

WESTMINSTER PRESBYTERIAN CHURCH

**WESTMINSTER'S LIVING WITH COVID-19
RESPONSE PLAN**

LIVING WITH COVID-19 RESPONSIBLY

WESTMINSTER'S COVID-19 RISK ASSESSMENT PROCESS

WESTMINSTER'S COVID-19 PREVENTION MEASURES

ADOPTED BY THE SESSION ON _____, 2022

WESTMINSTER PRESBYTERIAN CHURCH

LIVING WITH COVID-19 RESPONSIBLY

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

For 164 years, the congregation of Westminster Presbyterian Church (“Westminster”) 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 as it hopefully passes and as we learn to live with COVID-19 in the future must continue to answer 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 affirms that we are doing ministry and mission even while our building has been closed and is reopening. 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 and reopening.

THE COVID-19 PANDEMIC MAY PASS BUT COVID-19 WILL LIKELY REMAIN WITH US, ITS INFECTIONS WAXING AND WANING OVER TIME, LIKE OTHER RESPIRATORY VIRUSES. GIVEN THIS REALITY, WE NEED A PLAN TO LIVE WITH COVID-19 RESPONSIBLY IN THE FUTURE.

We know the COVID-19 pandemic may pass as a pandemic, not quickly, and possibly with more infection surges. However, we see a future where the COVID-19 virus remains with us in a hopefully less virulent, less widespread, and less life and society altering way. That is, COVID-19 will likely join influenza, respiratory syncytial virus (RSV), and other respiratory viruses as a circulating respiratory virus that we must live with long-term. To deal with this new reality where COVID-19 remains a threat, we will continue to use our building responsibly, and we will keep a

spectrum of prevention measures available whose use will change as the COVID-19 risks rise and fall in 2022 and subsequent years.

When the COVID-19 pandemic first emerged, the Session appointed the Responsible Building Use Task Force to advise us on how to reopen our building as much as possible while minimizing health risks. The Task Force developed *How We Will Reopen Westminster's Building* to guide our building reopening actions. Now, the Task Force has developed this new, longer-term plan – *Westminster's Living With COVID-19 Response Plan* (“Westminster’s Response Plan” or this “Plan”).

Westminster’s Response Plan has three parts – Living With COVID-19 Responsibly, Westminster’s COVID-19 Risk Assessment Process, and Westminster’s COVID-19 Prevention Measures. As before, we expect this Plan and its parts will be regularly updated as we continue to learn about the evolution of the COVID-19 virus and how we can live with and minimize its risks over time.

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

In developing Westminster’s *Response Plan*, the Task Force affirms once more that the health and safety of our members, staff, building users, and the broader community must come first. We want our ongoing building use to allow as many Westminster activities as we can *safely* undertake. This Plan assumes that Westminster’s building will remain open and that we will use a variety of prevention measures that minimize the risk to everyone affected, especially the most vulnerable among us.

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

Public health officials in Minnesota and nationally continue to provide us with critical scientific information about the nature of the COVID-19 virus, regular updates about the virus’s spread and new variants, guidance on how to mitigate the risks of infection, and information about living with COVID-19 in the future. More will be learned and shared as the pandemic passes and we begin to deal with COVID-19 in the future as a circulating respiratory virus to be lived with. The Task Force has relied on this information to develop the earlier *How We Will Reopen Westminster's Building* and this Westminster’s Response Plan. The Task Force will continue to rely on this information in regularly updating this Plan.

AS WE LEARN TO LIVE WITH COVID-19, 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 worked hard to maintain connections and community, especially through online worship, education, fellowship, and meetings. Our reopening has not changed this nor will living with COVID-19 in the future change this; the church’s work must remain open to *all*. Because future waxing and waning COVID-19 risks may mean that building use should be limited again, online and other means of connection will be maintained, so those who cannot or 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 continue our future use of Westminster's building responsibly, all who engage in church activities 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 AS THE COVID-19 PANDEMIC PASSES AND AS WE LIVE WITH COVID-19 IN THE FUTURE. I HAVE READ AND AGREE TO FOLLOW THE REQUIREMENTS AND PROTOCOLS OF WESTMINSTER'S LIVING WITH COVID-19 RESPONSE PLAN.

WESTMINSTER PRESBYTERIAN CHURCH

WESTMINSTER'S COVID-19 RISK ASSESSMENT PROCESS

INTRODUCTION

Westminster's COVID-19 Risk Assessment Process ("Risk Assessment Process"), together with Westminster's COVID-19 Prevention Measures ("Prevention Measures"), will govern the use of Westminster Presbyterian Church's building and property at 1200 Nicollet Mall in Downtown Minneapolis and its off-site church activities.

As noted earlier, Westminster's Response Plan drops the phased reopening approach of Westminster's earlier plans that assumed the COVID-19 pandemic would end at some point. Rather, this Plan recognizes that the COVID-19 pandemic may pass slowly and that COVID-19 will stay with us as a circulating respiratory virus. Thus, we will need to live with the COVID-19 virus in the long-term as we do with other respiratory viruses such as influenza. So, we may have to deal with new variants and waxing and waning in infections. Given this reality, it may be possible to reduce or eliminate many of the Prevention Measures identified in this Plan. But, we also may have to reinstate them if a new variant or other factors cause an infection surge in the nation, State of Minnesota, or the Twin Cities area. To do this, Westminster will use the following Risk Assessment Process.

This Risk Assessment Process assumes that a future surge in infections will not force us again to close Westminster's building and curtail almost all church activities. If this should happen, Westminster will return to its earlier *How We Will Reopen Our Building Plan, Phase 1* as adopted by the Session on August 27, 2020.

RISK FACTORS TO BE CONSIDERED

Because this Risk Assessment Process must deal with both the passing of the COVID-19 pandemic and its ongoing presence as a circulating respiratory virus, it is dynamic and flexible. We must be able to dial down our Prevention Measures as the pandemic wanes but also be able to quickly dial them back up and down as COVID-19 infections wax and wane in the future. Therefore, to assess risks over time, Westminster will use the Centers for Disease Control and Prevention COVID-19 Community Risk Levels Model ("CDC Community Risk Levels Model" or "Model") as our primary risk assessment tool. This Model uses the following three community indicators – total new cases, new hospital admissions, and staffed bed occupancy:

- **Total new cases** refers to a county, state, or territory’s rate of new COVID-19 infections reported over the past 7 days, per 100,000 residents;
- **New hospital admissions** means the total new COVID-19 hospital admissions per 100,000 populations in the past 7 days; and
- **Staffed bed occupancy** means the average percent of staffed inpatient beds occupied by COVID-19 patients over the past 7 days.

Using these three indicators, the CDC Community Risk Levels Model establishes three risk levels as shown in the following table from the Centers for Disease Control and Prevention (“CDC”).

COVID-19 Community Risk Levels – Use the Highest Level that Applies to Your Community*				
New COVID-19 Cases per 100,000 people in last 7 days	Indicators	Low Risk	Medium Risk	High Risk
Fewer than 200	New COVID-19 admissions per 100,000 population (7-day total)	<10.0	10.0-19.99	≥20
	Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average)	<10.0%	10.0-14.9%	≥15.0%
200 or more	New COVID-19 admissions per 100,000 population (7-day total)	NA	<10.0	≥10.0
	Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average)	NA	<10.0%	≥10.0%

* The COVID-19 community risk level is determined by the higher of the new admissions and inpatient bed indicators, based on the current level of new cases per 100,000 population in the past 7 days.

In using the CDC Community Risk Levels Model, Westminster will rely primarily on data for Hennepin County but may also look at the data for other counties in the Twin Cities Metropolitan Area.

In addition to using the CDC Community Risk Levels Model to assess risk, Westminster may use the fully vaccinated vaccination rate for Minnesotans who have received a vaccine with an Emergency Use Authorization or an approved New Drug Application from the U.S. Food & Drug Administration.

The ongoing decisions about the current community risk level and the related Prevention Measures will be made by a Risk Assessment Team consisting of a medical doctor and the

Senior Pastor or Executive Associate Pastor. In making these decisions, the Risk Assessment Team will assume the following:

- Everyone involved will strictly follow the Prevention Measures as they are reduced or reinstated.
- Westminster staff and volunteers will adhere to additional Prevention Measures developed for their safety.

SPECIFIC ACTIVITY RISK ASSESSMENT

If needed, Westminster will also 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 – medium or high.

Specific activity risk assessments may be used when Westminster deems the COVID-19 risk to be Medium or High. Specific activity risk assessments will not be used when Westminster deems the COVID-19 risk as Low.

WESTMINSTER PRESBYTERIAN CHURCH

WESTMINSTER'S COVID-19 PREVENTION MEASURES

INTRODUCTION

Westminster's Response Plan calls for its Prevention Measures to be added and removed in response to the community level risks identified using the CDC Community Risk Levels Model. The Prevention Measures aim to protect those using Westminster's building and engaging in Westminster activities. If necessary, the Prevention Measures will be updated to reflect emerging information, best practice recommendations, and regulations from the CDC, the Minnesota Department of Health ("MDH"), and other authorities.

Westminster expects our covenant, together with reminders when we forget, will work effectively. And, others will be expected to follow the Prevention Measures when they are in effect. However, Westminster will not hesitate to take compliance actions to make certain these Prevention Measures are followed, especially when they reflect insurance requirements or mandates by the City of Minneapolis ("City") or State or Federal governments.

"We" as used in discussing Prevention Measures 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 own operational plans. Westminster and St. David's will coordinate their respective plans in shared portions of the church and on church property.

1. RISK/PREVENTION MEASURES RELATIONSHIP

The following Risk/Prevention Measures Table shows the *most important* prevention measures Westminster will use when the Risk Assessment Team sets the risk level at Low, Medium, or High.

Risk/Prevention Measures Table			
Prevention Measures	Low Risk	Medium Risk	High Risk
<i>Full Vaccination</i>	Recommended except for recognized exceptions; proof not required Required with proof based on roles	Recommended except for recognized exceptions, proof not required Required with proof based on roles	Recommended except for recognized exceptions, proof not required Required with proof based on roles
<i>Indoor Masking</i>	Required for Sunday morning worship and any activity where children under 5 are or are expected to be present Otherwise optional	Required: N95 or KN95 masks preferred	Required: N95 or KN95 masks preferred
<i>Outdoor Masking</i>	Optional	Optional	Required
<i>Maximum Capacity Limits</i>	Medium Prevention Measures required for Sunday morning worship and any activity where children under 5 are or are expected to be present Otherwise optional	Sanctuary: up to 600 Westminster Hall & indoor rooms: 50% capacity or what enables 6-ft. distancing Outdoors: capacity based on space, type of event, and group using the space	Sanctuary: up to 250 on main floor and 400 if balcony is open Westminster Hall & indoor rooms: 25% capacity or what enables 6-ft. distancing Outdoors: up to 100
<i>Social Distancing</i>	Medium Prevention Measures required for Sunday morning worship and when children under 5 are or are expected to be present Otherwise optional	Adults: Required for Sunday morning worship and when children under 5 are or are expected to be present; otherwise optional Children: 6 ft. at all times & 3 ft. when masked in classrooms	Adults: 6 ft. at all times Children: 6 ft. at all times

Risk/Prevention Measures Table			
Prevention Measures	Low Risk	Medium Risk	High Risk
<i>Hand Washing or Sanitizing</i>	Per normal routine	When arrive at church or activity	When arrive at church or activity
<i>Cleaning and Disinfecting</i>	At regular building maintenance levels	At levels set by the COVID-19 Response Team	As set out in this Prevention Measures section
<i>Communion</i>	By communion plates with pre-packaged individual servings available	By pre-packaged individual servings	By pre-packaged individual servings
<i>Offering</i>	Plates may be passed in the pews	Plates at doors	Plates at doors
<i>Food Service</i>	No food service when children under 5 are or are expected to be present Otherwise no additional precautions beyond those mandated by safe food handling procedures	No food service when children under 5 are present Otherwise use these measures: no self-service; disposable or compostable or tableware only; hand washing or sanitizing before and after meal; table use – one family or 50% of table capacity; masks required except when eating	No food service

Risk/Prevention Measures Table			
Prevention Measures	Low Risk	Medium Risk	High Risk
<i>Singing</i>	Indoors: on Sunday mornings and at any activity or event where children under 5 are or are expected to be present, choir and congregation can sing, all masked; Otherwise all can sing, masks optional Outdoors: masks optional	Indoors: choir and everyone else can sing, all masked Outdoors: choir and everyone else can sing, masks optional	Indoors: choir only can sing, masked Outdoors: choir and everyone else can sing, all masked

This Prevention Measures section of Westminster’s Response Plan describes the measures in the Table as well as others that Westminster will use to protect those using the church building and engaged in Westminster activities.

2. VACCINATION AS THE BEST PREVENTION

WE WILL GET FULLY 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.

Also, we will encourage all those attending Westminster activities to get fully vaccinated understanding that some cannot be vaccinated, for example, children and youth under 5 and people who are immunocompromised.

3. PREVENTION BEFORE COMING TO WESTMINSTER

3.1. 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 if the risk level is High or Medium. If the risk level is Low, whether to attend and participate is up to the individual. Vulnerable category 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 fully vaccinated persons.

3.2. 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.

3.3. 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.

3.4. 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.

4. PROTECTING EACH OTHER WHILE AT WESTMINSTER

4.1. USE MOUTH AND NOSE COVERINGS

WE WILL WEAR MOUTH AND NOSE COVERINGS WHEN REQUIRED.

A. High and Medium risk indoors

When indoors and the risk is Medium or High, all individuals will wear a mask or cloth face, covering over their nose and mouth at all times, except as provided below in Section 4.1.E. 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. N95 or KN95 masks are preferred.

- Westminster will post signs to notify individuals of specific masking requirements.
- Westminster will provide masks to individuals who arrive at church without a mask upon the individual's request.
- Anyone not wearing a mask when required will be required to leave the event where masking is required.

B. Low risk indoors

When indoors and the risk is Low, masks will be required for Sunday morning worship or any activity where children are or are expected to be present. Otherwise, masks will be optional.

C. High risk outdoors

When outdoors and the risk is High, all individuals will wear a mask or cloth face covering over their nose and mouth at all times, except as provided in Section 4.1.E.

D. Low and Medium Risk outdoors

When outdoors and the risk is Low or Medium, masks will be optional.

E. 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 are advised 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.

4.2. LIMIT PEOPLE AT CHURCH

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

A. Activity limitations

When the risk level is Medium and High, the limits on the number of people who can attend an indoor activity and outdoor activity will be strictly observed.

B. Building limitation

When the risk level is Medium and High, 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

When the risk level is Medium or High, people who just drop-in to the church will not be admitted.

4.3. KEEP SOCIAL DISTANCE

AT EACH RISK LEVEL, WE WILL MAINTAIN THE INDICATED SOCIAL DISTANCING AT ALL INDOOR WESTMINSTER ACTIVITIES.

A. Six feet and three feet are the minimums

- When social distancing requirements apply as shown on the Risk/Prevention Measures Table, we will maintain a social distance of at least six feet between individuals and households at all indoor Westminster activities except church school and youth activities where we will maintain a distance of at least three feet.
- When social distancing requirements apply as shown on the Risk/Prevention Measures Table, they include Westminster staff members and volunteers who 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

When social distancing requirements apply for rooms, restrooms, common areas, and other indoor spaces as shown on the Risk/Prevention Measures Table, Westminster will set maximum occupancy limits.

C. Other social distancing measures

When social distancing requirements apply as shown on the Risk/Prevention Measures Table, 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

When the risk level is High, after a space has been used for an activity, it will not be reused for an activity before it has been 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 4.5.B.

4.4. WASH HANDS FREQUENTLY

WHEN THE RISK LEVEL IS MEDIUM OR HIGH, WE WILL WASH HANDS FREQUENTLY.

A. *Medium or High risk level*

When the risk level is Medium or High, 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.

B. *Low risk level*

When the risk level is Low, we will wash hands as we would normally.

4.5. CLEAN AND DISINFECT REGULARLY

WHEN THE RISK LEVEL IS MEDIUM OR HIGH, 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) High risk level

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

(2) *Medium risk level*

When the risk level is medium, we will clean at levels set by the COVID-19 Response Team.

(3) *Low risk level*

When the risk level is Low, we will clean at regular building maintenance levels.

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.

4.6. AVOID SHARING THINGS

WHEN THE RISK LEVEL IS MEDIUM OR HIGH, WE WILL AVOID SHARING ITEMS THAT COULD TRANSMIT COVID-19.

A. *Bibles, hymnals, and texts*

When the risk level is High, Bibles, hymnals, 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 service*

(1) *Medium and High risk level*

When the risk level is Medium or High, Westminster will serve communion using only pre-packaged, individual portions, including gluten-free options.

(2) *Low risk level*

When the risk level is Low, Westminster will serve communion by passing communion plates in the pew but will always have pre-packed individual portions available.

C. *Offering plates*

(1) *Medium or High risk level*

To receive the offering when Westminster gathers for worship and the risk level is Medium or High, Westminster will:

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

(2) *Low risk level*

To receive the offering when Westminster gathers for worship and the Risk Level is Low, Westminster will:

- Pass offering plates in the pews.
- Provide electronic means of giving.

D. *Personal use equipment*

When the risk level is Medium or High, 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*

When the risk level is Medium or High, 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.

4.7. LIMITS ON FOOD SERVICE

WHEN THE RISK LEVEL IS MEDIUM OR HIGH, WE WILL EITHER NOT HAVE FOOD SERVICE OR FOLLOW STRICT FOOD SAFETY PROTOCOLS.

A. *High risk level*

When the risk level is High, we will not have food service at Westminster activities.

B. *Medium risk level*

When the risk level is Medium, no food service will occur when children under 5 are or are expected to be present. Otherwise, the following Prevention Measures will be used.

(1) *Food preparation*

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

- (2) *Masking*
When participants are not actively eating or drinking, they will wear masks in accordance with the masking guidelines outlined in Section 4.1.
- (3) *How food is served*
No self-service format can be used.
- (4) *Spacing requirements*
When participants eat at a table:
 - Each family group will have their own table; or
 - 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.
- (5) *Additional Prevention Measures*
These additional food service Prevention Measures will be followed.
 - Only compostable or disposable tableware will be used.
 - Everyone will use hand sanitizer before and after the meal.
 - Utensils, napkins, and condiments will be provided for individual use.
 - Food can be distributed to go.

C. *Low risk level*

- No food service when children under 5 are or are expected to be present.
- Otherwise no additional precautions beyond those mandated by safe food handling procedures

4.8. SINGING AT WESTMINSTER

WE WILL CONTINUE SINGING AT WESTMINSTER USING THE FOLLOWING PREVENTION MEASURES.

A. *High risk level*

When the risk level is High, whether singing occurs indoors or outdoors, only the choir will sing, and the choir will be masked.

B. *Medium risk level*

When the risk level is Medium and the singing is indoors, the choir and the congregation may sing, all masked. When the singing is outdoors, everyone may sing, masks optional.

C. *Low risk level*

(1) *Indoors*

When indoors and the risk level is Low, on Sunday mornings and at an event where children are or are expected to be present, the choir and congregation can sing, all masked. Otherwise, all can sing, masks optional.

(2) *Outdoors*

When outdoors and the risk level is Low, all can sing, masks optional.

5. PROTECTING CHILDREN, YOUTH, AND VULNERABLE ADULTS

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

All volunteers and staff working with children below 5 years of age, youth, and vulnerable adults at any Westminster activity must be fully vaccinated and show proof of full vaccination.

6. PROTECTING EACH OTHER AT OFF-SITE ACTIVITIES

WE WILL PROTECT EACH OTHER AT OFF-SITE ACTIVITIES.

At off-site church activities when the risk level is Medium or High, all the applicable Prevention Measures as shown in the Risk/Prevention Measures Table will be followed.

7. PROTECTING STAFF

WE WILL PROTECT WESTMINSTER'S STAFF.

Westminster's Personnel Committee for Staff and Ministers ("PCSM") will develop and oversee implementation of the Prevention Measures and any additional measures that protect staff and will revise Westminster's *Employee Handbook* as needed to incorporate these.

8. PROTECTING WESTMINSTER VOLUNTEERS

WE WILL PROTECT WESTMINSTER'S VOLUNTEERS.

8.1. VOLUNTEERING AT HOME

When the risk level is Medium or High, we will encourage and assist Westminster volunteers to perform their work from home whenever possible.

8.2. VOLUNTEERING AT CHURCH OR OFF-SITE

When the risk level is Medium or High, Westminster will develop and oversee implementation of Prevention Measures that allow volunteers to continue assisting at church or off-site with as many tasks as possible while staying as safe as possible.

8.3. 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.

9. 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.

10. ADDRESSING COVID-19 CASES IN THE CHURCH OR OFF-SITE

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

10.1. 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 4.5.

10.2. 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 4.5.

11. COMMUNICATING ABOUT OUR PLAN AND ACTIONS

WE WILL COMMUNICATE TO EVERYONE ABOUT WESTMINSTER'S RESPONSE PLAN AND OUR ACTIONS TO IMPLEMENT THIS PLAN.

11.1. SHARING OUR PLAN

WE WILL SHARE OUR PLAN WIDELY.

We will share Westminster's Response Plan and any updates with Westminster members, staff members, volunteers, tenants, and affiliates and with friends, contractors, public health officials, suppliers, visitors, and the community.

11.2. SHARING INFORMATION REGULARLY

WE WILL SHARE INFORMATION ABOUT IMPLEMENTING OUR -RISK ASSESSMENT PROCESS AND PREVENTION MEASURES 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 Risk Assessment Process and Prevention Measures, 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.

12. ENFORCING OUR PLAN IF NECESSARY

IF NECESSARY, WE WILL ENFORCE WESTMINSTER'S RESPONSE PLAN TO PROTECT EVERYONE'S HEALTH AND SAFETY.

12.1. VOLUNTARY COMPLIANCE EXPECTED

Westminster expects everyone to follow voluntarily Westminster's Response Plan. As stated earlier, our Plan states 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 Plan. However, Westminster will not hesitate to take compliance actions to make certain these requirements are followed.

12.2. ENFORCEMENT BY THE CHURCH

Westminster staff members have the authority to enforce our Westminster's Response Plan.

A. Requiring people to leave the church

Anyone who does not comply with the Plan 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 Plan 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.

12.3. ENFORCEMENT THROUGH CIVIL OR CRIMINAL ACTION

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

13. 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 Senior Director of Operations and Administration, and the Director of Facilities. This Team will be responsible for maintaining and updating Westminster's Response plan and for its implementation and enforcement. The Senior Director of Operations and Administration will Chair this Team and have overall responsibility for Westminster's COVID-19 response.