanitizer will be available at entrance areas and other key areas.

STAGE 4

Indoor/Online (?) The church may resume normal gatherings and worship services. The continuance of online worship options will be reevaluated. While no COVID restrictions apply, an abundance of caution and concern may continue as individuals take responsibility for health welfare.

9. COVID Safe Protocol for Offices, Volunteers & Staff

For weekday and weekend activities outside of planned worship and gatherings, the following COVID-Safe Practices will be communicated, enacted, and enforced:

- **All employees, volunteers, and visitors over the age of 2 years shall wear a mask covering both nose and mouth.**
- Employees, volunteers, and visitors to the church office **shall maintain six feet of social distancing** from one another at all times.
- Contactless hand sanitizing stations will be available for use by all employees, volunteers, and visitors.
- In order to make contact tracing possible, everyone entering the church will be asked to fill out a form at the reception desk with their names, date of visit, and contact information.
- All employees, volunteers, and visitors will be asked to self-screen their temperature and symptoms at home and not to come to the church if they are experiencing symptoms.
- Employees will ask all visitors to take a minute to review the signs listing our church's COVID-Safe Practices and symptoms of COVID-19.
- Weather permitting, all windows and doors will be left open for ventilation.
- Any employee or volunteer who is currently exhibiting symptoms, has exhibited symptoms in the last 24 hours, or has a member of their household exhibiting symptoms of illness (fever, vomiting, diarrhea, cough) **MAY NOT** come to work. Employees should notify the pastor/head of staff as soon as symptoms present. Contingency plan will go into effect.

10. Contingency Plans

If Someone Gets Sick (COVID or non-COVID symptoms) During Worship:

- In case of life-threatening symptoms, 911 will be called.
- In case of non-life-threatening symptoms, an usher will escort the worshiper to the portal at the Carlisle exit and make sure they have arrangements to get home or to a medical facility. If the worshiper has children, a second volunteer will make sure the children are not left unattended. The pastor will follow up with the worshiper who fell ill the day after worship.

- If the worshiper who gets sick tests positive for COVID, SOP for COVID Positive Notification will go into effect.
- Plan for response if someone becomes ill in worship will be communicated in signage and prior email communication so that worshipers are informed of procedures.

If Someone Has a Coughing Fit During Worship:

An usher will come to the worshiper's seat and escort them to the nearest exit. Volunteers will be equipped with cough drops. Worshiper will be asked to stay outside of the building until the coughing has stopped. Plan for response to coughing will be on signage and all advance communication so that worshipers know what to expect.

Contingencies involving employees, volunteers, and visitors

- If an employee or volunteer exhibits COVID symptoms and cannot come to work, they will work remotely.
- If an employee, volunteer, or visitor begins to exhibit COVID symptoms while in the building, they will notify the head of staff (pastor), indicate so on the visitor pad at reception, and leave immediately.
- If an employee exhibits COVID symptoms, they will immediately notify the head of staff (pastor) and get tested. The employee may return to work once they have received a negative COVID test and are symptom free (no coughing, fever, shortness of breath, etc.) for 24 hours.
- If the head of staff (pastor) receives notification that an employee has exhibited COVID-symptoms, they will immediately close the office until the head of staff (pastor) receives confirmation of the negative test result.
- If an employee, volunteer, or visitor who has been in the building in the last two weeks tests positive for COVID, Standard Operating Procedures for COVID Positive Notification will go into effect (see below).
- If an employee, volunteer, or visitor who has been in the building in the last two weeks tests positive for COVID, the office will be closed immediately until it has been properly sanitized.
- Employees, volunteers, and visitors to the church building will be notified of their responsibility to notify the office if they test positive for COVID within two weeks of visiting the office. Pastor, staff or volunteers will communicate this verbally to all volunteers and visitors, and all employees, volunteers, and visitors will be given a printed copy of the contingency plans and Standard Operating Procedure for COVID positive Test Notification. (see below)

If a COVID-positive person has been in the building:

Standard Operating Procedure for COVID positive Test Notification

Scope: This procedure applies to the notification of worshippers present the same day as the person reported to have a positive test for COVID-19.

Principles:

1. Confidentiality of the individual
As few people as possible should have knowledge of the identity of the person.
2. Notification should occur within 24 hours of the report

Procedure:

Church office (rt66pastor@gmail.com) is notified by the individual that they have tested positive for COVID-19. To protect the privacy of the individual, callers should ask to speak to the pastor and disclose the identity of the COVID-positive individual only to pastor. Church staff, and any other employees or volunteers in the office will be informed in advance that the identity of the individual is confidential, should it be revealed to them.

Alternative notification acceptable:

Family member or partner notifies the church if the affected person cannot make the communication.

Church office matches the date of attendance with the attendance record.

Email sent (where available) AND telephone calls made to the all in attendance that day.

Document time of call and the response. At least 3 calls made to each attendee or family unit and documented.

Record the response and the identity of the contacted individual.

The responses of the list of attendees will be recorded and reported to the session (and to the health department).

Script for callers:

Hello, this is. _____ calling from Immanuel Presbyterian Church. I'm calling to let you know we have been notified that an individual who was in our offices has subsequently tested positive for the COVID-19 virus. We believe the precautions that have been taken minimize the risk of transmission, but we recommend you contact your primary care provider or the New Mexico Department of Health for advice on being tested. You may receive an e-mail in addition to this call to ensure you have been contacted. I will try to answer any questions you may have.

Who was it?

For confidentiality reasons I can't reveal the name (or, I don't know the identity of the individual)—the fact they were at the service is the important information.

Immanuel COVID Safety Team Members

- Gene Brooks
- Sharon Christensen
- Charmaine Sides
- Mark Snell
- Rev. Drew Henry, Pastor

Thank you for partnering with us to make this plan effective for our whole community. We welcome suggestions or comments. Please direct them to the Team. Any suggested changes will be recommended by the COVID Safety Team to the Session for consideration at their regularly stated meetings held the 3rd Tuesday of each month.

Appendix I

Screening Protocol

Early recognition of COVID-19 symptoms can greatly help reduce the risk of transmission of the disease from one person to the next. These guidelines are FAQ's based upon recommendations established locally by Presbyterian Health Services <https://www.phs.org/covid19/screening-testing/Pages/default.aspx>

Complete a self-screening by asking yourself the following questions:

Do I have any symptoms of COVID-19?

Symptoms may include a fever with a temperature over 100.0 F, chills or shivering, muscle aches, headache, sore throat, cough, difficulty breathing, a changed or reduced sense of smell or taste, congestion or runny nose, nausea or vomiting, and/or diarrhea.

Have I had close contact (within 6 feet for a total of 15 minutes or more over a 24-hour period) with someone who has been confirmed to have COVID-19?

If you answered yes to either you should be tested as soon as possible and quarantine until you receive your test results.

Who is at higher risk for COVID-19?

Older adults, as well as people with underlying chronic medical conditions like heart disease, diabetes, and lung disease, seem to be at higher risk for developing serious complications with COVID-19. But, COVID-19 can still be present in all other ages, including children and young adults.

Can someone spread the virus without feeling or looking like they are sick?

People are thought to be able to spread the virus the most or be the most contagious when they feel sick and are showing symptoms. However, some spread might be possible before someone feels sick or has symptoms. There have been reports of this with the new coronavirus, but it is not thought to be the main way the virus spreads.

Appendix II

Protocol Checklist for Cleaning Restrooms

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 frequently touched surfaces, including 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 toilets and urinals. Designate different colored microfiber cloths for different 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

Appendix III

Protocol Checklist for Cleaning Non-Restroom Areas of the Church

*** **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.

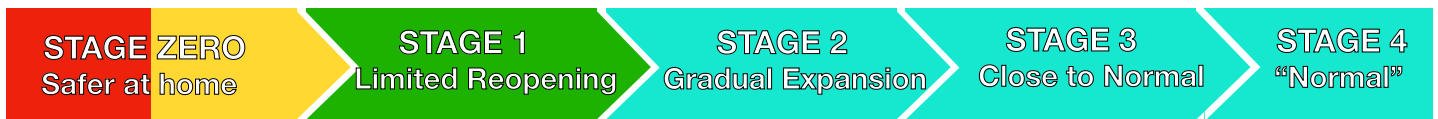
7. Cleaning Tools

- 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.

Immanuel Re-Opening and Re-Closing Guidelines During COVID-19 Pandemic



	STAGE ZERO	STAGE 1	STAGE 2	STAGE 3	STAGE 4
Worship Services	Online	Online/Outdoor	Online/Indoor	Indoor/Online	Indoor/Online (?)
Session	Online	Online	Online/Indoor	Indoor/Online	Indoor
Classes	Online	Online	Online/Indoor	Indoor/Online	Indoor
Children/Nursery	At Home	At Home	In Person	In Person	In Person
Church Staff	Remote when possible	Remote/Onsite	Onsite/Remote	Onsite	Onsite
Community Groups	Online	Online	Size limited w/permission	Open w/permission	Open per scheduling
Other Activities	Suspended/ Online	Suspended/ Online	Suspended/ Online	Open w/permission	Open per scheduling
Vulnerable Health	Online	Online	Online/In Person	In Person/Online	In Person

Decision Guide

Movement from stage to stage will be based upon changes in Covid-19 case incidence rates in Bernalillo County established by the New Mexico Department of Health color-coded framework.

STAY HOME IF:

- You have a temperature of 100.4 or higher. We ask that you monitor your own health.
- You have other symptoms of illness. (CDC Guidelines)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - Loss of taste or smell
- You have been exposed to someone with COVID-19 or COVID-19 symptoms. If there is *any* chance you might be a risk to others, please stay home.
- You are in a Vulnerable group and at increased risk. (CDC Guidelines)
 - Older Adults, Pregnant People and People with Certain Medical Condition

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

Immanuel Presbyterian will adhere to social distancing and masking protocols,
IN ALL STAGES following regulations established by
the Governor of NM and the Secretary of the NM Department of Health.

STAGE ZERO GUIDELINES

Safer at home, with all worship and activities on line.

STAGE 1 GUIDELINES

Very limited reopening with groups of up to 20 people, adherence to 6-foot spacing, primarily outdoors, with few indoor meetings, and no larger group activity.

STAGE 2 GUIDELINES

Gradual expansion of activities with meetings of up to 50 people, while maintaining recommended distancing, both indoors and outdoors.

STAGE 3 GUIDELINES

Resumption of close to normal activities.

STAGE 4 GUIDELINES

Resumption of normal activities. No COVID restrictions.

We ask everyone who shares and enjoys Immanuel Presbyterian Church to take responsibility for your own health and to care for the health of your neighbors and our whole community. Thank you!

Note: If anyone who comes in the church building tests positive for COVID or develops symptoms, please notify the Church Office and Pastor without delay. The church will be closed immediately and everyone who may have had contact or been exposed will be notified. The Health Department will also be notified with your contact information.

WHEN COMING TO THE CHURCH

- Take your temperature before coming to Immanuel to ensure it is below 100.4 F
- Wear a mask covering your nose and mouth.
- Use the hand sanitizer in the dispensers on the way in and out of church.
- Practice good social distancing by staying at least 6 feet apart.
- Sit only with your cohabitating family/friends when we return to in-person worship
- WAVE. Do NOT shake hands or hug.
- Cover your nose and mouth if you cough or sneeze.
- Wash and/or sanitize your hands frequently.

WHEN WE RETURN TO IN-PERSON WORSHIP

- Please use DESIGNATED entrance and exit doors and hallways.
- Masks covering nose and mouth **must** be worn.
- Sanitize your hands as you enter and exit.
- Seating will be available where indicated.
- Sit **ONLY** with cohabitating family/friends.
- Maintain 6 feet between yourself and others. NO handshaking or hugs.
- The church doors and windows will remain open and no air conditioning will be used.
- No nursery until it is safe to do so.
- Offering boxes will be available at all sanctuary exits. Online giving is encouraged.
- The singing of hymns is postponed until further notice. However, music will continue to be a significant part of the service. Hymnals will be removed. BYOB - Bring your own Bible.
- When worship bulletins are used, they will be available online to print at home and bring.
- **ONLY** the indicated bathrooms are open. One person at a time in the bathrooms always.
- **ALL** other areas and entrances are closed. Please observe posted signs.

RE-CLOSING GUIDELINES

Session may be faced with the need to re-close the church and in-person activities under any of the following conditions. Congregation and affected persons will be notified.

- Anyone who has active COVID and has been in the church building / in contact with church staff and/or someone in the congregation within the previous week.
- Anyone who has symptoms of COVID (such as fever, chills, cough, loss of taste/smell, etc.) and has been in the church building / in contact with church staff and/or someone in the congregation within the previous week.
- Anyone who has been told they've come into contact with someone positively diagnosed and has been in the church building / in contact with church staff and/or someone in the congregation within the previous week.
- A significant localized outbreak that impacts the congregation, staff, or key volunteers.
- Governor re-orders public closures (restaurants, bars, gyms, etc.) of either the county, region or state due to significant increase in the new COVID-19 case incidence rate.