

**Northern Light United Church (NLUC)
COVID-19 – BE SAFE Plan**

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Section 1. Site Access Summary. The Northern Light United Church (hereafter “NLUC” or “Church”) is currently closed to the public and parishioners. The only approved uses of the Church are addressed in this Plan and its Addenda. They are summarized below.

- 1.1 The Pastor, Cooperative Youth Director, Church Administrator and representative of Juneau People for Peace and Justice use Church offices on a schedule agreed upon with the Pastor and occasionally invite people to their offices.
- 1.2 Very small meetings associated with active work of the Church (such as Summer Lunch and other meal service, worship or planning for online services).
- 1.3 The custodian cleans according to the schedule in his job description, which includes special provisions to address COVID-19.
- 1.4 Members of the Committee on Property Management (CPM) survey the building, do or authorize work to be done to maintain or repair the facility as needed. CPM may authorize other individuals to enter the church for cleaning or repairs, but a CPM member must be present to let the other individuals in the building and to ensure the individuals are familiar with and agree to follow the requirements in this Plan.
- 1.5 Security personnel come to the building in the evenings to ensure that the building is empty and the doors are locked.
- 1.6 The NLUC organist and others providing support for certain activities associated with conducting online worship services are allowed in the Church sanctuary as approved by the Pastor, Council Moderator, or BE SAFE Plan Coordinator.
- 1.7 No individual or group is allowed in the building without the approval of the NLUC Council. All individuals must agree to the following requirements and guidelines. See Section 4 for information about requesting access to or use of the building.
- 1.8 The BE SAFE Plan Coordinator, or designee, will meet (in person or remotely, as appropriate) with employees, committee chairs or members with access, volunteers with access, and others responsible for users authorized under an addenda to be in the building to review the BE SAFE Plan and how to ensure compliance.

Section 2. Universal Safety Requirements.

- 2.1 No one may enter the Church building without additional clearance, if they:
 - have had a fever within the past 72 hours;
 - have been confirmed with COVID-19;
 - are currently experiencing or have recently experienced, any acute respiratory illness symptoms such as fever, dry cough, shortness of breath, fatigue, chills, muscle pain, headache, sore throat, diarrhea, nausea, vomiting, or new loss of taste or smell;

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- have been in close contact within the previous 14 days with anyone who has been confirmed positive for COVID-19 or has been ill with symptoms of COVID-19; or
- have traveled out of state in the last 14 days.

2.2 Clearance may be requested from the Pastor or the NLUC BE SAFE Plan Coordinator. A negative COVID-19 test may be required for clearance subsequent to the triggering event (e.g., onset of symptoms, return from travel, or contact with someone who was ill with COVID-19).

2.3 The following conditions apply to everyone entering the building unless expressly addressed in a different manner in a Special Use Addendum.

- (a) Everyone entering the building must:
 - be there to carry out or participate in an approved activity;
 - have entered into a Covenant of Care, which will be provided at the time of invitation or upon initial arrival at the building (see Attachment 1); and
 - sign in each time they enter the building.
- (b) There are three principal entrances to NLUC: 11th Street (Main) Entrance, A Street (Side) Entrance, and B Street (Parking Lot/Kitchen) Entrance. There is a rarely used fourth entrance on 11th Street (Patio) Entrance, which may be used only if required to fulfill a purpose identified in a Special Use Addendum (e.g., if CPM needed it for doing a repair or by the Juneau Community Preschool when it is in session). Other users should use the entrance nearest their activity or the A Street (Side) Entrance if they do not have access to a nearer door. If use of the elevator is necessary, either for handicap access or transport of large items, the 11th Street (Main) Entrance may be used.
- (c) No more than one person, and an aide if required, may be in the elevator at a time.
- (d) Everyone must use hand sanitizer or wash their hands with soap and water for at least 20 seconds after signing in. Sign-in sheets with hand sanitizer will be available on a table in the foyer by the Main Entrance (across from the Skuse Room), in front of the Church Administrator's Office, and outside the kitchen. Handwashing is the better option, however. There is a handwashing sink just inside the kitchen and in the handicap bathroom off the Fellowship Hall.
- (e) Everyone must maintain physical/social distancing of at least 6 feet at all times unless they are members of the same household.
- (f) Everyone must wear a mask at all times unless under the age of 2 years or a health care provider has determined the person has a medical condition that precludes safely wearing a mask. Wearing a face shield does not substitute for wearing a mask. An individual in a room alone may remove their mask but must put it back on if anyone approaches the room. Anyone who takes off a mask must wash their hands or use sanitizer after the mask is removed and after it is put back on.

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If the requirements in an Addendum regarding wearing masks are inconsistent with these, the provisions in the Addendum control.

- (g) No more than ten people may be in the same area of the church at any time unless authorized in an Addendum.

2.4 Signs will be posted

- (a) at each entrance (listed in Section 2.3(b)):
- listing limitations on access detailed in Section 2.1;
 - reminding users about the need to sign in, wash or sanitize hands, wear a mask, and maintain social distancing; and
 - identifying who to contact in case of questions or issues.
- (b) in each bathroom and by the handwashing sink in the kitchen describing recommended protocols for effective handwashing.

2.5 Compliance with the BE SAFE Plan is important to assuring everyone's safety

- (a) Everyone, including volunteers, visitors, and others allowed access to the church building, must enter into a *Covenant of Care During COVID-19* on their own behalf and on behalf of others for whom they are responsible who cannot execute a Covenant on their own behalf. The Covenant contains a commitment to abide by this BE SAFE Plan to help reduce disease transmission and outlines key components.
- (b) In each Addendum authorizing use of the building, a person will be identified as responsible for encouraging compliance with this BE SAFE Plan and addressing failure to comply.
- (c) When safety requirements of this Plan are not being followed, a person responsible for compliance will (1) ask politely for compliance; (2) provide a reminder that continued participation or presence in the church building is dependent on compliance; (3) escort the individual from the building if compliance is not forthcoming; and (4) terminate the activity if compliance cannot be achieved.

2.6 Incident reporting is critical to assuring prompt response. A report shall be made, as soon as possible, to the person responsible for the activity or the BE SAFE Plan Coordinator, if a person experiences symptoms of COVID-19 while in the building or receives a positive result for a COVID-19 test taken within 3 days of being in the building.

2.7 If a person experiences symptoms of COVID-19 while in the building steps will be taken to respond to the person with the symptoms (and others in the same household) and to assure the safety of others in the building.

- (a) The person
- will be asked to leave the building and given assistance, as needed (including calling 911, if it appears immediate medical attention is necessary);
 - will be asked to obtain a COVID-19 test and offered assistance to ensure they can;

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- will be encouraged to self-quarantine while waiting for test results and to follow advice of their health care provider or the Alaska Department of Health & Social Services while waiting; and
 - will be asked to notify the BE SAFE Plan Coordinator of the outcome of the COVID-19 test.
- (b) Anyone in close contact with the person during the response to the symptoms will be asked to wash their hands immediately and leave the building and encouraged to self-quarantine and consult with their health care provider or the Alaska Department of Health & Social Services.
- (c) The person responsible for the event will decide whether the activity may continue or should be immediately terminated. The factors to consider are the extent and length of contact by the person with symptoms with others in the building. Breaches of the requirements of mask wearing and social distancing would justify terminating the activity. The BE SAFE Plan Coordinator may be consulted and shall be informed of the decisions.
- 2.8 If a person became ill with symptoms of COVID-19 while in the building or received a positive result from a COVID-19 test taken within 3 days of being in the building, the areas of the building where the person was should be kept vacant for 24 hours, then cleaned and sanitized or disinfected thoroughly following the procedures in Section 3.
- 2.9 The BE SAFE Plan Coordinator or other designee of NLUC will inform the Northwest Coast Presbytery Executive Presbyter and the Alaska United Methodist Conference Superintendent of confirmed incidents associated with COVID-19 and how they were addressed.

Section 3. Cleaning, Sanitizing, and Disinfecting. The NLUC custodian is largely responsible for cleaning, sanitizing, and disinfecting at NLUC. However, everyone who uses the building should be familiar with the standards and do their part to ensure the building is safe, as well as meeting any requirements in a Special Use Addendum.

- 3.1 Any food contact surfaces must be sanitized with a bleach solution of 100 ppm before use. This is ½ teaspoon per quart. **Any more bleach than that may cause unsafe levels of chlorine to remain on the food.** This includes the kitchen sinks, counters, refrigerator/freezers. According to Centers for Disease Controls (CDC), “currently, there is no evidence to suggest that handling food or consuming food is associated with COVID-19.”
- 3.2 On all other surfaces, sanitizing requires use of a bleach solution of 1/3 cup per gallon (or 4 teaspoons per quart). These surfaces include bathroom fixtures, door handles, railings, light switches, floors, tables and chairs, pews, and anywhere else a person might have touched. The NLUC custodian is principally responsible for disinfecting these other surfaces at the NLUC site. The custodian cleans and disinfects Monday morning and Tuesday, Wednesday, Thursday and Friday afternoons.

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- 3.3 All bleach solution must be replaced within 24 hours of being mixed. Spray bottles marked for food surfaces and for all other surfaces are available in the kitchen. The date and time bleach solution is mixed will be recorded for each container in which the solution is present.
- 3.4 Everyone who engages in cleaning, sanitizing, or disinfecting must wash their hands or use hand sanitizer before and afterwards, even if gloves were worn. Handwashing instructions will be in each restroom and at the handwashing sink and must be followed.

Section 4. Other Users. NLUC will consider allowing other uses of the building, subject to approval by the NLUC Council. Any individual who wishes to use the building for more than incidental access, like checking their mailbox or dropping something off, must make a request in writing that meets the standards for a group. Any group that wishes to use the building must make a request in writing in which the following topics are addressed:

- 4.1 Receipt of and commitment to comply with this Plan unless exceptions or differences have been proposed and approved in the User-Specific Plan to be submitted with the request.
- 4.2 A User-Specific Proposed Mitigation Plan must be submitted to the Building Use Task Force for review. The User-Specific Plan must include, but is not limited to, the following:
- (a) Proposed dates and times of activity;
 - (b) Description of the proposed activity, including its history and need for the activity to occur;
 - (c) Description of proposed participants and conditions for their participation;
 - (d) Description of the space in the building proposed to be used (i.e., Skuse Room, Fellowship Hall), which entrance will be used, and whether the elevator will be needed;
 - (e) Name and title of who will be responsible for the Use, including
 - assuring compliance with the NLUC BE SAFE Plan and the User-Specific Plan;
 - notifying the NLUC BE SAFE Plan Coordinator of incidents in which a user experienced symptoms while in the building or received a positive result from a COVID-19 test within 3 days of being in the building;
 - (f) Whether the User has insurance coverage and, if so, what the coverage is for general liability and for COVID-19 related risks;
 - (g) Whether the activity is subject to any local, state or federal certification or licensing, or other requirements, and, if so, a description of those requirements related to COVID-19 safety and proof of compliance;
 - (h) Plan for cleaning, sanitizing, and disinfecting that is consistent with or more rigorous than that found in Section 3; and
 - (i) Plan for satisfying requirement for keeping track of everyone who comes into the building and maintenance of a contact tracing list that is available to NLUC.

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The Building Use Task Force will review the request and either recommend it to the Council for approval or disapproval or engage in discussion of additional information that may be needed or options that might be considered. The request must be approved by the NLUC Council, which meets routinely on the second Thursday of each month.

4.3 Approval by NLUC Council is still subject to negotiating a Northern Light Building Use Agreement.

Section 5. Contacts and Questions.

5.1 BE SAFE Plan Coordinator. The current BE SAFE Coordinator for NLUC is Myra Munson, myra.munson@outlook.com, 206-795-2972. She should be informed of any questions, concerns, or COVID-19 risk or exposure concerns.

5.2 General Questions. Email or call the Northern Light United Church at nluc@ak.net or 907-586-3131.

Section 6. Special Use Addenda. All special uses and conditions associated with them are described in an addendum. Each addendum includes a principal contact person. If a phone number or email address is not listed, the contact can be initiated by contacting the Northern Light United Church at nluc@ak.net or 907-586-3131. The addenda are listed below:

- A. Pastor and Staff
- B. Geneva Woods Summer Lunch Program 2020
- C. Family Promise Meal Preparation
- D. Glory Hall Meal Preparation
- E. Committee on Property Management (CPM)
- F. Security Services
- G. Worship
- H. Small Ceremonies (Wedding, Funerals, Baptisms, and Confirmation)
- I. Cooperative Youth Group
- J. Juneau Community (Co-op) Preschool (JCP)

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Special Use Addendum A
Pastor and Staff

- A-1 The Pastor, Youth Director/Pastor, Church Administrator, and all other employees will be provided with this COVID-19 BE SAFE Plan. Anyone else authorized to use office space will also be provided a copy of the BE SAFE Plan. All employees must enter into the NLUC Covenant of Care During COVID-19 or otherwise accept in writing the commitments contained in that Covenant.
- A-2 If any employee of NLUC allows someone to come into the church building, the employee will assure that the person is aware of this Plan, is willing to abide by it, and signs in each time that person comes into the church building.
- A-3 The Church Administrator will be responsible for:
- (a) making copies of this Plan available to all approved users and anyone who asks about access to the Church building;
 - (b) keeping a sign-in sheet and pens on the table outside the main office;
 - (c) when Summer Lunch is not using the kitchen, keeping a sign-in sheet and pens on the table outside the kitchen door;
 - (d) filing completed sign-in sheets where they are readily available if follow-up with a user or contact tracing is required;
 - (e) ensuring that signage is present as described in Sections 2.4 and 2.5.
- A-4 The NLUC custodian will comply with this Plan pursuant to the position description, including the COVID-19 Addendum.
- A-5 Other employees, whether full- or part-time, will have access to the Church building only to the extent provided for in this Plan or approved by the Pastor or NLUC Council.
- A-6 The principal contact for this Special Use is Pastor Faith McClellan.
- A-7 The current BE SAFE Coordinator for NLUC is Myra Munson, myra.munson@outlook.com, 206-795-2972. She should be informed of any questions, concerns, or COVID-19 risk or exposure concerns.

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**Special Use Addendum B
Geneva Woods Summer Lunch Program 2020**

B-1 Locations and Description of Activity:

- NLUC Kitchen and Fellowship Hall – 400 W. 11th St., Juneau, AK – food preparation, storage, and packing for delivery
- Geneva Woods Housing – 1617 Douglas Highway, Juneau, AK – outdoor food delivery and inside storage of supplies to be used every day and perishables in the refrigerator

The Summer Lunch staff and volunteers (hereafter “Workers”) will use the kitchen, downstairs hallway where a Summer Lunch freezer is located, and the Fellowship Hall, including the restroom, for Summer Lunch storage of perishable and non-perishable supplies and food preparation. Except when the front elevator is needed, staff and volunteers will use B Street (Parking Lot/Kitchen) Entrance.

Geneva Woods. Food service will occur at Geneva Woods in outdoor space adjacent to the Community Recreation Center, which is closed. Only the NLUC Program Coordinator, Site Coordinator or Associate, or the Coordinator or Program Director’s designee, will have access to the Community Recreation Center for the limited purpose of storing Summer Lunch equipment and supplies in the common area and refrigerating food. Anyone who enters the Community Center, which shall be kept locked at all times, must wear gloves and a mask at all times and all interior spaces and outside doors must be sanitized after use. *See*, Section B-3 Cleaning, Sanitizing, and Disinfecting.

B-2 Employee and Volunteer Health: All Workers will be subject to the following conditions:

- (1) All Workers should evaluate their temperature prior to coming to a Summer Lunch Site and confirm the absence of a temperature, and respond “no” to the following questions:
 - Have you been confirmed with COVID-19?
 - Are you currently experiencing or have you recently experienced, any acute respiratory illness symptoms such as fever, dry cough, shortness of breath, fatigue, chills, muscle pain, headache, sore throat, diarrhea, nausea, vomiting, or new loss of taste or smell?
 - Have you been in close contact within the previous 14 days with anyone who has been confirmed positive for COVID-19 or has been ill with symptoms of COVID-19?
 - Have you traveled out of state in the last 14 days?

Anyone who has had a temperature or answered “yes” to any of these questions will be sent home absent appropriate health clearance.

- (2) No Worker may be present at a Summer Lunch Site if the Worker has had a fever within 72 hours.

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- (3) A Worker should not come in if the Worker has any reason to believe he or she may have COVID-19 or had close contact with someone who has COVID-19. If you are not sure, please consult with your health care provider or a public health program for advice about whether you may pose a risk to others. The Worker's safety and that of others working or volunteering in, or being served by the program, is most important. Please keep the Summer Lunch Program Director or Site Coordinator informed.
- (4) Any Worker at a Summer Lunch site who begins to experience any symptoms must immediately inform the Site Coordinator or Associate and leave the site after which all surfaces in their work area must be cleaned and disinfected and anyone else at the Site who was within six feet of the worker will be treated as if exposed.
- (5) Each Worker must sign in at each Site upon arrival and verify that he or she meets the conditions set out in paragraphs (1) through (4).

B-3 CLEANING, SANITIZING, AND DISINFECTING

FIRST:

At NLUC:

- **Immediately upon arrival WASH YOUR HANDS for 20 seconds, then follow food worker and COVID-19 standards.**

At Geneva Woods:

- **Immediately upon arrival, use a hand sanitizer to clean your hands since we do not have access to running water, then follow food worker and COVID-19 standards.**

THEN:

At all Sites:

- Before beginning to use, all food contact surfaces must be sanitized, and again before you leave.
- Wear disposable gloves.
- Any food contact surfaces must be sanitized with a bleach solution of 100 ppm before use. This is ½ teaspoon per quart. **Any more bleach than that may cause unsafe levels of chlorine to remain on the food.** This includes the kitchen sinks, counters, refrigerator/freezers. According to Centers for Disease Controls (CDC), “currently, there is no evidence to suggest that handling food or consuming food is associated with COVID-19.”
- Wash your hands or use hand sanitizer again after sanitizing.
- All other surfaces, use a bleach solution of 1/3 cup per gallon (or 4 teaspoons per quart). These surfaces include door handles, railings, light switches, floors, and anywhere else a person might have touched. The NLUC custodian is principally responsible for disinfecting these other surfaces at the NLUC site. The custodian cleans and disinfects Monday morning and Tuesday, Wednesday, Thursday and Friday afternoons. The

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NLUC Summer Lunch staff disinfect all surfaces at the Geneva Woods Community Center Indoor site at the end of each day's service.

- All containers of bleach solution shall be marked with the date and time they were filled with fresh solution.
- **REMEMBER:**
 - If you touch your phone or any other electronic device, you must wash your hands or use sanitizer afterwards unless it was wiped down with an alcohol-based wipe of at least 70% alcohol to disinfect it.
 - If you wear gloves, you must wash your hands or use sanitizer after you remove them.
 - If you take off your mask, you must wash your hands or use sanitizer after you remove it and after you put it back on.

B-4 STOP THE SPREAD: SOCIAL DISTANCING, MASKS, AND SIGN IN

Wearing a Mask: All Staff and Volunteers must wear a mask at all times anyone else is present. (An exception may be made while cooking if everyone needing to work in the kitchen agrees and, provided 6 feet of distance between people is maintained at all times and no more than 3 people are in the kitchen at a time.)

Sign In:

- ***Staff and Volunteers:*** Must sign in upon arrival at each Site.
- ***Children and Parents*** – Will be asked for their name, which will be recorded.
- ***Why?*** We want to be sure we have enough information to provide contact tracing if anyone involved in the program becomes ill.

Food Delivery at Geneva Woods:

- Will occur outside.
- Posters will ask that anyone who may be sick not come to the site and encourage wearing a mask. No one will be turned away because they do not have a mask. Paper masks will be available upon request.
- Children and parents will be encouraged to stay 6 feet apart from anyone not part of their own family group.
- Sign in and food service and packing will occur behind sneeze guards. Only the staff or volunteers will touch any of the materials and food (including the food bags) until they are ready to be handed to the child or parent.

B-5 QUESTIONS:

- Email or call the Northern Light United Church at nluc@ak.net or 907-586-3131.
- In an emergency outside of ordinary business hours: (including learning of an illness while in contact with Summer Lunch participants, staff or workers: call the current NLUC BE SAFE Plan Coordinator, Myra Munson, myra.munson@outlook.com, 206-795-2972.

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**Special Use Addendum C
Family Promise Meal Preparation**

NLUC supports the Family Promise program by providing meals and housing during two two-week periods each summer. Housing has been suspended for 2020 due to inability to provide adequate social distancing.

Family Promise volunteers, working under the direction of NLUC's principal designee to the Program, will continue to be able to use the kitchen at NLUC to prepare meals for families taking part in the Family Promise program provided all conditions applicable to the NLUC Site in the Special Use Addendum B, Geneva Woods Summer Lunch Program 2020, are satisfied. All meals will be delivered to the families, who will have no access to NLUC, unless authorized under other provisions of this BE SAFE Plan.

The principal contact for this Special Use is Linda McCargar.

The current BE SAFE Coordinator for NLUC is Myra Munson, myra.munson@outlook.com, 206-795-2972. She should be informed of any questions, concerns, or COVID-19 risk or exposure concerns.

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**Special Use Addendum D
Glory Hall Meal Preparation**

NLUC supports the Glory Hall Shelter by preparing meals at the Glory Hall twice a month. While food preparation at the Shelter is suspended due to COVID-19 response, NLUC volunteers have been preparing meals at NLUC.

NLUC Volunteers, working under the direction of NLUC's principal designee to the Shelter, are approved to use the kitchen at NLUC to prepare meals for Glory Hall users, provided all conditions applicable to the NLUC Site in the Special Use Addendum B, Geneva Woods Summer Lunch Program 2020, are satisfied. All meals will be delivered to be consumed at sites other than NLUC.

The principal contacts for this Special Use are KJ and Peggy Metcalf.

The current BE SAFE Coordinator for NLUC is Myra Munson, myra.munson@outlook.com, 206-795-2972. She should be informed of any questions, concerns, or COVID-19 risk or exposure concerns.

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**Special Use Addendum E
NLUC Committee on Property Management (CPM)**

Typically, all NLUC committees meet in person in the Church building. In-person meetings have been suspended since the Church building was closed on March 13, 2020. This is applicable to CPM, as well.

Members of CPM and individuals or contractors authorized by CPM will continue to have access to the building in order to fulfill the responsibilities of CPM under the NLUC Bylaws, which include ongoing maintenance, consultation on renovation, and other activities associated with management of the building property. CPM members must comply with all terms of this Plan and shall ensure that anyone they invite into the building does so also.

The principal contact for this Special Use is the Chair of CPM Dick Deems.

The current BE SAFE Coordinator for NLUC is Myra Munson, myra.munson@outlook.com, 206-795-2972. She should be informed of any questions, concerns, or COVID-19 risk or exposure concerns.

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**Special Use Addendum F
Security Services**

NLUC has a contract with a security service to come into the Church building every day and to perform other security response services. The security service assigns one or more people to come into the building at least once a day. The company requires its employees to wear gloves and masks. If the security service agrees to retain records of who comes into the building and to make the records available if there were a need for contact tracing, then the security service may be exempt from the requirement regarding sign in.

The principal contact for this Special Use is the Chair of CPM Dick Deems.

The current BE SAFE Coordinator for NLUC is Myra Munson, myra.munson@outlook.com, 206-795-2972. She should be informed of any questions, concerns, or COVID-19 risk or exposure concerns.

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**Special Use Addendum G
Worship**

NLUC suspended in person worship services on March 13, 2020. It began online services on March 27, 2020. The online services have included the Pastor delivering the sermon from her office and from the sanctuary and the organist has been performing music played live in the Sanctuary. These and similar activities are authorized provided each person participating complies with the terms of this Plan, including assuring adequate social distancing.

Similar activities may also include, for the purposes of livestreaming or recording, live singing (with or without a mask), provided the accompanist (if any) is more than 8 feet away from and behind the singer, and the singer is more than 20 feet from the person recording the performance. These distances may be reduced if the singer and anyone else who is present live in the same household. Music may also be provided by piano, organ, or string instruments. No wind or brass instruments may be used.

No choral performances, or performances other than described above, may occur unless a specific plan for assuring safety has been developed and approved by NLUC Council.

In-person attendance at services will continue to be suspended.

The principal contact for this Special Use is Pastor Faith McClellan or Margaret MacKinnon, Chair of the NLUC Worship Task Force.

The current BE SAFE Coordinator for NLUC is Myra Munson, myra.munson@outlook.com, 206-795-2972. She should be informed of any questions, concerns, or COVID-19 risk or exposure concerns.

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**Special Use Addendum H
Small Ceremonies (Weddings, Funerals, Baptisms, and Confirmation)**

NLUC suspended all use of the building on March 13, 2020. Building use for small ceremonies, which include weddings, funerals, baptisms, and confirmation may now be held under the following conditions.

- These activities are authorized provided each person participating complies with all requirements of the BE SAFE Plan except as specified in this Addendum.
- No more than 20 people may be present for the ceremony. The maximum number of people includes everyone involved in performing the ceremony (including those performing music or recording the event for live or delayed transmission), the participants in the ceremony, and the participants' invitees.
- All participants must be identified in advance, have been informed of and agreed to the Covenant of Care, and have signed in upon arrival.
- Everyone must wear masks unless they are exempt under the Plan Section 2.3(e) and the Pastor or BE SAFE Plan Coordinator have approved their presence without a mask. The Pastor (or other officiant) may allow a brief exception to the requirement to wear a mask, such as for a kiss at the end of a wedding ceremony.

Music is permitted. Live music may be provided by piano, organ, and string instruments. No wind or brass instruments may be used. Solo singing is permitted only if pre-recorded or live-streamed from another location in the building. No group singing may occur.

No hymnals or Bibles will be present in the pews. If food or beverages are offered, only pre-packaged or single serve portions may be provided and must be served by a person wearing mask and gloves. Since masks must be removed to eat everyone must remain at least six feet apart from anyone else unless they share the same household.

The principal contact for this Special Use is Pastor Faith McClellan or Margaret MacKinnon, Chair of the NLUC Worship Task Force. The current BE SAFE Coordinator for NLUC is Myra Munson, myra.munson@outlook.com, 206-795-2972. She should be informed of any questions, concerns, or COVID-19 risk or exposure concerns.

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**Special Use Addendum I
Cooperative Youth Group**

NLUC suspended in person youth group meetings and activities on March 13, 2020. It began online services on March 27, 2020. The online services have included the Cooperative Youth Director delivering Confirmation Classes, Netflix Parties, virtual Jeopardy Games, etc. via Zoom Meeting.

In-person attendance at youth group (indoors and outdoors) will be allowed for a maximum of 20 people, including youth and adults. Every participant must abide by all the requirements of the BE SAFE Plan, except as specified in this Addendum. Each participant, including youth, must notify the Youth Director in advance of their plan to attend and have entered into the Covenant of Care and agreed to abide by all requirements for the in-person event. No live singing may occur. The sign-in sheets may be completed by each participant or the Youth Director (or someone assigned by the Youth Director) who may record (or check off) the names of each person who is present as they arrive. The sign-in sheets must be retained and available at NLUC.

Outdoor activities are encouraged, such as a BBQ at Sandy Beach, a hike through the Rainforest Trail and an outing to the Methodist Camp. If food preparation occurs, the number of cooks must be limited to a number who can maintain social distancing, and service must be arranged to assure the meals are plated by one person and handed out in a safe manner with the recipients maintaining social distancing. Sneeze guards should be used when available. No buffet style food service may occur. Eating space must be arranged so the participants can remain six feet apart and masks may be removed only for the time it takes to eat.

Indoor activities may be conducted in spaces in the Church building that allow adequate social distancing for the size of the group, which may not exceed 20 youth and adults. Participants must meet all social distancing requirements and must wear masks except for actual eating or drinking. If food or beverages are offered, only pre-packaged or single-serve portions may be used and must be served by a person wearing mask and gloves.

These and similar activities are authorized provided each person participating complies with the terms of this Plan, including assuring adequate social distancing, wearing a facial mask and using hand sanitizer or hand washing as prescribed in the BE SAFE Plan. These distances may be reduced between participants who reside in the same household.

Participants must be informed that failure to abide by the conditions in the BE SAFE Plan and this Addendum may result in the individual not being able to participate in the activity or the activity being cancelled by the Youth Director.

The principal contact for this Special Use is Cooperative Youth Director Kristi McGuire who can be contacted through NLUC or by email to coopyouthministry@gmail.com. The current BE SAFE Coordinator for NLUC is Myra Munson, myra.munson@outlook.com, 206-795-2972. She should be informed of any questions, concerns, or COVID-19 risk or exposure concerns.

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**Special Use Addendum J
Juneau Community (Co-op) Preschool (JCP)**

The Juneau Community (Co-op) Preschool (JCP) has used rooms at NLUC for operating a preschool for over fifty years. JCP discontinued services in March 2020 due to the COVID-19 pandemic. It was ready to reopen with staff preparing the space beginning August 17, 2020, and children beginning preschool in a staged schedule beginning September 2, 2020, but the opening has been delayed until a point in time in the future when they feel it will be safe to open.

JCP's proposal for use is addressed in its "Special Use Request for Use of NLUC Facility by Juneau Co-op Preschool." JCP's "COVID-19 Mitigation Plan, July 2020," addresses the requirements and processes JCP will use to satisfy applicable federal and state requirements and the NLUC BE SAFE Plan requirements. Both of these documents are attached to this Addendum and incorporated by reference. To the extent the JCP Mitigation Plan permits less social distancing and mask wearing by the children, these exceptions are expressly approved.

In order to minimize risks to other users of the Church building, the current Women's Bathroom will be repurposed to be solely available to JCP, at least so long as the Church building remains closed to uses other than that described in Addenda A – I. NLUC will give JCP notice if it expects to increase use in any way that will affect the preschool operation.

In these documents, JCP has informed NLUC that it may suspend or discontinue activities, if there are COVID-19 cases in the program or community increase. NLUC reserves the right to modify (or even to terminate) this Addendum if circumstances change related to COVID-19 that suggest greater risks exist than are addressed here or that the Church will be expanding access to the Church in ways that might affect the JCP program.

The principal contacts for this Special Use Addendum are for:

JCP – Mary Sweeney, Teacher/Administrator, Juneau Co-op Preschool
(juneaucooppreschool@gmail.com); and

NLUC – Pastor Faith McClellan who can be reached through nluc@ak.com or 907-586-3131 and the current BE SAFE Plan Coordinator for NLUC is Myra Munson, myra.munson@outlook.com, 206-795-2972. The BE SAFE Plan Coordinator should be informed of any questions, concerns, or COVID-19 risk or exposure concerns.

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Addendum J – Attachment 1

**SPECIAL USE REQUEST FOR USE OF NLUC FACILITY
BY JUNEAU CO-OP PRESCHOOL (JCP)
July 8, 2020**

To the Members of the NLUC Building Use Task Force,

As the lead teacher and current administrator of Juneau Community (Co-op) Preschool (JCP), I am requesting the continued use of rooms in the NLUC facility for the purpose of operating our preschool which has been based there for over 50 years. We are in receipt of the NLUC COVID-19 BE SAFE Plan and are committed to compliance with the Plan with a few requests for exemptions necessitated by the innate characteristics of young children. Please see our accompanying mitigation plan for details on how we will comply with the requirements of the NLUC BE SAFE Plan and requests for exemptions where necessary. We understand the final decision about use is made by the NLUC Council and that if approved JCP will be bound by all the commitments set out in this request, in the JCP Mitigation Plan, and the NLUC BE SAFE Plan and the Addendum for the Juneau Community Preschool.

Here are our specific responses to Section 4 of the NLUC COVID-19 BE SAFE Plan:

Section 4.1: See above paragraph and accompanying mitigation plan.

Section 4.2(a): The 2020-2021 JCP preschool year will begin September 2, 2020, and end May 18, 2021. Staff will need access to the allowed space starting August 17 to prepare and practice new routines. There are three preschool groups: The Preschool Plus group of 7 students attend from 9 a.m. -3 p.m. every weekday. The MWF group students attend from 9-12 on MWF. The T/Th group students attend from 9 a.m. - noon on T/Th. Each day there are two teachers and two parent volunteers until noon. From noon to 3 p.m., two teachers and only 7 children are on site. Teachers also come in on weekends to set up activities. The cap for the total number of students is 20 students which makes an adult-child ratio of 1:5

Section 4.2(b): JCP operates a cooperative preschool where parents and teachers work together to provide rich, engaging activities for preschool children. JCP has been operating from NLUC for over 50 years. We are one of the last parent co-ops operating in our state.

Section 4.2(c): JCP serves up to 31 families with children between 3 to 5 years of age. Parents take turns volunteering in the classroom and take on a family job to help facilitate operations. This year parents will also sign that they have received and will comply with our COVID-19 mitigation plan.

Section 4.2(d): As stated in the accompanying mitigation plan, JCP is requesting the use of the preschool classrooms, coatroom, two storage rooms, woodworking room, Nursery room (between noon and 1:30 p.m.) and use of Women’s bathroom (between 9 a.m. and noon). Preschool families will use the A Street (Side) Entrance and the 11th Street (Patio) Entrance. JCP will not use any of the upstairs rooms at NLUC and no one from JCP will use the elevator.

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Section 4.2(e): Mary Sweeney, administrator of JCP, will be responsible for use along with the JCP Board of Directors.

Section 4.2 (f): JCP does carry its own insurance policy. As of this writing we are checking with our insurance company on COVID-19 related risks and will inform NLUC as soon as we receive an answer.

Section 4.2(g): The operation of preschool is subject to approval and inspection by the state of Alaska Child Care Program Office and state mandates concerning child care centers. We have a copy of our state license in the preschool office and a copy will be provided to NLUC for its records. Our mitigation plan meets all the requirements of the current state mandates regarding COVID-19 (dated May 22, 2020) which I will also provide, but, since we are not yet in session, I cannot yet prove compliance.

Section 4.2(h): Please see JCP Mitigation Plan, Section 2.

Section 4.2(i): Please see JCP Mitigation Plan, Section 1(e).

Section 4.2(j): Please see JCP Mitigation Plan, Section 4.1

We love our space at Northern Light United Church. We want all users of our shared facility to be safe and healthy. This plan is written with the caveat that much is still unknown about the novel COVID-19 virus. We are carefully watching what is happening in other child care centers who have been operating this summer with similar mitigation plans in place and we are willing to change, suspend or curtail our activities as needed for the well-being of our students, staff, families and friends. Please don't hesitate to contact me with comments, questions or needed clarifications.

Sincerely,
Mary Sweeney
Teacher/Administrator
Juneau Co-op Preschool

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Addendum J – Attachment 2

**JUNEAU COMMUNITY (CO-OP) PRESCHOOL (JCP)
COVID-19 MITIGATION PLAN
July 2020**

In the interest of keeping Northern Light United Church (NLUC) and JCP staff, families and all users of our shared facility safe, Juneau Community Preschool (JCP) will implement the following mitigation procedures: Questions, concerns and comments may directed to Mary Sweeney at juneaucooppreschool@gmail.com.

1. Facility Access and Student Drop Off Protocols

- a. All preschool staff, children, and parent volunteers will use the A Street (Side) Entrance to NLUC. In certain circumstances, the 11th Street (Patio) Entrance may be used for drop-off. JCP families will be instructed not to use the 11th Street (Main) Entrance.
- b. Children will be dropped off and picked up on the play yard or the outside patio. Parents will not enter the preschool for pick up and drop off except for the two parent volunteers who assist teachers each day.
- c. Upon arrival at preschool, staff will mask and wash hands for at least 20 seconds. Staff will assist each child with hand washing or sanitizing immediately upon arrival. All adults at preschool must use hand sanitizer or wash their hands immediately after arrival and must wear masks. Use of masks/face shields by children will be encouraged.
- d. All staff, children, and working parents must go through a screening protocol consisting of temperature checks (which will be recorded in a daily log) and answer questions regarding symptoms. If any temperature above 100.4 or other symptoms are noted, that individual will not remain on the premises. (See requirements below).
- e. Attendance of all children who attend will be kept each day. All adults must sign in each day (and more often if they leave the program and return during the same day). JCP will retain the attendance and sign-in sheets. They will be made available to NLUC if there is a COVID-19 potential incident or upon request by NLUC so that contact tracing can occur. The records will be retained for no less than three years.

All preschool staff and parents must agree to the following requirements of this Mitigation Plan. These Requirements will be posted in the preschool space and all staff and parents will receive a copy of these requirements and sign that they have received them.

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No one may enter preschool if they:

- Have had a fever within the past 72 hours;
- Have been confirmed with COVID-19;
- Are currently experiencing or have recently experienced, any acute respiratory illness symptoms such as fever, dry cough, shortness of breath, fatigue, chills, muscle pain, headache, sore throat, diarrhea, nausea, vomiting, or new loss of taste or smell;
- Have been in close contact within the previous 14 days with anyone who has been confirmed positive for COVID-19 or has been ill with symptoms of COVID-19; or
- Have traveled out of state in the last 14 days.

2. CLEANING, SANITIZING AND DISINFECTING

JCP staff will be responsible for cleaning, sanitizing and disinfecting all the rooms and spaces it uses, including classrooms, storage closets, women's bathroom (which may be relabeled if dedicated to JCP use), Nursery room, and coatroom. CDC recommended cleaning protocols will be followed. NLUC will provide paper products for the bathrooms used by JCP, as needed, and will make available the NLUC vacuum for JCP to clean the stairs and hallway as needed.

- a. Preschool will not use the kitchen or any of the upstairs spaces of the NLUC. No one from the preschool community will use the elevator.
- b. Hard and high-touch surfaces, except food contact surfaces, which will be sanitized under paragraph I, will be disinfected with a solution of 4 tsp bleach in 1 quart of water or another CDC-approved cleaner every weekday morning and afternoon. These surfaces include bathroom fixtures, door handles, railings, light switches, tables and chairs, and anywhere else a person might have touched. Bleach solution will be discarded within 24 hours of being mixed. Cleaning and disinfecting solutions will be stored in a locked cabinet.
- c. Some surfaces will be sanitized more frequently throughout the day such as faucet handles, door knobs and railings.
- d. Anyone who engages in cleaning, sanitizing, or disinfecting will wash their hands or use hand sanitizer before and afterwards, even if gloves were worn.
- e. All staff and children will wash hands frequently throughout the day; upon arrival, after finishing an activity, after assisting children in the bathroom, when moving between rooms, before eating, after handling pets. Hand sanitizer will also be available and children will be supervised when using it.
- f. Toys and dress ups will be sanitized, laundered, or rotated in compliance with CDC guidelines. Soft furnishings will either be removed from the rooms or treated with an appropriate cleaner.
- g. Child-friendly posters illustrating proper handwashing technique will be posted at all JCP classroom sinks as well as in the JCP designated bathrooms.
- h. JCP will use disposable tableware for the time being. Daily snacks for preschool will be brought from home by the parent volunteer and not stored at preschool. Snacks will be plated for children by adult staff instead of being served family style. The counters and table used to serve snacks for children will be sanitized with a solution of ½ tsp bleach in a quart of water by the parent volunteer before and after snacks are prepared. The

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refrigerator where staff store their lunch will also be wiped down with the food contact bleach solution.

- i. The 7 Preschool Plus children who eat lunch at preschool will bring their lunches from home. The table where they eat them will be sanitized as above before and after lunch. Food sharing will not be allowed. Lunch containers will be stored in their individual cubbies.
- j. Areas of preschool rooms with bare floors will be swept and mopped with a CDC-approved cleaner at the end of each day.

3. SOCIAL DISTANCING AND MITIGATION PRACTICES

Maintaining a distance of six feet from classmates and caregivers is neither feasible nor appropriate for young children although it will be encouraged whenever possible. Other mitigation measures will be taken including the following:

- a. More outside time will be built into the schedule. Pick-up and drop-off of children will occur outside on the play yard or patio.
- b. Ventilation in all rooms will be increased by opening windows throughout the day.
- c. Staff and parent volunteers will wear masks and or face shields.
- d. The outside patio will be used for preschool activities whenever possible.
- e. The daily schedule will be rearranged so that smaller groups of children gather for snack, circle time, and choice activities.
- f. Currently state mandates for child care allow groups of 20 children plus staff. We are looking at possibilities for dividing our class of 20 into two groups of ten, but at this time we cannot promise there will not be some mixing of staff and children during the course of the preschool day. Therefore, we are requesting an exemption from section 2.3(g) of the NLUC mitigation BE SAFE Plan.

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4. ADDITIONAL MEASURES

- a. Any positive result of a COVID-19 test or known exposure of any person within the preschool community will be reported immediately to NLUC via email to the NLUC office.
- b. Any staff member or parent volunteer experiencing symptoms of any illness will leave the premises immediately.
- c. Any child experiencing symptoms of any illness will be isolated and sent home as soon as possible.
- d. Any area of the preschool where an ill child or adult spent time will be closed off and disinfected immediately.
- e. If it becomes known that a staff member, child, or child's family member has a positive test result for COVID-19, the JCP board may decide to close the preschool for at least 72 hours.
- f. No one who has tested positive for COVID-19 or whose family member has tested positive may come back to preschool unless they have quarantined for two weeks.
- g. The JCP board may decide to close preschool if the case count of active COVID-19 goes up in the community.

Respectfully submitted,
Mary Sweeney
Teacher/Administrator
Juneau Co-op Preschool

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**Attachment 1
A Covenant of Care During COVID-19**

The community of faith of Northern Light United Church invites all who enter this building or return to meet in person to join in a covenant of care for one another in order to demonstrate our love of God and neighbor and care especially for those who are most vulnerable to COVID-19. These are the core practices we affirm to reduce known risks of COVID-19 virus transmission as we re-enter our building and engage in-person activities. We ask for your commitment to join in this effort.

I commit to help reduce disease transmission by:

Compassionate Distancing

- Staying at home if I am sick (or have been with someone who has symptoms of sickness.)
- Wearing a mask at all times (when gathering with our church community indoors, outdoors, in the church building, or in member homes.)
- Keeping six feet between myself and others who are not part of my household.
- Sitting with my household in designated areas.
- Allowing no more than two people in a bathroom at one time.

Doing Things Differently

- Signing in every time I enter the church building.
- Greeting others without touching them.
- Refraining from singing.
- Agreeing not to share drink or food.
- Keeping children of my household beside me.
- Leaving the building immediately, if I begin to feel ill with any COVID-19 symptoms.
- Notifying, as soon as possible, the person responsible for the activity I was attending or the BE SAFE Plan Coordinator that I left because I was feeling ill or tested positive for COVID-19 within three days of being in the building. The BE SAFE Plan Coordinator is Myra Munson – myra.munson@outlook.com – (206) 795-2972.

Sanitizing

- Washing or sanitizing my hands after checking in to the church building.
- Washing my hands after using the bathroom.

I commit to be patient and respectful of requests made for the safety of all. I recognize that some members of this community are at increased risk of contracting COVID-19 and I want to contribute to a positive environment of care and concern for one another.

I agree to ABIDE BY THIS Covenant of Care:

_____ **Print Name**

_____ **Signature**

Date: _____

Phone Number: _____