

Kirkland Congregational United Church of Christ

July, 2020

Procedures for Worship rentals during Covid Stage 2:

This document is guided by the State of Washington, King County and local health officials to ensure the health and safety of the congregation and staff. It is suggested that every person who comes to worship has access to these Covid-related procedures prior to coming to worship to enhance the likelihood that everyone will follow proper procedures.

1. Space available for use:

- *Use is limited to Sanctuary/Hallway/Main Floor Bathroom only for worship only.
- *Church nursery, Lounge, Classrooms, Chapel and Meeting rooms are closed to ALL users.
- *Louvered windows on both sides of the sanctuary should be opened to improve air flow.
- *All persons attending worship must remain in the sanctuary, except for using the hallway to the bathroom.

2. Number of Participants:

- *Sanctuary population is strictly limited to 75 total people (inclusive of pastors, worship leaders etc.)
- *Social distancing must be practiced between people of different households.
 - *people should be seated in a staggered pattern
 - *use every other pew
 - *seating at opposite ends of the pews to keep 6 feet of separation.
- *Reservations should be taken for worship so that an advance plan can be developed for seating of worship participants in a socially distant manner,
- *Members of the same household must be seated together as a single unit.
- *The organization must place markings on the floors and seats indicating a six feet radius to help guide members and visitors.”
- *At the beginning of worship (or earlier, if capacity has been reached) the doors to the church must be re-locked:
 - *to maintain approved maximums of 75 participants
 - *to maintain proper check-in measures.

3. Check-In Procedures:

- *An on-site person must be designated to check-in each person/family.
 - *Each person/family should be asked if anyone exhibiting possible symptoms, including fever/chills; coughing; flue-like symptoms; new loss of taste or smell; shortness of breath or difficulty breathing
- *All persons must enter through the Narthex door to meet with check-in person.
- *A list of all people entering worship must be kept for 15 days to assist in contact tracing in the event of an illness among attendees.
- *Pastor of Kirkland Congregational United Church of Christ, Rev. Ryan Lambert and/or church office must be contacted immediately if a positive Covid 19 case occurs among the attendees.

4. On-Site Procedures:

*Each participant must wear a **mask at all times**, except children under age 5. **Although not mandated, we encourage masks even on children under age 5.**

*On entering, all attendees must use hand sanitizer.

*There shall be no handshakes, hugs and/or close contact among attendees

*There will be **no singing, chanting, or use of wind instruments permitted.**

Instrumental music or pre-recorded singing is permitted.

*Offering, if collected, must be done with a stationary collection plate.

*Communion only permitted when attendees are provided elements in individually pre-wrapped packaging.

*User church/group must supply Clorox wipes to be used on bathroom door handle, toilet seat and toilet flush handle **AFTER EACH USE.**

5. Following Worship:

*Social distancing needs to be maintained as attendees exit sanctuary and leave the building. People should be dismissed from back to front and leave through the side door at the rear of the sanctuary.

*No food will be provided.

*Someone from Church group must wipe down high touch surfaces with Clorox (bleach) wipes.

*All trash, including bathroom, must be taken out to the dumpster.

6. These procedures are based on the current orders issued by the State of Washington and King County officials. In the event that King County or the State of Washington move back to Phase 1, the Kirkland Congregational United Church of Christ building will be closed to all building users. KCCUCC will contact the designated Covid 19 person for each building user, so that they may inform their membership of the closure. Likewise, if King County officials move forward into Phase 3, these guidelines will be amended to meet Phase 3 requirements at the discretion of KCCUCC to continue to ensure the health and safety of the congregation and staff.

****regarding limitations on singing and wind instruments—see attached document from the Wisconsin Council of Churches.**

****Additionally, the Governor's order states:** "Prior to beginning operations as described in this document, all religious and faith-based organizations are required to develop for each location (indoor and outdoor if applicable) a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available at the location for inspection by state and local authorities, but state and local authorities are not required to preapprove the plan. Failure to meet planning requirements may result in sanctions, including the location being shut down." **This plan, along with proof of liability insurance with hold harmless affidavit, must be shared with/approved by Rev. Ryan Lambert/the KCCUCC Church Council prior to use of space.**

Signature of Renter, Organization, Date

***Signature designates intent to follow the above Covid-19 safety procedures.**