COVID-19 SAFETY POLICIES AND PROCEDURES

Safety and Health Requirements

All organizations (including religious and faith-based organizations) have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 organization-specific safety practices, as outlined in Governor Jay Inslee’s “Stay Home, Stay Healthy” Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Requirements and Prevention Ideas for Workplaces (https://www.lni.wa.gov/forms-publications/F414-164-000.pdf) and the Washington State Department of Health Workplace and Employer Resources & Recommendations (https://www.doh.wa.gov/Coronavirus/workplace).

Building Use During COVID-19 PHASES

The following statement summarizes UUC’s response to the phased approach to returning to operations under pandemic conditions:

Because of the risk to vulnerable members of our communities from the spread of COVID-19, UUC will not use or rent its building for worship until after January 2021, or until conditions in King County allow for assemblies of over 50 people (Phase 4), whichever is later.

When King County enters Phase 3, whether before or after January 2021, the building will be open for smaller gatherings with masks and social distancing. Capacity during Phase 3 will be limited to 20 people total in the building, not including UUC staff on site. Preparing and serving food and beverages will not be allowed in the building during Phase 3.

When King County enters Phase 2, outdoor gatherings on the church grounds of fewer than 50 people will be allowed. All participants must observe social distancing guidelines. Participants may ask an available member of staff to let them inside the building, one individual or family at a time, to use the restroom if needed.

These guidelines are subject to preemption by orders from Gov. Jay Inslee.

COVID-19 Safety Objectives

To meet the main L&I COVID-19 requirements to protect employees, members, and visitors during any Phase 3 occupancy, UUC shall do the following:

• **Educate all employees** in the language in which they are most proficient about coronavirus, how to prevent transmission, and UUC’s COVID-19 policies.

• **Emphasize importance of self-screening** for symptoms of COVID-19 and make certain that sick employees stay home or immediately go home if they feel or appear to be sick on shift.

• **Maintain minimum six-foot separation** between all employees, members, and visitors in all interactions at all times.
• **Provide and require the use of personal protective equipment (PPE)** such as gloves and face coverings as appropriate or required for the activity being performed.

• **Ensure frequent and adequate hand washing/sanitizing** with adequate maintenance of supplies. Use single-use disposable gloves, where safe and applicable, to prevent transmission on items that are touched frequently or shared and discard after a single use.

• **Maintain a custodial schedule that includes frequent cleaning and sanitizing** with an emphasis on commonly touched surfaces.

**Employee Recourse**

An employee may refuse to perform unsafe work, including hazards created by COVID-19. UUC recognizes that it is unlawful to take adverse action against an employee who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure, or high-risk individuals covered by Proclamation 20-46, have access to either alternative work arrangements and/or accrued leave. Employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances. Employees are encouraged to discuss concerns and needs for alternative arrangements with their supervisor. Additional information is available at [https://www.lni.wa.gov/agency/outreach/paid-sick-leave-and-coronavirus-covid-19-common-questions](https://www.lni.wa.gov/agency/outreach/paid-sick-leave-and-coronavirus-covid-19-common-questions).

**COVID-19 Safety Policies and Practices**

All staff, members, and visitors must be aware of and adhere to the following policies and practices at UUC:

1. Authorized access to the church building on weekdays is limited to the ground floor plaza entrance; on Sundays, access is allowed through the 35th Street entrance on the second floor. Other access points will be kept closed and locked, except to allow separate egress from the building during Phase 3.

2. All employees, members, and guests are asked to self-screen for symptoms of COVID-19 before entering the church building. All are advised that:
   a. Any individual with symptoms may not enter the building.
   b. Any individual living with a household member who has been diagnosed with COVID-19 or who has symptoms of COVID-19 may not enter the building.
   c. Any individual awaiting test results for COVID-19 diagnosis or who has not yet completed a 10-day isolation period after a positive COVID-19 diagnosis may not enter the building.

3. All employees are required to log in at the greeter’s desk when entering the building for work and when leaving the building after work, with the time of their arrival and departure.
4. All members and guests must check in by name with a greeter (for worship), event host (for small group meetings), or staff member (for any other purpose) on arrival at the church building so that their presence can be recorded.

5. All members and guests participating in a scheduled outdoor gathering must RSVP as instructed by the organizer. If they ask a staff person to use a restroom while on site, they must check in separately at the plaza door to confirm that they entered the building.

6. All greeters, event hosts, or staff members collecting names of people arriving on site (indoors or out) for an event must deliver the lists in electronic form to the Office Manager for contact tracing purposes no more than 24 hours after the event.

7. If it is discovered that a COVID-19 exposure event occurred in the church building, attendance records delivered to the Office Manager will be used to notify all potentially exposed persons and suggest steps to take as a result.

8. All employees, members, and visitors in the church building are required to wear face coverings while on site, indoors and out.

9. All employees, members, and visitors in the church building are required to wash hands upon entry to the building. Hand-washing stations in all-gender restrooms and single-occupancy ADA restrooms are always available and will be generously stocked with soap and paper towels to encourage frequent handwashing. Employees are encouraged to leave their workstations to wash their hands regularly and are required to do so before and after going to the restroom, before and after eating and after coughing, sneezing, or blowing their nose.

10. All employees, members, and visitors must adhere to appropriate social distancing, typically six feet of space between chairs or workstations. In assembly areas, all must observe markings on the floor that establish appropriate distancing. Members of the same household may be seated in an assembly area together as a single unit.

11. Preparation, plating, pouring, or serving of food or beverages for other people is not allowed anywhere in the church building. The main social-hall kitchen will always remain locked except for regular equipment maintenance. Employees who bring prepared food for a meal during their shift should eat in isolation rather than shared spaces – in their office, outside the building, or in their car.

12. No choirs shall rehearse or perform in the church building. Solo singing is permitted in worship, but individuals must not remove their face coverings to sing in the presence of congregants.

13. On Sundays, access to all-gender toilet stalls is monitored and limited to no more than 2 stalls in use at a time. On weekdays, only single occupant ADA restrooms are available. Individuals waiting to use restrooms must maintain appropriate social distancing.

14. All employees, members, and visitors are encouraged to notify the custodian on duty of any surfaces that require significant cleaning or any unsafe conditions that require the attention of custodial cleaning tools and chemicals.

15. Custodial staff will clean and disinfect all shared high-touch surfaces and common areas — including doorknobs, crash bars, handrails, restrooms and breakrooms — between each scheduled building use.
Appendix A:  
COVID-19 exposure control, mitigation, and recovery plan

UUC will maintain a comprehensive COVID-19 exposure control, mitigation, and recovery plan. A copy of the plan will be made available at the church building for inspection by state and local authorities. Such plan does not require pre-approval for commencing operations.

The Director of Operations, Office Manager, and Custodian will be responsible for implementing all functional elements of the plan.

The COVID-19 Supervisor for UUC will be the Director of Operations. Monitoring responsibilities may be delegated to an alternate staff member with complete training on the plan.

**Employee, Member, and Visitor education**

COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters are visibly posted throughout the building.

Informational signage regarding the effectiveness of handwashing in preventing the spread of disease are posted in common area restrooms.

Signage is posted to remind tenants and visitors to maintain safe distances in high traffic or confined areas such as lobbies, parking, amenity areas and elevator cabs.

Guideline documents for Phase 2, Phase 3, and Phase 4 activities are provided to all staff and volunteers responsible for supporting those activities. All staff and volunteers are expected to review and confirm their understanding of those guideline documents, as well as all documented COVID-19 safety policies and procedures.

**PPE utilization**

Face masks are required for all staff, members, and visitors when inside the building. Personal and reusable cloth masks are recommended, but disposable masks are available for those who arrive without their own.

Vinyl or neoprene gloves must be worn by custodial staff at all times inside the building. They are not required for other staff, members, and visitors, though they are available to staff who must use them for specific tasks such as spot cleaning or handling potentially contaminated materials.

**Physical distancing**

Elevator occupancy is limited to one individual or one individual/caregiver pair, or multiple members of a single household, per use.

During occupancy periods, doors to shared spaces that can be held open by built-in hardware remain open, unless security requirements prohibit.

One-way travel patterns in the building are established and clearly marked to maintain physical distancing, including entry doors, passageways, and stairwells.

Circulation spaces near restrooms are marked with 6ft increments to encourage appropriate queueing.

All-gender restrooms are locked to allow only two stalls to be used at a time (2nd floor) or one stall at a time (1st floor). Single occupancy ADA restrooms on both floors are always open.
Approved indoor assembly spaces are the Chapel, the Nathan Johnson social hall, and the Knatvold conference room.

- Occupancy of chapel is limited to 20, including staff or other program providers. Participants must keep four empty chairs or an aisle to their right and left and leave one empty row ahead of them. The choir loft may not be occupied.

- Occupancy of Nathan Johnson social hall will be limited to 20 occupants standing or seated without tables, or 16 occupants at tables.

- Occupancy of Knatvold conference room will be limited to 15 occupants standing or seated without tables, or 8 occupants at tables.

All classrooms or miscellaneous rooms not approved for occupancy will always remain locked except for necessary cleaning and maintenance.

Floors of approved assembly areas are marked by 6ft increments to establish safe seating and standing distances.

If tables are used, one participant will be seated per folding table, and tables will be positioned to ensure 6ft between participants side to side and ahead.

If a circle of chairs must be created, they will be positioned to ensure 6ft between participants side to side and a minimum of 12ft across.

Outdoor activities must be carried out with social distancing. Temporary markings on asphalt and concrete surfaces must indicate appropriate distancing for participants.

Hygiene

Hand sanitizer stations are located at all main entrances, in several locations in the administrative offices, and in front of the elevator doors on all three levels.

Signs are posted at entrances that read “Please wash your hands when entering this building.” Signage directs people to the restrooms where they can wash their hands, or to hand sanitizer stations.

Tissues and trashcans are placed throughout the building.

Disposable face masks are available at all entrances for those who arrive without their own cloth or disposable mask.

Sanitation Procedures

Custodial staff will clean spaces between every assembly. Signage indicating “No Entry: Cleaning in Progress” and “Cleaning Completed” will be clearly posted during and after cleaning.

Prior to and after assembly, exterior doors will be propped open to lessen exposure to frequently touched surfaces.

Custodial staff will clean and disinfect all shared high-touch surfaces and common areas — including doorknobs, crash bars, handrails, mirrors, restrooms and breakrooms — between each scheduled building use, and all individual employee workstations — including computer monitors and peripherals, phone handsets, desk surfaces and drawer pulls, chairs, headrests and armrests — at the end of each day of use.
Members and visitors are asked to allow the custodial staff to manage all sanitation procedures rather than assisting them with these steps. Waste, recycling, and trash receptacles are provided for all events and should be used but not moved or emptied by members or visitors.

**Disinfection procedures**

All floors and touchable surfaces in circulation spaces, restrooms, and all assembly rooms and workspaces must be cleaned and disinfected, in that order, with church-supplied custodial products.

Single-use disposable products or reusable cloth products must be used for cleaning. Any reusable cloth products used for cleaning must be laundered daily.

Single-use disposable products must be used for disinfecting – either disposable wipes or spray disinfectant with paper towels. Reusable products must NOT be used for disinfecting.

Disinfectant chemicals must be applied and allowed to remain wet and undisturbed on surfaces for 10 minutes before those surfaces are wiped a second time to remove residual moisture.

Signage prohibiting entry into spaces actively being cleaned and disinfected must be posted.

**Facilities modifications**

Outdoor air ventilation will be maintained at 100% in all HVAC units as indoor and outdoor conditions permit.

HVAC systems will be scheduled for early startup and delayed shutdown (2 hours) relative to planned occupancy.

Air filtration will be upgraded to at least MERV 11. Filters will be sealed where necessary to minimize bypass air.

Where possible, building inspections and non-urgent repairs will be scheduled at times when offices are least crowded. Maintenance vendors and contractors will always wear appropriate PPE inside the building.

**COVID-19 safety training**

All staff will receive safety training on maintaining their own health with CDC-recommended best practices. All staff are expected to follow all posted procedures for best practices.

Members and visitors will find posters emphasizing CDC-recommended best practices in circulation spaces, restrooms, and assembly rooms.

Policies and procedures will be communicated to all members through all available channels such as web sites and electronically distributed publications.

**Symptom monitoring**

Employees are expected to monitor their physical condition while they are at home and at work and to alert a supervisor if they experience any CDC-recognized symptoms that might indicate infection: cough, fever of 100.4 or higher, chills, muscle pain, shortness of breath, sore throat, sudden loss of sense of taste or smell.

Symptoms require at-home isolation and treatment until 72 hours have passed without the need to control any symptoms with over-the-counter drugs.
Members and visitors are asked to monitor their physical condition and not to attend assemblies at the church building if they are experiencing any CDC-recognized symptoms or have experienced them in the past 72 hours.

Posted notifications and check-in restrictions will be used to reinforce expectations with members and visitors that no one with symptoms – and no one with exposure to someone in their household with symptoms – will be allowed to attend assemblies in the church building.

No one who has tested positive for COVID-19 may enter the church building until they have completed a 10-day isolation period since their test and at least 24 hours have passed without the need to control symptoms with over-the-counter drugs.

**Incident reporting**

Staff are required to check in and out of the church building with the check-in binder kept on the greeter’s desk at the first-floor plaza entrance.

Attendance at scheduled assemblies for members and visitors must be recorded by a staff person and such records must be delivered to the Office Manager to record with building use.

Any staff, member, or visitor who works a shift or attends an assembly in the church building and discovers afterward that they were exposed to someone with a positive COVID-19 diagnosis before that assembly must notify the Director of Operations so an incident can be recorded.

Any staff, member, or visitor who works a shift or attends an assembly in the church building and is diagnosed afterward with a COVID-19 infection must notify the Director of Operations so an incident can be recorded internally.

Employers in King County (in non-healthcare settings) must notify Public Health – Seattle & King County within 24 hours if a) they suspect COVID is spreading in their workplace or b) if there are two or more confirmed or suspected cases among their employees in a 14-day period. The Director of Operations or a delegate must report such conditions to https://www.kingcounty.gov/depts/health/covid-19/workplaces/report-cases.aspx

**Exposure response procedures**

On being notified that an individual exposed to a third-party with a positive COVID-19 diagnosis has been present in the church building, the Director of Operations or a delegate will initiate communication with all people who were present in the building while that individual was present. Such communication will ask those people to monitor their own health closely and to seek direction from their healthcare provider if they experience any CDC-recognized symptoms.

On being notified that an individual with a positive COVID-19 diagnosis has been present in the church building, the building will be shut to all staff (except trained incident response staff) and scheduled assemblies for 4 days (see Recovery Plan, below). The Director of Operations or a delegate will initiate communication with all people who were present in the building while that individual was present. Such communication will ask those people who were in the same spaces as the individual to consider a 14-day self-isolation period while monitoring their own health closely and to seek direction from their healthcare provider if they experience any CDC-recognized symptoms. The Director of Operations or an appointed delegate will also notify all staff members who may enter the building before cleaning has been completed of the exposure.

If a non-church group such as a renter or other incidental building user was present at the time of exposure, the Director of Operations or a delegate will communicate this information to the
primary contact of the organization hosting the event. That organization should follow their policies and procedures for following up with their event participants.

**Post-exposure incident project-wide recovery plan**

On being notified that an individual with a positive COVID-19 diagnosis has been present in the church building, the impacted zones of the building (that is, zones the individual reported being present in for more than five minutes) will be shut to all staff and scheduled assemblies for 4 days to allow any trace coronavirus on surfaces to become inert.

Building zones are defined as follows, based on shared HVAC zones:

**A) South wing**, first (administrative) and second (religious education) floors

**B) Fellowship Hall and circulation areas**, including kitchen, elevator, bathrooms (both floors), and Emerson, Dix, and Knatvold rooms (first floor)

**C) North wing**, chapel and first-floor classrooms (not including corridor)

Trained incident response staff will use the 4-day closure of one or more zones in the building to complete the following steps:

1) Schedule all heating and air conditioning components of all HVAC systems to an unoccupied state. (If North Wing is involved, shut off humidifier unit for chapel.)

2) With outside air dampers opened 100%, run all ventilation components of HVAC systems 24 hours a day for 4 days.

3) After the 4-day closure period, complete standard surface cleaning in relevant zones.

4) After the 4-day closure period, restore all heating and air conditioning components of all HVAC systems to standard schedules and setpoint temperatures in all spaces.

**RESOURCES**


ASHRAE main COVID-19 technical resource page: [https://www.ashrae.org/technical-resources/resources](https://www.ashrae.org/technical-resources/resources)


OSHA guidance for workplaces: [https://www.osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)