

Northern Light United Church
COVID-19 – BE SAFE Plan (Updated MARCH 10, 2022)

Northern Light United Church is committed to providing an environment for in-person worship as well as other building uses that minimizes the risks of COVID-19 to the extent possible while returning to more normal pre-pandemic activities. The church is committed to providing a hybrid worship service into the future to allow all worshipers to participate meaningfully in worship. We will continue offering a Zoom link to worship and have secured additional technology to enhance the worship experience.

The church will follow the most conservative guidance provided by the City and Borough of Juneau (CBJ), the State of Alaska, or the CDC regarding capacity, social-distancing, masking, and other COVID-19 mitigation strategies for all building use. The strategies are based on the community risk levels as defined by CBJ. The CBJ COVID-19 Risk Metrics and Mitigation Strategies can be found on the menu of the CBJ website <https://juneau.org/COVID-19>. In some cases where CBJ has a recommendation, the church has decided on a requirement rather than a recommendation to minimize risk. Specific requirements may be modified by the Pastor in consultation with and notification to the Council consistent with CDC guidelines and applicable local, state, and federal law or Executive Orders.

All employees and persons entering the building are responsible for compliance with this BE SAFE Plan.

The Church Administrator is responsible for making this Plan available to all users; to keep sign-in sheets available; and ensuring that signage is present applicable to the current risk level.

Requests for Building Use must meet the requirements of this BE SAFE Plan. Users may be asked to provide a specific plan for use.

Questions about the BE SAFE Plan should be addressed to the Church Administrator by email at office@nluchurch.org or by phone at 907-586-3131.

Contents

Section 1. Mask and Capacity Requirements by Community Risk Level.....	2
Section 2. Notes and Clarifications.....	3
Section 3. Universal Safety Requirements.....	5
Section 4. Cleaning, Sanitizing, and Disinfecting	7

Northern Light United Church
COVID-19 – BE SAFE Plan (Updated MARCH 10, 2022)

Section 1. Mask and Capacity Requirements by Community Risk Level

Level 1 – Minimal

Masks

- Required for worship services
- Strongly recommended for all other indoor use, especially if non-vaccinated persons are present

Capacity

- If all are fully vaccinated, no capacity limit
- If non-vaccinated individuals are present, capacity at 50% and recommend social distance of 6 ft between households or social bubbles.

Level 2 – Moderate

Masks

- Required for worship services
- Required indoors for those not fully vaccinated
- Highly recommended for all, regardless of vaccination status

Capacity

- If all are fully vaccinated, no capacity limit
- If non-vaccinated individuals are present, capacity limited to 50% occupancy or 50, whichever is greater; recommend social distance of 6 ft between households or social bubbles.

Level 3 – Modified High

Masks

- Required indoors for all
- Small groups may meet without masks if all are vaccinated. See Notes section.

Capacity

- Capacity limited to 50% or 50, whichever is greater; recommend social distance of 6 ft between households or social bubbles.

Level 4 – High

Masks

- Required indoors for all

Capacity

- Capacity limited to 50% or 50, whichever is greater **and** required social distance of 6 ft between households or social bubbles

Northern Light United Church
COVID-19 – BE SAFE Plan (Updated MARCH 10, 2022)

Section 2. Notes and Clarifications

Masks:

- If masks are required, everyone must wear masks 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.
- Masks must properly cover the nose and mouth and may not have any openings, holes, or visible gaps. Recommended masks are N95, KN95, or cloth masks with at least 2 layers of fabric plus a filter. Face shields alone are not acceptable.
- If masks are required, they may be removed by a presenter (pastor, soloist, etc.) if at least 15 feet from the audience. They may be removed briefly for persons to speak for an announcement, etc.

Capacity:

- The capacity of the church sanctuary is about 180, estimating 6.5 people per pew for 28 pews, not counting the pews on the side. 50% equals 90 persons. To ensure social distancing of 6 feet between households or social bubbles, every other pew will be blocked off, reducing the capacity to 50 persons.
- The capacity of Fellowship Hall is 80 persons when set up with all chairs facing front. 50% is 40 persons. To ensure social distancing of 6 feet between households or social bubbles, chairs must be spaced out reducing the capacity to 25 persons.
- The capacity of other rooms can be found in the Facility Use Agreement.

Reservations and Attendance Tracking:

- The church has a reservation system that may be used for advance registration for in-person events. We recommend that a reservation system be used if there is a possibility of expecting more people than the capacity will allow.
- It is recommended that all attendees sign in or have their attendance documented. This facilitates notifying attendees if there has been close contact with a person who has tested positive for COVID-19.

People movement:

- Trained ushers must be available to greet folks, help direct them to available seats, and ask them to not congregate in the entryway, and to promote social distancing based on the risk level in place at the time of the event.

Small groups:

- At risk Levels 2, 3, or 4, a small group of adults or youth (no more than 20) may meet without masks if all indicate that they are vaccinated and are comfortable meeting without masks. This applies primarily to groups that meet regularly and have a key contact identified who will communicate the church policy in a way that does not require anyone to disclose vaccination status publicly and will ensure that if anyone is uncomfortable, all will wear masks. Anyone may continue to wear masks at their own discretion.

Northern Light United Church
COVID-19 – BE SAFE Plan (Updated MARCH 10, 2022)

Singing and Music:

- If masks are required, communal quiet singing will be allowed as long as participants wear masks.
- A soloist may sing without a mask for special music as allowed per CDC and denomination guidelines (at least 15 feet from other participants or worshippers per NW Coast Presbytery guidelines from Washington).
- Music may be provided by piano, organ, or string instruments. Performers will wear masks if required by the current risk level.
- Small choral ensembles (no more than 20) may meet for singing practice or recording without masks if all are vaccinated and maintain appropriate social distance based on the current risk level. If non-vaccinated persons are present, masks must be worn.
- Small ensembles (no more than 20) of singers and/or musicians playing wind or brass instruments may perform in the sanctuary under the following conditions:
 - At Risk Level 1, each performer must provide either:
 - i. proof of up-to-date vaccination status, or
 - ii. documentation of a positive COVID test within 90 but no less than 10 days of the performance, or
 - iii. test negative on a rapid antigen test administered under observation by the key contact of the group on-site on the day of the event.Performers are not required to wear masks but must be at least 15 feet from the attendees.
 - At Risk Level 2 or 3, each performer must test negative on a rapid antigen test administered on-site under observation by the key contact of the group on the day of the performance, regardless of vaccination status or previous positive COVID test. Performers are not required to wear masks but must be at least 15 feet from the attendees.
 - At Risk Level 4, each performer must test negative on a rapid antigen test administered on-site under observation by the key contact of the group on the day of the performance, regardless of vaccination status or previous positive COVID test. Singers must wear masks designed for singers. Wind or brass instruments must have an approved cover over the bell or instrument opening. Performers must be at least 15 feet from the attendees.

Communion:

- Until the COVID-19 risk level reaches zero, communion will be taken individually in the pews. This may be by using prepackaged individual Communion elements. Another option would be to pass the trays with glasses of juice and bread or wafers that can be easily picked up by an individual or served by an usher.

Between services/events:

- Spaces will be kept vacant for at least one hour between events.
- Volunteers should wipe down touch points such as door handles, light switches, stair rails and elevator buttons after each event.

Northern Light United Church
COVID-19 – BE SAFE Plan (Updated MARCH 10, 2022)

Food & Beverage:

- Communal Food/Fellowship for large gatherings (worship or events using the sanctuary and/or Fellowship Hall)
 - At Risk Levels 2, 3 or 4, there will be no communal food/fellowship during or after a service or event. If snacks are provided, they will be prepackaged and be handed out by the usher(s) as attendees leave the building.
 - At Risk Level 1, communal food & beverage/fellowship may be offered. Pre-packaged or single serve portions are recommended. The communal fellowship should last no longer than 30 minutes.
- Meals
 - At all risk levels, meals may be served to a group that meets the capacity requirements of the current risk level. If masks are required, participants must wear masks except for actual eating or drinking.
 - At Risk Levels 3 or 4, in the case of food prepared to be served, servings must be pre-plated and may not be served buffet-style. Food must be served by a person wearing a mask and gloves.

Section 3. Universal Safety Requirements

- At all risk levels 1-4, no one may enter the church building 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; or
 - 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.
- Everyone entering the building must:
 - sign in or register their attendance,
 - use hand sanitizer or wash their hands with soap and water for at least 20 seconds,
 - maintain physical/social distancing as required by the current risk level, and
 - wear a mask if required by the current risk level.
- Only persons from the same household or social bubble may be in the elevator at a time.
- Signs will be posted
 - i. at each entrance reminding users of current COVID mitigation strategies and identifying who to contact in case of questions or issues;
 - ii. in each bathroom and by the handwashing sink in the kitchen describing recommended protocols for effective handwashing.

Northern Light United Church
COVID-19 – BE SAFE Plan (Updated MARCH 10, 2022)

- Compliance with the BE SAFE Plan is important to assuring everyone’s safety. 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.

- 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.

- 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 or social bubble) and to assure the safety of others in the building.
 - i. 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;
 - 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.
 - ii. 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.
 - iii. 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.

- 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 5.

Northern Light United Church
COVID-19 – BE SAFE Plan (Updated MARCH 10, 2022)

Section 4. 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.

- a) 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.”
- b) 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 will clean and disinfect ideally on Monday morning and Tuesday, Wednesday, Thursday and Friday afternoons, or other schedule subject to adjustments made by the pastor based on building use.
- c) 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.
- d) 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.