

# LPC Indoor Worship COVID Safety Guidelines

## Revision History:

Ver	Date	Comments
1	2020-08-01	Original version submitted by DOT to session 2020-08-01

## 1.0 INTRODUCTION

This document provides Laurel Presbyterian Church’s (LPC’s) Session-approved COVID-related guidance for conducting worship services during the COVID-19 pandemic. The goal behind this guidance is to provide an approach that will allow the congregation to gather as a community to worship while carefully taking prudent measures to minimize the risk of transmitting COVID among worshippers.

The general strategy for minimizing risk of COVID transmission at LPC worship is to

- **Minimize the likelihood of encountering COVID-infected congregants at church** by
  - deferring indoor worship until after the rates of COVID infection in the LPC area become low;
  - not allowing attendance of individuals who have COVID-like symptoms, or may have been recently exposed to individuals until they have quarantined for 2 weeks
- **Minimize the likelihood of COVID transmission – if a congregant who is unknowingly infected attends a service** by
  - controlling exposure to breath aerosols during worship through mask wearing, social distancing, shorter duration services, and ventilation;
  - controlling the spread of the virus on the hands of congregants by hand sanitation, reducing the frequency of touching common surfaces, and disinfecting touched surfaces (when practical);
  - recording service attendance to support local and state contact tracing.

Sections 2 and 3 list the COVID safety measures that LPC will take to make indoor worship as safe as possible. Section 4 lists potential upgrades that LPC will consider to enhance indoor worship service during the pandemic. Section 5 provides photos that illustrate the LPC indoor worship spaces during the pandemic.

## 2.0 LPC FACILITY COVID SAFETY PROVISIONS

Prior to re-opening the LPC facility for indoor worship, LPC and IDL will do the following;

- **Provide touchless bathrooms:** The following upgrades will be made to the narthex women's bathroom and the men's bathroom in the hall just outside the narthex:
  - No-touch faucets
  - No-touch soap dispenser
  - No-touch paper towel dispenser
  - No-touch door: either
    - Towel dispenser by door and trash can below (to enable opening with paper towel covered hand) ,or
    - Addition of kick-plate on the *push side* of the door; replace pull handle with elbow hook on *pull side (optional)*, or
    - Handicap accessible powered door opener that is activated with wheel-chair level button.
  
- **Provide hand sanitizer dispensers**
  - Three free-standing hand sanitizer dispensers
  - Eight wall-mounted dispensers to be installed (note: not required for initial opening)
    - by entrance doorways (narthex, stairwell by sanctuary, west entrance by nursery, sanctuary entrance by pulpit)
    - first floor hall by office
    - first floor hall by double door to education wing
    - second floor by choir room
    - spare
  - Hand sanitizer in bulk, sufficient to fill all dispensers twice
  
- **Provide the following to aid greeters**
  - Box of “emergency” use masks – where congregant or visitor forgets to bring one, or when a replacement mask is needed.
  - 6 Hand-held counting clickers (2 to use, 4 spare) [https://www.amazon.com/HORSKY-Counter-Handheld-Mechanical-Clicker/dp/B071W3QTBX/ref=sr\\_1\\_5?crid=JMCB1Z1RBIUJ&dchild=1&keywords=counting+clicker&qid=1595465376&srefix=counting+clicker%2Caps%2C126&sr=8-5](https://www.amazon.com/HORSKY-Counter-Handheld-Mechanical-Clicker/dp/B071W3QTBX/ref=sr_1_5?crid=JMCB1Z1RBIUJ&dchild=1&keywords=counting+clicker&qid=1595465376&srefix=counting+clicker%2Caps%2C126&sr=8-5)
  
- **Provide disinfectant**
  - hand spray or wipes in storage in narthex closet

### Resume professional weekly cleaning of

- Sanctuary
- Narthex
- Narthex women's bathroom
- Men's bathroom outside narthex

### 3.0 REQUIRED COVID SAFETY RULES OF CONDUCT FOR INDOOR WORSHIP

The elders-of-the-day will be responsible for ensuring the following safety measures are taken:

- **Maximum number of people attending indoor worship service: ~65**
  - in sanctuary: ~50 people<sup>1</sup>
  - overflow seating:
    - in choir loft: 8
    - in narthex during worship: 6-8
- **Prior to worship service (day of worship)**
  - Mark which rows are to be empty (approximately 1 row empty row between) (by placing an upside-down chair at center and side aisle, or other means)
    - 7 rows on parking lot side, with the first row empty
    - 8 rows on opposite side, with the first row seated
    - 4 empty seats between households within rows
  - Weather permitting (between 50 and 80 degrees, no driving rain) to increase ventilation
    - open windows
    - open sanctuary doors (to be kept open during service)
    - open sanctuary doors by pulpit (to be kept open during service)
    - open narthex doors (to be kept open during service)
  - Place 2 free-standing hand sanitizer dispensers under entrance awning
  - Place 2 bulletins on inner and outer aisle seats of rows to be occupied
  - Place easel with Simple Indoor Worship Guidelines Sign Outside Door:
    - *Suggested message:*
      - Please do not enter the building if you
        - have COVID symptoms,
        - may have been exposed to someone with COVID

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<sup>1</sup> nominally people in sanctuary:

- Pre-COVID sanctuary had 16 rows, 7 seats on left, 7 seats on right.
- 4 empty seats provides the required 6-ft separation between family units
- Nominally 3 seats per left row, 3 seats per right row (assuming the use of 4 empty seats per row between family units (of one person and 2 people))
- To get 6-ft spacing between occupied rows, we need have an empty row between each occupied row, and we need to offset left rows from right rows, given 8 usable rows on the right and 7 on the left.
- We can add 2 rows in the front on left and right side, giving a total of 9 usable rows on the left and 8 on the right, still leaving >8 feet from the stage. (17 total)
- Assuming 4 empty seats between a family units, there is (nominally) 3 usable seats per row.
- 3 usable seats per row multiplied by 17 rows is 51

- have been in large crowds or in states with high COVID rates in last 2 weeks
  - wear masks during service (ages 5 and over)
  - apply hand sanitizer before entering and after exiting
  - maintain social distances
- know that you are welcome here – we are doing all we can to keep you safe during worship.

- **Welcoming congregation into building (Greeters)**
  - Count number of people entering with hand-held clicker, limit to ~40
  - Record one name per family (outside door, under the awning) – for contact tracing
  - Ensure all have masks (except children under age of 5)
    - box of extra masks in narthex
  - Ask folk to use hand sanitizer (from one of the free-standing units by door)
  
- **Social distanced sanctuary seating (ushers will guide seating):**
  - Social Distancing Seating Rule:
    - 1 empty row between occupied rows
    - 4 empty seats between family units
  
  - Entrance Procedure Prior to Worship (guided by ushers)
    - Fill front of sanctuary first
    - Fill in front to back
    - Seat folk by inner and outer aisles, with 4 or more middle seats empty
  - Exit Procedure After Worship (guided by ushers)
    - Exit back of sanctuary first
    - Exit back to front
    - Congregation is to leave the building after worship, no hanging around narthex
    - Outdoor post-worship fellowship permitted outside
  
- **Worship Safety Guidelines**
  - Service to be kept to 40 minutes or less
  - Congregation to keep masks on during service
    - exceptions: children under 5, people with specific health issues preventing the wearing of mask
  - Pastor may be maskless during sermon
  - Lay readers read from floor microphone
  - No communion
  - Offering – no Sunday collection
    - bulletin and verbal announcements – contribute by mailed checks and EFT
  
- **Worship Service Music:**
  - Live: to include piano, organ, stringed instruments
  - Recorded: no restrictions
  - No singing
  
- **Post worship fellowship (Greeters)**
  - Encourage congregation to share fellowship outside (in shady area) weather permitting, with masks on, 6-foot separation
  - Encourage congregation to place used bulletins in recycle bin in narthex on the way out

- **After the worship service (Elders of the day):**
  - Doors and windows to kept open for 45 minutes after service (weather permitting – 50-80 degrees, no driving rain)
  - Spray disinfectant on
    - § door handles
    - § bathroom sink area
    - § bathroom stall area
    - § other hard touched surfaces
  - Provide contact tracing list to Kristy to record

#### **4.0 RECOMMENDED (NOT REQUIRED) FACILITY UPGRADES**

- **Upgrade video and sound recording of worship service (for YouTube)**
  - Sound recording to handle inputs from pulpit, floor mic, choir loft mic – synchronized with video.

## 5.0 Indoor Worship Facility Photos



Figure 1: Panorama Shot of Sanctuary with Ventilation Features: 7 ft-windows that open, 2 Doors by Pulpit



Figure 2: Sanctuary Seating (with 2 example 2 rows -one side only) – 8 usable rows on one side, 7 usable rows on the other. ~ 3 usable seats per row  $(8+7)*3 = 51$  seats



*Figure 3: Overflow Seating In Narthex (30x19 ft):*



*Figure 4: Overflow Seating in Choir Loft*