



Site Specific COVID-19 Plan

In accordance with the CDC, California Department of Health and Cal-OSHA's COVID-19 Industry Guidance for Places of Worship and Providers of Religious Services, and Sonoma County's Best Management Practices Plan for Faith Based Organizations, the following is Calvary Chapel Petaluma's Site Specific COVID-19 Plan.

COVID-19 Notification Procedure

If at any time, any staff member, volunteer, or congregant tests positive for COVID-19, immediately follow the COVID-19 Notification Procedure:

1. Contact Calvary Chapel Petaluma: 707-766-1567 or office@calvarypetaluma.org
2. Contact Sonoma County Disease Control Unit, Public Health Division: 707-565-4567 or PHNurse@sonoma-county.org

Calvary Chapel Petaluma COVID-19 Specific Plan

This plan will outline the steps required to hold worship services:

- Prepare staff and volunteers for services
- Define the process for all church services to be attended by staff, volunteers, congregation, and guests.
- Train and communicate with staff, volunteers, and congregants/guests the COVID-19 procedures plan.
- Define the process to clean and disinfect the church facility before, after, and between services.
- Provide additional considerations for services.

The Calvary Chapel Petaluma Leadership, and staff must regularly

- Evaluate workplaces for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk or infection.
- Update the plan as needed to prevent further cases.

All staff, volunteers and congregants/guests should be aware that public health preventive measures—including physical distancing, wearing masks in public, sheltering in place, washing or disinfecting hands, disinfecting surfaces, and testing for and tracing of infected individuals—are our only safeguard. Convening in a congregational setting of different households for religious practice carries a higher risk for widespread transmission of the COVID-19 virus. The public health measures discussed here are preventive only and do not insulate a person from being infected, even if those measures are followed by everyone. Chances of infection are reduced greatly if everyone does practice these measures, however, In order to mitigate the risk of spreading COVID-19, we will drastically reduce the capacity for their gatherings at the church facility to allow for social distancing. .

Preparing the Church Facility for Services

- Mark the sidewalk leading into the facility with social distancing signs
- Prepare and install signage at each entrance and in each restroom with easy to read instructions on how to behave.
- Install touch-less hand sanitizer dispensers at each entrance to the facility
- Require masks prior to entrance in the facility and provide disposable personal face masks for those who don't have them.
- Turn off water fountains so that they are inoperable.
- Have collection boxes at back of the room and promote online giving so that no offering baskets are passed.
- Clean and disinfect all surfaces that would come into contact with staff, volunteers, congregants, or visitors.
- Schedule additional weekly janitorial services with specific COVID-19 compliant cleaning recommendations. (see [Cleaning and Disinfection Protocols](#))
- Utilize registration system to limit capacity and track attendees

Prepare Staff and Volunteers for Services

Each church service at Calvary Chapel Petaluma will require volunteer staffing as listed. The number of volunteers is ideal so that the state recommendation to, "shorten services to limit the length of time congregants/visitors spend at the facilities whenever possible" is met. Volunteers will be able to sign up for the service they wish to serve at on a weekly basis, through our church website. All volunteers and staff members will have their temperatures taken upon arrival before entering the facility.

Volunteer Coordinator per Service (Staff Position) - One staff member will act as the volunteer coordinator and will be required to fully understand procedures and guidelines, train the volunteers on this Site Specific Plan and COVID-19, assist the other volunteers where needed, assist congregants/guests to follow the procedures and guidelines, verify number of attendees per service to turn away excess if needed, and address and isolate any congregant/guest whose temperature shows possible COVID-19 infection.

Parking Volunteers per Service - Volunteers will be stationed, one at each entrance and intersection to help greet and guide attendees to a parking space. Parking volunteers will also help safely guide people towards the facility ensuring they have everything they need for entrance (masks, registration, etc.)

Registration Volunteers per Service - Volunteers will help congregants and guests confirm their registration and enter the facility safely, socially distanced, and wearing masks. Volunteers will point those arriving to touch-less hand sanitizing stations and will also have disposable masks available for anyone who does not have one. After successful confirmation of their registration congregants and guests will be directed to their seats.

Ushers per Service - Ushers will be required to seat congregants/guests, one party at a time in a socially distant configuration. One usher will be stationed at each entrance to the sanctuary and direct to another usher standing at the next available row of seats. These ushers will also assist congregants/guests to exit one party at a time in a socially distant manner. These processes and any assistance during services is described in Volunteer Procedures for Church Services.

Safety Volunteers - Volunteer will be stationed at the front and back entrance, and one in the sanctuary to monitor any safety issues and be available to help troubleshoot with any problems. The safety team will also monitor the parking lot to ensure that the facility is secure and to provide a presence for everyone attending to feel safe.

Children's Ministry Volunteers - Volunteers will be available to greet any children who attend services with their families. We will not be offering children's ministry under current restrictions so the volunteers will be passing out individually wrapped and sanitized bundles to occupy children during the service. These volunteers will serve to recognize and make children feel welcome at Calvary Chapel Petaluma until children's ministry can safely resume.

Worship and Production Volunteers - In order to lead the various elements of our worship service we will have volunteers that will be a part of the worship and production team. These volunteers will be leading the music portion of our services, managing the content that is projected on screens, running sound, and filming for our recorded content and online services.

Staff and volunteer protective measures - Calvary Chapel Petaluma will provide and ensure staff and volunteers use all required protective equipment, including masks, and gloves where necessary.

Staff and volunteer training - Calvary Chapel Petaluma will provide staff and volunteers training with regard to this Site Specific COVID-19 Plan

Volunteer Procedures for Church Services

Parking Team Volunteer

- Arrive 40 minutes prior to service, put on mask
- Put out cones and signage to guide congregants/guests to available parking spaces
- At conclusion of service, disinfect and stow cones and signage

Registration Team Volunteers

- Arrive 40 minutes prior to service, put on mask
- Registration team will leave exterior doors open for ventilation until the service starts
- Greet and check in congregants and guests
- Confirm the registration of those arriving
- Ensure that everyone entering the facility has a mask and uses hand sanitizer before proceeding to their seat.

Ushers

- Arrive 40 minutes prior to service, put on mask
- Ushers to keep sanctuary doors closed until it is time to enter the Sanctuary. Then all doors will be opened so that congregants and guests don't have to touch the door handles.
- The usher at the entrance door to the sanctuary will direct each party to the ushers stationed throughout the room at the next available row of seats.
- Seating will be directed by the ushers, every other row only with social distancing between each party from side to side.

- At the conclusion of the service, ushers will open all the doors and dismiss congregants and guests by row from the back of the room to the front to encourage as little cross-traffic as possible.
- Congregants and guests will exit through the same doors that they entered, based on what side of the sanctuary they are seated.

Safety Team Volunteers

- Arrive 40 minutes prior to service, put on mask
- One safety team member will be stationed at each entrance to the facility, and one assigned to the sanctuary.
- Safety team members will wear shirts that identify them visually and be ready to assist with any safety concerns, generally keep the facility and parking lot secure, and be prepared to help assist and de-escalate any situation where a congregant or guest is unwilling to comply with the requirements to participate in the service.

Children's Ministry Team Volunteers (Sanctuary)

- Arrive 40 minutes prior to service, put on mask
- Children's ministry volunteers will wear shirts that identify them visually and distribute individually packaged, sanitized bundles to occupy children attending the service. These bundles will be distributed at an appointed time in the service.

Children's Ministry Team Volunteers

- Arrive at least 40 minutes prior to service, put on mask
- Children's ministry volunteers will operate under all the normal classroom protocols, with limitations on how many registered kids will be allowed in each classroom.

Worship and Production Team Volunteers

- Wear mask at all times in the facility except when on stage

Process for Congregants / Guests Attending Church Services

Congregants / Guests arriving for Church Services should:

- Stay home if experiencing symptoms.
- For those who are vulnerable to COVID19 including those with co-morbidities, it is strongly recommended that you remain off-site and view Calvary Chapel Petaluma's services on-line.
- Once multiple services are available, try to attend the same scheduled service each week as this can reduce the spread of transmission by minimizing the number of different individuals who come into close contact with each other.
- Upon arrival at church, line up by standing on the sidewalk markers with your party. As the party in front of you progresses through registration, move up to the next marker.
- Wear their protective face masks, which must be worn while inside the facilities. If a congregant / guest does not have a face mask available, the congregant / guest should obtain one from the registration volunteers.

- Confirm their registration with the registration volunteers.
- Use hand sanitizer upon entering facilities.
- Follow the usher to your seat. Please remain in your seat for the duration of the service.
- Observe social distancing.
- Please wait for the usher to dismiss your party and exit through the same doors that you entered.
- Children should remain in the care of those in their family and not interact with children of other parties at any time.

Cleaning and Disinfecting Protocols

Areas Of Responsibility

Each volunteer team will be responsible for cleaning their environment and equipment, according to established zones, following each service. Following is a description of the zones and teams responsible for them:

- Sanctuary – Ushers, Safety Team, and Worship and Production Team volunteers
- Entrances to the building and bathrooms – Registration Team, Safety Team
- Exterior Doors and Parking Equipment – Parking Team

Protocols:

Sanctuary - volunteers will start at the front of the seating area, and spray the electro-fog machines with cleaning solution, covering the chairs and seating area. All other volunteers will wipe down any surfaces or equipment that could potentially be contaminated.

Kids Ministry - volunteers will start at the front of the seating area, and spray the electro-fog machines with cleaning solution, covering the chairs and seating area. All other volunteers will wipe down any surfaces or equipment that could potentially be contaminated.

All other volunteer teams - will use appropriate cleaning supplies and solutions to spray and wipe down surfaces that could potentially be contaminated including all door handles relative to their specified zones. When cleaning proper equipment will be provided (i.e. masks gloves, wipes, etc).

Calvary Chapel Petaluma will also strategically place high-efficiency air cleaners to increase ventilation and air flow.

Other Considerations for Places of Worship

- Discontinue offering self-service food and beverages. Do not hold potlucks or similar family-style eating and drinking events that increase the risk of cross contamination. If food and beverages must be served, provide items in single-serve, disposable containers whenever possible. Employees or volunteers serving food should wash hands frequently and wear disposable gloves and face coverings.
- Use social media, website, texts, email, etc., to communicate the steps being taken to protect congregants/guests and staff so that they are familiar with the guidelines (including to stay home if experiencing symptoms)
- Shorten services to limit the length of time congregants/visitors spend at facilities whenever possible.
- Close places of worship for visitation outside of scheduled services, meetings, etc., whenever possible.
- Discourage staff, congregants, visitors, etc., from engaging in handshakes, hugs, and similar greetings that break physical distance. Take reasonable measures to remind people to wave or use other greetings.
- Continue to support online connections and attendance of online services and Zoom meetings by those who are vulnerable to COVID19 including those with co-morbidities.

- Staff and volunteers are strongly encouraged to remind congregants/visitors of these practices with announcements during services or on welcoming guests.

Other Considerations for Weddings and Funerals

- Consider reduced visitor capacity and stagger visitation times at funerals, wakes, etc., if possible. Follow all cleaning and disinfection measures as described in this guidance. Whenever possible, remind visitors to maintain physical distance from each other, from staff and volunteers.
- Consult and comply with local guidance regarding limits on gathering sizes, travel, holding funerals for those who died from COVID-19, etc.
- Consider other recommendations and modifications of services related to places of worship outlined above, as applicable for weddings and funeral services.