**Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff/Volunteer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**County Health Office Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Each staff/volunteer must read and acknowledge this document.

1. **Understanding COVID-19**

**How to Protect Yourself and Others - CDC Standards**

**How COVID-19 spreads**

COVID-19 is spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus.

**Person-to-person spread**

**The virus is thought to spread mainly from person-to-person.**

* Between people who are in close contact with one another (within about 6 feet).
* Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
* These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
* COVID-19 may be spread by people who are not showing symptoms.

**The virus spreads easily between people**

Some viruses spread more easily than others. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained—going from person-to-person without stopping. **COVID-19 is spreading very easily and sustainably between people.** Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

**The virus may be spread in other ways**

It may be possible that a person can get COVID-19 by **touching a surface or object that has the virus on it** and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

**How to Protect Yourself & Others
Know how it spreads**

* There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
* **The best way to prevent illness is to avoid being exposed to this virus.**
* The virus is thought to [spread mainly from person-to-person](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html).
	+ Between people who are in close contact with one another (within about 6 feet).
	+ Through respiratory droplets produced when an infected person coughs, sneezes or talks.
	+ These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
	+ Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

**Everyone Should**

**Wash your hands often**

* [Wash your hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
* If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
* **Avoid touching** **your eyes, nose, and mouth** with unwashed hands.

**Avoid close contact**

* **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
* **Put distance between yourself and other people outside of your home**.
	+ Remember that some people without symptoms may be able to spread virus.
	+ [Stay at least 6 feet (about 2 arms’ length) from other people](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html).
	+ Do not gather in groups.
	+ Stay out of crowded places and avoid mass gatherings.
	+ Keeping distance from others is especially important for [people who are at higher risk of getting very sick](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html).

**Tips for social distancing**

* Follow guidance from authorities where you live.
* If you need to shop for food or medicine at the grocery store or pharmacy, stay at least 6 feet away from others. Also consider other options:
	+ Use mail-order for medications, if possible.
	+ Consider a grocery delivery service.
* Cover your mouth and nose with a [cloth face covering](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) when around others, including when you have to go out in public, for example to the grocery store.
	+ Cloth face coverings should NOT be placed on children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
	+ Keep at least 6 feet between yourself and others, even when you wear a face covering.
* Avoid gatherings of any size outside your household, such as a friend’s house, parks, restaurants, shops, or any other place. This advice applies to people of any age, including teens and younger adults. Children should not have in-person playdates while school is out. To help maintain social connections while social distancing, learn [tips to keep children healthy while school’s out](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children.html).
* Work from home when possible.
* Avoid using any kind of public transportation, ridesharing, or taxis, if possible.
* If you are a student or parent, talk to your school about options for digital/distance learning.

**Stay connected while staying away.** It is very important to stay in touch with friends and family that don’t live in your home. Call, video chat, or stay connected using social media. Everyone reacts differently to stressful situations and having to socially distance yourself from someone you love can be difficult.

**Cover your mouth and nose with a cloth face cover when around others**

* You could spread COVID-19 to others even if you do not feel sick.
* Everyone should wear a [cloth face cover](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) when they have to go out in public, for example to the grocery store or to pick up other necessities.
	+ Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
* The cloth face cover is meant to protect other people in case you are infected.
* Do NOT use a facemask meant for a healthcare worker.
* Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### **Cover coughs and sneezes**

* **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
* **Throw used tissues** in the trash.
* Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Clean and disinfect**

* **Clean AND disinfect**[**frequently touched surfaces**](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)**daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
* **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
* **Then, use a household disinfectant.** Most common [EPA-registered household disinfectants](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) will work.

**Monitor Your Health**

* **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)**of COVID-19.**
	+ Especially important if you are [running essential errands](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/essential-goods-services.html), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html).
* **Take your temperature** if symptoms develop.
	+ Don’t take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
* Follow [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) if symptoms develop.
1. **Site Specific Plan to prepare and manage the facility**

*(The church should outline it’s plan here. Some key points are provided here, but the church must make a written plan adapting these to its location. The church may want to use identify specific persons for tasks, or name specific rooms or doors.)*

1. Attendance in California is limited to 25% of building capacity, or 100 persons, whichever is less. Nevada limit is 50 persons.
2. Provide hand-sanitization stations and signage (w/ the four prevention practices above.)
3. Screen attendees for fever or symptoms (a forehead thermometer will be helpful.)
4. Re-arrange the seating to allow for physical distancing between family units.
5. Tape off unused areas.
6. Frequent cleaning of high-touch surfaces.
7. Block-open or hold-open all possible doors.
8. Remove or block any touch items in the lobby (brochure racks, drinking fountains, etc.)
9. No food or coffee service.
10. **Worship-Specific Activities**

*(The church should outline it’s plan here. Some key points are provided here, but the church must make a written plan adapting these to its activities.)*

1. Children must sit with their family—DA churches should not provide separate children’s services.
2. Require all participants to wear a mask.
3. Eliminate all personal touch activity (hand shaking, hand-holding, hugging, etc.).
4. Eliminate all items that are passed by hand: communion trays, offering plates, bulletins, etc.
5. No sharing of microphones, instruments, pulpit, etc.
6. Limit singing (absolutely no singing without a mask).
7. Recommend shorter services and multiple services.
8. Recommend dismissal by rows.
9. Discourage congregating in the building (ask people to socialize outside the building.)

**Acknowledgement:**

I have read, understand, and comply with these guidelines.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_