

(Incorporates Minnesota Mask Mandate of July 22, 2020)

THE PLAN

The COVID-19 Preparedness Plan is intended to eliminate or reduce the likelihood of the spread of the COVID-19 Coronavirus on the premises of Friendship Church and with the church's staff, volunteers, visitors and congregants.

The Plan has been created to comply with the most up to date requirements and guidelines of the CDC, the Minnesota Department of Health, OSHA rules and the latest Executive Order of the Governor of Minnesota. This Plan will be continuously evaluated for its effectiveness and compliance with rules and best practices for the elimination of the spread of COVID-19. If this Plan is changed, the effective date of the change will be clearly marked, and any newer version of this Plan will supersede all earlier versions.

The Plan will be published on www.friendshipmn.org and posted in Friendship Church facilities to ensure that anyone attending a service or occupying church facilities for any reason will have access to the information and instructions contained in the Plan.

STAFF TRAINING

- All staff are aware of the requirements of this Plan and the obligations of Friendship Church to regulate and maintain worship gathering space, office workspaces and common areas to public health standards that minimize or eliminate the threat of infection or spread of the COVID-19 virus.
- Training involves the use of this plan, together with other documents, that instruct staff to be conscious of their personal health and the health of people in their homes or with whom they have close proximity in regard to infection with COVID-19. Printed instructions for proper building usage have been distributed, including signage.

GENERAL REQUIREMENTS

- Social distancing of at least 6 feet between non-family members is required under all circumstances.
- Masks are now required at both campuses of Friendship Church during worship services and group assemblies.
- Staff who are able to work from home have been asked to work from home.
- In indoor settings, occupancy cannot exceed 50% of total capacity, with a maximum of 250 people in a single self-contained space.
- In outdoor settings, gatherings cannot exceed 250 people.
- In outdoor settings, gatherings cannot exceed 250 people; social distancing must be maintained.
- Staff and volunteers are asked to do a health self-check each day they intend to work. They are asked to use the CD Health Screening Checklist and must stay home if they feel sick or exhibit any of the listed conditions.
- Staff, Volunteers and Visitors will complete Health Certification Forms.

BUILDING CLEANING AND DISINFECTION

- Cleaning procedures and the cleaning agents used in those procedures have been established by the Facilities Ministry to conform to approved COVID-19 disinfection standards, including the U.S. Environmental Protection Agency's (EPA) List N list of products that meet EPA's criteria for use against COVID-19.
- Facilities staff follow a strict schedule and routinely clean and disinfect all areas, such as offices, restrooms, common areas and shared equipment.
- Meeting areas are cleaned and disinfected after each use and high-touch areas such as doorknobs, countertops, barriers, railings, handles, tops of chairs, and other such surfaces are cleaned more frequently.
- All common areas subject to touch are thoroughly sanitized between and after Sunday services.
- Entry doors and doors in common areas are left open to eliminate use of door handles. Where possible, entry doors to bathrooms remain open.
- HVAC filters and air handling equipment are maintained in optimum condition. Areas with less than optimal ventilation are not utilized for group meetings of any size.
- Bathrooms utilize touchless paper towel dispensers and touchless soap dispensers.
- Sanitation stations have been established just inside building entrances, as well as in common areas and adjacent to restroom entrances. Sanitation stations are highly visible and include bottles of hand sanitizer. Also, facilities staff utilize carts with spray bottles of surface disinfectant, clean rags and receptacles marked for disposal of dirty rags.
- Kitchens are not to be used on Sundays and are off-limits to all except the Kitchen Director and Facilities staff. Accordingly, kitchens will be cleaned only to accommodate the Friendship Meals program that is for people outside the church building.
- Drinking fountains have been made inoperable and are marked accordingly.

SOCIAL DISTANCING – SIX-FOOT DISTANCES MUST BE OBSERVED

- Staff, volunteers and congregants should maintain six-foot social distancing to avoid "choke points" or lines to reduce crowding at entrances, in hallways, elevators, waiting areas, break areas, common areas, etc.
- Staff meetings are limited to 10 people or less.
- People should wait outside restrooms to reduce occupancy and congestion. Signs are posted to reinforce those instructions.
- Work areas requiring people to work together, including workstations, break rooms and other shared projects, currently accommodate or can be adapted to social distancing requirements.

WORSHIP SERVICES AND LARGE AREA GROUP ASSEMBLY

- Sunday service procedures have been communicated to the church family in advance of the reopening using email, website and video presentation to let people understand the ways we are maximizing their safety and complying with restrictions and rules.
- Signs in public areas illustrate social distance requirements and health self-evaluation instructions.
- Greeters stationed outside entry doors urge people to maintain sufficient distance from people entering the building
- Hospitality team members, staff, volunteers, congregants and guests are required to wear masks, and exterior doors remain propped open.
- No handshakes or hugs between staff, volunteers or guests are permitted.
- No coffee or food of any sort is served.
- Doors to the playground area are locked and the playground is off limits.
- Ushers ask families to remain outside in family groups socially distanced from other family groups until ushers are able to seat them in the worship center.
- Ushers seat family groups according to clustered groups of chairs by family-size.
- In order to minimize people passing closely together during the seating process, all efforts are made to seat from the front to the back, subject to family size as noted above.
- Connect cards, together with sanitized pens, are available in each family cluster of chairs.
- When connect cards are filled out, they are placed in buckets, along with pens and offering envelopes, at the rear doors of the worship centers of both campuses.
- After the collection of offering envelopes, cards and pens, staff uses an ozone system to sanitize all the contents of buckets.

- Pre-packaged communion elements are used and made available on communion Sundays along with Connect Cards and pens.
- As we communicate requirements for Sunday services, we will continue to stress the need for social distancing. At the conclusion of Sunday services, ushers escort groups out starting from the rear of the worship centers and ending with people seated in front.
- Signage reinforce social distancing practices in numerous places.
- Departing congregants will be asked to leave the building promptly, while maintaining safe social distancing as they leave.

Effective Date 07/22/2020