

# COVID-19 Site-Specific Protection Plan (SPP)

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**Business Name:** First Presbyterian Church of San Anselmo (FPCSA)

**Facility Address:** 72 Kensington Road, San Anselmo, CA 94960

This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on: **November 24, 2020**

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## The COVID-19 coordinators responsible for implementation of this plan are:

Scott Clark, Martha Olsen Joyce, David Jones

Title: Moving Forward Together Team Leaders

Certification: We certify that all church employees and volunteers have been provided a copy of the SPP and have reviewed it and received training as required by this SPP.

Signature: _____	Scott Clark	Date: <u>11/24/2020</u>
_____	Martha Olsen Joyce	Date: <u>11/24/2020</u>
_____	David Jones	Date: <u>11/24/2020</u>

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## Re-opening Status

**\*\*Note:**All indoor services and ceremonies are suspended starting December 8, noon to January 4, 2021 per the recently announced [Stay at Home Order](#).

First Presbyterian is a faith-based organization currently eligible to perform services and ceremonies indoors and outdoors with limited groups of people. We currently host our central worship services on Sunday morning virtually, and will continue to do so at least through December 31, 2020 in order to help limit the spread of COVID-19. Church personnel who can perform their work duties remotely will continue to do so until the Shelter in Place order is lifted. Any church personnel on site are performing Minimum Basic Operations (MBO) as allowed under the current Public Health Order.

This SPP covers only the practices and protocols associated with a limited re-opening for small indoor and outdoor ceremonies including prayer groups, small group singing, indoor/outdoor worship, baptisms, and fitness programs.

## Individual Control Measures and Screenings

- ☒ All employees and church volunteers/hosts prior to arriving on site will perform a self-health check for COVID-19 symptoms using [CDC Guidelines](#).
- ☒ Employees and church volunteers/hosts will wear face coverings properly when on site, particularly when others are present. Face coverings are not shared at this site.
- ☒ Employees and church volunteers/hosts will take reasonable measures to communicate with anyone attending indoor and/or outdoor faith-based ceremonies that they should use face coverings and maintain physical distancing.

- ☑ Employees and church volunteers/hosts who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines will be followed for returning to work or volunteer roles at church. Additionally, employees and church volunteers/hosts are directed to stay home if, in the past 14 days, they have had contact with someone who has been diagnosed with COVID-19 and is considered potentially infectious (i.e., still in isolation).
- ☑ FPCSA COVID-19 Coordinators shall notify the County of Marin Public Health of all positive COVID-19 cases of which they become aware. If an employee or church volunteer/host is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.

**Types of protective equipment provided to employees and church volunteers/hosts at this worksite location include:**

Disposable face coverings and disposable gloves will be provided where appropriate

## **Cleaning and Disinfecting Protocols for Small Indoor and Outdoor Faith-Based Ceremonies and Practices**

- ☑ All shared equipment and touchable surfaces are cleaned and sanitized between each group.
- ☑ Participant entrances and exits are equipped with proper sanitation products including hand sanitizer and/or sanitizing wipes
- ☑ Cleaning products are provided for use by church employees and church volunteers/hosts that meet the Environmental Protection Agency (EPA)'s- approval for use against COVID-19..
- ☑ Scheduling of indoor and outdoor spaces will provide adequate time for cleaning and disinfecting between each group's use .

**Schedule for disinfecting indoor and outdoor use areas and commonly used surfaces.**

Duncan Hall	Before and after each program or service
Sanctuary Building	Before and after each program or service
Memorial Garden touchable surfaces	Before and after each program or service.
Fireside Room Bathroom:	Before and after each program or service.
Duncan Hall Patio touchable surfaces	Before and after each office shift or worship service

**Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:**

Church employees and church volunteers serving as hosts for indoor and outdoor faith-based ceremonies will be responsible for arriving early and staying afterward to clean/disinfect commonly used surfaces prior to and after each program, service, or ceremony.

## **Physical Distancing Guidelines and Safety Measures – Small Indoor and Outdoor Faith-Based Ceremonies and Practices**

- ☑ Participants will be greeted in a way that maintains six feet of separation without physical contact.
- ☑ Seating arrangements will provide a minimum of six feet of separation between individuals and/or household groups.
- ☑ Chairs and high-traffic surfaces (e.g. door knobs, faucets) will be disinfected before participants arrive, and after they leave.

- ☑ Groups will include no more than 20 people. For indoor activities, attendance is further limited to the room-specific capacity limits set forth below. Entrance and exits will be coordinated to ensure distancing is maintained.
- ☑ Participants will arrive no earlier than 10 minutes before the program and leave as soon as the program has concluded. No continued gathering shall be permitted.
- ☑ Social eating and drinking will not be permitted, including coffee hours, potlucks, receptions, and passed or catered food or beverage services.
- ☑ Church visitors are not permitted to bring their own bags, mugs, or other reusable items from home. Water bottles are permitted for personal use only.
- ☑ Self-service food and beverages will not be permitted.
- ☑ Hymnals or other tangible items will not be shared or passed.
  - ☑ Self-service pamphlets and informational materials will be removed from the Welcome Table. These materials will be delivered digitally.
- ☑ Microphones will generally be assigned and dedicated to particular speakers. Any shared microphones will be disinfected between each individual's use.
- ☑ Attendees shall be required to bring their own fabric mats, rugs, or cushions as needed for participation in faith-based services to prevent sharing of these items.
  - ☑ Indoor group singing is not permitted.
- ☑ Clear signage at church entrances will be posted, requiring attendees to remain physically distanced in household groups, follow the marked flow of foot traffic, and wear face coverings as required by the Health Officer Order for Face Coverings.
- ☑ Umbrellas, canopies and other shade structures may only be used if they do not have sides and allow for the free flow of air through the space.
- ☑ Restroom access will be provided for urgent use only. Restrooms will be disinfected before participants arrive and after they leave by church personnel or church volunteers/hosts.
- ☑ Church personnel and church volunteers/hosts will maintain a list with names and contact information of all participants. If a participant tests positive for COVID-19 and the host becomes aware of it, the host will notify the Church's COVID19 coordinators who shall assist the County Public Health Department in any case investigation and contact tracing associated with the gathering.
  - ☑ Specific protocols for approved indoor and outdoor activities are included as attachments to the SPP.

**Members and groups of the church** may submit proposals for additional limited indoor and outdoor activities to the MFT team. The COVID19 coordinators will review those proposals, and may confirm those additional limited activities as compliant/consistent with the SPP/Appendix. The Coordinators also may request further information as needed, and/or refer the proposal to the full MFT team for consideration. Specific requirements for these proposals are documented in the Prototype & Protocol Template (available upon request).

Those proposals should include the following:

- a. A sufficient description of the prototype indoor or outdoor faith activity proposed.
- b. A designation of 1 or 2 members/staff of the church community who will be the designated host(s) for the activity, and responsible for compliance with the SPP.
- c. A designation of the safety protocols that will be followed. The protocols should follow the items in the SPP, and describe, where applicable, how the items will be implemented.

**Tenants** who would like to use indoor or outdoor spaces should submit proposals accompanied by a business-specific SPP to the MFT Coordinators. Specific requirements for these proposals are documented in the [Room User Guidance](#) or [Anchor Tenant Guidance](#) (available upon request).

## Description of the layout of your church buildings and office space and how we accomplish physical distancing measures

### Outdoor activities:

Outdoor spaces used for faith-based activities include the Memorial Garden and the Church Patio (between the sanctuary building and Duncan Hall). Physical distancing capacity is calculated for each outdoor space below:

Maximum Capacity of Outdoor Space at FPCSA		
	Memorial Garden	Duncan Hall Patio
<b>Maximum seating capacity</b>		
6 ft. spacing, one person per spot	20	40
8 ft. spacing, two people per spot	24	70

### Indoor activities:

Indoor spaces used for faith-based activities include Duncan Hall, the Sanctuary and Fireside room in the sanctuary building, and classrooms 204 and 205 in the church office building. Physical distancing capacity is calculated for each indoor space below:

Maximum Capacity of Indoor Space at FPCSA							
	Sanctuary*	Sanctuary Chancel	Duncan Hall	Fireside Room	Room 204	Room 205	Rooms 204/205
<b>Fire marshal maximum</b>	400	400	248	71	---	---	---
<b>6 ft. spacing, one person per spot</b>	60	X	40	20	6	6	28
<b>8 ft. spacing, two people per spot</b>	56	X	70	18	12	12	28
*Sanctuary capacity assumes every 2 <sup>nd</sup> pew for 6 feet and every 3 <sup>rd</sup> pew for 8 feet spacing and no one sitting in first 3 pews so that the chancel is 15 feet away							