

# COVID-19 PREPAREDNESS PLAN AND PROTOCOLS

UPDATED: APRIL 14, 2021



## GENERAL CONSIDERATIONS FOR IN-PERSON GATHERING



**Stay home if you have symptoms, wash your hands often, wear a face covering, get tested, and get vaccinated!**

Valley Christian Church is committed to an environment that minimizes SARS-CoV-2 virus exposure for in-person gatherings. We ask everyone in our community and visiting our campus to adhere to this COVID-19 Preparedness Plan and Protocols document. Prior to attending an in-person event, please consider the increased potential of exposure to the SARS-CoV-2 virus if you are an essential worker, work in the healthcare industry, or have been travelling, especially out of the country. If you have been exposed to someone who tested positive for COVID-19 (and were within 6 feet of that person for more than 15 minutes), please adhere to CDC quarantine standards.

### PERSONS WITH COVID-19 SYMPTOMS OR A POSITIVE COVID-19 TEST:

**We request that persons experiencing COVID-19 symptoms or receiving a positive COVID-19 test result within a week of attending any in-person gathering at Valley Christian to contact the church office.** If you test positive for COVID-19, please adhere to CDC quarantine standards, remain home, get rest, and get well!

### LARGE INDOOR GROUP GATHERINGS (SUNDAY WORSHIP)

#### FACE COVERING/MASK MANDATE:

A statewide face covering mandate is in effect for all indoor public spaces, including places of worship. All persons entering Valley Christian Church buildings must be wearing an appropriate face covering. Worship leaders and vocalists may remove face coverings if they are 15 feet away from participants, and 6 feet from one another. Musicians who are not vocalists will continue to wear face coverings while performing. Persons with special needs who are unable to wear a face covering and persons under the age of 3 are not required to wear a face covering.

#### NUMBER OF PARTICIPANTS:

Per MN State Guidelines, capacity is dependent on the ability to ensure 6-foot physical distancing between household groups or non-household group individuals. As a result, capacity for Sunday Worship Services is limited to 100 persons. Pre-registration is required so we can ensure capacity limits are met.

#### PREVENTATIVE MEASURES – GENERAL:

Protocol Team: We will have a team of volunteers to help and enforce preventative measures.

Entrance: Participants may enter through the Westside or Southside Entrances (doors will be open and/or monitored). A Mask and Hand Sanitizer Station will be located near the entrances.

Physical Distance: Maintain a 6-Foot distance from those who are not part of your household

Exit: Participants may exit the Westside and Southside doors (doors will be open and/or monitored)

Bathrooms: Only the bathrooms in the Southside Hallway will be used. Use of bathrooms will be limited to one person or one family group at a time.

Sanitizing: All surfaces in the bathrooms, worship center, and atrium shall be cleaned and sanitized before and after each and every gathering.

## PREVENTATIVE MEASURES – WORSHIP CENTER SEATING:

*Sunday Worship Seating:* Participants will sit in household groups or individually. 6-foot physical distance must be maintained between household groups or non-household group individuals.

*Sunday Special Needs Accommodations:* Families with special needs may request to attend Sunday Worship in the “Parents Room/Cry Room” on a first-come, first-served basis, and by coordinating with the church office.

During worship services, a 15-foot spacing zone will separate participants from the platform area. Only staff, tech volunteers, worship leaders and musicians are allowed within the spacing zone and platform areas. The door closest to the stage will be used by worship leaders only.

## CHILDRENS MINISTRIES

### FACE COVERING/MASK MANDATE:

A statewide face covering mandate is in effect for all indoor public spaces, including places of worship. All persons entering Valley Christian Church buildings must be wearing an appropriate face covering. Persons with special needs who are unable to wear a face covering and persons under the age of 3 are not required to wear a face covering.

### NUMBER OF PARTICIPANTS:

Our capacity is dependent on the ability to ensure 6-foot physical distancing between household groups or non-household group individuals. The following table will be referenced in determining class sizes. These numbers include all persons (adults, youth, children) allowed in each space. However, registration for participants is required and will be limited by ratio of available adult volunteers to children in some cases:

Room	Maximum Capacity
Nursery	18
Preschool	24
Classroom A (Small)	23
Classroom B (Large)	42
Sensory	11
<b>Total Children's Wing</b>	<b>118</b>

### PREVENTATIVE MEASURES – SEATING AND GENERAL:

Classroom spaces will be set up to allow for physical distancing of 6 feet between persons from different families as much as possible.

Protocol Team: We will have a team of volunteers to help and enforce preventative measures.

Traffic Flow: Participants will be asked not to gather in the Children's Wing hallway. One parent/guardian per family will be allowed to enter the wing to pick up children after activity is completed.

Physical Distance: Maintain a 6-Foot distance from those who are not part of your household

Bathrooms: Use of the bathrooms in the Children's Wing will be limited to children. Use of bathrooms will be limited to one person or one family group at a time.

Sanitizing: All surfaces in the bathrooms, classrooms used, and atrium shall be cleaned and sanitized before and after each and every gathering.

### POST-EVENT MEASURES:

Childrens ministry volunteers and staff are responsible for ensuring that all tables and surfaces are wiped down with sanitizing wipes after each gathering. Wipes or sanitizing spray and paper towels will be provided in each classroom being used.

## YOUTH MINISTRIES, BIBLE STUDIES, and FELLOWSHIP GROUPS

### FACE COVERING/MASK MANDATE:

A statewide face covering mandate is in effect for all indoor public spaces, including places of worship. All persons entering Valley Christian Church buildings must be wearing an appropriate face covering. Persons with special needs who are unable to wear a face covering and persons under the age of 3 are not required to wear a face covering.

### NUMBER OF PARTICIPANTS:

Our capacity constraint is dependent on the ability to ensure 6-foot physical distancing between household groups or non-household group individuals.

The following table will be referenced in determining allowable group sizes. These numbers include all persons (adults, youth, children) allowed in each space:

Room	Maximum Capacity
Northside A/B	20
Westside Conf	10
Southside A	36
Southside B	24

### PREVENTATIVE MEASURES – SEATING AND GENERAL:

Participants will sit at tables with 6 foot spacing between individuals and/or tables. Individual participants from two different households can sit at opposite ends of a six-foot table.

Protocol Team: We will have a team of volunteers to help and enforce preventative measures.

Entrance: Participants will enter through the Westside Entrance (doors will be open and/or monitored). A Mask and Hand Sanitizer Station will be located at the entrance.

Physical Distance: Maintain a 6-Foot distance from those who are not part of your household

Exit: Participants may exit the Westside and Southside doors (doors will be open and/or monitored)

Bathrooms: Only the bathrooms in the Southside Hallway will be used. Use of bathrooms will be limited to one person or one family group at a time.

Sanitizing: All surfaces in the bathrooms, classrooms used, and atrium shall be cleaned and sanitized before and after each and every gathering.

### POST-EVENT MEASURES:

Group leaders are responsible for ensuring that all tables and surfaces are wiped down with sanitizing wipes after each gathering. Wipes or sanitizing spray and paper towels will be provided in each classroom being used.

## INDOOR SPECIAL EVENTS (VCC/COMMUNITY)

### FACE COVERING/MASK MANDATE:

A statewide face covering mandate is in effect for all indoor public spaces, including places of worship. All persons entering Valley Christian Church buildings must be wearing an appropriate face covering. Persons with special needs who are unable to wear a face covering and persons under the age of 3 are not required to wear a face covering.

### NUMBER OF PARTICIPANTS:

Capacity is limited only by the requirement to ensure physical distancing. Special events will require additional coordination depending on the type of event and the places the event will use on church property. Staff will determine occupancy limits required for the event and coordinate with event or group leaders.

### PREVENTATIVE MEASURES – GENERAL:

Protocol Team: We will have a team of volunteers to help and enforce preventative measures.

Entrance: Participants will enter through the Westside Entrance (doors will be open and/or monitored). A Mask and Hand Sanitizer Station will be located at the entrance.

Physical Distance: Maintain a 6-Foot distance from those who are not part of your household

Exit: Participants may exit the Westside and Southside doors (doors will be open and/or monitored)

Bathrooms: Only the bathrooms in the Southside Hallway will be used. Use of bathrooms will be limited to one person or one family group at a time.

Sanitizing: All surfaces in the bathrooms, rooms used, and atrium shall be cleaned and sanitized before and after each and every gathering.

### PREVENTATIVE MEASURES – SEATING:

For seated events, participants will sit in household groups or individually. 6-foot physical distance must be maintained between household groups or non-household group individuals. For events using tables, participants will sit at tables spaced 6-feet apart in household groups (one group per table) or as two individuals from two different households seated at opposite ends of a six-foot table.

### PREVENTATIVE MEASURES – FOOD SERVICE:

For events where food and beverages will be served, the following requirements shall be adhered to:

1. Staff will ensure that the Kitchen Use Policy in the VCC Church Policy Manual is followed, regardless if church kitchen facilities or supplies are used or not (i.e. if food is catered/brought in and not prepared in the VCC kitchen)
2. Control lines will be placed at areas where food or beverages are dispensed to ensure physical distancing of at least 6 feet between members of different households. This can be done with floor markings or other indicators.
3. Pre-packaged or catered-in food is preferable to food being prepared on-site.
4. Servers wearing masks and gloves should be used for dispensing food and beverages as a preference. However, self-service (buffet-style) is allowed if event leaders ensure that participants have washed their hands prior to food service, and maintain physical distance.

### POST-EVENT MEASURES:

Event leaders are responsible for ensuring that all tables and surfaces are wiped down with sanitizing wipes after each gathering. Wipes or sanitizing spray and paper towels will be provided in each space being used.

## OUTDOOR GATHERINGS

### FACE COVERING/MASK MANDATE:

It is Valley's practice to require face coverings during organized outdoor gatherings. State guidelines have highly encouraged face coverings during organized outdoor gatherings throughout the pandemic.

A statewide face covering mandate is in effect for all indoor public spaces, including places of worship. All persons entering Valley Christian Church buildings must be wearing an appropriate face covering. Persons with special needs who are unable to wear a face covering and persons under the age of 3 are not required to wear a face covering.

### NUMBER OF PARTICIPANTS:

Per the State Guidelines, we are limited to 250 persons for outdoor gatherings.

### PREVENTATIVE MEASURES – GENERAL:

Protocol Team: We will have a team of volunteers to help and enforce preventative measures.

Physical Distance: Maintain a 6-Foot distance from those who are not part of your household

Bathrooms: Only the bathrooms in the Southside Hallway will be used. Use of bathrooms will be limited to one person or one family group at a time. Face coverings must be worn indoors.

Sanitizing: All surfaces in the bathrooms, rooms used, and atrium shall be cleaned and sanitized before and after each and every gathering.

### PREVENTATIVE MEASURES – SEATING:

For seated events, participants will sit in household groups or individually. 6-foot physical distance must be maintained between household groups or non-household group individuals. For events using tables, participants will sit at tables spaced 6-feet apart in household groups (one group per table) or as two individuals from two different households seated at opposite ends of a six-foot table.

### PREVENTATIVE MEASURES – FOOD SERVICE:

For events where food and beverages will be served, the following requirements shall be adhered to:

1. Staff will ensure that the Kitchen Use Policy in the VCC Church Policy Manual is followed, regardless if church kitchen facilities or supplies are used or not (i.e. if food is catered/brought in and not prepared in the VCC kitchen).
2. Control lines will be placed at areas where food or beverages are dispensed to ensure physical distancing of at least 6 feet between members of different households.
3. Pre-packaged or catered-in food is preferable to food being prepared on-site.
4. Servers wearing masks and gloves should be used for dispensing food and beverages as a preference. However, self-service (buffet-style) is allowed if event leaders ensure that participants have washed their hands prior to food service, and maintain physical distance.

## DRIVE-IN EVENTS

The following protocols apply to outdoor drive-in events:

- Each vehicle may be occupied only by members of the same household.
- If vehicle windows are open, and less than 6 feet from another vehicle with open windows, masks must be worn by the people in the vehicle.
- Masks must be worn when using restrooms indoors.

## WORKING ON CAMPUS PROTOCOLS

### TELEWORK/WORK FROM HOME:

Guidance from the MN Department of Health continues to emphasize to all businesses and organizations to maximize telework/working from home. VCC Staff shall coordinate to minimize time spent on campus.

### FACE COVERING/MASK MANDATE:

A statewide face covering mandate is in effect for all indoor public spaces, including places of worship. All persons entering Valley Christian Church buildings must be wearing an appropriate face covering. Persons with special needs who are unable to wear a face covering and persons under the age of 3 are not required to wear a face covering.

VCC Staff and persons working on projects on campus are not exempted from the mask mandate when other persons are present, regardless of location.

The ONLY times a person may remove their mask in the buildings are as follows:

- When recording worship or programming content in the Worship Center (worship tech personnel will wear masks at all times when working in the building with others)
- When working alone in the building

At this time, neither CDC, nor MDH guidance has made exemptions from the mask mandate for persons who have previously been diagnosed with COVID-19.

### PHYSICAL DISTANCING:

When more than one person is working in the building, physical distancing of at least 6 feet will be adhered to. When practical, persons should work in separate rooms.

### OCCUPANCY LIMITS: CAMPUS-WIDE GUIDANCE

For reference, the following table lists occupancy limits for all meeting and classrooms in the main church building. 100% occupancy is in accord with MN State Fire Marshal guidelines, and further modified by MN Department of Education guidance for rooms in our Children's Wing. 50% and 25% numbers are rounded up.

Room	100%	50%	25%
Northside A/B	20	10	5
Westside Conf	10	5	3
Southside A	36	18	9
Southside B	24	12	6
Parents/Cry Room	1 family	1 family	1 family
Nursery	18	9	5
Preschool	24	12	6
Classroom A (Small)	23	12	6
Classroom B (Large)	42	21	11
Sensory	11	6	3

The Worship Center is designed for 300 persons seated in chairs at 100% capacity. Given different configurations for Fellowship Services and full Worship Services with tables, chairs, and physical distancing requirements, participant capacity will vary.