



VPC COVID-19 Response Policy Statement

Effective July 11, 2020

PURPOSE AND SUMMARY

This document describes the Valley Presbyterian Church campus policies and procedures developed to maximize the safety of all congregants, volunteers, clergy, staff and all PVTC participants and personnel during this phase of the pandemic. The approach considered all available information on current best practices as well as guidance provided by the Presbytery and local and regional authorities.

Summary: Extremely limited on-campus activities with NO large gatherings or worship.

- Due to risks related to COVID-19, VPC will not be holding in-person worship services and will not be permitting activities or gatherings on its campus. Only VPC/PVTC Staff and volunteers conducting essential activities should be on the VPC campus until further notice.
- VPC expects to revisit this policy regularly and, subject to the COVID-19 situation, hopes to return to in-person activities and/or worship services as soon as practicable. VPC will be communicating any changes to this policy in its Weekly eNews communications.
- In the meantime, VPC has adopted this set of COVID-19 Policies and Procedures in acknowledgement that members of its Staff and Volunteers may be on its campus from time to time, and to inform such persons of the applicable requirements.
- Signage reflecting this Policy and describing the risks of COVID-19 and required health and safety procedures will be prominently displayed across the VPC campus, particularly on buildings that are open to the public at large (i.e., the Sanctuary and Redwood Grove/Labrynth). All other campus buildings will be locked at all times.

PRACTICES AND POLICIES APPLICABLE TO STAFF AND VOLUNTEERS

BEFORE you arrive to work or volunteer on VPC's Campus (Screening & Preparation):

- **Be Healthy:** Get tested for COVID-19 in accordance with County guidance. Self-screen at home by taking your temperature. Do NOT come to VPC's campus if you or anyone within your household has any of the following COVID-19 symptoms or if you have been exposed to someone in the last 14 days who has tested positive for COVID-19:
 - o Fever or chills
 - o Cough, congestion, sore throat or runny nose
 - o Shortness of breath or difficulty breathing
 - o Fatigue, Headache, muscle or body aches
 - o New loss of taste or smell
 - o Diarrhea, Nausea or vomiting

Any VPC Staff members or volunteers who would be considered "high risk" for COVID-19 under applicable guidelines should work from home, if at all possible, until further notice.

- **Be Informed:**
Our hope is that our policies and procedures answer most questions and concerns you may have. If not, please email Jenny Warner or any of the VPC COVID-19 Response Task Force listed at the end of this document.

DURING Your Time at VPC:

- **Monitor Yourself and Others-** VPC will not perform temperature checks of staff and volunteers when they arrive on campus at this time. However, we do ask everyone to pay attention to one another's health.
- **Face Coverings - FACEMASKS MUST BE WORN OVER THE MOUTH AND NOSE AT ALL TIMES ON THE VPC CAMPUS, INDOORS AND OUTDOORS.**
Note there are four outdoor spaces on campus:
 1. The Lawn - immediately off the parking lot, in front of the sanctuary
 2. The Courtyard - between the office, Lane Family Hall & the Fireside Room
 3. The Play Area - between the Fireside Room & the classroom building
 4. The Redwood Grove - across the creek from the sanctuary, near the lower parking lot).

DURING Your Time at VPC: Face Coverings (continued)

Face coverings are to be worn in all these areas at all times as well as in outdoor hallways and especially in restrooms. Facemasks are especially important when it's not possible to maintain at least 6 feet of social distancing.

A few facemask exceptions are noted below. **When in doubt, WEAR A MASK.**

OUTDOOR EXCEPTIONS TO FACE COVERING REQUIREMENTS:

- Facemasks need not be worn when an individual is alone in any one of the four outdoor spaces on campus.
- Facemasks need not be worn when a group of people who are all part of the same household are the only occupants of the outdoor space.

INDOOR EXCEPTIONS TO FACE COVERING REQUIREMENTS:

- Facemasks need not be worn while alone in a private office, or while in a private office only occupied by members of the same household.
- Facemasks need not be worn by the sexton or his family when inside their personal residence.

In an abundance of caution, VPC will maintain its own inventory of personal protective equipment ("PPE"), including protective face coverings, in case the Staff or volunteer(s) do not have access to such items. Any Staff or volunteers who need assistance with the proper wearing or use of PPE should contact Jenny Warner.

- **Avoid spreading germs:** COVID-19 spreads primarily through the respiratory droplets that an individual releases through normal talking, laughing, singing, etc. Face coverings are an effective way to prevent the release of these respiratory droplets into the air. It is also important to cover a cough or sneeze with your sleeve, or disposable tissue. Wash your hands afterward; AND avoid touching eyes, nose or mouth with unwashed hands.

- **Hand Washing:** Frequent hand washing is one of the most effective ways to prevent the spread of COVID-19. As you enter the VPC Campus, you are strongly encouraged to wash your hands thoroughly with soap and water in the appropriate bathroom facility.
- **Sanitize:** Touchless and pump hand sanitizer dispensers are or will be located at all door entrances and exits. Please encourage all persons on campus to sanitize their hands frequently. **Secretions that contain the virus may remain on surfaces for up to 7 days, so extreme caution is warranted.**
- **Social Distancing:** Staff members, volunteers and others who happen to be on the VPC campus should maintain **at least 6 feet of social distancing at all times.** For all indoor spaces, there should be at least 250 square feet of space per person. More specifically, this means that **no more than six (6) persons should be in the Administration Building at any one time, no more than six (6) persons should be in the Fireside Room and no more than thirteen (13) persons should be in Lane Family Hall.** Social distancing, together with the wearing of appropriate face coverings, can be highly effective at preventing COVID-19 transmission.
- **No Sharing/Physical Barriers:** To the extent possible, Staff members and volunteers should not share phones, desks, or other work-related items. If not sharing is impossible, the items should be disinfected frequently and sanitization and hand-washing are critical. To the extent possible, physical barriers should be established between work spaces to reduce the risk of disease transmission.
- **Separation of VPC and PVTC Staff Members:** Until further notice, VPC Staff members should be housed in the Administration Building and PVTC employees who maintain offices on the VPC Campus should conduct their business solely in Lane Family Hall. PVTC will have exclusive use of Lane Family Hall 24/7, with the expectation that PVTC staff will only be on campus on a limited basis for essential activities until further notice. Members of PVTC staff will schedule their limited access time in the Office to protect higher risk staff members and schedule their time in the Administrative offices when higher risk staff members are NOT in the office.

DURING Your Time at VPC (continued)

- **Wear Gloves if Applicable-** Disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for staff and volunteers who are screening others for symptoms or handling commonly touched items. All Staff and volunteers should wear gloves when handling items contaminated by body fluids or when cleaning or disinfecting our campus or shared items. For gloves to be an effective deterrent to the transmission of the virus, they must be worn and disposed of properly. Please [follow applicable CDC guidelines](#) for the use of gloves.
- **Regular Cleaning and/or Disinfecting-** All shared surfaces on VPC's campus (particularly surfaces in the Administration Building and door handles to the Sanctuary and Lane Hall) should be sanitized and disinfected frequently. **Please be aware that disinfectants may need 2-10 minutes of contact to be effective.**
- **Restrooms-** Until further notice, the restrooms near Lane Family Hall will be locked and available for use by VPC/PVTC Staff only. The restrooms near the Sanctuary, with appropriate signage and cleaning protocols, will no longer be open to the public. If PVTC essential staff are on campus when higher risk VPC personnel are in the administration building, PVTC staff will use the Sanctuary restrooms rather than the restrooms near Lane Family Hall. Restrooms will be cleaned once a day, so please follow hand washing, cleaning and disinfection guidelines before and after use. MASKS MUST BE WORN while in the restroom, and due to their small size, NO MORE THAN ONE PERSON shall be in the restroom at any time.
- **Sick?-** If you begin to feel ill, please leave campus. Please seek immediate medical attention and **call 911** if your symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

Please stay in communication with your supervisor or volunteer lead regarding your health.

AFTER Your Time at VPC:

- **Household Infection?** If you or anyone in your household tests positive for COVID-19 within fourteen (14) days of being on campus, please contact Jenny Warner. Please let us know all persons with whom you have been in contact during your time on our campus. Our desire is to support you and your household as well as immediately inform anyone beyond your household that sat next to or had close contact with the COVID-19 person for 15 minutes or more within the past two weeks.
- For employees who become ill or cannot work from home due to quarantine, the Families First Coronavirus Response Act (FFCRA) allows for 80 hours of Emergency Paid Sick Leave in addition to your regular sick leave.

ORGANIZATIONAL PLAN SHOULD SOMEONE BECOME SICK

- **If anyone on the VPC campus appears to be exhibiting signs of a medical emergency, please call 911 immediately.**
- Staff, volunteers, etc. should not enter the home or visit someone who has tested positive for, exhibited symptoms of, or has been in contact with someone infected with COVID-19 for an appropriate waiting period as described by CDC guidelines.
- Notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with Staff and the congregation about potential exposure while maintaining confidentiality as required by applicable law.
- Advise those with exposure to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms for 14 days, and follow CDC guidance if symptoms develop.
- Close off areas used by the sick person and do not use the area until after cleaning and disinfecting. Ensure safe and correct application of disinfectants. Keep disinfectant products away from children.

ORGANIZATIONAL PLAN SHOULD SOMEONE BECOME SICK (continued)

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Regularly evaluate workplaces for compliance with the plan and document and correct deficiencies identified.

VPC COVID RESPONSE TASK FORCE

VPC has established a COVID-19 response task force. Feel free to contact any of the persons below for questions, further information, and/or to offer suggestions and assistance.

- Rev. Jenny Warner
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