

WESTMINSTER PRESBYTERIAN CHURCH

**HOW WE WILL REOPEN
WESTMINSTER'S BUILDING**

REOPENING OUR BUILDING RESPONSIBLY

**COVID-19 PHASING AND RISK ASSESSMENT PLAN
FOR REOPENING OUR BUILDING**

**COVID-19 PREPAREDNESS PLAN
FOR REOPENING OUR BUILDING**

**ADOPTED BY THE SESSION ON AUGUST 27, 2020
AMENDED FOR PHASE IV TO BEGIN ON MAY 29, 2021**

WESTMINSTER PRESBYTERIAN CHURCH

REOPENING OUR BUILDING RESPONSIBLY

THE BIBLICAL WITNESS CALLS US TO CARE “FOR THE LEAST OF THESE AMONG US.”

For 163 years, the congregation of Westminster Presbyterian Church has sought to follow the biblical mandate to “love God and love neighbor.” Over the years, the leaders of this historic church have guided the congregation in directions that aim to follow the biblical injunction to show the love and justice of God by seeking *shalom* – the fullness of humanity as God desires. Today’s circumstances, while unique, call us back to scripture, the “only rule of life and faith,” according to our confessional heritage. The Bible is clear: God expects us to live in such a way that *all of God’s children, especially those most vulnerable*, are protected and served, loved, and affirmed. We do not live according to that which best suits us, but, rather, according to our understanding of those whom God would have us love. Jesus said, “I came not to be served, but to serve.” As followers of Jesus we can do no less. Our response to the coronavirus pandemic begins with the question, “Who is our neighbor?” That is, *who are those most susceptible to this virus, and how shall we order our life as a congregation to do what we can to protect them?*

THE CHURCH, LED BY THE SPIRIT, IS OPEN AND ACTIVE WHETHER OUR BUILDING IS OPEN OR NOT.

Westminster Presbyterian Church affirms that we are doing ministry and mission even while our building is closed. Living during the COVID-19 pandemic has made us aware that, with the guidance of the Spirit, we can still “do” church – we can worship together, we can minister to each other, we can extend hospitality to each other and our neighbors, we can continue our mission work in the community – whether we do it from our building or in the myriad ways we have imagined and employed while the building has been closed.

THE COVID-19 PANDEMIC WILL PASS SLOWLY, AND WE WILL REOPEN OUR BUILDING SLOWLY.

We know the COVID-19 pandemic will pass, not quickly, and not without peaks and valleys of infection and response. As the pandemic continues, we will have the opportunity to reopen our building, only in phases and only with strict safeguards in place. And, we may have to move back to an earlier phase if the virus breaks out more forcefully. To reopen as much as we can while minimizing health risks, the Session has appointed the Responsible Building Use Task Force to advise us. The Task Force has developed a *COVID-19 Phasing Plan For Westminster’s Reopening* and a *COVID-19 Preparedness Plan For Westminster’s Reopening* to guide our building reopening actions. The Phase IV of these two plans follow this introduction and will be updated again as we learn more about the spread and control of the COVID-19 virus and how we can act effectively to minimize the risks for each reopening phase.

THE HEALTH OF OUR MEMBERS, STAFF, BUILDING USERS, AND COMMUNITY COMES FIRST.

In developing the Phasing and Preparedness Plans, the Task Force affirms that the health and safety of our members, staff, building users, and the broader community must come first. We want each phase of building reopening to allow as much building use as we can *safely* undertake. This means using protocols that protect everyone affected, especially the most vulnerable among us.

OUR BUILDING REOPENING WILL BE GUIDED BY THE BEST AVAILABLE SCIENTIFIC INFORMATION.

Public health officials in Minnesota and nationally are providing us with critical scientific information about the nature of the COVID-19 virus, daily updates about the virus's spread, and guidance on how to mitigate the risks of infection. More will be learned and shared as the pandemic unfolds. The Task Force has relied on this information to develop the Phasing and Preparedness Plans. The Task Force will continue to rely on this information in updating both plans over the coming months.

AS WE REOPEN, WE MUST CONTINUE TO PROVIDE CONNECTION AND COMMUNITY FOR ALL.

As the COVID-19 pandemic closed our building and shut down most daily activities, Westminster has worked hard to maintain connections and community, especially through online worship, education, fellowship, and meetings. Reopening must not change this; the church's work must remain open to *all*. Building reopening should not exclude some because they are vulnerable and should not attend in person. Rather, online and other means of connection will be pursued, so those who should not be in the building in-person can still participate actively and effectively in our worship and ministries.

The Church Is A Covenantal Community.

The Church is a covenantal community. We gather in response to God's love extended to us: "I will be your God and you shall be my people." We live in covenantal relationship with God and with one another. To re-open the Westminster building responsibly, all who engage in church activity in the building and off-site are asked to adhere to the following *COVID-19 Safety Covenant*:

COVID-19 SAFETY COVENANT

I WANT TO BE AS SAFE AS POSSIBLE, AND I WANT OTHERS TO BE AS SAFE AS WELL, AS WE PARTICIPATE IN WESTMINSTER-RELATED ACTIVITIES DURING THE COVID-19 PANDEMIC. I HAVE READ AND AGREE TO FOLLOW THE REQUIREMENTS AND PROTOCOLS OF WESTMINSTER'S PHASING AND PREPAREDNESS PLANS.

WESTMINSTER PRESBYTERIAN CHURCH

COVID-19 PHASING AND RISK ASSESSMENT PLAN FOR REOPENING OUR BUILDING

INTRODUCTION

This *COVID-19 Phasing And Risk Assessment Plan For Reopening Our Building* (“Phasing-Risk Plan”), together with its companion *COVID-19 Preparedness Plan For Reopening Our Building* (“Preparedness Plan”), will govern the reopening of Westminster Presbyterian Church’s building and property at 1200 Nicollet Mall in Downtown Minneapolis and off-site church activities. This Phasing-Risk Plan (1) addresses phasing for reopening of the church building and conduct of off-site activities and (2) presents a risk analysis tool to help determine whether specific church activities should be allowed. This Plan is dynamic and will be updated to reflect emerging information, best practice recommendations, and regulations from the Minnesota Department of Health (“MDH”), the Centers for Disease Control and Prevention (“CDC”), and other authorities.

As Westminster’s reopening progresses (and perhaps steps back), the health and safety of everyone involved must come first. So, our reopening plan considers state and federal guidelines and the recommendations of our Responsible Building Use Task Force. Westminster members, staff, and volunteers are covenanting to follow this Phasing-Risk Plan and the Preparedness Plan. Others will be required to follow the Plans.

PHASING FOR THE REOPENING

This Phasing-Risk Plan sets “Pandemic Threshold Indicators” for six phases of reopening Westminster’s building and conducting off-site activities based on minimizing the risk to everyone involved. These Indicators are:

- The number of confirmed, new COVID-19 cases in Minnesota per week – chosen because it is in part a reflection of community spread of COVID-19 and indicates the level of likely exposure; and

- Minnesota hospital bed occupancy and Intensive Care Unit (“ICU”) occupancy for COVID-19 cases – chosen because they reflect the relative severity of the illness and the availability of the necessary medical care for anyone who becomes infected.
- The vaccination rate for Minnesotans given a vaccine with an Emergency Use Authorization (“EUA”) or an approved New Drug Application (“NDA”) by the U.S. Food and Drug Administration.

COVID-19 is caused by a new virus and threshold indicators may change as new knowledge is acquired.

All Phases below presume at least the following:

- Everyone involved will strictly follow the requirements and protocols in the Preparedness Plan.
- Westminster staff and volunteers will adhere to additional requirements and protocols developed for their safety.
- The Pandemic Threshold Indicator for each Phase will consider, in addition to Minnesota data, analysis of the regional and national pandemic situation. **The pandemic threshold indicators for Phases IV through VI are based on current information about the pandemic and likely will change as more data are received.**
- A Phasing Team consisting of a medical doctor and the Senior Pastor or Executive Associate Pastor will make the decision about moving into or back from any particular Phase and update the Phasing-Risk Plan as needed.

PHASE I (BEGAN ON MARCH 13, 2020)

Pandemic threshold indicator: Public health emergency declared by the Governor.

- Building closed; allow clergy, staff, and volunteers into building only to broadcast worship and education and to maintain the building and its systems.
- Westminster staff working at home, except as noted above.
- No other gatherings allowed at Westminster or at off-site locations.

PHASE II (BEGAN ON MAY 23, 2020)

Pandemic threshold indicator: Revised CDC and MDH guidelines with regard to worshipping communities were issued.

- Continue all applicable parts of Phase I.
- Allow limited clergy, staff, and volunteer access to the building as needed.

- Allow weddings and memorial services with ten or fewer persons in the building and indoors at off-site locations.
- Allow groups of ten or fewer to meet outdoors both on-site and at off-site locations.
- St. David's Harman Center returns on-site following its own operational plans – *COVID-19 Twelve-Point Plan Protocol Summary and Logistics And Details* – for its operations.

PHASE III (BEGAN ON AUGUST 27, 2020)

Pandemic threshold indicator: Reduction for **at least** four consecutive weeks in confirmed, new Minnesota cases and hospital and ICU occupancy.

- Continue all applicable parts of Phases I and II.
- Allow Westminster clergy, staff, and volunteers to return to work in the building.
- Allow groups of up to 25 people to meet in the building and indoors at off-site locations for worship and for other activities.
- Allow groups of up to 50 people to meet outdoors both on-site and at off-site locations.

PHASE IV (WILL BEGIN ON MAY 29, 2021)

Pandemic threshold indicator: ***Reduction for at least eight consecutive weeks in confirmed, new Minnesota cases and Minnesota hospital and ICU occupancy or vaccination of at least 50% of Minnesotans with a vaccine given an EUA or an approved NDA by the U.S. Food and Drug Administration.***

- Continue all applicable parts of Phases I, II, and III.
- Allow groups of up to 75 people to meet in the building or indoors at off-site locations, provided occupancy is limited to the maximum capacity with 6-foot social distancing.
- Allow groups of up to 250 people to gather in the sanctuary.
- Allow outdoor gatherings of up to 150 people, provided the number of people is limited to the maximum capacity with 6-foot social distancing both on-site and at off-site locations.
- All occupancy limitations may be increased or decreased by the COVID-19 Response Team as circumstances and regulations change.
- Gradually increase singing and use of wind instruments in Westminster activities.

PHASE V (DATE TO BEGIN UNCERTAIN)

Pandemic threshold indicator: Confirmed, new cases of COVID-19 in Minnesota are one per 100,000 people or less per week for **at least** four weeks.

- Continue all applicable parts of Phases I, II, III, and IV.
- Allow indoor gatherings of up to 50% of a space's capacity or the maximum capacity with 6-foot social distancing, whichever is less, both in the building or off-site.
- Allow outdoor gatherings of up to 50% of a space's capacity or the maximum capacity with 6-foot social distancing, whichever is less, both on-site and at off-site locations.

PHASE VI (DATE TO BEGIN UNCERTAIN)

Pandemic threshold indicator: Will depend on availability of effective treatment, a readily available and effective vaccine, and/or evidence of herd immunity.

- Return to full use of the building and property and all off-site activities.

ACTIVITY RISK ASSESSMENT

In addition to the phasing limits set forth above, Westminster will use a tool to assess the risks of specific activities and determine whether they should be allowed inside or outside the building or off-site either indoors or outdoors. To do so, six activity risk factors will be considered: duration in hours, number of participants, level of control to establish and maintain norms of behavior, age (in general) or type of participants, location (indoors or outdoors), and activity type. Scores will be assigned for each factor and totaled to assign a risk – low, moderate, or high. An example rating sheet is attached to this Phasing-Risk Plan as Exhibit A to illustrate how this tool will be used.

Activity risk assessments will be tied to the phases as follows.

- Low-risk activities will be considered in Phases II and III.
- Low-, medium-, and-high-risk activities will be considered in Phases IV and V.

Once Phase VI is reached, activity risk assessments will no longer be needed.

WESTMINSTER PRESBYTERIAN CHURCH

COVID-19 PREPAREDNESS PLAN FOR REOPENING OUR BUILDING PHASE IV

INTRODUCTION

This COVID-19 Preparedness Plan For Reopening Our Building Phase IV (“Preparedness Plan”), together with its companion COVID-19 Phasing And Risk Assessment Plan For Reopening Our Building (“Phasing-Risk Plan”), will govern during Phase IV of the reopening of Westminster Presbyterian Church’s building and property at 1200 Marquette Avenue in Downtown Minneapolis and at off-site church activities. This Preparedness Plan is dynamic and will be updated as Westminster moves to each new phase in the Phasing-Risk Plan to reflect emerging information, best practice recommendations, and regulations from the Minnesota Department of Health (“MDH”), the Centers for Disease Control and Prevention (“CDC”), and other authorities.

As Westminster’s reopening progresses (and perhaps steps back), the health and safety of everyone involved must come first. So, our reopening plan considers state and federal guidelines and the recommendations of our Responsible Building Use Task Force. Westminster members, staff, and volunteers are covenanting to follow this Preparedness Plan and the Phasing-Risk Plan.

Westminster expects our covenant, together with reminders when we forget, will work effectively. And, others will be expected to follow the requirements and protocols of the Phasing-Risk and Preparedness Plans. However, Westminster will not hesitate to take compliance actions to make certain these requirements and protocols are followed, especially when they reflect insurance requirements or City of Minneapolis (“City”), State, or Federal mandates.

“We” as used in this Preparedness Plan means Westminster church members, staff members, volunteers, affiliates, contractors, friends, invitees, suppliers, tenants, visitors, and anyone else who uses the church building or its property or participates in off-site activities. The one exception to this will be our tenant St. David’s Center For Family & Child Development, which due to its unique populations, will follow its operational plans – *COVID-19 Twelve-Point Plan Protocol Summary* and *Logistics And Details*. Westminster and St. David’s will coordinate their respective plans in shared portions of the church and on church property.

1. VACCINATION AS THE BEST PREVENTION

WE WILL GET VACCINATED AS SOON AS POSSIBLE, UNLESS A HEALTH CONDITION PREVENTS IT, BECAUSE VACCINATION IS THE SINGLE BEST WAY TO FULFILL OUR COVENANT MAKE OURSELVES AND OTHERS AS SAFE AS POSSIBLE AT WESTMINSTER ACTIVITIES. We will encourage all those attending Westminster activities to get vaccinated understanding that some cannot be vaccinated, for example, children and youth under 12 and people who are immunocompromised.

2. PREVENTION BEFORE COMING TO WESTMINSTER

2.1. STAY HOME

WE WILL STAY HOME WHEN WE PRESENT A RISK TO OTHERS AND ARE STRONGLY ENCOURAGED TO STAY HOME IF WE ARE IN A VULNERABLE CATEGORY.

A. **When we present a risk to others**

We will stay home when we may or do present a risk to others because:

- We are exhibiting COVID-19 symptoms.
- We are sick for any reason.
- We have been in contact with a person who has COVID-19.

B. **If we are in a vulnerable category**

Except for Westminster staff, we understand that we are strongly encouraged to stay at home and continue to participate virtually if we are in a vulnerable category. This includes persons over the age of 60, pregnant women, persons who are overweight (defined by the CDC as having a body mass index 30 or more), and those with chronic medical conditions such as: hospitalized in the last six months except for elective surgery; cancer; heart disease; lung disease; immune disorders (including receipt of immunosuppressive drugs); sickle cell disease; diabetes; liver disease; and kidney disease. We also recognize that unvaccinated individuals are more susceptible to COVID-19 than vaccinated persons.

2.2. CONTINUE ONLINE AND OTHER OPTIONS

TO SUPPORT THOSE WHO STAY HOME, WE WILL USE ONLINE AND OTHER METHODS TO CONTINUE THE CHURCH'S MINISTRY AND MISSION, INCLUDING ALL THOSE WHO WISH TO PARTICIPATE.

A. **Worship**

Westminster will continue to livestream its worship services and will use other media to distribute them when and as possible.

B. **Other services**

Westminster will livestream communion, weddings, funerals, and other services as often as possible.

C. Meetings and other events

Westminster will maximize its use of online platforms for its other activities, organizing these, to the extent possible, so those at home can participate meaningfully.

D. Affiliates, space users, and tenants

When appropriate, Westminster will allow affiliates, space users, and tenants to use its live stream and virtual communication capabilities.

2.3. RESPONSIBILITY FOR DECISION TO ATTEND AN ACTIVITY

WE WILL EACH BE RESPONSIBLE FOR MAKING THE DECISION TO ATTEND A WESTMINSTER ACTIVITY AND FOR THE CONSEQUENCES OF THAT DECISION.

2.4. FOLLOW-UP PREVENTION

WE WILL SELF-REPORT IF WE TEST POSITIVE FOR COVID-19 OR ARE EXPOSED TO IT.

If within 14 days after participating in an event at Westminster or in a Westminster event away from the church, we test positive for COVID-19 or learn we were exposed to a COVID-19 positive person prior to a Westminster event, we will self-report that information to Westminster.

3. PROTECTING EACH OTHER WHILE AT WESTMINSTER

3.1. LIMIT PEOPLE AT CHURCH

WE WILL ADHERE TO LIMITS ON THE MAXIMUM NUMBER OF PEOPLE AT ACTIVITIES AND IN SPACES.

A. Activity limitations

For each reopening phase, the limits on the number of people who can attend an indoor activity and outdoor activity will be strictly observed.

B. Building limitation

For each reopening phase, Westminster staff will determine if there should be a limit on the maximum number of people who will be allowed in the church at any one time. Such a limit might be necessary, for example, to assure adequate tornado response space given social distancing requirements.

C. For drop-ins

In this reopening phase, people who just drop-in to the church will not be admitted.

3.2. KEEP SOCIAL DISTANCE

WE WILL MAINTAIN PROPER SOCIAL DISTANCING AT ALL WESTMINSTER ACTIVITIES.

A. Six feet is the minimum

- We will maintain a social distance of at least six feet between individuals and households at all Westminster activities.

- Social distancing applies to both indoor and outdoor activities. This includes when Westminster staff members and volunteers are greeting or assisting those being dropped off or picked up at the church, especially those who are differently abled, children, youth, and seniors.

B. Spaces will have maximum occupancies

For rooms, restrooms, common areas, and other indoor spaces Westminster will set maximum occupancy limits and post those conspicuously.

C. Other social distancing measures

Westminster will use other measures to assure social distancing and provide information and signage to make these arrangements clear. Examples of measures that may be used include separate entrances and exits, required room layouts, one-way corridors, and staggered activity start times.

D. Interval between space use

After a space has been used for an activity, it will not be reused for an activity, it will be cleaned and disinfected. Then, it will not be used for another activity for two or three hours, depending on air exchange and other applicable factors. This does not apply to bathrooms and common areas, which will be cleaned and disinfected according to the schedule laid out in Section 3.5.B.

3.3. USE MOUTH AND NOSE COVERINGS

WE WILL WEAR MOUTH AND NOSE COVERINGS AT ALL INDOOR ACTIVITIES, IN ALL WORK AREAS, AND AT OUTSIDE ACTIVITIES WHEN REQUIRED.

A. Masking for individuals

- All individuals will wear a mask or cloth face covering over their nose and mouth at all times while they attend indoor Westminster activities and when specifically required at outside Westminster activities, except as provided below in Section 3.3.B. This includes when Westminster staff members and volunteers are greeting or assisting those being dropped off or picked up at the church, especially those who are differently abled, children, youth, and seniors.
- Westminster will post signs to notify individuals of this masking requirement.
- Westminster will provide masks to individuals who arrive at church without a mask upon the individual's request.
- Anyone not wearing a mask will be required to leave the church building.

B. Masking Exceptions

- Masks or cloth face coverings should NOT be worn by children under the age of two or anyone who has trouble breathing. For children between ages two and five, wearing masks is optional, but parents will be encouraged to have them wear masks. People over the age of five who

should not wear masks must notify a Westminster staff member and will be exempted from this requirement.

- Westminster staff members are not required to wear a mask or cloth face covering while working alone in spaces designated as appropriate for working alone without a mask.

C. *Phasing out masking*

As epidemiological and psychological information evolve, masking requirements may be relaxed or eliminated. The COVID-19 Response Team can adjust Westminster’s masking protocols as this occurs. Nevertheless, Westminster will welcome those who choose to be cautious and continue to wear masks.

3.4. WASH HANDS FREQUENTLY

WE WILL WASH OUR HANDS WHEN WE ARRIVE AT WESTMINSTER AND FREQUENTLY THEREAFTER.

To support hand washing, Westminster will:

- Provide hand sanitizer stations at all building entrances and exits;
- Keep the appropriate number of restrooms open and properly supplied; and
- Post handwashing instructions and reminders.

3.5. CLEAN AND DISINFECT REGULARLY

WE WILL FOLLOW A STRICT CLEANING AND DISINFECTING PROTOCOL THROUGHOUT THE CHURCH AND ITS PROPERTY.

A. *How Westminster will clean and disinfect*

- Westminster will use EPA-registered disinfectants to lower the risk of spreading infection. Staff members doing the cleaning will wear rubber cleaning gloves and any other appropriate personal protective equipment while disinfecting. If a surface is visibly dirty, soap and water must be used first, followed by a disinfecting agent.
- Cleaning products will not be used near children, and Westminster staff members and volunteers will ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

B. *How often Westminster will clean and disinfect*

(1) Cleaning frequency

- Common areas: Frequently touched surfaces will be cleaned at least twice a day. These surfaces include doorknobs, countertops, railings, disability door buttons, and light switches.

- Kitchens: These areas and the items used in them will be disinfected and cleaned after each use. Frequently touched areas include sink handles and countertops.
- Meeting spaces: Meeting spaces will be cleaned after each use.
- Offices: Offices will be cleaned on a schedule set by the COVID-19 Response Team.
- Restrooms: High touch surfaces will be cleaned three times a day. Areas to focus on include countertops, sink handles, doorknobs, and toilet handles.
- Shared electronic devices: Manufacturer’s instructions for cleaning and disinfecting will be followed. If there are no instructions, alcohol-based wipes or sprays containing at least 70% alcohol will be used and surfaces will be left to dry. When available, Westminster will place an easy-to-wipe cover on electronics.
- Sanctuary: This will be cleaned after each use. Two hours between each service or event will be designated to clean and disinfect. Specific, frequently-touched areas to disinfect are the ends and backs of pews, door handles, and the pulpit.
- Soft items: Linen and clothing used in services and events will be used once per day and cleaned after being used. This does not include liturgical paraments or vestments.

(2) *Cleaning Log*

Westminster will use a cleaning log to assure that cleaning and disinfecting frequency is maintained.

C. *Cleaning and disinfecting if a positive COVID-19 case is reported*

If a staff member or a person using the church reports testing positive for COVID-19, the areas used by the individual will be disinfected when needed, and, depending on the circumstances, closed for an appropriate period.

3.6. AVOID SHARING THINGS

WE WILL AVOID SHARING ITEMS THAT COULD TRANSMIT COVID-19.

A. *Bibles, hymnals, and texts*

Bibles, hymnals, and books, and other documents will not be used, since they cannot be effectively cleaned. Instead, Westminster will consider other options such as:

- Using projectors to display the text.
- Distributing individual paper copies for members and staff to recycle after the service or event.

- Providing electronic copies to allow participants access on their own personal devices.

B. Communion utensils

Westminster will not use communion trays or share common plates and cups. Westminster will use pre-packaged, individual portions for serving Communion, including gluten-free options.

C. Offering plates

To receive the offering when Westminster gathers for worship, Westminster will:

- Provide collection boxes at each entrance and exit to an activity or service.
- Provide electronic means of giving.

D. Personal use equipment

Personal use equipment, such as microphones, cell phones, and laptops will not be shared communally. If these items need to be shared, the equipment will be disinfected after each use.

E. Implement contactless delivery

To protect Westminster staff members and volunteers who receive or deliver equipment mail, meals, packages, supplies, or items at the church, and to protect individuals who deliver or pick up these items, Westminster will provide for all deliveries to be placed where they can be dropped off in isolation and a staff member can receive the delivery as safely as possible.

3.7. LIMITS ON FOOD SERVICE

WE WILL FOLLOW STRICT PROTOCOLS WHEN WE CONSUME FOOD AT WESTMINSTER ACTIVITIES.

Food will be allowed at both indoor and outdoor events and activities with the following protocols.

A. Food plan

Any activity or event where food will be allowed must present their food plan to the COVID-19 Response Team for modification and/approval. The Team will coordinate with the facilities staff regarding an event with food and how spaces will be cleaned following the event.

B. Food preparation

Food can be prepared on site using food safety best practices, catered, or purchased from a food service provider, store or restaurant.

C. Masking

When not actively eating or drinking, participants will wear masks in accordance with the masking guidelines outlined in Section 3.3.

D. No self-service

Participants will not serve themselves.

- Food and beverages will be packaged or plated and given to participants.

- Utensils, napkins, and condiments will be provided for individual use.
- Food can be distributed to go.
- In this phase, only compostable or disposable tableware will be used.

E. *Spacing requirements*

When participants eat at a table:

- Each family group will have their own table.
- For participants not affiliated with a family group, individuals will be seated at tables at 50% capacity or less so that there is appropriate distance between participants.

3.8. SINGING AT WESTMINSTER

WE WILL RETURN TO SINGING AT WESTMINSTER USING A CAREFUL, GRADUAL APPROACH.

Singing is an important component to Westminster worship. During this phase, we will take a gradual approach to returning to signing as a congregation.

- Clear communication of the phased plan will inform the congregation what to expect each week.
- We also affirm the continuing need to create a welcoming and safe place for all and to remain aware that not everyone can be vaccinated at this point in time.

A. *Singing at indoor worship*

During this phase, when congregational singing occurs indoors, everyone must remain masked and socially distanced. The Minister of Music and the Arts and Senior Pastor will guide the congregation through a gradual increase in masked singing. This includes increasing the choir members signing each week and allowing the congregation to sing during the last hymn for a few weeks to acclimate everyone back singing. Eventually, congregational singing will expand to all hymns as determined by the COVID-19 Response Team.

B. *Singing at outdoor worship*

During this phase, everyone must remain socially distanced for outdoor worship beyond their family group, and anyone who is not vaccinated should remain masked. We will take a gradual approach to outdoor singing, beginning masked and progressing to unmasked singing. After that, masking will be optional, but anyone unvaccinated should remain masked.

4. PROTECTING CHILDREN, YOUTH, AND VULNERABLE ADULTS

WE WILL PROTECT OUR CHILDREN, YOUTH, AND VULNERABLE ADULTS.

All volunteers and staff working with children and youth below 12 years of age and vulnerable adults at any Westminster activity must be vaccinated and show proof of vaccination.

5. PROTECTING EACH OTHER AT OFF-SITE ACTIVITIES

WE WILL PROTECT EACH OTHER AT OFF-SITE ACTIVITIES.

At off-site church activities, all the applicable requirements and protocols of this Plan will be followed.

6. PROTECTING STAFF

WE WILL PROTECT WESTMINSTER'S STAFF.

Westminster's Personnel Committee for Staff and Ministers ("PCSM") will develop and oversee implementation of policies and protocols that protect staff and will revise Westminster's *Employee Handbook* as needed to incorporate these policies and protocols.

7. PROTECTING WESTMINSTER VOLUNTEERS

WE WILL PROTECT WESTMINSTER'S VOLUNTEERS.

7.1. VOLUNTEERING AT HOME

We will encourage and assist Westminster volunteers to perform their work from home whenever possible.

7.2. VOLUNTEERING AT CHURCH OR OFF-SITE

Westminster will develop and oversee implementation of policies and protocols that allow volunteers to continue assisting at church or off-site with as many tasks as possible while staying as safe as possible.

7.3. FOLLOW-UP PREVENTION

Westminster volunteers will be required to self-report to Westminster if they test positive for COVID-19 or learn that they were exposed to a COVID-19 positive person within 14 days after being at Westminster even if they have not returned since.

8. ADDRESSING BUILDING SYSTEMS

WE WILL MAKE CERTAIN THAT BUILDING SYSTEMS HELP KEEP US SAFE.

Westminster's COVID-19 Response Team will develop and implement building system protocols related to air conditioning, heating, ventilation, and any other affected building systems that meet state and federal requirements and guidelines.

9. ADDRESS COVID-19 CASES IN THE CHURCH OR OFF-SITE

WE WILL ADDRESS COVID-19 CASES AND EXPOSURES WHEN THEY OCCUR.

9.1. PEOPLE IN THE CHURCH WITH SYMPTOMS OR WHO BECOME ILL

If someone exhibits COVID-19 symptoms or becomes ill while in the church, Westminster will act swiftly to protect everyone involved.

A. Isolate and remove the individual

- Westminster will immediately isolate anyone who becomes ill while in the church and follow its existing policies for addressing treatment for and removing the person from the church.
- If the person involved tests positive for COVID-19, Westminster will advise the person not to return to Westminster until they have met the CDC's criteria to discontinue home isolation.

B. Inform proper authorities and assist tracing

If the person involved tests positive for COVID-19, Westminster will notify local and state health officials and work with them on tracing efforts.

C. Clean and disinfect

See Section 3.5.

9.2. PEOPLE WHO ARE SUBSEQUENTLY DIAGNOSED

If a Westminster staff person, volunteer, church member, or other person who participated at an in-person activity, either on-site or off-site, is subsequently diagnosed with COVID-19, Westminster will inform proper authorities and assist with tracing.

A. Inform proper authorities and assist tracing

If a subsequent diagnosis happens, Westminster will notify local and state health officials and work with them on tracing efforts.

B. Clean and disinfect

See Section 3.5.

10. COMMUNICATE ABOUT OUR PLANS AND ACTIONS

WE WILL COMMUNICATE TO EVERYONE ABOUT OUR PHASING-RISK AND PREPAREDNESS PLANS AND OUR ACTIONS TO IMPLEMENT THEM.

10.1. SHARING OUR PLANS

WE WILL SHARE OUR PLANS WIDELY.

We will share our initial and updated Phasing-Risk and Preparedness Plans with Westminster members, staff members, volunteers, tenants, and affiliates and with friends, contractors, public health officials, suppliers, visitors, and the community.

10.2. SHARING INFORMATION REGULARLY

WE WILL SHARE INFORMATION ABOUT IMPLEMENTING OUR PHASING-RISK AND PREPAREDNESS PLANS REGULARLY.

A. Weekly COVID-19 update to Westminster community

Westminster will send a regular COVID-19 update to our members, staff members, and volunteers and to our affiliates and tenants about actions being

taken to protect their health, including information on why decisions are being made, our Phasing-Risk and Preparedness Plans, what might lead to changes in the future, and when those changes might occur.

B. *Regular updates to wider community*

Westminster will send a COVID-19 update covering the same information to friends, public health officials, and the wider community not less than monthly or as required by appropriate authorities.

11. ENFORCE OUR PLANS IF NECESSARY

IF NECESSARY, WE WILL ENFORCE OUR PHASING-RISK AND PREPAREDNESS PLANS TO PROTECT EVERYONE'S HEALTH AND SAFETY.

11.1. VOLUNTARY COMPLIANCE EXPECTED

Westminster expects everyone to follow voluntarily our Phasing-Risk and Preparedness Plans. As stated at the beginning of this Preparedness Plan, our Phasing-Risk and Preparedness Plans state our requirements for staying as safe as possible. We expect voluntary compliance with our covenant by Westminster members, staff, and volunteers, combined with reminders when we forget, will be effective. Others are required to follow the Plans. However, Westminster will not hesitate to take compliance actions to make certain these requirements and protocols are followed.

11.2. ENFORCEMENT BY THE CHURCH

Westminster staff members have the authority to enforce our Phasing-Risk and Preparedness Plans.

A. *Requiring people to leave the church*

Anyone who does not comply with the requirements and protocols in our Phasing-Risk or Preparedness Plans may be asked by any Westminster staff person to leave the church and its property immediately and will be expected to comply. If they do not, Westminster reserves the right to escort them away.

B. *Barring people from coming to the church*

Anyone who does not comply with the requirements and protocols in our Phasing-Risk or Preparedness Plans may be asked in writing not to return to the church or its property for a specified time or for an indefinite time. If they do return, Westminster reserves the right to escort them away.

11.3. ENFORCEMENT THROUGH CIVIL OR CRIMINAL ACTION

If Westminster believes an individual's acts of non-compliance with our Phasing-Risk or Preparedness Plans warrant it, Westminster will bring an appropriate civil action or request a criminal action be commenced against that person.

12. WHO WILL BE IN CHARGE

WE WILL KNOW WHO IS CHARGED WITH IMPLEMENTING OUR PLAN AND RESPECT THEIR DECISIONS.

Westminster has established a COVID-19 Response Team whose members are the Senior Pastor, the Executive Associate Pastor, the Director of Finance and Administration, and the Director of Facilities. This Team will be responsible for maintaining and updating Westminster's COVID-19 Phasing-Risk and Preparedness Plans and for their implementation and enforcement. The Director of Finance and Administration will Chair this Team and have overall responsibility for Westminster's COVID-19 response.