



Table of Contents

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

 Stage Five..... 2

Current Status 2

Access/Building Limitations..... 2

General Safety Protocols 3

Church Office Staff Safety Protocols 3

Small Gathering Protocols – Stage Three..... 3

 Attendance and Seating Restrictions..... 4

 Safety Protocols 5

 Ingress and Egress 5

 Program Limitations..... 6

Worship & Gathering Protocols – Stage Four..... 6

 Attendance and Seating Restrictions..... 6

 Safety Protocols 8

 Ingress and Egress 8

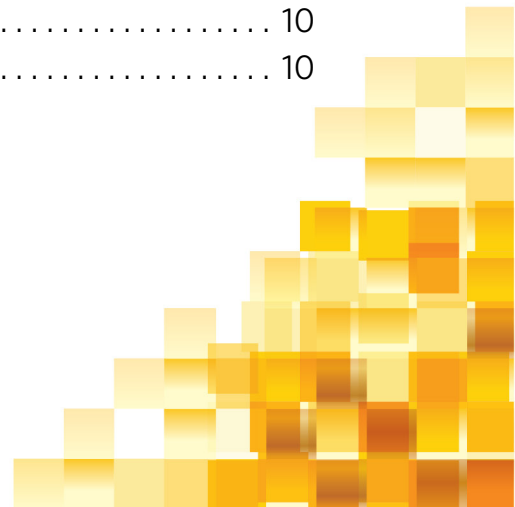
Building Access & Worship Protocols – Stage Five 9

 Worship Seating Restrictions 9

 Safety Protocols 10

 Ingress and Egress 10

Exposure Reporting Protocols 10



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 pre-registered small gatherings, as described further herein. **Worship service is broadcast live on the internet, and a recording is available online following worship.**

STAGE FOUR

In addition to those functions described in Stages Two and Three, pre-registered worship services 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 broadcast live on the internet, and a recording is available online following worship.**

STAGE FIVE

Registration is no longer required for worship services or small gatherings. Safety protocols will remain in place and are defined herein. **Worship service(s) will be broadcast live on the internet, and a recording is available online following worship.**

Current Status

Shadyside Presbyterian Church is currently operating under Stage Five.

Access/Building Limitations

1. Access to the Premises during office hours:
 - a. The entrance to the Sharp Atrium on Westminster Place;
 - b. The rear entry near the staff parking area.
 - c. The nursery school entrance.
 - d. Refer to the sections of this document regarding Stage 3, Stage 4, and Stage 5 for stage-based access limitations.

2. Use of lower level of the building shall be limited to Nursery School operations and essential staff. Exceptions for special gatherings will be made on a case by case basis. Exceptions are to be determined by staff and pastors based on the current stage. The S.P.C. COVID-19 Task Force will be consulted as needed.
3. Restroom use is limited to only one (1) person 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.

General Safety Protocols

1. Persons exhibiting any of the symptoms of COVID-19 shall not be allowed access to the Premises:
2. Persons entering the premises will be notified that face masks are optional for fully vaccinated individuals and that if you are not fully vaccinated that you please continue to wear a mask. Exceptions will be made on a case by case basis. Exceptions are to be determined by staff and pastors based on the current stage. The S.P.C. COVID-19 Task Force will be consulted as needed.
3. When possible, physical distancing of at least six (6) feet is encouraged in all locations.
4. All persons entering the Premises are encouraged to sanitize their hands using alcohol-based hand sanitizer.
5. All posted safety signage must be adhered to at all times.
6. HEPA filtration units are installed in smaller spaces with poor ventilation and should be used whenever occupied.

Church Office Staff Safety Protocols

1. The Head of Staff shall establish a remote working plan.
2. All staff members shall be informed of the [symptoms of COVID-19](#).
3. 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 unvaccinated 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. An unvaccinated employees do not need to wear face coverings 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 follow the below protocols:
 - c. If an employee has been fully vaccinated from the SARS-CoV-2 virus they are permitted to do their normal work day activities without a mask. Fully vaccinated employees will still be required to wear a mask when encountering a visitor or vendor. An employee is considered fully vaccinated fourteen (14) days after their second shot of the Pfizer or Moderna vaccines or fourteen (14) days after their shot of the Johnson & Johnson vaccine.
 - i. The following exception applies: During the Shadyside Presbyterian Church Nursery School school year anyone, regardless of vaccination status, is required to wear a mask in the Nursery School area during school hours. School hours are from 8:45 A.M. – 1:00 P.M. on weekdays. This means any time anyone (visitor, staff, vendor, maintenance workers, etc.) are in following areas they are required to be masked for the safety of the children of the school who are not able to be vaccinated. These areas include: backdoor, kitchen, Hulme room, parish hall, parish hall bathrooms, all classrooms, all classroom level hallways and bathrooms, the choir rooms, the telephone room, the boiler room, the undercroft, and the youth room, etc.
4. Staff are encouraged to wash or sanitize their hands at regular intervals throughout the work day.
5. Upon entering the building staff are asked to write their name on the white board at the back entrance. They should erase their name when leaving the building.
6. Wipes, sanitizer, and gloves will be provided for all offices and workspaces.
7. Staff may eat in their offices or outside the building. Staff should not eat together indoors. Exceptions for special gatherings will be made on a case by case basis. Exceptions are to be determined by staff and pastors based on the current stage. The S.P.C. COVID-19 Task Force will be consulted as needed.
8. Any individual that 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:

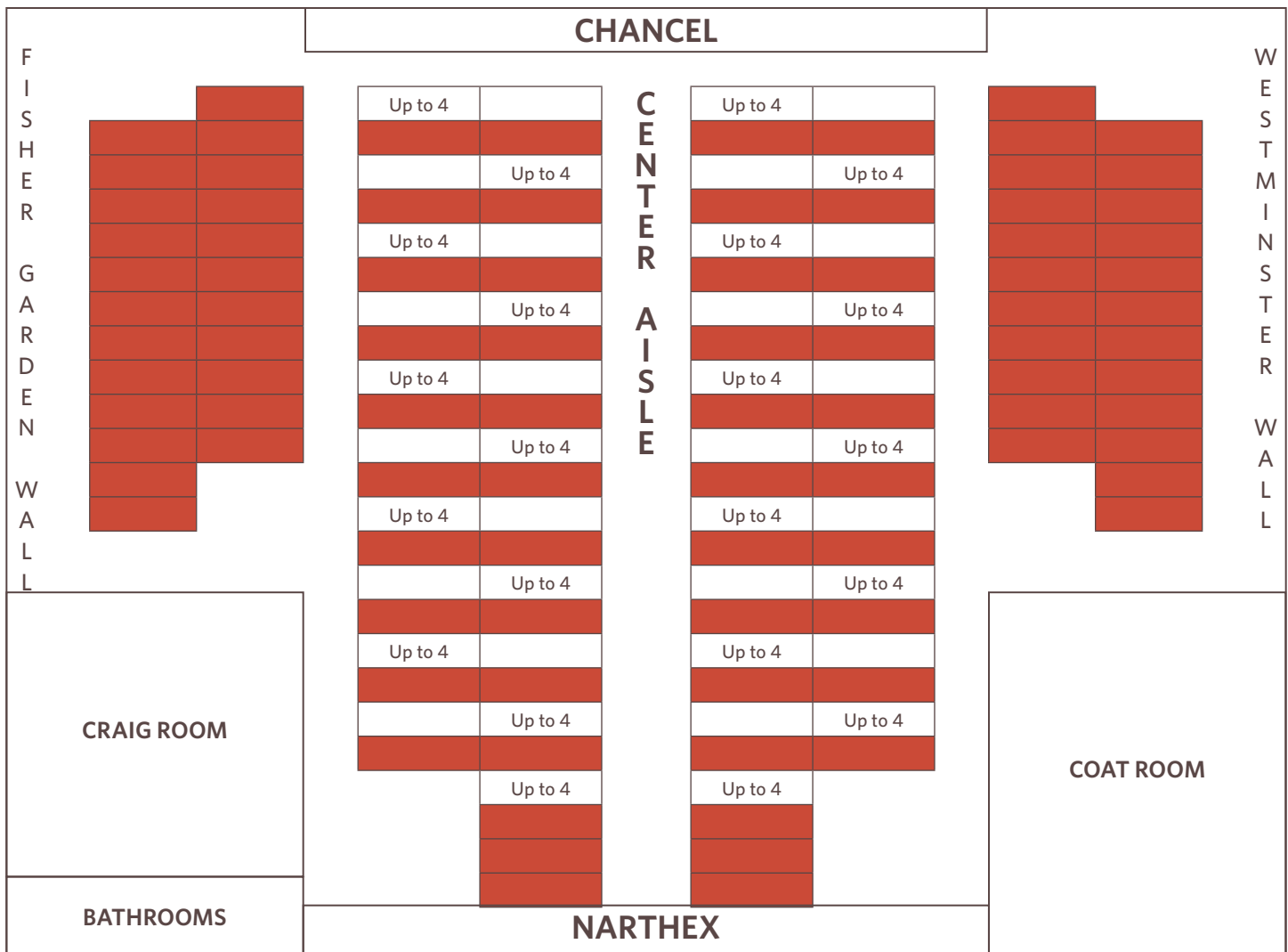
- Pastoral care meetings
- Weddings
- Funerals
- Memorial Services
- Ministry activities to be held outdoors in the Fisher Garden or McClintock Lawn

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

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. 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.
5. 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.)
6. 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. This pattern will continue toward the back of the church.

SAFETY PROTOCOLS

1. All attendees should be instructed to self-screen at home immediately prior to attending any gathering by taking their temperature. Attendees shall be advised not to come to the gathering 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).
 - 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

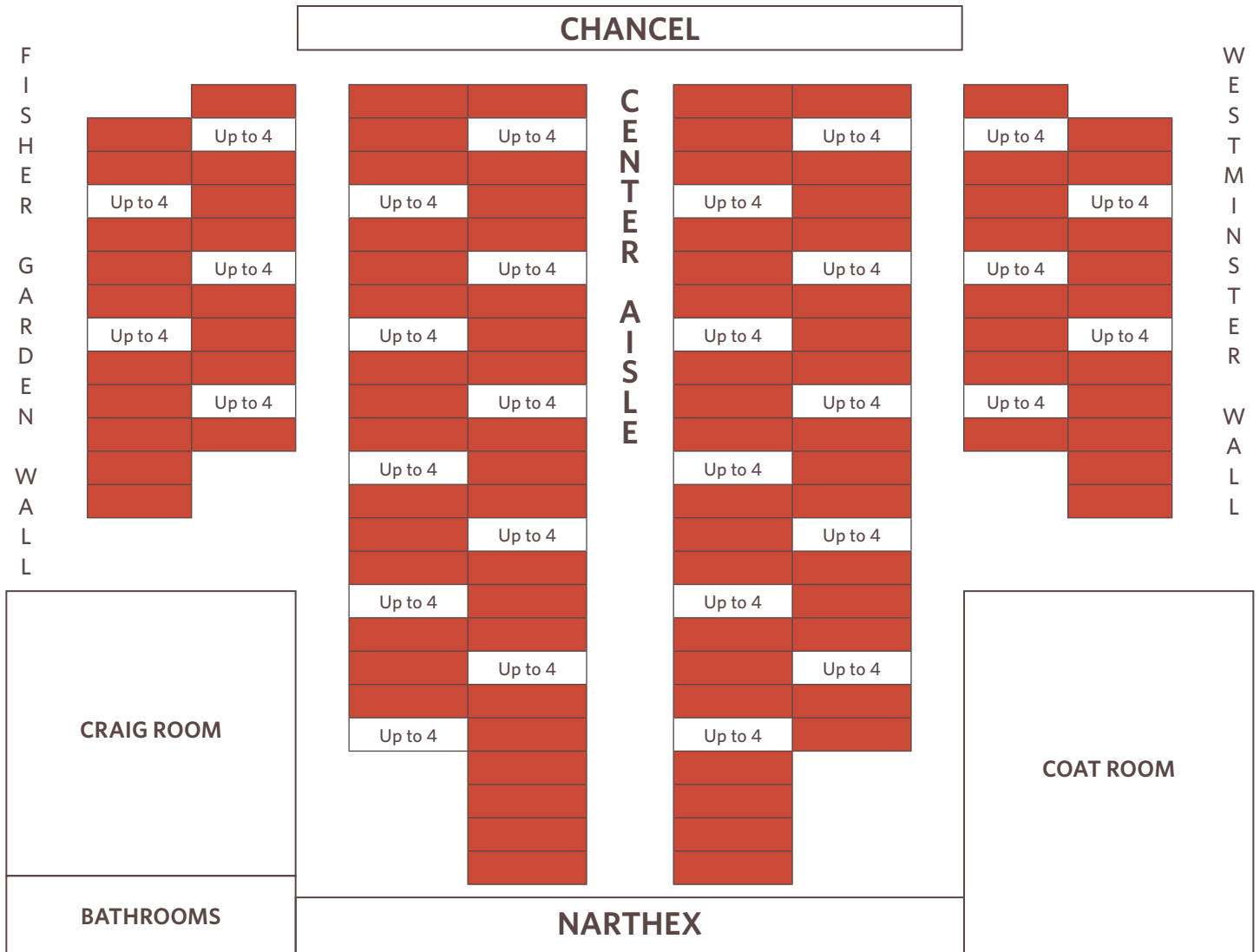
1. Planned duration of the service should be no more than forty-five (45) minutes.
2. Music must be instrumental or include a single, physically distanced singer (e.g., in the chancel or balcony).
 - a. No hymns will be sung by the congregation and strings/piano preferred over wind instruments.

Worship & Gathering Protocols - Stage Four

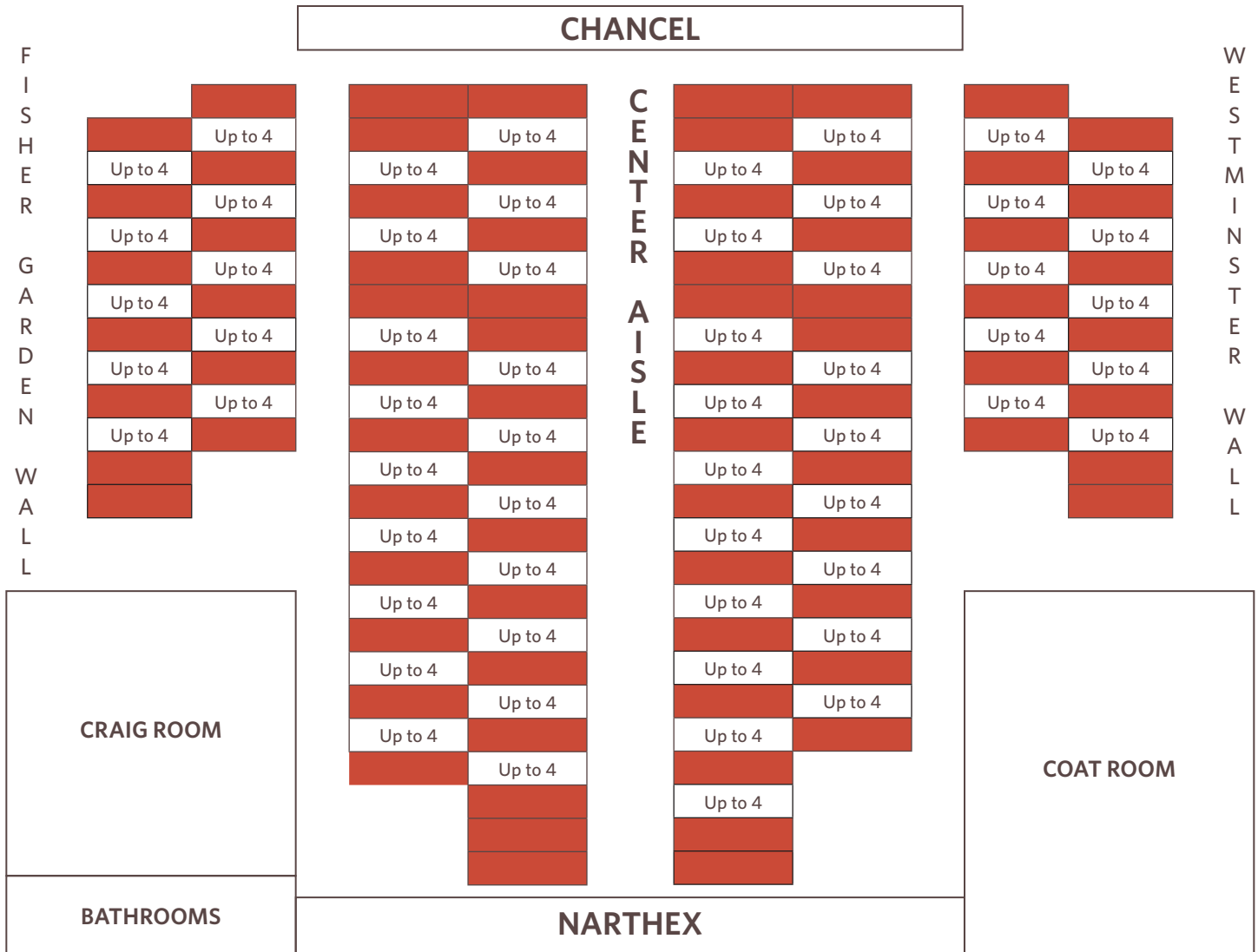
Under Stage Four, we will re-commence in-person worship services with limited capacity, pre-registration, and certain restrictions as identified in this section. Please see Pennsylvania Department of Health [COVID-19 Targeted Mitigation website](#) for additional information. Program limitations required under Stage Three are not applicable under Stage Four. All gatherings in the sanctuary permitted under Stage Three are also permitted under Stage Four in accordance with the attendance restrictions and protocols noted below.

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.



- 3. Once allowed by state and county guidelines the maximum occupancy will be no more than 250 persons. The following seating chart will be utilized upon a transition to the maximum occupancy of 250 persons.:



- a. All attendees must insure that they are free of fever or respiratory illness for seven (7) days prior to attending.
- b. All attendees should self-screen at home immediately prior to attending worship by taking their temperature. Attendees shall be advised not to attend worship if their temperature is greater than 100.4 F (38 C).
2. Initially, the maximum occupancy will be no more than 100 persons. 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 designated as so using laminated signage.
 - 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. Attendees are encouraged to bring their own mask.
 - a. SPC will provide a limited number of masks for individuals who need them.
 - b. Attendees are reminded to cover nose and mouth when wearing face coverings.
 - c. Face coverings should be worn throughout the service.
2. Bibles, hymnals, and other material shall be removed from the pews.
3. Programs will be placed in the Narthex and should be picked by my congregants as they enter.
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. They will be removed once all pastors have been fully

vaccinated. A pastor is considered fully vaccinated fourteen (14) days after their second shot of the Pfizer or Moderna vaccines or fourteen (14) days after their shot of the Johnson & Johnson vaccine.

6. Ushers will be provided training on worship safety protocols; training will be conducted by the COVID-19 Task Force.
7. Fellowship will occur outside (weather-permitting). Fully vaccinated congregants are free to demask once outside the building. All attendees of fellowship should maintain social distancing.
8. Refer to the [General Safety Protocol](#) section of this document for more information.

INGRESS AND EGRESS

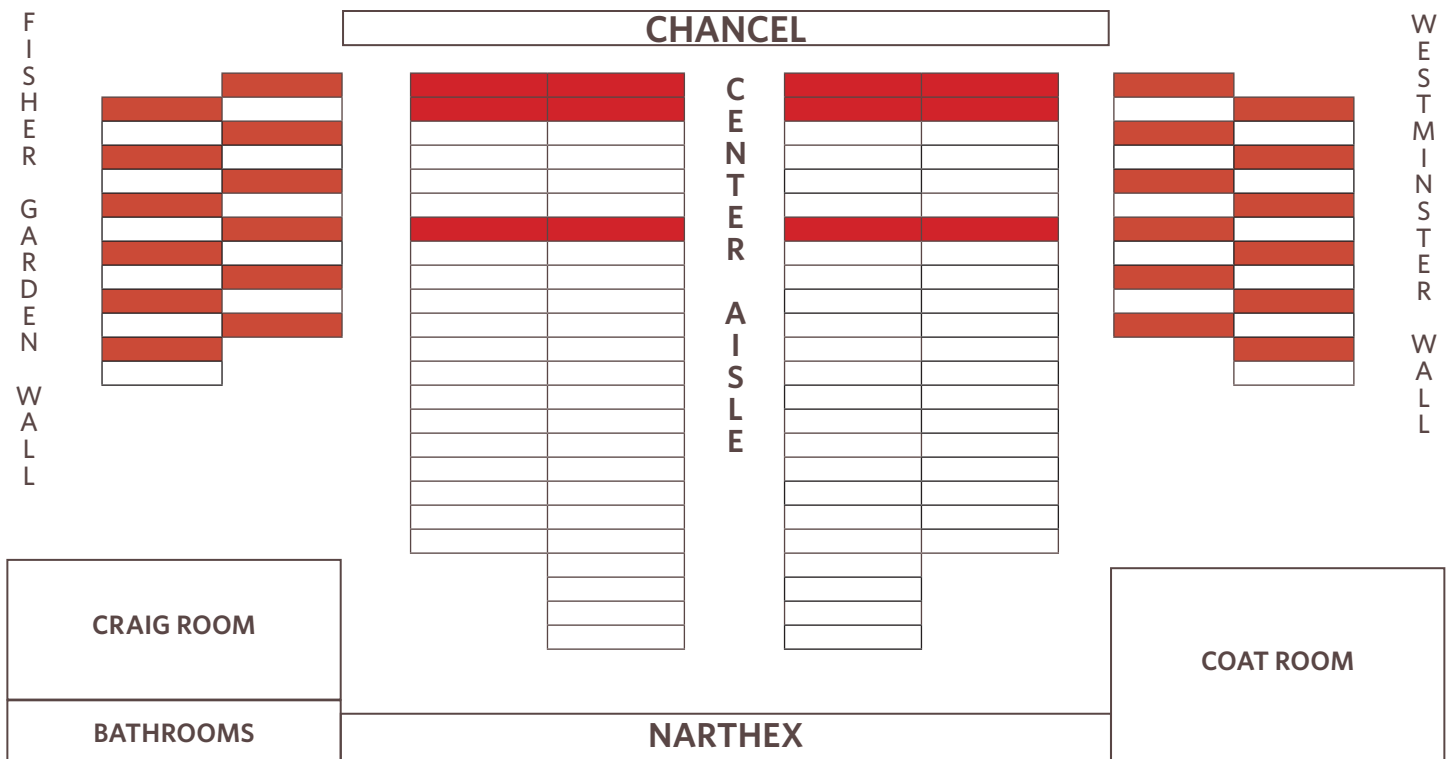
1. Church communications shall suggest that all attendees arrive at 10:30 a.m. for the 11:00 a.m. worship service. Attendees shall not be admitted to the sanctuary prior to 10:30 a.m.
 - a. Attendees shall be admitted through the main entrance to the Narthex or the side entrance.
 - b. Ushers will stand 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 of the Sanctuary through the Westminster door, Narthex doors, or Coatroom door and will be directed on which exit to take by the usher who releases their pew.
6. Attendees are welcome to remain in their pews through the end of the of the postlude if they so desire.

Building Access & Worship Protocols – Stage Five

Under Stage Five, we will continue to offer in-person worship services but will no longer require capacity limitations or pre-registration. Certain restrictions will remain as identified in this section. Program limitations required under Stage Three and Stage Four are not applicable under Stage Five. All gatherings in the sanctuary permitted under Stage Three and Stage Four are also permitted under Stage Five in accordance with the protocols noted below.

WORSHIP SEATING RESTRICTIONS

1. There will no longer be COVID related attendance restrictions for services. Seating restrictions will be updated to accommodate individuals who would like to be seated with social distancing in mind and those who do not mind sitting closer to others. Sections of pews that are not to be used shall be designated as so using laminated signage. The updates are visible in the following seating chart.
 - a. All attendees will be given the choice to sit either in the center pews or the transept pews.



- i. The center pews will have relaxed restrictions. Any attendees sitting in the center aisle pews are highly recommended to wear masks for the duration of the service.
- ii. The transept pews will remain socially distanced. Any unavailable pews will be marked with a laminated sign. Attendees sitting in the transepts are asked to wear masks for the duration of the service.

SAFETY PROTOCOLS

1. All attendees must wear face coverings while entering, exiting, and moving around the church.
 - a. Fully vaccinated attendees who choose to sit in the center pews are highly recommended to wear masks for the duration of the service.
 - b. Unvaccinated attendees will be asked to wear masks at all times.
 - c. Attendees sitting in the transepts will be asked to wear masks regardless of their vaccination status.
 - d. Fully vaccinated individuals in the Sanctuary Chancel will be allowed to remove their masks during the service but should put them back on before leaving the Chancel.
2. If the weather is fair, the windows in the sanctuary will be open during worship.
3. Ushers will be provided training on worship safety protocols; training will be conducted by the COVID-19 Task Force.
4. Fellowship will occur outside (weather-permitting). Congregants are free to demask once outside the building. All attendees of fellowship should maintain social distancing when possible.
5. Refer to the [General Safety Protocol](#) section of this document for more information.

INGRESS AND EGRESS

1. Church communications will 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 and the side entrance.
 - b. Hand sanitizer will be available.
2. Entrance and egress will occur via the side and main aisles.
3. Attendees are free to leave their pew at any time and should ensure social distancing from others whenever possible.

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. In no case shall a staff member who tests positive for COVID-19 return sooner than ten (10) days after signs or symptoms have appeared.
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 forty-eight (48) hours 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.