



# COVID-19 Preparedness Regathering Plan

Christ Community Church (CCC) is committed to keeping a safe and healthy workplace and worship space for all staff and attenders. We have developed the following COVID-19 Preparedness and Regathering Plan to ensure we have a safe and healthy environment as we plan to regather. Staff are responsible for and trained in implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 at CCC. Ownership of this plan by both staff and CCC congregants is essential to its success. A re-open task force of CCC members analyzed our facility in relation to potential attendance and MDH guidelines to come up with recommendations for staff to consider in developing this plan. Our COVID-19 Preparedness Plan follows recommendations by the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines, OSHA standards related to COVID-19 and the Minnesota Governors Executive Orders. The following subject areas are addressed in this plan document:

- Staff and Attender Best Practices
- Facility Related Practices
- Communications and Training
- Reporting and Coordination
- Regathering Plan

## Risk Statement

Transmission prevention measures are being implemented at the church in a variety of ways. We're modifying practices of staff and attenders as well as implementing a variety of facility related practices to minimize the likelihood of transmission happening at CCC. **Please understand, even with significant effort to prevent transmission, it's impossible for us to guarantee that our facilities are absolutely virus free. When attending our worship services, or any large gathering, you are doing so at your own risk. CCC is not responsible for any exposure to COVID-19. At this time, if you're considered to be at-risk\*<sup>(page 6)</sup>, we suggest you participate in CCC's ministry through the online worship services, phone and a variety of digital communication options.**

## Staff and Attender / Best practices

### Health Screening

CCC staff and attenders have been (and are being) informed of our policy concerning active COVID -19 symptoms and entrance to our facilities. Our health screening policy (available in the office) has been distributed to each staff person and is highly visible at each entrance to our facility. This document/sign **prohibits entrance** to our facility by those from a household that are experiencing any of the listed symptoms. Symptoms of



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COVID-19 can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea

## **Handwashing**

Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, after touching any potentially contaminated surface and after using the restroom. All visitors are encouraged to wash or sanitize their hands upon entering the facility and upon exit. Hand-sanitizing stations (that use sanitizers of greater than 60% alcohol) are at all entrances and multiple locations throughout the facility, allowing staff and attenders to rapidly sanitize their hands in the absence of soap and water. Hand washing signs are located in the restrooms and at weekend check-in stations, reminding everyone of the proper and effective method for washing hands.

## **Respiratory Etiquette: Cover your cough or sneeze**

Staff and attenders are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and attenders. Each hand sanitizing station will also have a box of tissues. Cover Your Cough posters are located in the mail rooms and at the weekend check-in station.

## **Social distancing**

Social distancing of six feet will be implemented and maintained between staff and attenders. Work from home, limiting meeting size and spreading furniture have reinforced social distancing in the work place. Additional measures are discussed in the Regathering Plan later in this document.

## **Masks (Revised 7.23.2020)**

The CDC strongly recommends the use of a mask if you're going to be close to others for an extended period of time, especially if a distance of 6 feet is difficult to maintain. In addition to mask use, we're managing the environment to minimize transmission through social distancing, self-screening, disinfecting and increased air turnover and filtering. **To honor the Governor's Emergency Executive Order 20-81, we are requiring face masks be worn throughout the building in public areas. Masks may not be removed in the auditorium, but employees may remove masks in their office or at their desk if distanced from others.** (See **Regathering Plan** below)

### **Contactless Deliveries**

Deliveries of all kind will be received through a contactless process. A cart that is sanitized after each use is placed outside door 2 from 8:30 to 4:30 Monday through Friday. The cart has a copy of our health survey and notice to delivery people that deliveries are to be left on the cart and to notify the office by ringing the doorbell. The office staff person brings the delivery to the office on the cart, sanitizes the cart and returns it to its outdoor location. If a signature is absolutely required for delivery, the receiving staff person should sign with gloved hands, using their own pen, once the delivery person has created a distance of at least 6 feet.

### **Reduced Restroom Occupancy**

Restroom Occupancy is reduced to 2 people at a time. During weekdays, staff will self-monitor. During corporate worship services, staff or volunteers from the Guest Services team will be positioned outside the restrooms to assist in monitoring occupancy.

## **Facility Related Practices**

### **Cleaning and Disinfection**

Regular ongoing sanitation of all touch surfaces is a routine, daily practice and part of each shift for each facilities team member. This includes all touch surfaces in all areas of the building, such as restrooms, meeting areas, classrooms, offices and auditorium. This includes, but is not limited to counters, door handles, door push plates, chairs, office dividers, pop machine, tables, public phones, kiosks, restroom dispensers, copy machines and other office machines, coffee makers and faucets. Appropriate and effective cleaning and disinfecting chemicals have been sourced and are available for use in accordance with product labels, safety data sheets and manufacturer specifications. Two disinfectants, effective at killing the virus which causes COVID-19 (according to CDC and EPA), are being used for daily disinfecting and for disinfecting before, between and after weekend worship services. A more detailed “**Sanitation Plan**” is on file in the office, part of this document’s addendum and used in training for our staff and weekend volunteers as they assist in carrying out sanitation between services as described later in our Regathering Plan.

### **Building Ventilation**

To assist in COVID-19 transmission prevention we want to turn-over the air in the building and filter it as often as possible. We also want to provide as much air-turnover time as possible between large gatherings. Currently, we’ve eliminated the practice of managing system efficiency where we’d typically scale back the AC/heat use during off hours. We’re currently scheduling the conditioning of our facility air 24 hours per day to increase air

turnover at our system's maximum ability. As stated later in our Regather Plan, we are also increasing time between weekend worship services to allow for additional air turnover time between services.

### **Gathering Areas De-emphasized**

Excess furniture has been removed from public lobby areas to discourage congregating in the facility. Those that need to converse before or after weekend services are encouraged to do so outside, appropriately distanced. A couple rooms, for groups of 10 people or less, are available to reserve for meetings. These rooms are sanitized according to our "**Sanitation Procedure**" in the addendum and they're closed for use without reservation.

### **Removal of Disposables and Reusables**

All literature, brochures, pens, bibles and mints are items difficult to clean and sanitize, making them a potential transmission concern. For the time being, they have been removed from the auditorium and lobbies.

### **Controlling Gathering Size**

In accordance with MDH guidelines gathering sizes are being limited. The only large group gatherings allowed by the state guidelines are for Worship, Weddings and Funerals. All other gatherings (including church related celebrations and socials) are limited to approximately 10 individuals indoors and 25 outdoors.

#### **1. Corporate Worship, Weddings and Funerals**

At this time, these gatherings are limited to a maximum of 250 people inside or outside the facility. Considering our prescribed distancing practices, we're limiting worship attendance to less than the maximum guideline of 50% capacity. Our current phase of regathering with distancing will allow 200 people max in any weekend service.

These events will require usher seating and 3-seat-spacing between family groups.

To best manage the capacity and avoid overcrowding, pre-registration will be required for weekend service attendance. (See **Regathering Plan**)

#### **2. Small Group Gatherings and Meetings.**

We have a few meeting rooms large enough to handle groups of approximately 10 individuals that are socially distanced. Please contact the office in advance to check availability and to schedule.



# COVID-19 Preparedness Regathering Plan

## Communications and Training

This Preparedness Plan is located on our website, posted in the church office and available to all attenders and staff. We'll also have a copy available at the check-in / welcome desk at CCC. Each staff person has received a copy and instruction on CCC's health screen survey, hand washing, cough covering procedures, sanitation procedures and appropriate timing to return to the facility after having any personal experience with COVID-19. Copies of our recommended hand washing and cough covering procedures will be displayed throughout the building, are on file in the office and are an addendum to this plan.

## Reporting and Coordination

### **Staff Communication, Information Gathering and Staff Privacy**

Each staff person has received a copy and instruction on CCC's health screen survey, hand washing and cough covering procedures, and informed that that they are not to come to work if there are any symptoms in their household. Staff who may become ill, had contact with someone infected, or have recovered and would like to return to the facility should communicate with the church office to best understand our guidelines for each of those situations. Our "**Return to Work**" guideline is on file in the office, posted in the church mail rooms and part of this document's addendum. Any staff reporting or questions should be directed to Kristen Risser.

**Contact:**

Kristen Risser, Executive Assistant  
507-424-5203  
krisser@cccrochester.org

### **General plan Implementation**

Any concerns with our general plan or its implementation should be directed to our Plan Administrator, Steve Wernimont.

**Contact:**

Steve Wernimont, Director of Operations  
507-424-5202  
swernimont@cccrochester.org



# COVID-19 Preparedness Regathering Plan

## Regathering Plan

revised July 23, 2020

We expect this plan to be rather fluid over the summer months leading into the fall. We'll continually monitor our weekend experience and MDH's guidelines and update this when appropriate.

### Health Screening

We're excited to worship together as a church, but want to do it in the safest way possible. Our first and best step is to avoid bringing the virus into the building as much as possible. Therefore, no-one is to enter the building that comes from a household experiencing symptoms known to be those potentially of COVID-19 that cannot be attributed to another illness. You'll be reminded of this if you come to the building. Large signs are placed at each entrance of the building denying entry to anyone with symptoms. Those symptoms are: Fever of 100.4 or higher, chills, a new cough, shortness of breath, a new sore throat, new muscle aches, new headache, or new loss of smell or taste.

### Worship Schedule

WHO	WHEN	TIMES <small>On campus or online</small>	AUDITORIUM CAPACITY
Those who pre-register for the weekend service.	Each Weekend Starting June 6 & 7	Saturday 5:30pm Sunday 9:00am Sunday 10:30am	200

AT RISK* ATTENDERS	ENTRANCES	NOT OPEN	OVERFLOW
Encouraged to stay home and worship online. <a href="http://ccommunity.online.church">ccommunity.online.church</a>	Doors 1 and 2	<ul style="list-style-type: none"> <li>• kidcity</li> <li>• Impact (students)</li> <li>• Café</li> <li>• Saturday Meal</li> </ul>	25 in Room 200

9:00am Sunday is the one in-person service starting 7.26.2020. 5:30 Saturday and 10:30 Sunday are online only.

\*At Risk attenders: 65 years and older, living in a nursing home, those with: chronic lung disease, asthma, serious heart conditions, those who are immunocompromised, obesity, diabetes, chronic kidney disease, or liver disease.

## What to Expect

- Emailed link to a registration form by Wednesday for the upcoming weekend services. The registration link is also available on our website.
- You'll see the same smiling faces (covered) greeting you at the door
- No separate children's programming
- Check-in prior to entering the auditorium.
- A reminder at check-in of the health screening sign at the entrance
- No coffee or Donuts served in the building
- Encouragement to wash or sanitize your hands
- Social distancing of 6 feet apart
- Less furniture in the lobby to minimize congregating
- Ushers seating you (Enter East or West Auditorium Doors)
- **Children Welcome in the Worship Service**
- Offering boxes inside each auditorium door
- No bibles, pens, connection cards, or offering envelopes in seat backs
- Seating in every-other row with 3 seats separating households
- Rows used for seating in 10:30 service are opposite of rows used at 9:00
- Greeters and Ushers wearing masks
- Staggered dismissal
- All touch surfaces disinfected between services
- The restroom occupancy is reduced to 2 per restroom and monitored.
- **Everyone in masks excluding worship band during worship leading and Pastor while preaching.**
- A blessed opportunity to worship in person with your church family

## FAQ

### Can I sit in my regular seat?

***We're providing this great opportunity for you to experience worship from a whole new angle!*** In order to maintain distancing guidelines and make the process as manageable as possible, the ushers need to seat attenders until guidelines are softened to the point where we can use our entire auditorium.

### Do I have to wear a mask?

The CDC strongly recommends the use of a mask if you're going to be close to others for an extended period of time; especially if a distance of 6 feet is difficult to maintain. ***Beginning July 25<sup>th</sup>*** (until further notice) ***masks will be required on all attenders, visitors and staff throughout the building in public spaces. Staff may remove their masks in their office or at their desk if distanced from others. Kingdom Kids staff may remove their mask after joining their cohort.*** Please wear a mask when entering the church building. ***Kingdom Kids Camp***, as a childcare provider caring for children who are exempt (5yrs old and under) in addition to older children (through 6<sup>th</sup> grade), and incorporating consistent group/cohort control, are not requiring face mask use by children.

### Can I sing in worship?

***Not like you do in the shower!*** It's well understood that singing is a high-risk activity and may contribute to the transmission of COVID-19, possibly through emission of aerosols. ***You men may need to take the lead on this one.*** Keep it low and self-contained. Perhaps you can worship through mouthing the lyrics, raising your hands or humming the tune. ***Masks must remain on during worship.***

### When will kidcity programming re-start?

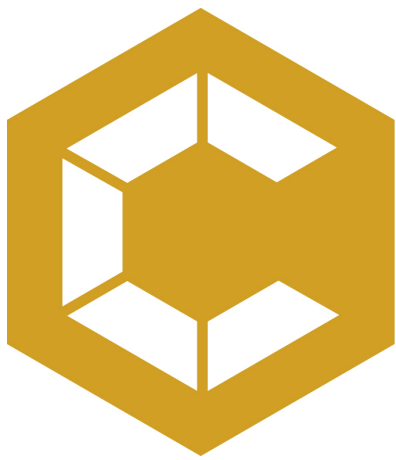
The kidcity team is working hard developing plans for a phased restart. With added pressure to maintain smaller group sizes and minimize potential transmission possibilities, more helpers are needed. Would you consider a simple opportunity to impact some of our young CCCers? We're aiming to restart some level of children's programming late-summer. If you're not currently a kidcity volunteer, contact Shala at [spaske@cccrochester.org](mailto:spaske@cccrochester.org) to get started.





# ADDENDUM

1. Health Survey
2. Wash Your Hands
3. Cover Your Cough
4. Sanitation Plan
5. Return to Work Plan
6. Auditorium Flow and Seating



# CHRIST COMMUNITY

CHURCH



## Church Attender and Staff Health Screening Checklist

**If you, or any of your immediate household, have any of the following symptoms, please DO NOT ENTER the church building.**

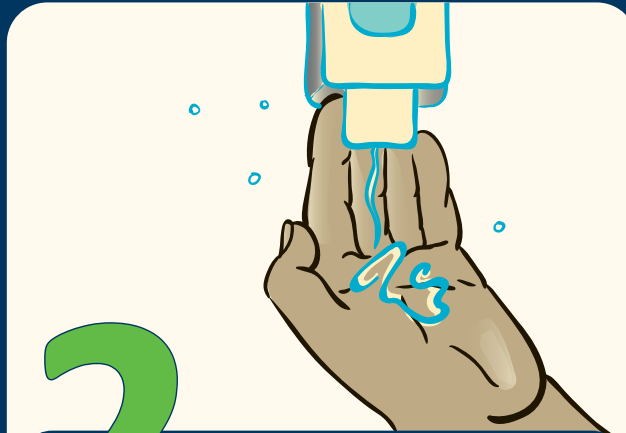
- Fever (100.4°F or higher), or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

# DON'T FORGET TO WASH



1

WET YOUR HANDS



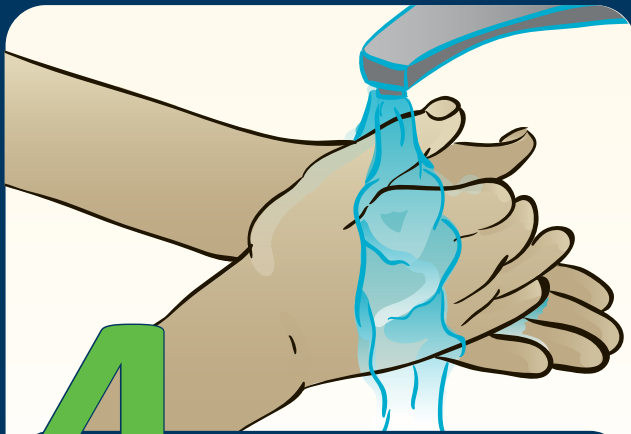
2

APPLY SOAP



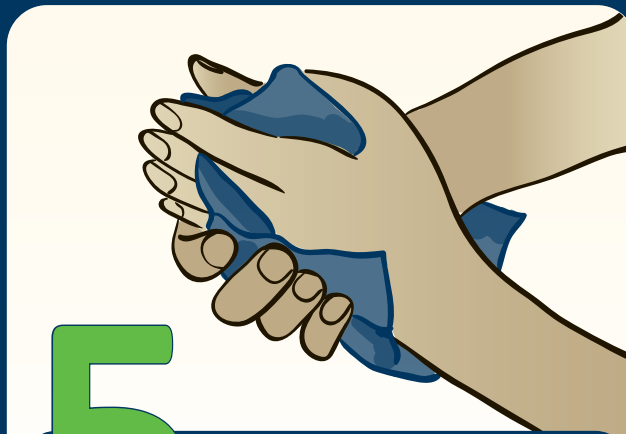
3

WASH YOUR HANDS  
for 20 seconds



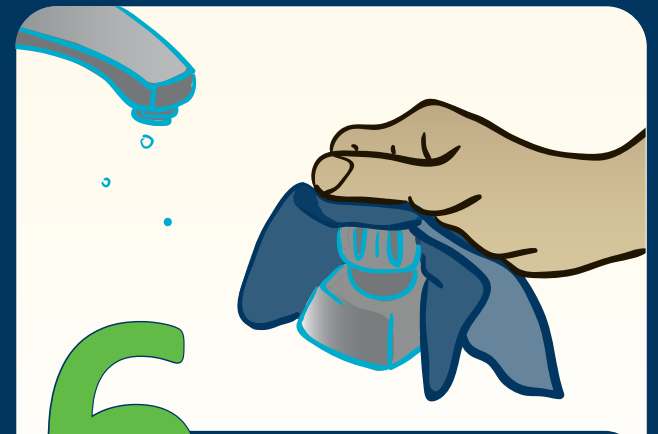
4

RINSE WELL



5

DRY YOUR HANDS

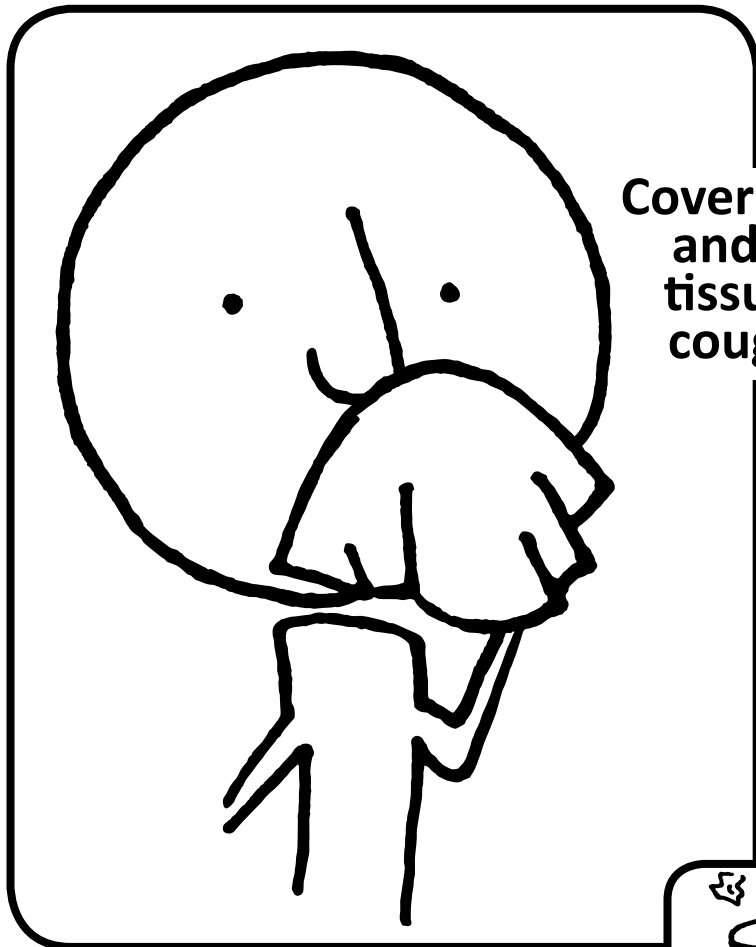


6

TURN OFF WATER  
with paper towel

Stop the spread of germs that make you and others sick!

# Cover your Cough

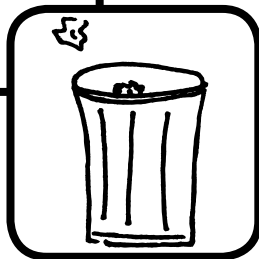


Cover your mouth and nose with a tissue when you cough or sneeze

or cough or sneeze into your upper sleeve, not your hands



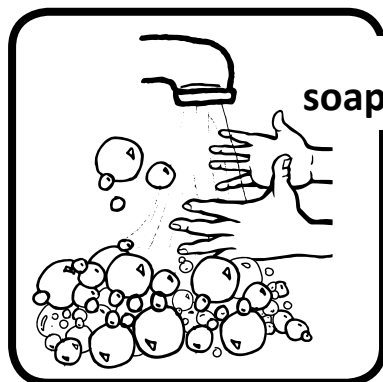
Put your used tissue in the waste basket.



You may be asked to put on a surgical mask to protect others.

## Clean your Hands

after coughing or sneezing.



Wash with soap and water

or clean with alcohol-based hand sanitizer.



Regular housekeeping practices have been implemented which include routine cleaning and disinfecting of work surfaces, office equipment, pre-school toys, tables, chairs and counters throughout the facility. High frequency disinfecting is being conducted multiple times each day in high-touch areas, such as public phones, keyboards, touch screens, door handles, railings, copy machines, time clock, office dividers, tables and chairs etc. A detailed list of high-touch surfaces is provided below in the checklist for weekend disinfection between services.

## Weekday and Pre-Weekend Preparedness

### Cleaning and Disinfecting

The primary routine cleaning and disinfecting done throughout the day is the responsibility of our facilities team and camp/pre-school staff. However, disinfecting solutions are available for all church staff to use if a situation arises where disinfecting is needed. (see facilities team member)

### When

Routine Cleaning	High-Touch Surface Disinfecting / Non-Classroom	High-Touch Surface Disinfecting / Classrooms	Meeting Rooms
Two daily shifts all used common areas are cleaned by the Facilities Staff	First part of each daily shift is focused on high touch surfaces throughout the building. (see high touch surface areas below)	Teaching staff and camp staff start their day and end their day disinfecting surfaces in their respective classrooms using Ecolab's Peroxide Multi-Surface cleaner and disinfectant.	After each meeting. All high touch surfaces disinfected using a diluted bleach solution by facilities staff.  Rooms are closed for use between meetings.

## What

Cleaning Solutions	Disinfecting Solutions*	Disinfecting Process
Soap and Water for soiled surfaces.	Diluted Bleach Solution (5 tbsp per gallon/water) In marked spray bottles	With gloves, liberally spray the surface and spread with a towel. Leaving surface wet for at least two minutes allowing to air dry.
Hydrogen Peroxide based multi-surface cleaner on all surfaces. Food safe surfaces require rinsing with water.	Ecolab's Peroxide based multi-surface cleaner	With gloves on, liberally spray the surface and spread with a towel. Leaving surface wet for at least a couple minutes and allowing to air dry.

\*Both disinfectants are recognized by MDH and CDC as being effective at killing the corona virus.

## Weekend Disinfecting (Pre-kidcity open)

Between and after weekend services a team of staff and Guest Service volunteers will use the same disinfectants listed above to spray and wipe all touch surfaces potentially impacted by guests at the weekend services. The facilities team will provide several bottles of disinfecting spray, bar towels and gloves to be used in this process. The following touch surfaces will be sprayed, wiped to cover the entire surface, and left to air dry.

### High-Touch Surface Checklist Weekend Worship Services

Auditorium	Lobbies	Restrooms	Entryways
○ Ledges	○ Check-in desks	○ Door push plate	○ Door handles
○ Handheld mics*	○ Door handles to auditorium	○ All dispensers	○ Push Plates

continued

Auditorium	Lobbies	Restrooms	Entryways
○ Sound and video booth counters and knobs*	○ Any high-top table, including hand sanitizing stations	○ Divider Knobs	○ Glass (multi-Surface Cleaner)
○ Offering boxes	○ Public phone by gym	○ Flush knobs	○ Other
○ Bible racks	○ Pepsi Machine (Gym)	○ Counter	○ Other
○ Door Handles back room	○ Laminated signs in reach	○ Faucets	○ Other
○ Any sign stand (eg.. handicapped sign)	○ Any door handles to meeting rooms and café from kitchen hall north	○ Exit handle	○ Other
○ Podium	○ Non-Cloth Furniture	○ Stall Bars	○ Other
○ Music stands used	○ Other	○ Other	○ Other

\*Extreme caution needs to be used on equipment. DO NOT DIRECTLY SPRAY. Spray Disinfectant on towel and carefully wipe touch surfaces.

## High-Touch Surface Checklist Weekdays

Common Offices	Lobbies	Restrooms	Gym	Entryways
○ Desk dividers	○ Kiosks*	○ Door push plate	○ Door handles	○ Door handles
○ Counters	○ Door handles	○ All Dispensers	○ Toys	○ Push Plates
○ Office equipment (postage machine, copiers, etc...)	○ Any High-Top Table, including hand sanitizing stations	○ Divider knobs	○ Tables and chairs	○ Glass (multi-Surface Cleaner)
○ Door handles	○ Public Phone by gym	○ Flush knobs	○ Garbage Can Tops	○ All tables
○ Kitchen Counters	○ Pepsi Machine (Gym)	○ Counter	○ Other	○ Other
○ Kitchen handles	○ Laminated signs in reach	○ Faucets	○ Other	○ Other
○ Common Keyboards	○ Any door handles	○ Exit handle	○ Other	○ Other
○ Other	○ non-cloth furniture	○ Stall Bars	○ Other	○ Other

\*Extreme caution needs to be used on equipment. DO NOT DIRECTLY SPRAY. Spray Disinfectant on towel and carefully wipe touch surfaces.

## Disinfecting After the Presence of a Sick Person

(COVID Diagnosed or With Symptoms Common to COVID-19)

<ul style="list-style-type: none"> <li>• Close off the areas used (may not be necessary to close the facility)</li> </ul>
<ul style="list-style-type: none"> <li>• Open outside doors and windows to increase circulation</li> </ul>
<ul style="list-style-type: none"> <li>• Wait 24 hours to disinfect (if possible)</li> </ul>
<ul style="list-style-type: none"> <li>• Clean and disinfect all areas used by person who was sick, such as office, common areas, shared equipment, touch screens, tablets, keyboards, remote controls etc..</li> </ul>
<ul style="list-style-type: none"> <li>• If space is unoccupied, turn off HVAC and vacuum</li> </ul>
<ul style="list-style-type: none"> <li>• Team members without close contact may return to work. (others see <b>Return to Work Plan</b> in Addendum)</li> </ul>
<ul style="list-style-type: none"> <li>• If 7 days have passed since the space was visited by the sick individual, further disinfecting is no longer necessary</li> </ul>



STAY SAFE MN



# COVID-19 and When to Return to Work

Follow these guidelines when staying home and returning to the workplace. These guidelines are for all workers except people who work in health care. Information for health care workers is available on [Health Care: Coronavirus Disease 2019 \(COVID-19\) https://www.health.state.mn.us/diseases/coronavirus/hcp/](https://www.health.state.mn.us/diseases/coronavirus/hcp/) and from your employer. To use this document, look for the best description (sections 1 – 5) of your current situation, then follow the guidelines for that section.

## 1 You are NOT sick and have NOT been in contact with someone with COVID-19.

### GUIDELINES FOR STAYING HOME

- Stay 6 feet away from others if you need to leave your home.
- Work from home if you can.

### GUIDELINES FOR RETURNING TO THE WORKPLACE

- Stay 6 feet away from co-workers and visitors if possible.
- If it is difficult to stay 6 feet away, wear a mask.

## 2 You are NOT sick, but someone in your household does not feel well.

### GUIDELINES FOR STAYING HOME OR RETURNING TO THE WORKPLACE

- If household member does NOT have COVID-19 symptoms, such as fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, follow section 1.
- If household member HAS symptoms of COVID-19, such as fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, follow section 3.

## 3 You were in close contact with someone with COVID-19 (like a person in your household), but you are NOT sick.

### GUIDELINES FOR STAYING HOME

- Stay home, separate yourself from others in your household, and do not share anything (e.g., utensils, phone) for 14 days.
- Work from home if you can.

## GUIDELINES FOR RETURNING TO THE WORKPLACE

- Notify your supervisor.
- Stay home for 14 days.
- If you become sick (fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell), continue to stay home and follow section 5.
- Return to work after 14 days if you do not develop symptoms.

**4** You are sick with COVID-19 symptoms such as fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, but have NOT been tested for COVID-19. OR

**5** You are sick and your health care provider told you that you have COVID-19 (based on a lab test or symptoms).

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## GUIDELINES FOR STAYING HOME

- Separate yourself from others in your household, do not share anything (e.g. utensils, phone) and stay at home for at least:
  - 10 days, and for 3 days with no fever (without fever reducing medicine) and improvement of respiratory symptoms (cough, shortness of breath) whichever is longer.
- Work from home if you can.

## GUIDELINES FOR RETURNING TO THE WORKPLACE

- Notify your supervisor.
- Return to work after 10 days, and for 3 days with no fever (without-fever reducing medicine) and improvement of respiratory symptoms (cough, shortness of breath) whichever is longer.
- Stay 6 feet away from co-workers and visitors, if possible.
- If it is difficult to stay 6 feet away, wear a mask.

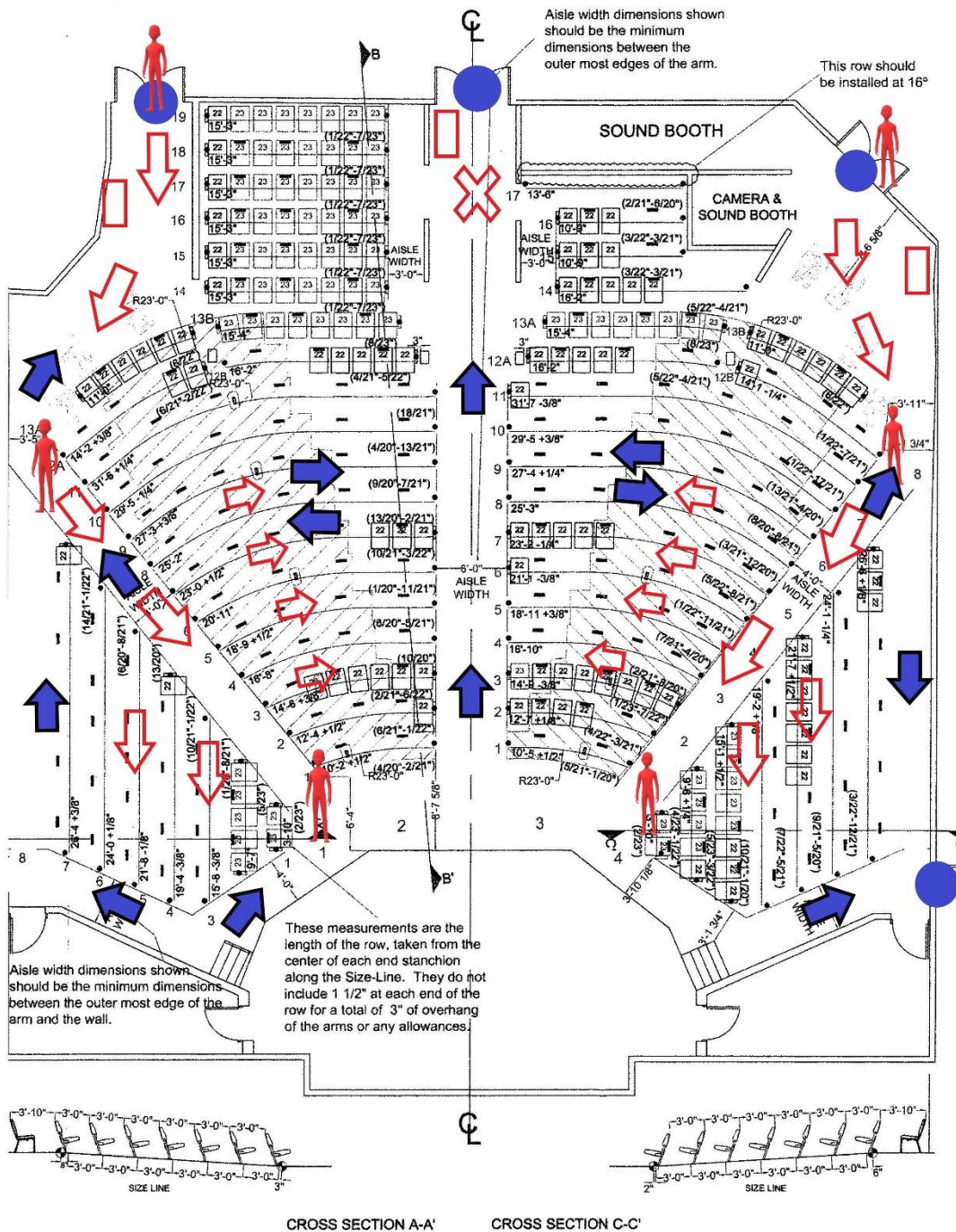


Minnesota Department of Health | [health.mn.gov](http://health.mn.gov) | 651-201-3920  
625 Robert Street North, PO Box 64975, St. Paul, MN 55164-0975

Contact [health.communications@state.mn.us](mailto:health.communications@state.mn.us) to request an alternate format.

06/02/2020

# Auditorium Flow and Seating



- Notes:**
- Rows used in 10:45 service are opposite of the Rows used in 8:45 service.
  - The middle doors and aisle are closed for entrance.
  - Exit is staggered dismissal by Ushers. (1 in each primary aisle) 3 ushers with 4 exits propped open
  - During service, one usher is positioned inside each entrance.

**COVID Auditorium Flow**

Red figures	Usher Placement
Red Arrows	Entrance Traffic Flow
Red Rectangles	Offering Stations
Blue Dots	Exits
Blue Arrows	Exit Traffic Flow
Red X	No Entrance