

# COVID-19 Preparedness & Response Plan

## Phase 4

Pioneer Memorial Church

### Summary

The following information is an update to Phase 3 of its Preparedness and Response Plan and is intended to be implemented as Phase 4 of this multi-phase reentry approach. This information has been compiled by the Church Re-entry Task Force, approved on September 22, 2020; and was recognized by the Safety Committee on September 24, 2020. This document will be implemented by the Pioneer Memorial Church office team. Further safety updates as it relates to facility usage will be recommended by the Pioneer Safety Committee for consideration and approval. Phase 4 is effective October 1, 2020.

### Beyond the Church Service

On July 11, 2020, Pioneer began live congregation worship services. The goal was to be practiced and ready for the start of the Andrews University fall semester on August 24. This has been successfully accomplished. On August 22, with most of the students back on campus, Second Service was nearly 100% full (to COVID-19 capacity) and all seemed to go quite well. The same held true for August 29 and September 5.

Beyond re-entry for the Sabbath morning church services, there is interest in gaining access to other meeting facilities in Pioneer which includes Pioneer Grow Groups, Sabbath School classes, and other events. This phase—Beyond the Church Service—is the re-entry for other events and groups. The intent of this plan is for the church office staff to apply the guidelines developed by the Safety Committee and Re-entry Task Force, to inform their decisions as to which groups may use the facility, when they may do so, how they may do so, and what measures will be taken to ensure the safety of those involved. This procedure does not apply to use of the facility by Andrews University for officially sponsored events. The University has its own protocols governing group gatherings that they follow.

Groups under these guidelines include but are not limited to:

- Adult Sabbath School classes
- Funerals
- Weddings
- Grow Groups
- Other campus and community groups that meet the established criteria of who may use the Pioneer space.

Note: Children's Sabbath Schools will not be meeting for some time still. They will be guided by protocols and timings developed by Sabbath School leadership and the Safety Committee.

## Provisions

Groups will:

1. Be no larger than the requested rooms COVID capacity. E.g. A room with a COVID capacity of 10 may have no group larger than 10 in attendance.
2. Enforce the requirement—this is not a request or suggestion—that everyone in the group wear a mask covering nose and mouth at all times while inside the Pioneer facility. Bandanas, gators, and other thin materials are inadequate to limit potential spread of droplets.
3. Practice physical distance (minimum of six feet) between all group participants.
4. Refrain from singing (humming with masks acceptable), except for small groups preparing for worship services and other specifically authorized uses.
5. Use supplied disinfectant and associated supplies to thoroughly clean all chairs, doors, and surfaces in the meeting area before using the space and after using the space.
6. Group will limit how much they go beyond their assigned room. They will use the closest entrance/exits and rest rooms.
7. Complete the supplied facility use card and leave it in the room used in a prominent location. The card will show what additional areas of the Pioneer facility members of their group entered beyond the room originally assigned. Pioneer facilities management personnel will review the card and act as needed.

The Church will:

1. Compile and provide a list of spaces in the facility and their COVID capacity.
2. Provide supplemental cleaning after the group to include the touch surfaces, taking into account future use of the space: next use more than 3 days in the future, supplemental cleaning is not necessary; next use less than 3 days in the future, additional supplemental cleaning necessary.
3. Provide adequate disinfecting supplies, including a bucket, spray bottles of disinfectant in the recommended concentration, cleaning cloths, and instructions on use.

## Additional Considerations and Notes

1. Adult Sabbath Schools are not scheduled to meet in the Sanctuary until further notice.
  - a. This is due to the lack of people to clean the area before the next service. Also we are not using the same pews for both services. A Sabbath School group would make it next to impossible to ensure the safety of that group as well as that of the second service using the same location.

- b. While Children's Sabbath Schools are not meeting, adults can use the Children's Sabbath School Rooms.
2. Regularly occurring meetings such as Sabbath Schools, Adventurers, etc., are not required to complete an application. They are responsible for cleaning their space before and after its use.

## Continued Precautions

The following precautions continue to be implemented during Phase 4:

- Pioneer encourages the practice of frequent and proper hand hygiene for all who enter the facility (*see Figure 1*).
- A self-screening survey should be used for assessment prior to entry into the facility (*see Reference 1*).
- Anyone accessing the building must wear a protective mask per CDC guidelines<sup>1</sup> (*see Figure 2 for proper use*) when in common areas or in the presence of others and maintain 6 feet of physical separation (physical distance<sup>2</sup>) where ever possible.
- Fellowship dinners and other potluck meals are suspended until further notice.

## Resources & References

1. Use of Masks (CDC)  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
2. Physical/"Social" Distancing Guidelines (CDC)  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

## Reference 1: Facility Self-assessment Questionnaire

If you answer “Yes” to either of the following questions, you may not enter the Pioneer facility:

1. Have you had any of the following symptoms in the last 24 hours:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Yes

No

2. Have you been exposed to any individual in the last 14 days you suspect may, or has been confirmed to have, COVID-19?

Yes

No

Figure 1: Hand Hygiene

# CLEAN HANDS ARE SAFER HANDS

FOLLOW THESE 4 STEPS TO MAKE SURE YOUR HANDS ARE SAFE

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## WET

Wet hands with clean, running water and apply soap.



## LATHER

Rub hands together to lather soap. Don't forget the backs of your hands, between fingers, and under nails!



## SCRUB

Scrub at least 20 seconds (hum "Happy Birthday" song twice).



## RINSE

Rinse hands under clean, running water.



## DRY

Dry hands using a clean towel.



Figure 2: Proper Use of a Disposable Respirator

## How to Properly Put on and Take off a Disposable Respirator

WASH YOUR HANDS THOROUGHLY BEFORE PUTTING ON AND TAKING OFF THE RESPIRATOR.

If you have used a respirator before that fit you, use the same make, model and size.

Inspect the respirator for damage. If your respirator appears damaged, DO NOT USE IT. Replace it with a new one.

Do not allow facial hair, hair, jewelry, glasses, clothing, or anything else to prevent proper placement or come between your face and the respirator.

Follow the instructions that come with your respirator.<sup>1</sup>

### Putting On The Respirator



Position the respirator in your hands with the nose piece at your fingertips.



Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.



The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.

### Checking Your Seal<sup>2</sup>



Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.



Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.



If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.



If you cannot achieve a proper seal due to air leakage, ask for help or try a different size or model.

### Removing Your Respirator



DO NOT TOUCH the front of the respirator! It may be contaminated!



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Discard in waste container. WASH YOUR HANDS!

Employers must comply with the OSHA Respiratory Protection Standard, 29 CFR 1910.134 if respirators are used by employees performing work-related duties.

1 Manufacturer instructions for many NIOSH approved disposable respirators can be found at [www.cdc.gov/niosh/nppl/topics/respirators/disp\\_part/](http://www.cdc.gov/niosh/nppl/topics/respirators/disp_part/)

2 According to the manufacturer's recommendations

For more information call 1-800-CDC-INFO or go to <http://www.cdc.gov/niosh/nppl/topics/respirators/>



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