



Haller Lake United Methodist Church

COVID-19 Safety Policy

Updated 09/28/2021

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 24 hours a day, 7 days a week
- 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 per the current mandate by the State of Washington - https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf
- No food or drink will be shared in the building, including Communion. Sacraments will be given and then will be consumed outside.
- Coffee service could resume outside. A single masked/gloved person could serve cookies and coffee, no self-serve.
- There will not be any congregational singing.
- The choir will participate in services in the following ways:
 - Jack Trip Devices: Members have Jack Trip devices in their homes with which they can sing real-time and in sync
 - Private Choir Rooms: The Upper Room, the Choir Room, the Youth Room, the Purple Room, and the upstairs women's restroom have all been equipped with microphones that are wired directly to the sound board. Each room will accommodate exactly 1 choir member, who will keep the door closed for the duration of their singing and will close the door behind them when leaving the room. Others will not enter the singing room until at least 3 hours after singing has ceased.
 - The Minister of Music may rehearse in person with a single choir member after their vaccination status has been verified and recorded. Social distancing should be maintained at all



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times, and doors from the rehearsal space to the rest of the church should be kept closed for the duration of the rehearsal and for at least 3 hours after. Windows may be opened during the rehearsal to increase the rate of air exchange in the room.

- 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 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.