



Table of Contents

Table of Contents	1
Purpose	2
Scope	2
Responsibilities	2
SPC Operating Stages during the Pandemic	2
Stage One	2
Stage Two	2
Stage Three	2
Stage Four	2
Current Status	2
Access/Building Limitations	2
General Safety Protocols	3
Church Office Safety Protocols	3
Small Gathering Protocols – Stage Three	4
Attendance and Seating Restrictions	4
Safety Protocols	6
Ingress and Egress	6
Program Limitations	6
Worship Protocols – Stage Four	7
Attendance and Seating Restrictions	7
Safety Protocols	8
Ingress and Egress	8
Exposure Reporting Protocols	8



Purpose

The health and safety of church staff, members, and visitors is paramount to the Shadyside Presbyterian Church (SPC) community. The purpose of this document is to provide protocols and preventative measures to avoid an outbreak and/or spread of the SARS-CoV-2 virus, hereinafter referred to as COVID-19, at Shadyside Presbyterian Church. These protocols were created based on information provided by the Pennsylvania Department of Health (DOH), Centers for Disease Control and Prevention (CDC), and Occupational Safety and Health Association (OSHA).

Scope

This document includes exposure mitigation and preventative measures; reporting of suspected or confirmed cases of COVID-19; and everyday best practices relating to daily operations, small gatherings, and worship services at Shadyside Presbyterian Church (“the Premises”). **This document specifically excludes protocols for the Shadyside Presbyterian Church Nursery School.** The protocols in this document are intended to incorporate the Pennsylvania Governor’s Orders, all DOH Orders and current policies, current guidance from CDC related to COVID-19, and current OSHA standards. The protocols in this policy may exceed those of the DOH and CDC. Should a conflict exist between this policy, DOH Orders and policies, CDC guidelines, and/or OSHA standards, the more stringent protocol shall apply. Work processes and government safety regulations can and do change, and, therefore, it is anticipated that this document will be updated from time to time, to reflect the most recent information and guidance.

Responsibilities

Session, the SPC COVID-19 Task Force, Head of Staff, pastors, and Pandemic Safety Officer (Kaysie Strickland) have responsibilities regarding implementation and enforcement of these policies and procedures.

SPC Operating Stages during the Pandemic

STAGE ONE

The building is closed. Essential personnel are allowed on an as-needed basis at the direction of the Senior Pastor and COVID-19 Task Force. **Worship service is pre-recorded and made available online.**

STAGE TWO

The church office is open to staff and officers only, as described further herein. **The church remains closed to all other visitors and to gatherings of any kind, except for emergency pastoral care meetings at the discretion of the pastors.** **Worship service is pre-recorded and made available online.**

STAGE THREE

In addition to those functions described in Stage Two, the church is open to small gatherings, as described further herein. **Worship service is pre-recorded and made available online.**

STAGE FOUR

In addition to those functions described in Stages Two and Three, worship service will be held in the sanctuary with maximum occupancy restrictions and other safety protocols in place as further defined herein. **Worship service(s) will be pre-recorded or live streamed once this capability is available.**

Current Status

Effective September 14, 2020, Shadyside Presbyterian Church is operating under Stage Two until further notice.

Access/Building Limitations

1. Access to the Premises shall be limited to:
 - a. The entrance to the Sharp Atrium on Westminster Place;
 - b. The rear entry near the staff parking area.
 - c. Refer to the [Small Gathering Safety Protocols](#) and [Worship Protocols](#) sections of this document for access limitations for weddings, funerals, memorial services, and worship.
2. Use of lower level of the building shall be limited to Nursery School operations and essential staff only.
3. Restroom use is limited to the men’s and women’s rooms adjacent to the stairs near the Sharp Atrium. Only one (1) person is permitted in each restroom at a time.

4. No more than two (2) persons are allowed on the elevator, practicing proper physical distancing.
5. All drinking fountains shall be disabled and are not to be used.
6. The following room occupancy limitations are in effect:
 - a. Chapel — ten (10) persons
 - b. Craig Room — four (4) persons

General Safety Protocols

1. Persons exhibiting any of the following symptoms shall not be allowed access to the Premises:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
2. Face coverings are required to be worn at all times by all persons accessing the Premises, with certain exceptions as specifically defined herein.
3. Physical distancing of at least six (6) feet is required at all times in all locations.
4. All persons entering the Premises shall sanitize their hands using alcohol-based hand sanitizer containing at least 60% ethanol or 70% isopropanol.
5. High-contact surfaces shall be disinfected at least daily, including door handles, surfaces, restroom areas, and other frequent touchpoints in accordance with [CDC guidance](#).
6. All posted safety signage must be adhered to at all times.
7. A HEPA filtration unit shall be installed in the Craig Room.

Church Office Safety Protocols

1. The Head of Staff shall establish a remote working plan. The plan shall provide for limited staffing of the church office during regular business hours.
2. All staff members shall be informed of the [symptoms of COVID-19](#).
3. Staff members must stay home when they are sick and not report to work until 72 hours have passed since recovery, defined as resolution of fever without the use of fever-reducing medications, and at least seven (7) days have passed since symptoms first appeared.
4. SPC will provide face coverings for staff use. Staff may use their own, personal face coverings provided that personal face coverings comply — and are maintained — in accordance with [CDC guidelines](#). All staff members are required to wear face coverings in accordance with guidance established by the CDC and DOH. The following exceptions apply:
 - a. An employee does not need to wear a face covering if they have a medical condition or if it would create an unsafe condition in which to operate equipment or execute a task, including during hot and humid conditions, provided that the employee maintains physical distancing of at least six (6) feet. Staff with medical conditions preventing the use of face coverings must provide a doctor's note documenting that face coverings are detrimental to the employee's health.
 - b. Face coverings do not need to be worn during breaks for eating and drinking (as further described herein), provided that physical distancing of at least six (6) feet can be maintained.
 - c. Face coverings do not need to be worn when taking breaks outdoors, provided that physical distancing of at least six (6) feet can be maintained.
 - d. Face coverings do not need to be worn when in individual offices. If a staff member has an office with a door (or doors) which can be shut to seal the office and they would like to take their mask off while in the closed office, they must following the below protocols:
 - i. Let the sextons know not to enter the employee's office unless there is an emergency. The staff member agrees to take care of their own trash and clean their own surfaces. Trash must be taken by the staff person directly to the dumpster. No staff person should place anything from their closed office space in any common area including, hallways, bathrooms, the workroom, etc.

- ii. The offices in which staff are not wearing masks will have limited visitors, including other staff members and congregants. As soon as the office door is shut and the mask is removed, no other individuals may be in that space. If someone else must enter the office, both the guest/staff member and the office staff member should wear masks and stay at least six (6) feet apart.
 - iii. The office door is to be shut at all times. If a staff member wishes to leave their office, they must make sure to put a cloth mask on before exiting and shut the door to their office while they are out. The door to their office should not be left open if they have removed their mask while in their office. Upon leaving for the day, the door must also be shut.
5. Staff must wash their hands with soap and water for at least twenty (20) seconds (a) upon entering the Premises; (b) after using but before leaving the restroom; (c) before and after eating; and (d) at regular intervals throughout the day (approximately once per hour).
6. Staff must enter the building through the rear entrance and upon entering must write their name on the white board to the left as they enter the building. Example: Kaysie — IN. Upon exiting the building at the end of their visit, all staff should erase their name. This will help us to know who is in the building and if the alarm needs to be deactivated or activated.
7. Wipes, sanitizer, and gloves will be provided for all offices and workspaces. Each staff member is required to wipe down their own workspace at regular intervals with the products provided.
8. Travel should be reported to your supervisor and the Pandemic Safety Officer.
9. Staff may eat in their offices or outside the building. Staff members should only eat in common areas if they are by themselves and are required to wipe down the area after they finish eating. Staff should not eat together.
10. Please only bring necessary items into the office. The less you bring from home the better.
11. Any individual that has exhibited COVID-19 symptoms, has come into close¹ and prolonged² contact with an individual who has tested positive for COVID-19 (co-worker or otherwise), or has tested positive for COVID-19 shall not return to the church office without a release from a medical professional or healthcare official.

Small Gathering Protocols – Stage Three

Under Stage Three, the following small gatherings are permitted to take place:

- Pastoral care meetings
- Weddings
- Funerals
- Memorial Services
- Ministry activities to be held outdoors in the Fisher Garden or McClintock Lawn

ATTENDANCE AND SEATING RESTRICTIONS

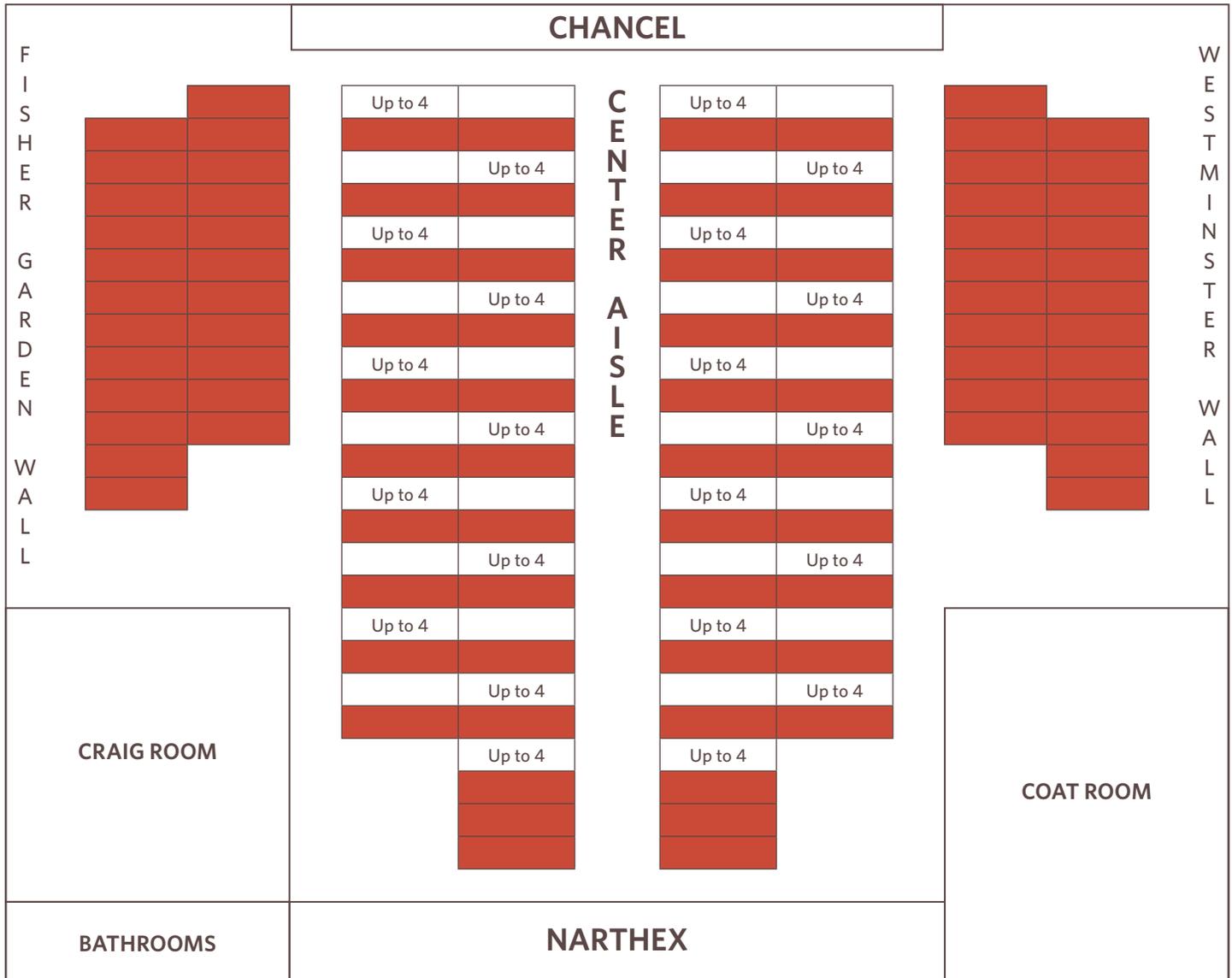
1. All gatherings must be approved in advance by a member of the pastoral staff in accordance with the following notice requirements:
 - a. Pastoral care meetings — same day
 - b. Weddings — Fourteen (14) days
 - c. Funerals — Three (3) days
 - d. Memorial Services — Five (5) days
 - e. Ministry activities to be held in the Fisher Garden or McClintock Lawn — Five (5) days
2. Gatherings may not have more than twenty-five (25) participants, including officiant(s) and musician(s), according to current state and local guidelines.
 - a. For weddings, maximum of twenty-two (22) guests (if no musician)
 - b. For funerals and memorial services, maximum of twenty-four (24) guests (if no musician)
 - c. For ministry activities to be held in the Fisher Garden or McClintock Lawn, maximum of twenty-five (25) participants, including staff

¹ Close is defined as less than six (6) feet. Examples of those with whom an individual may have close contact include but are not limited to: household members; intimate partners; and those for whom they are providing care, without using recommended infection control precautions.

² Prolonged is defined as ten (10) minutes or more.

Please see Pennsylvania Department of Health [COVID-19 Targeted Mitigation website](#) for information on which the above restrictions were based.

3. Names and contact information of all attendees must be reported ahead of time to the Pandemic Safety Officer.
 - a. All attendees should be instructed that they must be free of fever or respiratory illness for seven (7) days prior to attending.
4. Sanctuary seating will be only in the central two blocks of pews as shown in the following seating chart:



- a. Seating will be every other row, starting with the front row.
 - i. Even rows (that is 2nd, 4th, etc.) will be roped off.
- b. There will be no more than four (4) people per row.
- c. Seating will be staggered left and right within each row as below:
 - i. For the front row, parties will be on the **left** side of their pews.
 - ii. For the third row, parties will be on the **right** side of their pews.
 - iii. For the fifth row, parties will be on the **left** side of their pews.
 - iv. This pattern will continue toward the back of the church.
5. For weddings:
 - a. The bride and her wedding party may gather in the Craig Room, no more than four (4) people at a time.

- b. The groom/groom's party shall gather near the chancel rather than occupying a second room.
 - i. If a second room is required for the groom, the Sharp Atrium may be available upon request.
- c. Photography is permitted, but a photographer counts toward the total of twenty-five (25) people.
 - i. Post-ceremony photography should take place outside or at another location.
- 6. For funerals/memorial services:
 - a. The immediate family members may gather ahead of time in the Craig Room; no more than four (4) persons.
 - b. Viewings and/or receiving lines will not be permitted in the church.
 - c. Pallbearers are discouraged. (It is preferred to have the funeral director move the casket in before the service and out after the service.)

SAFETY PROTOCOLS

1. All attendees should be instructed to self-screen at home immediately prior to attending any gathering by (a) answering a symptoms questionnaire and (b) taking their temperature. Attendees shall be advised not to come to the gathering if they answer "yes" to any of the safety questions or if their temperature is greater than 100.4 F (38 C).
2. All attendees must wear face coverings to enter the church.
 - a. SPC will not provide face coverings.
 - i. The organizer of the event may bring extra face coverings in case an attendee forgets a face covering.
 - b. Attendees are reminded to cover nose and mouth when wearing face coverings.
 - i. Face coverings should be worn from exiting of vehicle, while queuing to enter the church, during the service, and until after leaving the church. In the case of a wedding, face coverings may be removed **by the couple** only for a few seconds at the procurement of marriage by the couple for a kiss, and then should be replaced.
3. Programs will be placed ahead of time in the section of each pew that is for seating to reduce person-to-person contact.
4. If the weather is fair, the windows in the sanctuary should be open during the service.
5. Refer to the [General Safety Protocol](#) section of this document for more information.

INGRESS AND EGRESS

1. Guests should arrive at least twenty (20) minutes before the event to allow for seating.
 - a. The organizer should identify at least two (2) ushers from among the guests to help direct seating.
 - i. Ushers will stand in the Narthex, admit one party at a time, and direct them to the side aisles for seating.
 - b. All guests should wait outside the Narthex (main doors unless needing to use side entrance due to wheelchair/walker, etc.).
 - i. Parties of guests should queue six (6) feet apart awaiting entry.
 - c. Hand sanitizer will be available.
2. Entrance and egress will occur via the side aisles for guests.
 - a. For weddings, the bride/bridal party and officiant may use the center aisle.
3. Entrance: Attendees should be directed either to the right or left aisle (alternately) upon entrance by the ushers.
 - a. The first row will be reserved for immediate family/wedding party.
 - b. Other attendees should take the most forward row available (starting with the 3rd row) on the side they are assigned so the church will fill from front to back, to ensure social distancing inside the church.
4. Exit: After dismissal of bridal party/immediate family via center aisle, dismissal should be via right and left aisles.
 - a. Dismissal should occur from back to front (most rear rows first) to ensure social distancing inside the church.
 - b. Guests shall exit out the Narthex main doors (unless needing to use side entrance due to wheelchair/walker, etc.).

PROGRAM LIMITATIONS

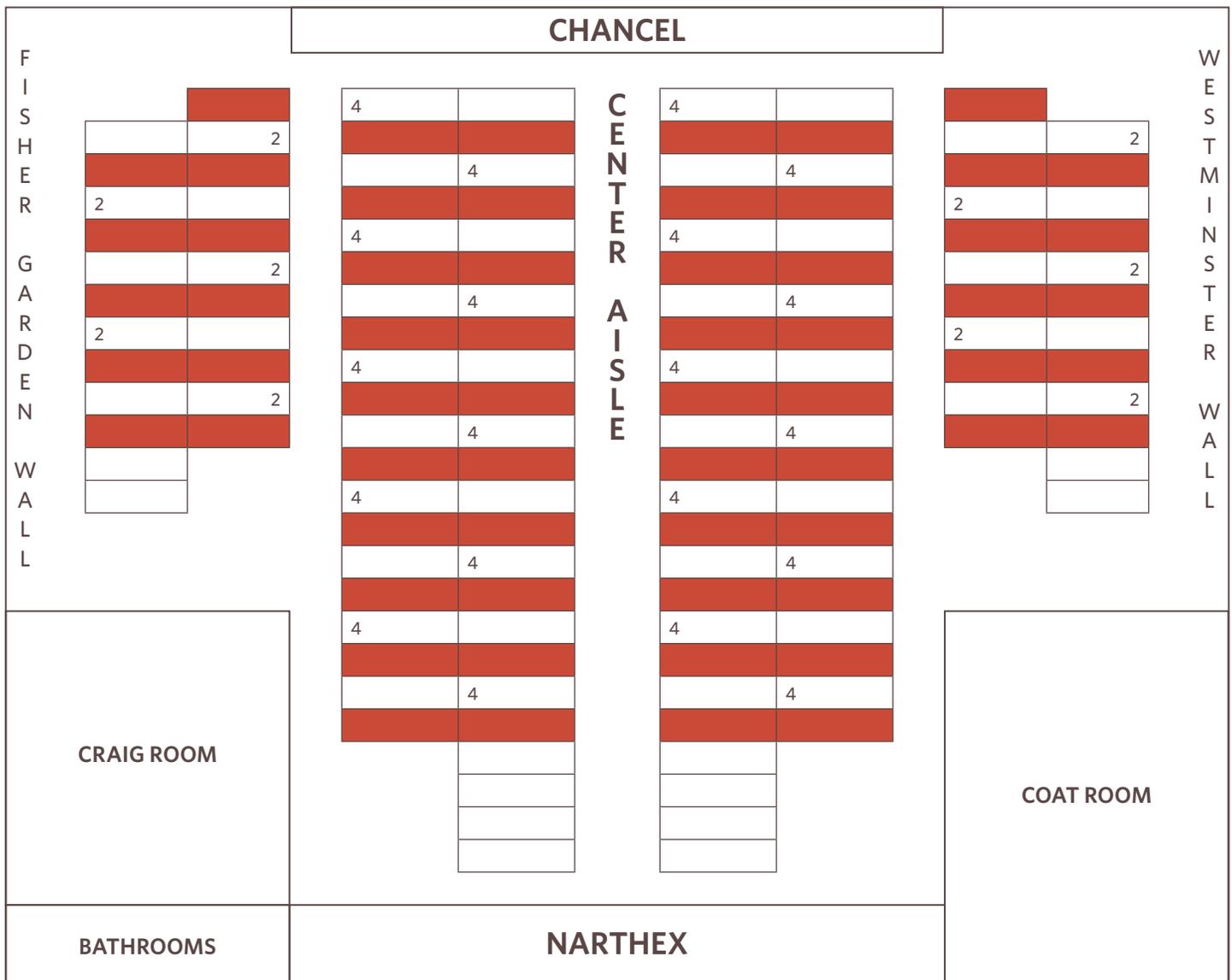
1. Planned duration of the service should be no more than forty-five (45) minutes.
2. Music must be instrumental or include a single, physically distanced singer (e.g., in the chancel or balcony).
 - a. No hymns will be sung by the congregation.
 - b. Strings/piano preferred over wind instruments.

Worship Protocols - Stage Four

Once Allegheny County increases the permitted indoor gathering limit to 100 people or more, we will aim to begin in-person worship within a few weeks thereafter. Please see Pennsylvania Department of Health [COVID-19 Targeted Mitigation website](#) for additional information.

ATTENDANCE AND SEATING RESTRICTIONS

1. In order to manage attendance and to maintain contact tracing records, those planning to attend worship shall register via the church's online registration system or by calling the church office by the Friday before each worship service.
 - a. All attendees will be instructed that they must be free of fever or respiratory illness for seven (7) days prior to attending.
 - b. All attendees should be instructed to self-screen at home immediately prior to attending worship by (a) answering a symptoms questionnaire and (b) taking their temperature. Attendees shall be advised not to attend worship if they answer "yes" to any of the safety questions or if their temperature is greater than 100.4 F (38 C).
2. The maximum occupancy will be 100 persons initially, then up to 250, if allowed by state and county guidelines. All occupancy increases above 100 persons must be authorized by the COVID-19 Task Force. The following seating chart will be utilized initially upon a transition to Stage Four:



- a. Sections of pews that are not to be used shall be roped off.
- b. Families greater than four (4) may sit together if their children are under twelve (12) years old, otherwise they should split into two (2) groups.

SAFETY PROTOCOLS

1. All attendees must wear face coverings to enter the church.
 - a. SPC will not provide face coverings.
 - b. Attendees are reminded to cover nose and mouth when wearing face coverings.
 - c. Face coverings should be worn from exiting of vehicle, while queuing to enter the church, during the service, and until after leaving the church.
2. Bibles, hymnals, and other material shall be removed from the pews.
3. Programs will be placed ahead of time in the section of each pew that is for seating to reduce person-to-person contact.
4. If the weather is fair, the windows in the sanctuary should be open during worship.
5. Transparent shields will be installed at the lectern and pulpit.
6. Ushers will be provided training on worship safety protocols; training will be conducted by the COVID-19 Task Force.
7. There will be no fellowship gathering after worship.
8. Refer to the [General Safety Protocol](#) section of this document for more information.

INGRESS AND EGRESS

1. Church communications shall suggest that all attendees arrive at 10:30 a.m. for the 11:00 a.m. worship service. Attendees shall not be admitted to the sanctuary prior to 10:30 a.m.
 - a. Attendees shall be admitted through the main entrance to the Narthex (unless needing to use side entrance due to wheelchair/walker, etc.).
 - b. Ushers will stand in the Narthex, admit one party at a time, and direct them to the side aisles for seating.
 - c. All guests should wait outside the Narthex. Parties of guests awaiting entry should queue six (6) feet apart.
 - d. Hand sanitizer will be available.
2. When greeting attendees, the ushers are to inquire as to whether or not the attendee is registered through the church office or website.
 - a. If the attendee is registered, they may proceed into the sanctuary to a location of their choice.
 - b. If the attendee is not registered, the ushers shall document their name, e-mail address, and/or telephone number.
 - c. If there is capacity after accounting for all registered attendees, ushers shall attempt to accommodate any unregistered attendees.
 - d. The church office shall follow up with any unregistered attendee the following week with a reminder of the registration process.
3. Entrance and egress will occur via the side and main aisles.
4. Dismissal should occur from back to front (most rear rows first) to ensure social distancing inside the church.
5. Attendees shall exit out the Narthex main doors (unless needing to use side entrance due to wheelchair/walker, etc.).

Exposure Reporting Protocols

1. All exposures to COVID-19, potential exposures to COVID-19, or persons believed to be exhibiting symptoms of COVID-19 shall be reported to the Pandemic Safety Officer.
2. Any diagnosis of COVID-19 potentially affecting those on the Premises must be reported to the Pandemic Safety Officer. SPC will report all COVID-19 diagnoses to the Allegheny County Health Department.
3. In the event of a confirmed case of COVID-19 at SPC, the church will be closed to staff, members, and visitors for at least seven (7) days and will be deep cleaned and sanitized by a professional cleaning service in accordance with CDC and/or OSHA guidelines prior to re-opening.
4. Any staff member diagnosed with COVID-19 must provide a release from a medical professional or healthcare official before being allowed to return to the Premises.
5. In the event of a suspected or confirmed case of COVID-19 affecting persons who were on the Premises, the Pandemic Safety Officer shall obtain a list of persons who were in close and prolonged contact with the person suspected or confirmed to have COVID-19 within fourteen (14) days from the date symptoms first appeared. The Pandemic Safety Officer shall take the same precautions and treat the situation as if the suspected case is a confirmed case for purposes of sending home potentially infected staff.

6. Anyone who has exhibited COVID-19 symptoms or who has come into close and prolonged contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for ten (10) days from the last date of close contact with the individual and may not return to the Premises without a release from a medical professional or healthcare official.
7. The Pandemic Safety Officer shall conduct an investigation as the result of any suspected or confirmed COVID-19 cases on the Premises and document the investigation. Such an investigation will assist with the determination of work-relatedness of the confirmed case or exposure. COVID-19 can be a recordable illness if a worker is infected as a result of an event or exposure in the work environment. However, employers are only responsible for recording cases of COVID-19 if all of the following are met:
 - a. The case is a confirmed case of COVID-19 (see CDC information on persons under investigation and presumptive positive and laboratory-confirmed cases of COVID-19);
 - b. The case is work-related, as defined by 29 CFR 1904.5; and
 - c. The case involves one or more of the general recording criteria set forth in 29 CFR 1904.7 (e.g., medical treatment beyond first aid, days away from work).
8. Follow-up procedure: SPC shall communicate with both affected and non-affected staff on the status of the suspected or confirmed COVID-19 case; however, SPC shall not communicate the names of affected individuals. Where there is a confirmed case of COVID-19, affected employees shall be notified and encouraged to seek medical attention.