



Haller Lake United Methodist Church COVID-19 Safety Policy rev. 11.29.22

It is a mission of Haller Lake United Methodist Church to protect the health and safety of its staff, members, and visitors by following the COVID-19 guidelines set out by the CDC, the State of Washington, and our Conference. While we will never achieve zero risk, we will strive to reduce the risk as much as possible with the measures outlined below:

Building Safeguards:

- HEPA filters in the church furnaces, which are changed at least every 2-3 months
- Air purifiers are located at the north and south ends of the sanctuary (next to the liturgist lectern and in the balcony) and in the Friendship Room that run whenever those rooms are occupied.
- When possible, outside windows should be opened to increase the rate of air exchange
- Reduced occupancy with limits of 50 people in the sanctuary, 50 people in the Fellowship Hall, and 25 people in the Friendship Room

Building Use Safeguards:

- All building users will sign an attestation that they are free of COVID symptoms each time they enter the building. In addition to their attestation of good health, they will also indicate which room of the building they are using, their times in and out, and leave their phone number. In the event of a close contact with someone that is later found to be COVID-positive, the church will use this information for contact tracing (see Contact Tracing below).
- Building users will remain masked at all times using either a surgical mask or a KN95 or the equivalent, except when eating, according to food and drink guidelines below.
- Church staff may remove masks when working alone or when meeting with one person in a well-ventilated room, or when eating their lunch at work.
- Food and drink may only be shared in the building under these circumstances:
 - Communion may be served in the sanctuary with the pastor and/or server(s) wearing gloves and delivering juice and bread in cups. Congregants may consume the juice and bread while remaining seated in their pew after the elements are delivered to them by removing their masks momentarily. Masks will not be removed if for any reason it is not possible to remain at least 6 feet from those not in the household.
 - Groups of less than 50 may use the Fellowship Hall to serve food and drink if all windows are open, air purifiers are on, distancing and vaccine protocols are followed, and masks are worn when not eating.
 - Groups of less than 10 people may use any room in the building to serve food and drink as long as windows are open, air purifiers are on, and masks are worn when not eating.
- All other food and drink will be consumed outside.



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- Congregational singing may occur when congregants are wearing surgical or KN95 or the equivalent masks. The choir may sing while wearing singers' masks.
 - When case counts in King County are higher than 25/100,000 per day (175/100,000 per week) in King County, the choir will sing from the chancel and distances of at least 6 feet will be kept between choir members and others. Distances between choir members will be maximized.
 - When case counts in King County are lower than 25/100,000 (175/100,000 per week) per day in King County, the choir may sing from any location.
- Outside groups will be subject to the same guidelines as above; however, they will maintain their own attestation list. If they find that a member of their group was COVID-positive while using our building, they will activate contact tracing from their attestation list, and call the church to notify us.

Contact Tracing:

When the Pastor, the Minister of Music, or the COVID Coordinator are notified that we have had a COVID-positive person in the building, the following steps will occur:

1. The reporter will be asked how the COVID-positive status was determined? Diagnosed by a physician, by a laboratory-performed PCR test, or by a COVID home test?
 - a. If diagnosed by a physician or a laboratory-performed PCR test, we proceed to step 2.
 - b. If the COVID-positive status was determined by a home test, the reporter will be asked if the person in question is symptomatic or asymptomatic.
 - i. If the person in question is symptomatic, we proceed to step 2
 - ii. If the person in question is asymptomatic, but positive on a home test, we will advise that the person should self-isolate and seek laboratory-performed PCR testing by a facility that will get results back within ~24 hours (<https://www.uwmedicine.org/coronavirus/testing>) and then report those results back to the church. If negative, no further action is required. If positive, we proceed to step 2.
2. Whomever was notified will communicate with the other 2 named above. For example, if the Pastor received the initial notification, she will notify the Minister of Music and the COVID Coordinator. They will discuss the case and review the facts and the timeline.
3. An email notification will be prepared that will be sent to the entire church body. It will note the date of possible exposure, and the time of day if it is relevant. The name of the COVID-positive person will not be disclosed. Members will be encouraged to be watchful for symptoms and to follow-up with laboratory-performed PCR testing within 3-5 days of the exposure if they have any concerns.
4. The list of attestations surrounding the potential exposure date will be reviewed for members that don't have or use email. These members will be called directly.
5. For outside groups that may have been in the building near a potential exposure date, their responsible party will be contacted, and the responsible party will work to notify the members of their group(s).
6. Dave of Dave's Cleaning Service will be notified. He and his sister are in the building 3 days per week (M, Th, Sa), so any potential exposure could affect them, regardless of the date.
7. Linda Jones of Tessera Arts will be notified, as her preschool uses our building 4 to 5 days a week.