



## Haller Lake United Methodist Church COVID-19 Safety Policy rev. 4.11.23

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 100 people in the sanctuary, 100 people in the Fellowship Hall, and 50 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).
- It is encouraged to wear a mask at the church. Surgical and KN95 masks will continue to be available at the doors of the church.
- Food and drink may be shared in the building, observing normal protocols of cleanliness:
  - There are no restrictions on food and drink for meals or events.
  - Communion may be served in the sanctuary with the pastor and/or server(s) wearing gloves and delivering bread and juice in cups.
- When singing, it is encouraged that anyone who sings wears a mask, but it is not required.
  - 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.



## Haller Lake United Methodist Church COVID-19 Safety Policy rev. 4.11.23

### Contact Tracing:

When the Pastor, the Minister of Music, or a church member 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 pastor, the Minister of Music, and at least one lay person with expertise in public health. For example, if the Pastor received the initial notification, she will notify the Minister of Music and at least one congregation member with expertise in public health. They will discuss the case and review the facts and the timeline.
3. Any persons who were in direct contact with the infected person at church in the previous 5 days will be notified personally.
4. 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, unless permission was expressly granted. Members will be encouraged to be watchful for symptoms and to follow-up with testing within 3-5 days of the exposure if they have any concerns.
5. 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.
6. 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).
7. 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.
8. Linda Jones of Tessera Arts will be notified, as her preschool uses our building 4 to 5 days a week.