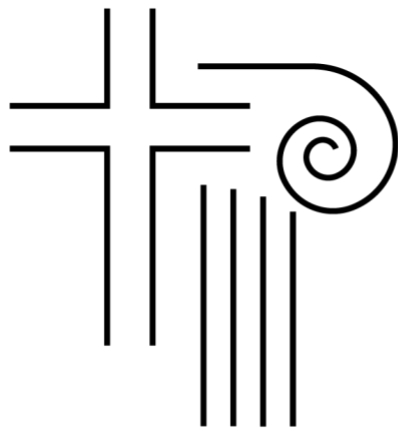


# NASSAU PRESBYTERIAN CHURCH



## FORWARD IN FAITH TOGETHER

POLICIES • PROCEDURES • RESOURCES

September 11, 2020

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## 2. FORWARD IN FAITH TOGETHER

### 2.1 OVERVIEW

In response to the COVID-19 pandemic, the Session of Nassau Presbyterian Church (NPC) has affirmed our commitment to a prayerful, informed, and cautious discernment and decision process that prioritizes the health, health status, and safety of the members of our community of all ages as well as members of the staff. In May 2020, the Moderator of the Session appointed a working group—The Forward in Faith Together Working Group—comprised of several current Session and staff members. This group has been meeting virtually and is charged with making recommendations to the Session for approval in the areas of worship, fellowship, building use, classroom space, opening of the church office, policies and procedures for keeping the congregation safe, and any other issues related to the pandemic. According to the constitution of the PC(USA), the Session has the responsibility both for the worship life of the congregation and any use of the building at 61 Nassau Street.

Recommendations from the Working Group will be informed by state and local health officials. We will be guided by considerations specific to religious gatherings and will be mindful of the size of Nassau's congregation. The group has sought and will continue to seek input from health care and pharmaceutical professionals in the congregation while also providing opportunities for a wider gathering of perspectives, dialogue, and aspirations from the Nassau Church community of faith.

As of August 4, 2020, the members of the Forward in Faith Together Working Group are:

Dave Davis	Kim Kleasen	Noel Werner
Lisa Burke	Corrie Berg	Barbara Edwards
Bill Creager	Lauren McFeaters	Camille Scordis
Rich O'Brien	Bill Wakefield	Polly Griffin

This manual represents our best and most current understanding of COVID 19, its transmission, and its implications for our community faith life. We will review and update this manual as required and needed, since the understanding of the disease and our environment are changing and evolving. Updates will be made and dated by the Forward in Faith Working Group with Session approval.

These guidelines are prepared with the best information currently available to us, but an unknowable part of the transmission process and illness will remain unknown and beyond anyone's control. We acknowledge that it is very likely that congregants will continue to fall ill to COVID-19 in the future, perhaps even in connection with to church activities. Congregants will necessarily have to assess their personal risk tolerance and ultimately take responsibility for their decision in attending church functions, as they do with all other social activities in their lives.

## 2.2 TRANSITION PHASES

The Working Group has established Transition Phases that will guide the church's activities, gatherings, and property uses as we move the various stages of the COVID-19 health crisis and recovery. The Phases are designed with love, care, and the intention of supporting the safety and health and the spiritual, mental, and physical well-being of all.

The Transition Phases are a guide, but are not intended to be inflexible, nor do they represent an “all or nothing” approach. We may, for example, defer implementing part of a Phase while implementing the rest. We may move forward or backward in the Phases in response to changing needs, the changing nature of the SARS-CoV-2 coronavirus, and the evolving local, state, and national circumstances.

The table below shows the Transition Phases. Note that the activities are cumulative; for example, in Phase 1, all activities shown for Phase 0 are allowed, plus the additional activities shown for Phase 1, and so on.

Phase	Activities
0	<ul style="list-style-type: none"><li>▪ All church activities conducted via virtual venues—no in-person meetings</li><li>▪ Staff working remotely</li><li>▪ Building closed except for <i>Arm In Arm</i></li></ul>
1	<ul style="list-style-type: none"><li>▪ Outdoor Large Groups for Worship and Fellowship (with virtual option)</li></ul>
2	<ul style="list-style-type: none"><li>▪ Staff may return to 61 Nassau St.</li><li>▪ <i>Arm In Arm</i> “In-Building Visits” allowed, following our protocols</li></ul>
3	<ul style="list-style-type: none"><li>▪ Livestream worship with worship leaders, musicians, engineers</li><li>▪ Indoor committees, staff, or other gatherings of up to 10 people</li></ul>
4	<ul style="list-style-type: none"><li>▪ Livestream worship with up to 50 people, inclusive of Fellowship</li><li>▪ Indoor gatherings of up to 25 people</li><li>▪ Staff appointments with visitors</li><li>▪ Staff lunches in Assembly Room</li></ul>
5	<ul style="list-style-type: none"><li>▪ Worship up to NJ-allowed capacity with social distancing requirements, inclusive of Fellowship</li><li>▪ Main floor largely open</li><li>▪ Second and third floor open by appointment</li><li>▪ Outside organizations begin using building with appointment / schedule, following our protocols</li></ul>
6	<ul style="list-style-type: none"><li>▪ Church operates fully</li><li>▪ Building is open during regular hours and any required protocols continue to be followed</li></ul>

## 2.3 MOVING BETWEEN PHASES

The Session has responsibility for determining when the church should move (either forward or back) between the Phases. The Phases are not designed to be linked to any transition phases or stages that might be designated by local, state, regional, or national government authorities, nor are they rigidly linked to any particular timing or health metrics. The Forward in Faith Working Group will make recommendations to the Session about when to move from one Phase to another after considering the following factors, in addition to guidance from its Medical Advisory Panel and other factors:

- Attendance and activity limits set by local and state officials
- Degree and success of implementation of the procedures and policies in this guide, including training and recordkeeping
- Evaluation of compliance with guidelines for current Phase
- Readiness of staff and leadership for transition to a new Phase
- Health metrics for Mercer County and Princeton:
  - Case Rate: Daily new COVID-19 cases per 100,000 people, measured as a 7-day weekly average based on submitted laboratory reports;
  - COVID-like Illness Rate: Percent of daily emergency department visits with the presence of a COVID-like illness, measured as a 7-day weekly average (excludes cases diagnosed as being due to another respiratory illness such as influenza);
  - Test Positivity Rate: Percentage of total positive COVID-19 PCR tests out of all COVID-19 PCR tests performed, measured as a 7-day weekly average.

The New Jersey Department of health publishes these metrics each week at a regional level (Mercer county, along with Hunterdon and Somerset counties, make up the Central West region; metrics at finer than a regional level are not readily available on a regular basis). As local metrics become available, they may be used as well, and the Working Group may also take into account other metrics such as the rate of increase/decrease in new cases and the Reproductive Number R0 (the number of people one infectious person will infect if everyone that person has contact with is susceptible).

The Working Group will not recommend moving between Phases based only on specific levels for health metrics, but in general the transition to Phases 4 and beyond is consistent with a Case Rate of less than 1 new case per day, a COVID-like Illness Rate of less than 1.68%, and a Test Positivity Rate of less than 3%.

When the Working Group makes a recommendation to move forward or back between Phases, they should report to the Session an assessment of the successes and failures during the current phase. They should make a similar report to the Session regularly, on at least a quarterly basis.

Congregational input is welcome throughout all Transition Phases. In addition to providing regular updates via email and announcements during worship, the Working Group will regularly brief the congregation in special sessions and welcome feedback. Any staff or other church leadership receiving questions or suggestions may respond appropriately if the issue is addressed in this document and should otherwise forward the matter to the Working Group.

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### **2.3.1 Milestones**

- The church moved to Phase 0 when we announced on March 11, 2020 all programming, events, and activities were suspended and the building at 61 Nassau Street would be closed until further notice.
- The church moved to Phase 1 on July 15, 2020, with the announcement of formation of Large Groups.
- The church moved to Phase 2 on August 28, 2020, following the recommendation of the Forward in Faith Working Group and approval of the Session at their August 20, 2020 meeting.
- The church moved to Phase 3 on September 10, 2020, following the announcement in a Congregational Meeting of the first Livestream service on September 13, 2020. Although formally a part of Phase 3, use of the Assembly Room for committee meetings will not occur until equipment to include Zoom participants is in place.

## 2.4 BUILDING USAGE BY PHASE

The table below is a comprehensive list of rooms in the church, along with their allowed use by Transition Phase

	Transition Phase							
Room	0	1	2	3	4	5	6	Notes
<b>Exterior</b>								
Large Groups meeting off site								
Playground								
<b>First Floor</b>								
Main Office								Through Phase 3, staff only; Phase 4 visitors by appointment
Private Offices, Copy Room & Small Meeting Room								
Reception area, Kitchen, Bathroom								
Main Hallway & Assembly Room Hallway								
First Floor Restrooms								
Assembly Room								
Sanctuary (main level) & Narthex								
Chapel & Conference Room								
Sound Room & Sanctuary Prep Room								
Library & Kitchen								
<b>Basement</b>								
Arm in Arm + Room 03 for Arm in Arm Volunteers								Arm in Arm only through Phase 5
Kindergarten Bathroom								
Office Machine Room								
Rooms 03, 04, 05, 06, 07, 08, 09								
Basement Bathrooms								
<b>Second Floor</b>								
Second Floor Offices								Through Phase 3, staff only; Phase 4 visitors by appointment
Sanctuary Balcony								
Second Floor Restrooms								Capacity limited; staff only through Phase 5
Second Floor Hallway								
Music Room & Anteroom, Robe Room, Room 202								Keep right, single file
<b>Third Floor</b>								
Third Floor Hallway								Keep right, single file
Rooms 301, 302, 303, 304								
Third Floor Restrooms								Capacity limited; staff only through Phase 5
<b>Entry &amp; Exit</b>								
Exterior Doorways								Arm in Arm/Staff only & direction restricted through Phase 5
Ramp Entrance								
Nassau Street near Main Office								
Narthex								
Nassau Street to Kitchen & Bathrooms								
Playground Entrance								Direction restricted through Phase 5
<b>Stairways</b>								
Stairways Near Main Office & Kitchen								Down only through Phase 5
Stairway Near Playground Entrance								Up only through Phase 5
North stairway Narthex to Balcony								Up only & musicians only through Phase 5
South stairway Narthex to Balcony								Down only & musicians only through Phase 5

Source: Room Occupancy r200808.xlsx



## 2.5 ROLES AND RESPONSIBILITIES

The following people and teams have responsibility for various aspects of our pandemic response:

Area	Contact	Key Contact Information
<ul style="list-style-type: none"> <li>Communications</li> <li>Policies and Procedures</li> <li>Metrics and Reporting</li> </ul>	<b>Key contact: Kim Kleasen</b> Dave Davis, Rich O'Brien, Bill Creager	FIFT@nassauchurch.org
<ul style="list-style-type: none"> <li>Consultation group for Health, Safety, &amp; Medical Concerns</li> </ul>	<b>Key contact: Barbara Edwards</b> Deborah Toppmeyer, Janelle Stuckey, and several other healthcare professionals	FIFT@nassauchurch.org
<ul style="list-style-type: none"> <li>Adult Education</li> <li>Sunday School</li> <li>Large Groups</li> </ul>	<b>Corrie Berg</b>	CBerg@nassauchurch.org 609-924-0103, ext. 108
<ul style="list-style-type: none"> <li>Music and Arts Programs</li> </ul>	<b>Key contact: Noel Werner</b> Ingrid Ladendorf	noel.werner@nassauchurch.org 609-924-0103, ext. 104
<ul style="list-style-type: none"> <li>Room Reservations</li> <li>After-hours Building Access</li> <li>Supplies including Personal Protective Equipment</li> <li>Assembly Room including Zoom Equipment</li> </ul>	<b>Linda Gilmore</b>	linda.gilmore@nassauchurch.org 609-924-0103, ext. 134
<ul style="list-style-type: none"> <li>Building Maintenance</li> <li>Cleaning</li> </ul>	<b>Key contact: Linda Gilmore</b> Bill Wakefield, Edie Estrada, Verny Cano, Enviro-Master Service of Central New Jersey	linda.gilmore@nassauchurch.org 609-924-0103, ext. 134
<ul style="list-style-type: none"> <li>Ushering</li> </ul>	<b>Gary Patteson</b>	FIFT@nassauchurch.org
<ul style="list-style-type: none"> <li>Attendance Recordkeeping</li> </ul>	<b>Sarah Finbow</b>	Send attendance sheets to FIFT@nassauchurch.org
<ul style="list-style-type: none"> <li>Livestream Video and Sound</li> </ul>	<b>Key contact: Nick Mastalesz</b> Shana Lindsey-Morgan, Jeff Santoro, Noel Werner, Spinnaker Solutions	nm.npc.sound@gmail.com 267-253-7421
<ul style="list-style-type: none"> <li>Liaison with government officials, press, and other churches</li> </ul>	<b>Dave Davis</b>	david.davis@nassauchurch.org 609-924-0103, ext. 100
<ul style="list-style-type: none"> <li>Liaison to Public Health Officials for Contact Tracing</li> <li>Reporting COVID-19 symptoms or exposure related to a church event</li> <li>Pastoral concerns related to the pandemic</li> </ul>	<b>Key contact: Dave Davis</b> Lauren Yeh, Len Scales	david.davis@nassauchurch.org 609-924-0103, ext. 100

If you need help identifying who to contact for a pandemic-related issue, please send an email to FIFT@nassauchurch.org or contact pastoral staff.

### 3. CHURCH LIFE

The Session has approved general protocols and guidelines which apply throughout all Transition Phases, all uses of the church building, and all gatherings of the NPC community, whether at 61 Nassau St. or offsite. In recognition of the important role of the sacraments and the rituals celebrating important life moments, this Chapter contains guidance for these practices. Later chapters lay out specifics for how the building at 61 Nassau St. will be used throughout the various Transition Phases.

#### 3.1 HEALTH AND SAFETY

- Physical distancing guidelines must be followed and use of face coverings is mandatory for all individuals. Masks must entirely cover both the nose and mouth. We understand that some individuals may not be able to tolerate a face covering medically, including situations where such coverings would impair a person's mental or physical health. These individuals should work from home or worship via the livestream option rather than entering the building or participating in a Nassau in-person activity. All children should be encouraged to wear masks, and masks are mandatory for children age 2 and older.
- Signage will be used at entrances, exits, and throughout the building to reinforce distancing and behaviors that minimize the spread of the virus. All posted instructions and directional signage must be followed.
- The playground will be closed for all use in Phases 0-5.
- Hand-sanitizing dispensers will be installed in high traffic areas and people entering the building must sanitize their hands.
- Wellness barriers will be present wherever speakers or singers are located, including the pulpit, balcony, at the reception desk in the main office of the church, and in the *Arm In Arm* reception areas.
- Face coverings, gloves, and other personal protective equipment will be provided for staff and volunteers.
- Non-medical-grade surgical masks will be provided for anyone who wants to enter the building but has not brought their own fabric mask or face covering.
- Participants in all services will keep their outer garments and umbrellas with them at their seats, offices, or in meetings, and must not store them on the coat hooks or shelves in the Great Hall.
- Elevator use should be limited to individuals with special needs. No more than two persons are allowed in the elevator, and face coverings must be worn at all times.
- Bathroom usage must not exceed the posted capacity, and appropriate signage regarding handwashing and physical distancing must be displayed in the bathrooms.
- The church will make reasonable accommodation for staff that prefer to work remotely. Staff are encouraged to work remotely if they are older adults and/or have underlying medical conditions that create an increased risk of severe illness should they contract COVID-19, or if they have caregiving responsibility for such individuals.
- All meetings, virtual or in-person, must comply with the provisions of the Nassau Presbyterian Church Child Protection Policy. In particular, two adults must be present in any Zoom or other virtual meeting with children or youth participants.
- No one may enter the building at 61 Nassau St. or participate in any in-person gathering of the church community if they have any of the following conditions:

- Experienced any symptoms of COVID-19 in the past 14 days not caused by another condition. Symptoms include fever greater than 100.0°F, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion, nausea or vomiting, or diarrhea;
  - Been knowingly in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19 as listed above;
  - Tested positive through a diagnostic test for COVID-19 for active virus in the past 10 days;
  - Has within the last 14 days been told by a public health or medical professional to self-monitor, self-isolate, or self-quarantine because of concerns about a COVID-19 infection;
  - Traveled internationally or from a state with widespread community transmission of COVID-19 in the past 14 days per the New Jersey State Travel Advisory;
  - They refuse to wear a mask covering their entire nose and mouth;
  - Fall under any future restrictions as defined by Princeton or the State of New Jersey.
- Anyone with a positive COVID-19 test may not return to the building or participate in NPC in-person gatherings until they have self-isolated for a minimum of 10 days AND have been symptom-free for 24 hours without the use of medication. Staff must also present their supervisor with clearance from a healthcare provider evaluation before returning to the building or participating in any NPC in-person gathering.
  - Anyone who is considered a close contact of a positive case may only return to the building or participate in NPC in-person gatherings when they have completed a 14-day quarantine regardless of symptoms or test results since their last exposure to that case AND have been symptom free for 24 hours without the use of medication. A negative COVID-19 test result does not reduce the 14-day quarantine period. Staff must also present their supervisor with clearance from a healthcare provider evaluation before returning to the building or participating in any NPC in-person gathering.
  - To ensure compliance with these restrictions, systematic screening will be organized for any event where more than 10 people are anticipated, including worship services and *Arm In Arm* visiting hours. Staff working in the office and people attending small meetings will self-screen. Protocols for systematic screening and self-screening are specified in the Building Usage chapters of this document, and signage is available in the [Resources](#) chapter.
  - The church will comply with all workplace-related COVID-19 laws and regulations.

*Source: Portions of this chapter were adapted from the Plan for Reopening New York City Schools <https://www.schools.nyc.gov/school-year-20-21/district-school-reopening-plan-submission-to-nysed>, and from information published by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>*

## 3.2 WEDDINGS

Weddings should be held outdoors if possible, but will be allowed at 61 Nassau St. from Phase 3 onwards with these guidelines:

- Because of restricted space and ventilation in Niles Chapel, all services will be held in the main sanctuary.
- Participants in the sanctuary service may include:
  - The wedding couple and wedding party;
  - Family of the wedding couple, and their partners and children;

- One pastor, leading the service;
  - An organist or pianist;
  - One additional instrumental or vocal soloist;
  - One additional staff member or elder or deacon to assist with logistics and cleaning, as necessary;
  - Other guests significant to the wedding couple, with prior approval of the pastor.
- In Phase 3, total participation is limited to 25 people. In Phase 4, the total attendance allowed increases to 50 people, and in Phase 5 and beyond, increases further up to the capacity of the sanctuary given social distancing requirements.
  - In Phase 4 and beyond, the restriction on non-family attendees is removed, and broader participation by musicians and others in the wedding ceremony is allowed at the pastor's discretion.
  - Unison reading is prohibited.
  - Singing is limited to the vocal soloist, if present.
  - A vocal or wind-instrument soloist, if used, will present from the balcony.
  - Family members who live together may sit together, but otherwise all attendees should maintain at least 6 feet of distance.
  - The wedding couple and the pastor may forego facemasks as long as they maintain social distance from other participants (more than six feet is encouraged). The wedding couple will be asked to take a COVID-19 test, to be completed 3-5 days before the service.
  - All other participants shall wear facemasks over their nose and mouths at all times, except when speaking as a participant in the service.
  - The pastor and others participating in the service shall not share podiums or microphones unless they are disinfected between users.
  - A worship bulletin or paper handout may be distributed, but it should not be shared between participants and should be retained or disposed of by the recipient at the end of the service.
  - Wedding receptions are not allowed in the church facilities until the danger of transmission is substantially over and the church enters Phase 6.
  - Wedding rehearsals in the sanctuary must follow the same guidelines as for the wedding ceremony itself.
  - A list of attendees will be kept for contact-tracing purposes in case of infection.
  - No person may participate in a wedding service or rehearsal led by a Nassau Presbyterian Church pastor, indoors or outdoors, if they meet any of the restricted conditions specified in the ['Health and Safety'](#) section of this chapter. In addition to the restrictions on those with symptoms, exposure, or a positive test for the COVID-19 virus, wedding parties must honor the restrictions on participation by those who have traveled from out of state or fall under other conditions specified by state or local authorities.

### 3.3 BAPTISMS

Baptisms may be celebrated from Phase 3 onwards, as part of Livestream and/or on-site worship, with these guidelines:

- The person being baptized need not be in the sanctuary, but they should be in the presence of the pastor leading the sacrament ceremony.
- In addition to the pastor leading the sacrament ceremony, a Ruling Elder will participate to represent the Session, and at least one other NPC member to represent the congregation in its vows. These participants may participate remotely and need not be in the presence of the pastor and person being baptized.
- All participants except infants and small children shall wear facemasks over their nose and mouths at all times, except when speaking as a participant in the service.
- Infants and children should remain with by their family members throughout the celebration and not be held by the pastor or other participants.
- There are no restrictions on normal use of the baptismal font and water.

### 3.4 FUNERALS

Funerals will be allowed at 61 Nassau St. from Phase 1 onwards with these guidelines:

- Because of restricted space and ventilation in Niles Chapel, all services will be held in the main sanctuary.
- Participants in the sanctuary service may include:
  - Family of the deceased, and their partners and children;
  - One pastor, leading the service;
  - Up to two speakers, chosen by the family in consultation with the pastor, to participate in the service with readings or remembrances;
  - An organist or pianist;
  - One additional instrumental or vocal soloist;
  - One additional staff member or elder or deacon to assist with logistics and cleaning, as necessary;
  - Other guests significant to the family of the deceased, with prior approval of the pastor.
- No more than 25 people, inclusive of staff and musicians, should participate in the sanctuary service. Additional friends and family members may participate in any graveside or outdoor portion of the service, up to the limits set for external gatherings by state or local authorities.
- In Phase 4 and beyond, the restriction on non-family attendees is removed.
- In Phase 4, the total attendance allowed increases to 50 people, and in Phase 5 and beyond, increases further up to the capacity of the sanctuary given social distancing requirements.
- Unison reading is prohibited.
- Singing is limited to the vocal soloist, if present.
- A vocal or wind-instrument soloist, if used, will present from the balcony.
- Family members who live together may sit together, but otherwise all attendees should maintain at least 6 feet of distance.
- All participants shall wear facemasks over their nose and mouths at all times, except when speaking as a participant in the service.

- Speakers in the service shall not share podiums or microphones unless they are disinfected between users.
- A worship bulletin or paper handout may be distributed, but it should not be shared between participants and should be retained or disposed of by the recipient at the end of the service.
- Family receptions and visitations are not allowed in the church facilities until the danger of transmission is substantially over and the church enters Phase 6.
- A list of attendees will be kept for contact-tracing purposes in case of infection.
- No person may participate in the sanctuary service or any graveside/outdoors portion of the service led by a Nassau Presbyterian Church pastor if they meet any of the restricted conditions specified in the ['Health and Safety'](#) section of this chapter. In addition to the restrictions on those with symptoms, exposure, or a positive test for the COVID-19 virus, funeral arrangements must honor the restrictions on participation by those who have traveled from out of state or fall under other conditions specified by state or local authorities.

### 3.5 WORSHIP IN THE SANCTUARY

Worship in the sanctuary is allowed in Phase 3 and beyond, with these guidelines:

- The policies and procedures for welcoming worshipers in the sanctuary and performing health screening are contained in the ['Building Use for Worship'](#) chapter of this document.
- In Phases 3-5, worship services should be designed to avoid exposure of worshipers to air-borne viruses. As such, they will avoid:
  - Unison prayer, confessions, and affirmations of faith;
  - Singing, except by designated soloists from the balcony;
  - Music using wind instruments, except by designated musicians located in the balcony and well separated from each other;
  - Physical contact, such as passing the peace and shaking hands on entry/exit;
  - Sharing paper materials, such as bulletins;
  - Sharing physical materials, such as passed offering or communion plates.
- Any processions, such as collecting offerings or sharing communion, will be designed carefully to ensure that adequate social distance is maintained.
- Shared bibles and hymnals will be removed from the sanctuary until the danger of transmission is substantially over and the church enters Phase 6. Until then, worshippers are encouraged to bring their own bibles when worshipping in the sanctuary.
- Because of restricted space and ventilation in Niles Chapel, all services in Phases 3-5 will be held in the main sanctuary.
- Records of attendees and their seating location will be maintained for every service and archived for purposes of contact tracing in the event of infection. For specific guidance, see the ['Recordkeeping'](#) section of the 'COVID-19 and the Nassau Presbyterian Church' chapter, along with the [Entry, Exit & Health Screening](#) section of the ['Building Use for Worship'](#) chapter.

## 4. COVID-19 AND THE NASSAU PRESBYTERIAN CHURCH COMMUNITY

COVID-19 is an infectious disease that, without intervention, spreads rapidly and can have severe health consequences and even kill those who are infected. It can be passed from an infected person to other people before the infected person has any symptoms (and, in some cases, no symptoms may ever appear, but the infected person can still pass the virus on to others).

### 4.1 CONTACT TRACING

Contact tracing is an important tool used by public health officials to limit the contact of infected people with others and to identify people with whom the infected person was in physical or close contact during their infectious period. For COVID-19, this process involves interviewing the infected person, identifying the people they have been in contact with since the onset of their symptoms and in the two days prior to the onset of their symptoms, instructing them to isolate themselves for at least 10 days since the onset of symptoms, and until their symptoms are improving and they have been fever-free without medicines for 24 hours, providing support to help them maintain isolation, and following up with these cases to insure isolation is completed successfully. A second stage is communicating with all the contacts of the infected person and instructing them to quarantine for 14 days since their last contact with the infected person, providing support, and continuing to follow up until the quarantine period is complete.

**NASSAU PRESBYTERIAN CHURCH IS NEITHER A HEALTH CARE PROVIDER NOR A PUBLIC HEALTH AGENCY AND WILL NOT DO CONTACT TRACING FOR COVID-19 CASES.** However, we will cooperate with public health agencies in their contact tracing activities. To ensure our ability to cooperate with public health officials and to assist any infected person in remembering who they were in contact with, we will maintain records of attendees / participants for every church meeting, service, or event regardless of where they event is held. Private information will remain private and confidential medical information will be protected in all our interactions as required by law.

Contact means **physical contact** (touching a person or an item they've handled, such as a used tissue), **close contact** (being within 6 feet for 15+ minutes), or **proximate contact** (more than 6 feet apart, but in the same room for an extended period of time).

- The policies and procedures in this document are designed to make sure that no one participating in a Nassau Presbyterian Church activity is in physical or close contact at any time until we enter Phase 6.
- When public health officials track contacts of an infectious person, they normally focus on only the first two types of contact, though in certain cases they may also focus on proximate contacts. Worshipers in the sanctuary (Phase 3 and beyond) and people attending meetings (Phase 2 and beyond) will be in proximate contact. People participating in Large Groups (Phase 1) are not likely to be considered to be in even proximate contact, since all Large Group events are held outdoors.

Some examples may help clarify the potential role of NPC in Contact Tracing:

- A person attending a Large Group develops COVID-19 symptoms the next day. They speak to their doctor, get a test for the virus, and learn that they have been infected. The public health official for their case asks them about recent contacts and they explain the Large Group meeting. The official contacts NPC for further clarifications. **NPC assists the official** by explaining our policies and what happened at the Large Group meeting. The official decides that none of the attendees were in contact with the affected person according to

the definitions above. The Large Group leaders and attendees are not notified of the situation. The person stays in isolation for the appropriate period.

- A person attending a Large Group meeting is sick to their stomach while on a hike with other attendees. She is in distress and those nearby help her to her car. They notify the Large Group leaders, who ask others in the Large Group to keep their distance but do not mention the name of the sick person to preserve privacy. The person tests positive for SARS-CoV-2. She tells the public health official assisting with her case about the Large Group meeting, and about the friends in the group who helped her to the car. These were in physical contact with the sick person and will be asked by the official to self-quarantine. The sick person does not know the name of one of the people who helped them and suggest the official contact the church. The group leaders have already notified the Forward in Faith Together Working Group about the situation via email to [FIFT@nassauchurch.org](mailto:FIFT@nassauchurch.org); the Working Group then prepares staff and pastors to answer any questions they may receive. When the official calls the church, **NPC assists the official** by working with the group leaders to identify the unknown helpers via the attendance sheets that were filled out at the start of the event. The official follows through with all further steps in contact tracing. The sick person stays in isolation for the appropriate period, and the friends stay in quarantine. The identity of the sick person and those in quarantine remains confidential. Since the situation occurred during a Large Group meeting and was probably noticed by several group members, a communication to the Large Group may be appropriate.
- A person attending worship in Phase 4 is diagnosed a few days later with COVID-19. Because protocols were followed, other worshipers are not in direct or close contact. One of the agreements in the Gathering Covenant is that the worshiper notify the Forward in Faith Working Group about their illness via email to [FIFT@nassauchurch.org](mailto:FIFT@nassauchurch.org). The Working Group alerts staff and pastors to prepare them for questions, but because other worshipers were not in direct or close contact with the sick person, no others attending the service are alerted to the situation. **The Working Group and others in the church do not attempt to do contact tracing on their own** but ask the sick person whether assistance from the Deacons may be helpful through their isolation period and suggest that the Working Group is available to help public officials should the need arise. No announcements are made, and the person's identity is kept confidential.
- Several people attending worship in Phase 4 are independently diagnosed with COVID-19 one day after the service. The public health officials doing contact tracing for these cases notice that all these people attended the same event. They become concerned about a "super-spreader" event and call the main telephone number at the church. The person answering the call puts them in immediate contact with the [public health liaison](#) from the Forward in Faith Working Group. After conversations, the health officials decide that the situation is serious enough that even proximate contacts—those present in the hour-long service with the sick people—should be contacted and asked to quarantine. **NPC assists the official** by providing them with the attendance sheets that were filled out at the screening tables prior to the service. Church staff and committee personnel not contact the worshippers, since they are not equipped or trained to ask or answer all the necessary questions. The public health officials follow through with contact tracing and determine which people to quarantine. Given the scale of the event, communication with the congregation is warranted.
- A neighbor is in line at the ramp entrance, waiting for assistance from *Arm In Arm*. As they are screened before entering the building, it becomes clear that they have COVID-19 symptoms. The person is not allowed to enter the building. The *Arm In Arm* worker notifies the church office, and the church works together with *Arm In Arm* to encourage the neighbor to see a doctor. If appropriate, they may offer support during the isolation period, including food delivery. During the conversation, they learn that the person is undocumented, and that they are living in a domestic violence situation. A few days later, a public health official contacts the church after the person's virus test comes back positive. **The church and Arm In Arm workers assist the official as necessary**, but do not pass on information about the undocumented status or the domestic violence situation, since it is not relevant to contact tracing. *Arm In Arm* followed all protocols while screening neighbors at the church entrance, so no other neighbors, volunteers, or church staff came in direct or close contact with the sick neighbor and no quarantines are necessary. During or after the isolation



period, *Arm In Arm* explains local resources that might be available to assist with the domestic violence situation. The neighbor decides what to do next.

- A member of the NPC Staff decides to return to work in the office when that possibility becomes available in Phase 2. It's lonely at the office, and the staff member and one other who is also working in the office decide to bend the rules a bit and eat lunch together in the small meeting room in the main office area. Two days later, the first staff member is coughing and has a fever. They alert the Forward in Faith Working Group, mindful of the agreement they made in the Gathering Covenant. The Working Group asks the sick person to call their doctor, and it turns out that sickness is not COVID-19. To preserve the person's privacy, the Working Group does not reveal the person's identity, even to their supervisor, but its members are concerned that the policies around eating and meeting together weren't followed and they discuss the issue with the supervisor. The Working Group would work with the supervisor to initiate general training and communications to make sure the situation does not recur. The situation has no negative impact on performance evaluations for the two staff members. If rules were knowingly and repeatedly broken, the situation would be referred to the Human Resources Committee.
- A committee leader attends a meeting in the Assembly Room in Phase 3. Most other committee members attend by Zoom, but a few committee members are in the room. They sit in the designated seats, wear masks (even when speaking), and disinfect the tables at the close of the meeting. Five days later, the leader is sick, calls their doctor, and receives a positive test result three days later. The meeting is now eight days in the past. Mindful of their commitment under the Gathering Covenant, they notify the [designated contact person](#) in the Forward in Faith Together Working Group and ask for advice. The Working Group asks how they can be helpful in assisting the committee leader through their isolation period and confidentially refer any requests to the Deacons. **The Working Group does not initiate contact tracing on their own**, nor do they pass news on to the other committee members. They tell the committee leader that we stand ready to assist public health officials as necessary. On their own, the committee leader decides to tell the others in the room about the situation, but neither the story nor the virus spread through the church.
- A youth leader is talking to a tired and overworked parent of a child attending our church. In the conversation, they become aware that the parent has a fever and a cough that has been worsening over the past week and can't stand the thought of making another dinner because everything tastes the same. The leader suspects the parent might have COVID-19 and suggests that the parent talk to their doctor. The parent is reluctant—they are too tired and too stressed to care for themselves, and they worry that a positive diagnosis would put them in an even tighter situation. In a totally separate situation the week before, the youth leader had—under the direction of the Forward in Faith Together Working Group—talked to a local public health official who was seeking help in tracing contacts for someone attending Princeton High School. Since the youth leader now has a good working relationship with the official, they wonder if they should call them to report the parent's situation. **They decide not to do that, realizing that Nassau Presbyterian Church has no legal responsibility to report suspected cases, either under current state guidance or under employment laws.** The current case is not relevant to contact tracing from the prior situation, and it's important to maintain the parent's privacy and to handle the two situations as independent events. Instead, the youth leader concentrates on encouraging the parent to see their doctor right away, knowing that the doctor can administer the appropriate tests and pass on information to public officials as appropriate. To make the call to the doctor a bit easier, they let the parent know about the support the church and the Deacons can give if they end up needing to isolate themselves or quarantine family members.

## **4.2 RECORDKEEPING**

To ensure that we can effectively cooperate with public health officials should they need to trace the contacts of an infected person who may have exposed others at an NPC event, records will be kept of attendance at all events.

- Recordkeeping forms are found in the Resources section; they include information about attendees' names, contact information, seating location (where applicable), and verification that they were free of symptoms and had no recent exposure when they attended the event.
- More than a list of attendee names is required for maintaining records useful for contact tracing; the designated recordkeeping forms should be used rather than freeform collection of attendance.
- The processes for collecting attendee information and responsibilities for submitting the forms are found in the chapters covering Large Groups and Building Use for Workdays and for Worship.
- All attendance records should be submitted by email to [FIFT@nassauchurch.org](mailto:FIFT@nassauchurch.org)
- Since entering all attendance in a database would be a burdensome process, staff responsible for Attendance Recordkeeping will archive the attendance forms in a secure, readily accessible online location.
- Attendee-level data may be used at a later date for purposes of analyzing programs and activities. Results should be reported at an aggregate level to preserve privacy.

## **4.3 SUPPORT FOR THOSE ISOLATING OR IN QUARANTINE**

Though Nassau Presbyterian Church does not do contact tracing, we may become aware of church members and friends who are sick, who are enduring isolation during and after a COVID-19 infection, or who are in perfect health but are enduring a lonesome quarantine after they came in contact with someone infected by the virus. Some of our members may endure economic insecurity due to not being able to work or losing their job; others may falter under the stress of caring for older parents in high risk categories, or may suffer problems due to the stresses of remote work, schooling at home, and lack of social contact. While public health and government officials are working to limit the spread of the virus and the severity of the health problems it causes, Nassau Presbyterian Church is committed to working to address the spiritual, emotional, mental health, and financial challenges it poses for our church community.

These efforts will be led by the Deacons and should be regularly publicized. Church members are urged to contact the pastoral staff on the Forward in Faith Working Group if they are entering a period of isolation or quarantine, whether or not their exposure was related to any church activity.

## **4.4 LEADERSHIP AND COMMUNICATIONS**

Though this manual specifies policies, procedures, and resources to guide the congregation as our church life adjusts to the pandemic and this time of uncertainty and change, we cannot expect that this manual or other written and electronic communications will be read or become references for all in our congregation.

As such, consistent and careful communication by Church Leaders will be important as we move through the Transition Phases. All those with leadership roles--pastoral and other staff, Elders, Deacons, Committee Chairs, volunteers in Adult and Child education and in the music program, Bible study leaders, Large Group Leaders, and many others--all with leadership roles should communicate thoughtfully, with attention, and keeping true to the following principles:

- Be consistent and reinforce key messages time and again.
- Being present with others. Listen, acknowledge emotions and ideas, and be consistent in responding.
- Use consistent language and vocabulary to talk about our work. Changing terms to something that you are more comfortable with or that you have a bias towards only creates confusion.
- Tell people what we know and acknowledge what we do not know, without inventing an answer under pressure. Be comfortable saying “We don’t know that yet.”
- Let people know general timeframes, without specific dates (unless we are committed to them). General timeframes are usually positioned in language like “over the coming weeks and months,” “we anticipate it will be into the fall before...,” “we are working hard to put plans in place with definitive times, however we have to remain flexible to the environment and government, medical guidance, so being more specific far in advance is not helpful.”
- Avoid the temptation to give your opinion or perspective as that can easily be interpreted as views of the Working Group, staff, or Session.
- Study the messages and work from the Forward in Faith Together Working Group so that you can speak authentically. Understand the Transition Phases (and use that language), understand the approach for Youth and Children, understand the issues for choral singing, etc.
- People sometimes form a question as a statement, which can set up a more confrontational interaction. Before answering the question, it can be helpful to rephrase the question in terms of what may be going on under the surface

A couple of overarching messages should guide all our communications:

- Everything we are doing is out of our deep love for every member of the Nassau community and for the safety and well-being of all.
- The scientific and medical understanding of this virus is evolving, and we will be taking in and responding to the most current information as best we can. This means that perhaps some of our plans that we are making today will also evolve as time goes on.

## 5. LARGE GROUPS

### 5.1 OVERVIEW

Transition Phase 1 included the launch of Large Groups, a pilot program aimed at organizing safe, distanced, outdoor, in-person fellowship and worship opportunities. The large groups were set up to be intergenerational and intentionally reflect the breadth of our community and of those who sign up. The response to these pilot summer groups and the feedback received will be used in our planning for outdoor large groups in the fall and beyond.

### 5.2 HOW GROUPS ARE FORMED

The sections that follow describe the pilot launch of the Large Groups program and may be revised in the future. In the pilot, Large Groups consisted of approximately 30 members per group, with lay leadership identified by staff. A Virtual Large Group was formed for those seeking fellowship and worship opportunities but prefer an online rather than in-person setting.

Sign-up opportunities for the program were publicized through the Nassau Generations and Forward in Faith Congregational Update newsletters, and through announcements in Sunday worship. Participation in the pilot program was voluntary, as participation in any groups in the fall and beyond will also be. All participants were required to agree to a Gathering Covenant, certifying that they were healthy, that they would comply with health and safety procedures within the groups, that they would abide by group governance, and that they would behave in ways that keep other group members safe. The Large Group Gathering Covenant used in August 2020 can be found in the [Resources](#) section of this document. Gathering Covenants for other church activities (such as Worship and Youth Activities) may differ from the Large Group Gathering Covenant.

Participants for the pilot Large Groups signed up via a JotForm template administered by Lauren Yeh. The form was designed to collect the following information:

- Registrant name (first and last), age group (adult, high school, middle school, elementary school, pre-K, or infant), and email address
- Name and age group for all other family members participating in the group
  - In the pilot program, only the number of adult and child participants was gathered, but organization is simpler if the identity of all participants is gathered at signup
- Preference for In-person or Virtual Groups

After completion of signups, the staff determined a set of potential lay leaders from among the list of those participating and confirmed their willingness to serve as group leaders. Remaining participants were classified as being Families with Children, Adult Couples, Adult Individuals, or Staff, and then the members of each of these categories were assigned to Large Groups at random, with all members of a household assigned to the same group. Details of this process are available in the Excel document describing Large Group Formation found in the [Resources](#) section of this document.

### 5.3 GROUP LEADERSHIP AND COMMUNICATIONS

After the groups were formed:

- Dave Davis and Corrie Berg sent a welcoming communication to the leaders, summarizing the goals of the Large Group program and suggesting potential activities and resources;
- Lauren Yeh provided the leaders of each group with their group roster and the contact details for each registrant (typically one per family);
- Lauren Yeh provided each registrant with the names and contact details for the leaders of the group to which they had been assigned.

Group Leaders were then responsible for all ongoing communication with group members.

- Much of this communication should likely be at the individual level, rather than the family/registrant level, so it is suggested that contact information and preferences for each group member be collected at the first gathering of the group.
- Group members should be informed well in advance of any potential gathering. If a gathering has a limited capacity (for example, a gathering in an outdoor venue that can only accommodate part of the Large Group), Group Leaders should facilitate a registration process.
- At the first group gathering, the Gathering Covenant should be reviewed with all group members, including the requirement that members notify the Group Leaders if they become sick within 3 days after the gathering or become aware that they were exposed within 14 days prior to the gathering to someone who later develops COVID-19 symptoms or tests positive for the SARS-CoV-2 virus.
- At the first group gathering, it is strongly recommended that Leaders plan an activity to illustrate and reinforce safe social behaviors, including wearing masks, not shaking hands or making other physical contact, and maintaining social distance (which is often a bit greater than the distance people tend to choose on their own).
- Group Leaders can help with information flow to, from, and within the congregation, and they are encouraged to review the best practices in the ['Leadership and Communications'](#) section of the 'COVID-19 and the Nassau Presbyterian Church Community' chapter of this document.

Group Leaders are also responsible for ongoing communication with the Forward in Faith Together Working Group. Since Large Groups may have multiple leaders, one of them should be designated as being responsible for the following required communications:

- Advance notice of planned group gatherings, by email to [FIFT@nassauchurch.org](mailto:FIFT@nassauchurch.org). The purpose of this is so that we can avoid "collisions" of Large Group activities, such as two Large Groups accidentally showing up at the same park at the same time. Notice should be sent at least two business days before the planned activity.
- Attendance rosters within 24 hours after any group gathering, by email with PDF attachment to [FIFT@nassauchurch.org](mailto:FIFT@nassauchurch.org). The purpose of this is to allow rapid contact tracing in the event an attendee later notifies the church that they have COVID-19 symptoms or exposure. Attendance sheets will be archived in the event that contact tracing is necessary; they may be used for analysis purposes at a later date. A sample form is in the [Resources](#) chapter, but pre-populated forms should be provided to the leaders to simplify recordkeeping and ensure we have complete records.
- Immediate notification of the Forward in Faith Together Working Group in the event that an attendee at a gathering notifies a Group Leader that they have COVID-19 symptoms or exposure. Because of the time

sensitivity, this notification should be by phone to Dave Davis at (609) 924-0103 ext. 100, and also by email to [FIFT@nassauchurch.org](mailto:FIFT@nassauchurch.org).

Each group should send the name of the designated communications person to the Forward in Faith Together Working Group within a week after the formation of the groups.

If a Group Member reports COVID-19 symptoms or exposure, but they have not attended a Large Group gathering, no notification of the Working Group is necessary, but the Group Member should not attend any future gatherings until a 2-week quarantine period has passed.

All reports of COVID-19 symptoms or exposure should be handled confidentially and not reported to other group members except under the guidance of the Forward in Faith Together Working Group. Procedures for Contact Tracing and communications with those potentially further exposed are detailed in the ['COVID-19 and the Nassau Presbyterian Church Community'](#) chapter of this document.

## **5.4 GROUP GATHERINGS**

The purpose of large groups is to provide an opportunity to gather outside, in a safe manner, for fellowship and worship. In the pilot program, each leadership team has been asked to organize two group gatherings in August or early September. The days, times, and durations for gatherings are at the discretion of each leadership team, but shorter meetings of about 45 minutes are encouraged. Not all members need attend every gathering.

Ideas for fellowship might include a “bring your own everything” picnic, an ice cream social with a plan for safe distribution of individually wrapped treats, a distanced circle of chairs for a summer evening visit.

Outdoor worship is another option that might be appealing to a group. Staff can help provide a plan for a simple service that involves all ages. Group participants could be assigned parts of worship ahead of time and come prepared to read or pray. There may be a guitar player in the group to lead some old favorites to sing in your head or in a whisper. Some may get creative with technology and share parts of worship together even if the audio is only loud enough to hear around the circle. Worship could take place on a Sunday morning or even a cooler Friday or Saturday evening. Staff are available both to brainstorm ideas and support logistics.

Some Large Group leaders or members may have a spacious backyard and feel comfortable hosting a gathering. Local parks or greenspaces are another option. A gathering in the church parking lot or on church steps/portico is possible with date and time approved by the staff.

## 6. BUILDING USE FOR WORK, MEETINGS, AND COMMUNITY SERVICE

### 6.1 OVERVIEW

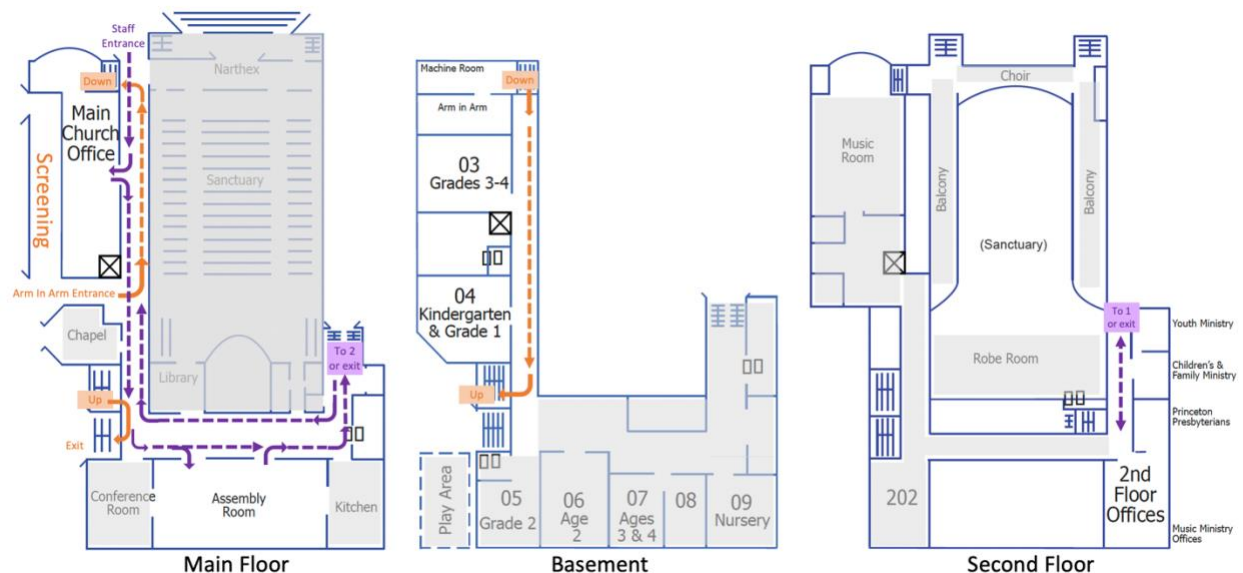
In Phase 2, NPC staff may begin returning to 61 Nassau St. for work, and in further Phases the building will gradually open for broader use for work, meetings, and community service. *Arm In Arm* is allowed to use the building from Phase 0 onwards, but their space, work processes, and traffic flow may need to be amended as specified below as others begin using the building.

The building remains closed on workdays to congregation, public and any outside organizations except for *Arm In Arm* until Phase 5.

### 6.2 TRAFFIC IN THE BUILDING AND ROOM CLOSURES

Traffic throughout the building will be restricted to ensure adequate space between building users. Most stairways will be one-way and building users should keep to the right in two-way hallways. In the map below,

- *Arm In Arm* neighbors and staff enter at ramp entrance, descend the front stairway, move south along the basement hallway, ascend the stairway, and exit at the playground door. They may use the kindergarten bathroom in the basement.
- Church staff enters at the Nassau Street door near the main office, uses hallways in both directions (but stays to the right), and uses the back stairway to reach second floor offices. They may use the main office bathroom and bathrooms near the kitchen.
- In Phase 2-4, many rooms have restricted access.



Source: Traffic Flow r200820.ppt

### 6.3 STAFF, OFFICES, MEETINGS

- In Phases 2-5, Staff should work in their own offices, one person per room, with the office door closed. Staggered shifts, start times, and break times are encouraged.
- All offices in the church have single occupancy; if there is any situation where two people are working temporarily in one room, they must maintain social distance and wear facial masks at all times.
- The only offices large enough to allow conversations with two people—socially distanced and masked—are the offices of the Senior and Associate Pastor. If these offices are used for two-person conversations, the Building Supervisor should be notified to arrange cleaning and disinfection at the end of the day.
- In Phases 2-3, all other meetings between staff should be held in the Assembly Room or outdoors, and meetings between staff and congregants, community, etc. continue to be conducted via telephone or Zoom.
- Because of limited ventilation, the small meeting room in the main office should not be used for meetings until social distancing guidelines are relaxed by public health officials. It may be used as a workplace for a single individual when the room is opened in Phase 4 and beyond. The same consideration applies to any other rooms in the church that do not have sufficient space to allow sufficient social distancing.
- Staff should use the small bathroom in the main office or the first-floor restrooms.
- Every individual office will have an 'Office Sign-in Sheet' (we are not using a shared sheet, so that staff and others won't need to share pens or touch the same sheet of paper). Each person must log the days they were in the office to assist with subsequent contact tracing if necessary. The sheet and clipboard should stay in each office and should not be shared with others.
- As visitors and committees begin meeting in the building in Phase 3 and beyond, the attendance of each meeting should be logged for potential contact tracing purposes. [See details below.](#)
- Many rooms in the building are closed or have restricted access throughout the early Transition Phases. Staff may enter these rooms to retrieve supplies or for specific purposes (such as recording a Children's Message in front of a map), but they should consult with the Building Administrator to make sure that any necessary cleaning or disinfection occurs after they use the room.

### 6.4 DAILY ROUTINES

We anticipate that many of the staff will opt to work remotely, especially in Phases 2-4. Consequently, the doors of the building will remain locked until Phase 5 and there will not be a daily "unlocking/locking" routine. If you are need access to the building, contact Linda Gilmore. If you are the last person to leave the building on a day (or if you unsure whether you are the last person), it is your responsibility to make sure that all doors on the main level are locked before you leave.

Prior to arrival at the office every day:

- Take your temperature. Any temperature above 100.0°F requires you to stay home.
- Screen yourself for COVID-19 symptoms, using the list in the [Resources](#) section. You are very contagious on the first day that symptoms appear, so if you have any doubts, stay home.
- Put on your mask, covering your nose and mouth. Once you are in your office and working alone, you may take it off, but put your mask on again when you leave your office, or when someone arrives at your office door.



When you arrive:

- Use hand sanitizer as you enter the office.
- Sign in, using the 'Office Sign-in Sheet' located in your office. You must log the days you were in the office to assist with subsequent contact tracing if necessary. The sheet and clipboard should stay in your office and not be shared with others.
- Self-screen: You should do this before leaving for the office, but when you arrive, affirm on the sign-in sheet that you are symptom-free and haven't been exposed to COVID-19. A list of screening questions will be provided in every office, and non-contact thermometers will be provided in the Main Office on the first floor and in the Music Ministry Office on the second floor.

During the workday:

- Remain socially distanced from others in the office – at least 6 feet apart. Stay in your separate spaces.
- If you need to meet, it is optimal to meet outdoors with masks. If outdoors is not an option, you may meet inside if you maintain 6 feet of distance and continue to wear masks.
- When using the restrooms, do not bring anything into the restroom with you, wash your hands for 20 seconds after using the toilet and use the paper towel that you used to dry your hands to turn off the water, to turn off the light and to open the door.
- Wash / disinfect your hands frequently during the day.
- Stay to the right in the hallways.
- If you have a hallway conversation, keep your mask on, maintain social distance, and don't block traffic in the hallway for other building users.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze

When you leave at the end of your workday:

- Check: Did you sign in for the day?
- On your way out, disinfect your working surfaces and doorknobs using disinfectant wipes or spray disinfectant with paper towels.
- If you were the only person in the office, also disinfect any hard surfaces in the common areas that you might have touched—microwave, copier, refrigerator, faucets, etc.
- Remove your trash and dispose in a can located in the kitchen. Replace the plastic liner in your trash can.

*Source: COVID-19 Employer Information for Office Buildings*

## 6.5 USING THE ASSEMBLY ROOM FOR MEETINGS

The Assembly Room may be used for meeting beginning in Phase 2. The capacity of the Assembly Room is limited to three people in Phase 2 and 10 people in Phase 3.

- Staff may use the Assembly Room for meetings on an ad-hoc basis, but all others should request permission to use the room from Linda Gilmore at least one business day in advance.
- Attendance at all meetings in the Assembly Room (and other meeting rooms, as they are opened) should be logged for potential contact tracing purposes.
  - The person organizing the meeting is responsible for submitting the standard ['Meeting Sign-in Sheet'](#). For a staff meeting with a visitor, the staff member should submit the attendance sheet. For a committee meeting, the leader of the meeting should submit the attendance sheet.
  - Phone and email contact info for each attendee should be recorded on the attendance sheets.
  - Completed attendance sheets should be put in the collection box in the copy room.
- The room should be configured with tables and chairs so that meeting attendees maintain a distance of 6 feet or greater. After equipment for Zoom meetings is installed, the tables should be configured in a U-shape to allow Zoom attendees to see all participants in the Assembly Room.
- Until Phase 4, when Family/Flex Worship may begin, the Assembly Room will only be used for meetings. To facilitate cleaning and disinfection and proper spacing, the tables and chairs should remain in place between meetings.
- Masks must be worn during meetings, even though participant seats are separated.
- Meeting leaders should encourage participants to wash or disinfect their hands as they enter and leave the room.
- At the end of the meeting, each meeting participant should disinfect the chair and table surfaces they have touched. The meeting leader should oversee this process to make sure the cleaning is thorough, and also disinfect any other equipment such as light switches, video or audio equipment, and microphones.
- Meetings in the Assembly Room should generally include a Zoom option to encourage remote attendance. Additional guidance for operating the web cam and computer in the Assembly Room will be included in this manual once the equipment is installed.

## 6.6 USE OF THE BASEMENT / ARM-IN-ARM

*Arm In Arm* is an important community partner and is welcome in the building in all Phases. All staff, volunteers, and neighbors visiting *Arm In Arm* are required to adhere to the same building practice standards as other users of the building. *Arm In Arm* shall:

- Make sure that neighbors waiting for service maintain social distance and wear masks at the ramp entrance, and in hallways throughout the building once they enter;
- Manage the number of neighbors visiting *Arm In Arm* and the hours that services are provided so that social distancing is maintained at all times;

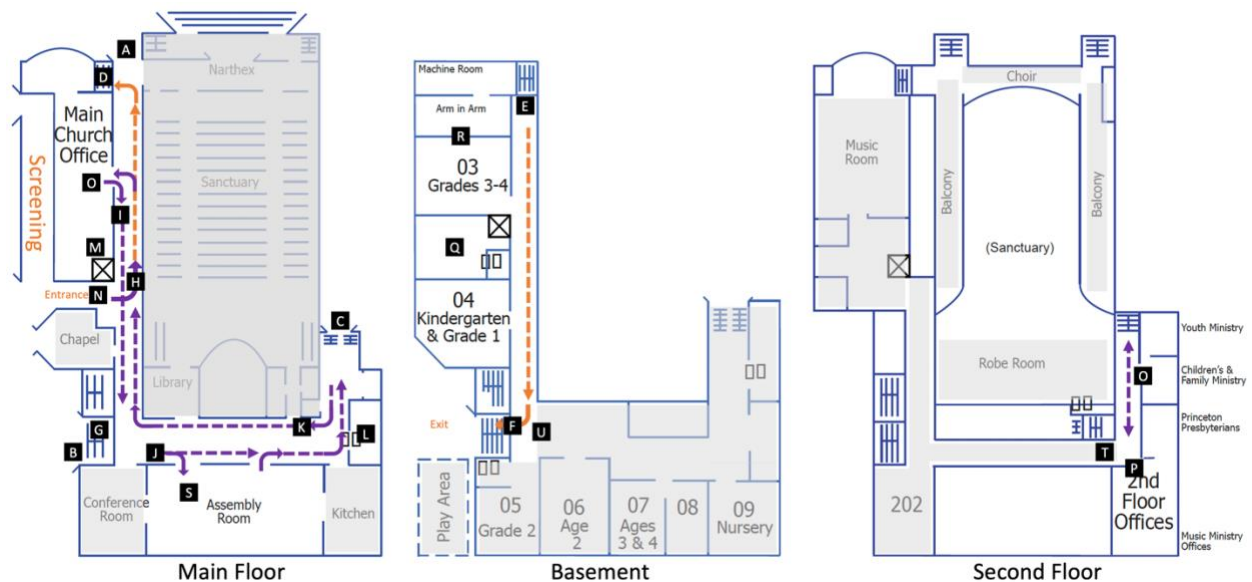
- Screen all volunteers, staff, and neighbors to ensure they have no COVID-19 symptoms and have not been exposed to an infectious person (see specific standards in the '[Health and Safety](#)' section, and specific [questions to use](#) and [signage to post](#) in the Resources chapter);
- Keep a log of all neighbors entering the building, including their name, contact information, date and time of entry. *Arm In Arm* may retain possession of this log, but in the event of a request by public health officials for assistance in contact tracing, copies of the log will be provided immediately to the Forward in Faith Together Working Group. No information on the entry logs will be shared with any agency or public official except for contact tracing purposes, and any church copies of the logs will be securely discarded within three months after building entry or the conclusion of the tracing effort, whichever is later.
- Restrict their activities to these rooms, and strictly observe the capacity limits for each room:
  - *Arm In Arm* pantry, capacity 3(?)
  - Room 04, capacity 3(?)
  - Basement Kindergarten restroom, capacity 1 plus any accompanying child
  - Basement hallway, capacity 2 (with social distancing between neighbors)
- Ensure that staff, volunteers, and neighbors do not enter other parts of the building, most of which have restricted usage until Phase 5;
- Communicate with the Forward in Faith Together Working Group on at least a quarterly basis. Any procedure or building configuration changes by *Arm In Arm* must be discussed in advance with the Working Group.

Initial training of *Arm In Arm* staff and volunteers should be conducted in coordination with the Forward in Faith Together Working Group, and subsequent training is the responsibility of the *Arm In Arm* Executive Director.

## 6.7 SIGNAGE

Signage is to be placed throughout the building to reinforce health and safety best practices and direct traffic. See the [Resources](#) section of this document for PDF versions. Where practical, signage should be in English and Spanish.

Sign	Location
Staff entrance only; others please use ramp entrance in parking lot to enter the church	▪ A
Exit only; please use ramp entrance in parking lot to enter the church	▪ B, C
Down only	▪ D
Do not Enter - Down only	▪ E
Up only	▪ F
Do not Enter - Up only	▪ G
Please stay to the right	▪ H, I, J, K
No more than 2 people in each bathroom, please	▪ L (each door)
Handwashing poster	▪ L (each mirror), M
Screening notices	▪ N
Masks and distancing poster	▪ O, P, Q, R, S
Area closed - Do not enter	▪ T, U, All closed rooms



## 7. BUILDING USE FOR WORSHIP

### 7.1 OVERVIEW

In Phase 3, the main sanctuary at 61 Nassau St. will be opened for live-streamed worship services, and in further Phases the building will gradually open for broader use for worship and fellowship. This chapter describes use of the building for worship, including opening and closing the building, screening participants, and revised traffic flows in the building (in comparison with workdays).

Because of its size and significant time necessary for cleaning, the sanctuary is open only for worship services and any associated rehearsals, and both it and Assembly Room remain closed to outside organizations Phase 5.

### 7.2 OPENING THE BUILDING

The building doors will be unlocked/relocked and HVAC systems adjusted for worship use according to normal protocols specified by the Business Administrator, Building Supervisor, and Custodian.

All building doors will be unlocked, but signage will designate most doors and hallways as one-way to encourage social distancing.

Screening protocols apply to all people entering the building, not just to congregants entering for worship.

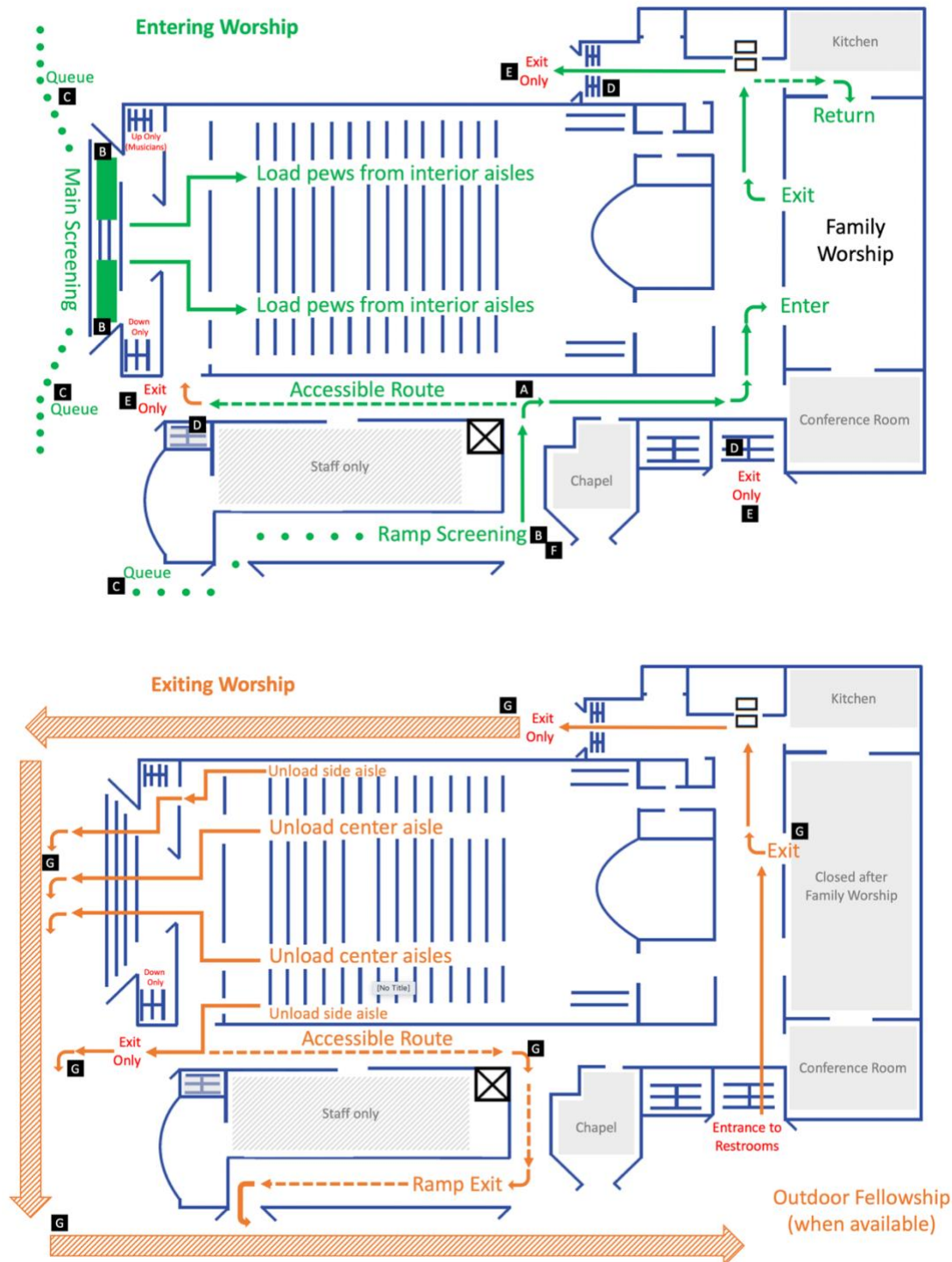
- The main entrance for staff, musicians, and volunteers will be through ramp door from the parking lot.
  - A self-screening log and screening signage will be set up on a table at this door by the person unlocking it. The person unlocking the door should complete the log themselves, and then leave it for completion by all others arriving early. People entering by this door on worship days will typically have an assigned role in worship; they should note their location in the sanctuary in the log.
  - Fifteen minutes before the start of service, the door at the top of the ramp also becomes an entry point for worshipers who need ramp access to the main sanctuary and for those who will attend Family/Flex Worship in the Assembly Room. The focus should shift from self-screening to systematic screening. At this point, a volunteer or staff with mask should begin systematic screening of all people entering through the ramp door using the protocols specified in the ['Entry, Exit, and Health Screening'](#) section below and the questions specified in the Resources section.
  - The volunteer at the ramp door is responsible for submitting both the self-screening and systematic screening logs to the designated box inside the main office before leaving the church.

### 7.3 MOVEMENT THROUGH THE BUILDING

When the building is opened, the Building Supervisor or designated volunteers should set out signage to direct traffic for worship and remove any "workday traffic flow signage" that might cause confusion. The general principles for traffic flow through the building on worship days are:

- Worshipers should enter and exit the sanctuary through the main narthex doors;
- Traffic should be single file, socially spaced, and directed by ushers;

- On worship days, only the main floor of the building should be used in Phases 3-4, except for staff access to offices;
- Although some discretion is allowed, hallways should be one-way whenever possible. Conversations must be socially distanced and may not impede traffic flow.
- **WORSHIP DAY MAIN FLOOR TRAFFIC FLOW**



## 7.4 SIGNAGE

Signage for worship days is very similar to that specified for building use on workdays, but some additional signs are necessary:

Sign	Location
←To main sanctuary To Family/Flex worship→	▪ A
Screening / Symptoms / Covenant	▪ B
Please maintain distance while waiting to enter	▪ C
Stairs closed except for staff	▪ D
Exit only	▪ E
This entrance is for Staff and those requiring ramp access. All others please use main entrance at the Narthex steps.	▪ F
When Outdoor Fellowship is offered, clear signage should direct worshipers to use the exterior path to the Fellowship Area.	▪ G

## 7.5 WORSHIP AND FELLOWSHIP

### 7.5.1 Entry, Exit, and Health Screening

- Worshipers entering the main sanctuary should enter through the narthex doors.
  - Table(s) for systematic screening will be set up well in advance of the arrival of the worshipers. They should be set up on the narthex porch, sheltered from weather as much as possible, and should have plexiglass screens (wind permitting) in front of volunteers or staff who are greeting worshippers and screening them before entry. Signage next to the tables should list COVID-19 symptoms and summarize the Building Use Covenant.
  - In the event of inclement weather, the screening tables should be inside the narthex, or located elsewhere in the church as determined by the Working Group in consultation with the ushers.
  - Family members or other groups who live together or are in regular direct contact may queue together and then sit together in worship, but 6 feet distance must be maintained between groups. The pavement will be marked to help those waiting for screening maintain social distance.
  - Everyone must wear masks before and during screening and after entering the sanctuary. Masks must cover both the mouth and nose. Non-medical-grade surgical masks should be available at the screening tables for those who have not brought their own face covering.
  - At least two volunteers or staff should be at each screening table. One should focus on recording information about the people attending, asking them health screening questions, and taking

temperatures; the second should focus on identifying the best seats for the person or group and conveying that information to the recordkeeper and usher.

- The recordkeeper should note the names of each person attending a worship service. The worshipers should not handle the pen or clipboard. If two or more are sitting together in a group, the contact information for only one person in the group is necessary, but all attendees should acknowledge the Building Use Covenant and must complete the health screening and verify that they are healthy and not recently exposed to COVID-19. The recordkeeper should take the temperature of each person using a contactless thermometer. The temperature does not need to be recorded, but anyone with a fever of 100.0°F or higher should not be admitted (unless the fever can be attributed to a non-contagious condition besides COVID-19). The recordkeeper should also log the assigned seating location for the group. The recordkeeper is responsible for submitting the systematic screening logs to the designated box inside the main office before leaving the church. Signage for the table and a sample script for the recordkeeper are in the [Resources](#) chapter.
  - The seat assigner should determine the best seating for the person or group by consulting a map of the sanctuary (see [Resources](#) chapter). In general, the sanctuary should be loaded from front to back, leaving every other row empty. Larger groups should be seated on the side pews, filling alternating ends of the pews. Smaller groups should be seated in the center pews, alternating between end and center seating. Groups should be seated as far apart as possible so that, unless the sanctuary is filled to capacity, more than six feet separates most groups. The recordkeeper should log the assigned seat, and the group should inform the usher who will guide them to the assigned location.
  - The usher should provide the worshipers with any paper materials and ask them to deposit all materials in a designated recycling bin when they leave or take them home. They should point out the location of hand sanitizer dispensers and ask that worshipers sanitize their hands when entering and leaving the sanctuary. They should guide worshipers to their seats, using the center aisles. They should point out the location of tissue boxes and ask that worshipers cover their mouth with a tissue if they need to cough or sneeze.
  - Systematic screening should continue until at least 10 minutes after the start of the service, or as long as there are congregants waiting to enter.
- Mask compliance and social distancing are mandatory
    - If a person refuses to agree to wear a mask during screening, they should be encouraged to participate in worship via livestream
    - If a person removes their mask during worship or any other time, or if they lower it so that it doesn't fully cover nose and mouth, an usher should intervene
    - If people drift to closer than six feet separation, as is natural to do during a conversation, an usher should intervene. Discretion will be required, since those within a family or already living together need not maintain six feet separation.
  - At the end of the service, worshipers in the main sanctuary should exit through the main narthex doors or the Nassau Street door near the main office.
    - Ushers should guide the exit process so there is no crowding in the aisles or in the narthex, and so that traffic flows in only one direction in the aisles.
    - To avoid congestion, worshipers should stay until the end of the postlude and leave when guided by the usher; there should be no "handshake line" at the narthex door and greetings of worship leaders should occur on the broad front patio or in the outdoors fellowship area (if in use).



- Worshippers in the side pews should exit via aisles at the far left and right of the sanctuary, and worshippers in the center pews should exit using the center aisles.
  - Since we do not anticipate having fellowship in the Assembly Room until Phase 6, worshippers should exit through the rear of the sanctuary and out the narthex doors toward Nassau Street. People heading to the restrooms are encouraged to exit the rear of the sanctuary and use an exterior route to the playground door (or the main hallway in inclement weather), rather than taking shortcuts through the Library and Sound Room exits at the front of the sanctuary.
- Worshippers attending Family/Flex Worship in the Assembly Room, and those needing accessible ramp access to the main sanctuary, should enter through the door at the top of the ramp from the parking lot.
    - The screening protocols for the ramp entrance are identical to those at the narthex doors, but because space is limited, one volunteer may need to cover both the recordkeeping and seat assignment roles.
    - An usher should be assigned to the Assembly Room to guide groups to their assigned tables and verify that rules for masks and social distancing are observed throughout the service.
    - Any worshippers *not* needing accessible ramp access should enter through the main narthex doors; those using the ramp door should be met by an usher at the interior side door to the narthex, and the usher should record their seating location in the main screening log kept at the narthex door. Note that these worshippers will have attendance logged both at the ramp door where they entered, and in the narthex, where they were assigned a seat.
  - At the end of the service, worshippers in the Assembly Room should exit through the Nassau Street door near the kitchen.

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### 7.5.2 Main Sanctuary

Because of restricted space and ventilation in Niles Chapel, all services in Phases 3-5 will be held in the main sanctuary. The sanctuary will be arranged to minimize the change of virus transmission and simplify cleaning as much as possible.

- In Phases 3-5, shared materials such as hymnals, bibles, attendance registers, offering envelopes, and children's activity bags should be removed from the main sanctuary.
- Assistive hearing devices must be sanitized between users.
- If more than one worship leader uses a microphone or lectern, it must be sanitized between users.
- In Phase 3-4, or until compliance with seating patterns is well-established, designated seating areas in each pew should be marked with tape to ensure 6' distance between groups, and ushers should guide groups to their seats. If, in later Phases, the requirement for usher-led seating is relaxed, pews should be labeled so that each group sits in the assigned place, as required for recordkeeping.
- The balcony and stairways to the balcony are restricted for use by musicians until Phase 6.
- The [Church Life](#) chapter contains additional guidance for designing a safe worship service for all participants, including guidance for worship activities such as unison speaking, singing, physical contact, processions, etc., and guidance for specific worship activities such as weddings, baptisms, and funerals.
- Before any service, the head usher should verify that:

- Signage is in place;
- Sanitizer, tissues, and waste disposal cans are in place and well-supplied;
- Adequate staff and volunteers are on site to perform health screening and ushering duties;
- Plexiglass shields are in place at the pulpit, in the balcony (if solo or ensemble singers are performing), and in front of any additional lecterns used in the service. Shields for musicians in the balcony should be set well back from the edge of the balcony.

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### **7.5.3 Livestream**

Live video and audio streaming of our worship services is expected to become an important and permanent part of worship life at Nassau Presbyterian Church.

- The livestream will be directed by the Sound Engineer, working with a team of trained Livestream Volunteers.
- Because of the important role of livestream in our worship life, the volunteer team should have at least two members at all times. New volunteer(s) should be trained immediately if for some reason a volunteer leaves the team or is unable to perform their role (including, for example, due to sickness associated with COVID-19).
- The Sound Engineer and Livestream Volunteers will write and maintain documentation of their processes and best practices.

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### **7.5.4 Assembly Room and Restrooms**

Beginning in Phase 4, the Assembly Room may be set up as an additional worship area for families and those requiring a bit more freedom of movement.

- The livestream worship service will be displayed on the televisions in the Assembly Room, and those attending in the Assembly Room might also have leadership roles in the service, depending on the availability of technology to link the Assembly Room with the main sanctuary. If an Assembly Room participant has a speaking role in the service, appropriate separation and shielding should be used to avoid spreading the virus in that enclosed space.
- The sound engineer and/or the livestream volunteer team should set up and test video and audio equipment in the Assembly Room in advance of the service.
- The room should be set up with tables and chairs that maintain social distance between unrelated groups, and materials should not be shared between tables.
- Signage in the Assembly Room and hallways should encourage one-way traffic flow; conversations must be socially distanced and may not impede traffic flow. Entrance to the room will primarily be through the West door (nearest the playground) and traffic should primarily exit through the East door (near the first-floor restrooms).
- Signage should direct those using the restrooms to re-enter the Assembly room through the kitchen pantryway. Since few people will be in the main hallway during a service, those seeking to return to the main sanctuary may do so through the main hallway, especially in inclement weather, but signage should encourage taking the exterior route around the building.
- The Kitchen will remain closed until Phase 5.

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### 7.5.5 Fellowship

In Phase 4 and beyond, Fellowship gatherings may take place before or after worship.

- Because of the very limited capacity of the Assembly Room given social distancing requirements, these are largely expected to occur outdoors.
- If Fellowship gatherings are set up in the parking lot, the preferred route to Fellowship is around the exterior of the building, either from the Narthex doors for worshipers in the Main Sanctuary, or via the door near the kitchen for those in Family/Flex Worship in the Assembly Room. The main hallways may be used, with appropriate social distancing, in the event of inclement weather or for those needing an accessible path.
- Tables or ground markings shall be used to encourage social distancing, and masks will be worn by all participating in fellowship activities.
- Food should be prepared according to [restaurant standards as published by the CDC](#) to prevent virus transmission. Portions should be served individually and serving utensils should not be shared (packaged individual creamers, for example, instead of a shared pitcher, and cookies set out on individual plates rather than a large 'serve yourself' tray).

## 8. CLEANING THE BUILDING

### 8.1 MAINTENANCE

- Maintenance of HVAC and plumbing systems should continue according to their normal schedules in Phases 0 and 1, including maintenance of HVAC filters and periodic usage of all water pipes to prevent Legionella and other microbial hazards. The building humidity should be kept as low as practically possible.
- The Business Administrator and Building Supervisor should work with the service providers for the church's HVAC systems to adjust all settings to maximize ventilation, minimize air recirculation, and optimize filtration to clean the air of dust and airborne contaminants.
- Prior to re-opening the building for use in Phase 2 and beyond, the building should be thoroughly checked for mold and excessive moisture (with remediation as necessary)

*Source: This material adapted from "Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation"*  
<https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

### 8.2 CLEANING RESPONSIBILITIES

- All building users should help keep the building clean. The following users have specific responsibilities and must follow the Cleaning and Disinfection Routines specified in the following section:
  - Staff are responsible for cleaning and sanitizing their office every day they are working onsite. All trash should be put in the cans in the kitchen, and the chair, desk, doorknob, keyboard, monitor, and phone should be cleaned and disinfected. Offices should be left clean and disinfected so that any others entering an office will be safe.
  - The Building Supervisor and Custodian are responsible for cleaning the sanctuary, shared office areas (bathroom, copy room, and mini-kitchen), hallways, Assembly Room and any other meeting rooms, bathrooms, and other rooms of the building as they open throughout the Transition Phases. Although main and second floor offices are to be cleaned and disinfected by users on any day they are occupied, all offices will be cleaned and disinfected on a weekly basis if they have been used that week. The Building Supervisor is also responsible for refilling touchless disinfectant dispensers.
  - Enviro-Master Service of Central New Jersey is responsible for weekly cleaning and disinfecting of high traffic areas, including the ramp entrance, main hallway, elevator, stairs near the main office leading down to the basement, hallway and delivery windows used by *Arm In Arm* clients and volunteers, the basement Kindergarten bathroom, and the stairs near the playground entrance leading up from the basement to the main floor. Enviro-Master will treat high traffic areas with a long-lasting disinfectant; to avoid neutralizing this disinfectant, any others doing cleaning in these areas should use approved cleaning supplies and must not use bleach.
  - The Business Administrator is responsible for ordering and maintaining an adequate stock of cleaning supplies and personal protective equipment, including CDC-approved cleaning agents and disinfectants, masks, gloves, face shields, touchless sanitizer dispensers and refill sanitizer, portable and semi-permanent speaker shields, cleaning tools, paper products, and signage.

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- To reduce the effort involved in cleaning, we are closing some rooms of the church. See ['Building Usage by Phase'](#) for a list of rooms open in each stage.
  - Do not open a room not approved for use
  - If a room is entered by accident, alert the Business Administrator for a decision on cleaning that might be necessary.
  - As rooms are re-opened for advanced Phases of the transition, 2-step cleaning and disinfection (see below) should be used for all feasible surfaces.

### 8.3 CLEANING AND DISINFECTION ROUTINES

Cleaning requirements vary depending on the location and usage of the surface or object:

Type of Surface	Frequency
“Normal Cleaning” is adequate for objects and surfaces that are touched infrequently or left unused for 7+ days	After every worship service or according to customary schedule
<ul style="list-style-type: none"> <li>▪ Carpets</li> <li>▪ Stairs</li> <li>▪ Pew cushions and backs</li> <li>▪ Chapel chairs</li> <li>▪ Plexiglass screens for pulpit, speakers, and musicians</li> <li>▪ Elevator</li> <li>▪ Hard surface stackable chairs</li> <li>▪ Any outdoor areas and equipment</li> </ul>	
“Two-step cleaning and disinfection” is required for frequently used objects	Individual schedule depending on usage frequency
<ul style="list-style-type: none"> <li>▪ Microphones and pulpit</li> <li>▪ Faucets and sinks</li> <li>▪ Doorknob and light switches in areas with access (varies by Phase), trash cans, toilets, sinks, stair railings, countertops, elevator buttons</li> <li>▪ Meeting room tables</li> <li>▪ Office phones, desks, computer keyboards, copier</li> <li>▪ Top wooden rails of pews, tables and chairs used for worship check-in and screening, tables and chairs used for Family/Flex Worship in Assembly Room, microphones, elevator buttons</li> <li>▪ Kitchen surfaces (after re-opening in Phase 5 and beyond)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Between speakers and after worship service</li> <li>▪ 2x per day</li> <li>▪ Daily</li> <li>▪ After each meeting</li> <li>▪ Weekly</li> <li>▪ Weekly (after worship)</li> <li>▪ Daily, when in use</li> </ul>

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### 8.3.1 Two-Step Cleaning and Disinfection Procedure

- For objects that are frequently touched, use the following two-step procedure:
  1. Clean the surface or object with soap and water (except for electronics);
  2. Disinfect the surface with an EPA-approved disinfectant (a full list is found in the Resources section, along with a shorter list of those commonly stocked at NPC);
- When cleaning with disinfectants, always follow the label directions;
- Wear gloves and ensure good ventilation;
- Store the disinfectants out of the reach of children.

*Source: This material adapted from "Guidance for Cleaning And Disinfecting Public Spaces, Workplaces, Businesses, Schools, And Homes" [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)*

## 9. RESOURCES

### 9.1 SCREENING

Resource	Notes
<a href="#">Screening Questions</a>  Office work self-screening	<ul style="list-style-type: none"><li>Adapted from information provided by Jeffrey Grosser, Princeton Public Health Official</li></ul>
Symptoms of Coronavirus (COVID-19) poster <a href="#">English</a> <a href="#">Spanish</a>	<ul style="list-style-type: none"><li>Source: CDC, published 7/23/20</li><li>Display in portable 11x17 stand at all screening tables</li></ul>

### 9.2 COVENANTS

Resource	Notes
<a href="#">Large Group Gathering Covenant</a>	<ul style="list-style-type: none"><li>Link to covenant provided in emails announcing Large Groups</li><li>Reviewed by Group Leaders at initial gatherings</li></ul>
<a href="#">Building Use Covenant</a>	<ul style="list-style-type: none"><li>Covenant to be provided to staff, Arm in Arm, &amp; Committee Chairs</li><li>Poster version to be displayed at entrances where screening is done for entrance to worship</li></ul>

### 9.3 SIGNAGE

Resource	Notes
11x17 Posters encouraging distancing, hand washing, masks, etc. <a href="#">Spanish</a> <a href="#">English</a>	<ul style="list-style-type: none"><li>Source: CDC, published 5/13/20</li><li>Display in portable 11x17 stand at all screening tables and exterior entrances</li><li>Spanish version to be displayed alongside English at main worship screening table (worship days) and front exterior office entrance (weekdays)</li></ul>
8.5x11 Poster encouraging distancing, hand washing, masks, etc. <a href="#">English</a>	<ul style="list-style-type: none"><li>Source: CDC, published 5/13/20</li><li>8.5x11 poster</li><li>Display in restrooms in frame, clear folder, or laminated and on mirror</li><li>Many languages available</li></ul>
<a href="#">Guide to safe disinfectant use</a>	<ul style="list-style-type: none"><li>Source: EPA, published 4/30/20</li><li>Display in rooms where cleaning supplies are stored</li></ul>
Handwashing poster <a href="#">Men (11x17)</a> <a href="#">Women (11x17)</a> <a href="#">8.5 x 11</a>	<ul style="list-style-type: none"><li>Source: CDC</li><li>Laminate and display on restroom mirrors</li></ul>

### 9.4 CLEANING AND DISINFECTION

Resource	Notes
<a href="#">List of approved disinfectants</a>	<ul style="list-style-type: none"> <li>Source: EPA, published 7/23/20 (updated frequently)</li> <li>For use in purchasing and disinfectant use</li> </ul>
<a href="#">Guidance for Cleaning and Disinfecting</a>	<ul style="list-style-type: none"> <li>Source: CDC, published 4/28/20</li> </ul>

## 9.5 OTHER RESOURCES

Resource	Notes
Forming Large Groups	<ul style="list-style-type: none"> <li>For detailed help, contact Bill Creager</li> </ul>
Large Group Attendance Form	
Meeting Attendance Form	
Office Sign-in Form	
Worship Attendance Form	
Sanctuary Map for Seating	



## 10. UPDATES

This manual represents our best and most current understanding of COVID 19, its transmission and implications for our community faith life. We will review and update this manual as required and needed, since the understanding of the disease and our environment are changing and evolving.

The table below documents the series of significant changes made in the manual. A detailed list of changes made subsequent to the approval and publication of the first complete version is found in the [Change Log](#) document.

Date	Version	Change
August 2020	20200805	Initial draft of the manual prepared
8/20/2020	20200901	Session approved policies regarding Transition Phases, Weddings, Funerals, Baptisms, choral programs, and education programs. These policies and the procedures and resources for implementing them are found in the August 31, 2020 draft of the chapters: Forward in Faith Together, Large Groups, Church Life, COVID-19 and the Nassau Presbyterian Church Community
9/17/20	20200917	<b>Anticipated:</b> Session approved first complete version of the document