

COVID Requirements and Recommendations

This document summarizes requirements and guidance that the Zoar COVID task force thought reasonably applied to the operations of the church. It is not, and is not intended to be, a comprehensive restating of all guidance found in the multiple source documents referenced. Consult the source documents if there is a question about specific wording or accompanying information.

When simultaneous activities occur of different types, consideration of the various requirements and recommendations will need to be assessed across the simultaneous activities and decisions made about how to apply the requirements and recommendations. Favor should be given to the more restrictive requirement or recommendation.

Also please note that the guidance information is constantly being updated. It is the recommendation of the task force that the source documents be checked periodically, and requirements and recommendations updated as needed.

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Terms

- CDC: U.S. Centers for Disease Control and Prevention
- Face Covering: cloth, polypropylene, paper or other covering that covers the nose and mouth and rests snugly above the nose, below the mouth, and on the sides of the face. Coverings that incorporate a valve that is designed to facilitate easy exhalation or mesh masks or other covers with openings, holes,

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visible gaps in the design or material, or vents are not appropriate face coverings (even if otherwise appropriate for respiratory protection) because they allow droplets to be released from the covering.

- **Face shield:** transparent plastic shield that covers the wearer's forehead, extends below the chin, and wraps around the sides of the face. Devices that place a shield in front of only the user's nose and mouth do not meet the definition of a mask, face covering, or face shield. Face shields are normally used as protection for the face and eyes but are a compliant (although not preferred) means of "source control" in relation to COVID-19.
- **OHA:** Oregon Health Authority

Maximum Occupancy Based on County Risk Level

The Maximum Occupancy Calculation is the total building capacity based on the total building footprint. It does not appear to apply to individual rooms within the building. Individual room occupancy is based on 36 square feet per person. For worship, a single household occupies a table. The Figure below shows 4 seats at a table, but there may be less than 4, or 1 or 2 more depending on the household.

		Risk Level			
		Extreme	High	Moderate	Low
Building Max Occ.		100	127	150	380
Room	Room Area (Sq Ft)	Occ.			
Entry	380	11			
Narthex	1,180	33			
Library Room	135	4			
Fellowship Hall	2,295	64			
Conference Room	310	9			
Quilting Room	610	17			
Youth Room	545	15			
Sunday School Rooms	285	8			

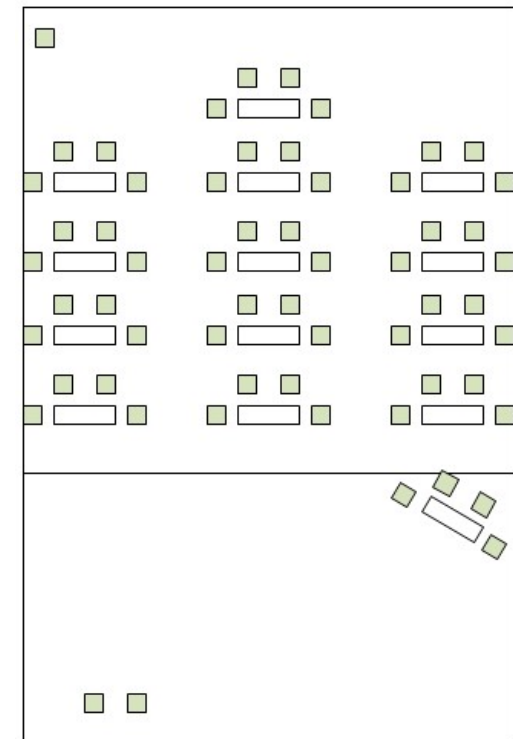


Figure 1: Possible Worship Seating
Occupancy 59

Document History

- Initial Document Version 1.0 – March 2021.

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General Guidance	
Do not participate if showing COVID symptoms	<p>Sources OHA Sector Guidance – General Guidance for Employers and Organizations https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342c.pdf</p> <ul style="list-style-type: none"> • New fever (generally 100.4° F or more) • New cough • Sudden loss of taste or smell • Sore throat • Vomiting or diarrhea
Enforcement	<ul style="list-style-type: none"> • Governor’s Executive Order 20-66 Risk and Safety Framework, Paragraph 10 • Possible penalties <ul style="list-style-type: none"> ○ Per ORS 341A – maximum of \$500 per day per violation. ○ Per ORS 401.990, 30 days in jail or \$1,250 fine or both.
Masks, Face Coverings & Face Shields	<p>Source: Statewide Reopening Guidance – Masks, Face Coverings, Face Shields (3/12/2021) https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf</p> <p>Individuals (recommended)</p> <ul style="list-style-type: none"> • Wear mask or face covering (not a face shield) when within 6’ of others not living in same household. • Not required for children under 5 years of age, though strongly recommended for children between 2 and 5. • Not recommended for children under 2. • Not required when eating or drinking. • Individuals with a medical condition that makes it hard to breathe or a disability that prevents the individual from wearing a mask, face covering or face shield can request an accommodation. <p>See employer section for employer related information.</p> <p>Pre-School</p> <ul style="list-style-type: none"> • Pre-school information Source: Health and Safety Guidelines for Child Care and Early Education Operating During Covid-19 V1.1 1/12/2021, Section 6 “Personal Protective Equipment for Children and Adults” (https://oregonearlylearning.com/wp-content/uploads/2021/01/FINAL_Web_1.12.21_Version1.1_Health-and-Safety-Guidelines_English_UPDATED.pdf) • All staff, contractors, visitors, volunteers or other service providers that are in the facility are required to wear a face covering. <ul style="list-style-type: none"> ○ An exception is allowed for providers and staff if they have a medically documented medical condition or disability that prevents them from wearing a face covering.

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	<ul style="list-style-type: none"> • Masks are not required for children between 2 to Kindergarten age in the pre-school setting. • The pre-school cannot require masks for children, nor can they say children cannot wear them. It is up to the parents. • Require hand-washing after touching a face covering. • Require face coverings to be washed daily, or a new face covering to be worn daily. <ul style="list-style-type: none"> ○ Soiled face coverings should be stored in a safe place inaccessible to others. ○ Disposable face coverings or face shields are to be worn only once.
Handwashing and Hand Hygiene	<p>Source: CDC, Cleaning and Disinfecting Your Facility https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Forganizations%2Fcleaning-disinfection.html</p> <ul style="list-style-type: none"> • Wash hands frequently (20 seconds with soap and water). • Wash hands after <ul style="list-style-type: none"> ○ Blowing nose, cover coughs and sneezes. <ul style="list-style-type: none"> ▪ Throw any used tissue away immediately. ○ Before and after touching eyes, nose or mouth. ○ After using the restroom or assisting with restroom use. ○ Before and after entering or leaving a public place. ○ Before and after touching your (or someone else's such as child's) mask. ○ After changing a diaper. ○ Before eating or preparing food. • Hand sanitizer (at least 60% alcohol) may be used if hands are not visibly dirty. <ul style="list-style-type: none"> ○ Read and follow manufacturer's directions on label. ○ Keep hand sanitizers away from fire or flame. ○ Children under 6 should have adult supervision when using hand sanitizer. ○ Store out of reach of children.
Oregon County Risk Assessment	<p>Source: Current Risk Level by County https://coronavirus.oregon.gov/Pages/living-with-covid-19.aspx#countystatus</p> <p>The current risk assessment can be found on the source web page. Risk levels are updated bi-weekly in response to how COVID-19 is spreading in the county's communities.</p>

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Occupancy	Sources: Guidance Based on County Risk Level https://coronavirus.oregon.gov/Pages/guidance.aspx OHA Maximum Occupancy Resource for COVID-19 (12/21/2020) https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351s.pdf			
	Extreme Risk	High Risk	Moderate Risk	Lower Risk
Maximum Occupancy Definition	<ul style="list-style-type: none"> 25% = 240 square feet per person 		<ul style="list-style-type: none"> 50% = 120 square feet per person 	<ul style="list-style-type: none"> 75% = 86 square feet per person
Occupancy: Faith Institutions (Recommendation only)	<ul style="list-style-type: none"> Indoor: smaller of 25% max occupancy or 100 total. Outdoor: 150 max. Limit services to 1 hour. 	<ul style="list-style-type: none"> Indoor: smaller of 25% max occupancy or 150 total. Outdoor: 200 max. 	<ul style="list-style-type: none"> Indoor: smaller of 50% max occupancy or 150 total. Outdoor: 250 max. 	<ul style="list-style-type: none"> Indoor: 75% max occupancy. Outdoor: 300 max.
Occupancy: Offices	<ul style="list-style-type: none"> Require remote work if able. Close office to the public. 	<ul style="list-style-type: none"> Recommend remote work if able. 	<ul style="list-style-type: none"> Recommend remote work if able. 	<ul style="list-style-type: none"> Limited office work available.
Occupancy: Eating and Drinking Establishments	<ul style="list-style-type: none"> Indoor dining prohibited. Take-out highly recommended. Outdoor dining allowed: 50 people maximum. 6 people per party per table, limit 2 households. 11:00 pm close. 	<ul style="list-style-type: none"> Indoor dining allowed. Takeout highly recommended. Occupancy smaller of 25% maximum occupancy or 50 people. Outdoor dining allowed: 75 people maximum. Indoor and Outdoor seating: 6 people per party per table, limit 2 households. 11:00 pm close. 	<ul style="list-style-type: none"> Indoor dining allowed. Occupancy smaller of 50% maximum occupancy or 100 people. Indoor seating: 6 people per table. Outdoor dining allowed: 150 people maximum. Outdoor seating: 8 people per table. 11:00 pm close. 	<ul style="list-style-type: none"> Indoor dining allowed. Occupancy 50% maximum occupancy. Outdoor dining allowed: 300 people maximum. Indoor and Outdoor seating: 8 people per table. 12:00 am close.
Occupancy: Social and At-Home Gatherings	Indoor / Outdoor: 6 people from no more than 2 households.	<ul style="list-style-type: none"> Indoor: 6 people from no more than two households. Outdoor: 8 people. 	<ul style="list-style-type: none"> Indoor: 8 people from no more than two households. Outdoor: 10 people. 	<ul style="list-style-type: none"> Indoor: 10 people from no more than 4 households. Outdoor: 12 people.
Cleaning (CDC)	Source: CDC, Cleaning and Disinfecting Your Facility https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Forganizations%2Fcleaning-disinfection.html			
	<ul style="list-style-type: none"> Areas unoccupied for 7 or more days need only routine cleaning. 			

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	<ul style="list-style-type: none"> • Routine Cleaning <ul style="list-style-type: none"> ○ Clean visibly dirty surfaces with soap and water prior to disinfection. ○ Practice routine cleaning and disinfection of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use. <ul style="list-style-type: none"> ▪ High touch can include things like door handles, table surfaces, the back of a chair for pulling it out, light switches, counter tops, pens. ○ Disinfect with an approved disinfectant according to use instruction. ○ Includes hard and soft surfaces (furniture, carpet, drapes), electronics, laundry. • Post-infection cleaning <ul style="list-style-type: none"> ○ Close off exposed areas. ○ Open doors and windows and use fans or other engineering controls to increase air circulation in the area. <ul style="list-style-type: none"> ▪ https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html#anchor_1609684593562 ○ Wait 24 hours before cleaning. ○ Clean immediate workspaces of infected person. ○ Vacuum, if needed, with high-efficiency particulate (HEPA) filter bags, only when area is vacant. Temporarily turn off HVAC. • Use common sense to determine if wearing gloves, gowns, masks when cleaning and when handling trash is appropriate. • Wash hands often.
Cleaning (OR OSHA)	<p>Sources: Oregon OSHA Temporary Rule Addressing COVID-19 Workplace Risks 437-001-0744 (1) (c) (G) https://osha.oregon.gov/OSHARules/div1/437-001-0744.pdf</p> <ul style="list-style-type: none"> • Clean once every 24 hours if occupied less than 12 hours daily. • Clean once every 8 hours if occupied more than 12 hours daily. • Exception: In locations with only drop-in availability or minimal staffing (guidance is less than 10), the employer is permitted to rely upon a regular schedule of cleaning and sanitation and directing employees to sanitize their own work surfaces before use.
Insurance	<p>Sources: Conversation between Debbie Warren and Mike Boonstra Conversation between Jim Bernklau and Tim Gustafson.</p> <ul style="list-style-type: none"> • Insurance companies do not have separate language to cover COVID. • The church's policy has an exclusion for loss due to virus or bacteria including COVID-19. • The best risk mitigation plan is for the church and pre-school to follow the government requirements and guidelines and document our efforts to comply.

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Faith Institution Guidance

Sources	<p>OHA Sector Guidance – Faith Institutions, Funeral Homes, Mortuaries and Cemeteries (12/18/2020) https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3465.pdf</p> <p>OHA Guidance FAQ – Faith Institutions, Funeral Homes, Mortuaries, Cemeteries (2/5/2021) https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2390f.pdf</p>
General	<ul style="list-style-type: none"> • Comply with mask, face covering and face shield guidance. • Comply with Eating and Drinking Establishment guidance. • Comply with Youth program guidance for youth programs (gatherings, classes or camps regardless if parents are on-site or not. • Sunday School or nursery care for birth through age 12, when parents are on-site, may be considered license exempt child care and guidance follows Health and Safety Guidance for Family, Friend, Neighbor license exempt approved ODHS child care providers providing child care during COVID-19. <ul style="list-style-type: none"> ○ See FAQ questions 7 and 17. ○ Children’s classes or other programs that may be considered child care must also follow the Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19 (same as pre-school).
Screening	<ul style="list-style-type: none"> • Not required.
Signage (Required)	<ul style="list-style-type: none"> • It is required to have signage reminding people to stay home if they have been ill with COVID symptoms or if they are considered part of a vulnerable population.
Distancing and Occupancy (Recommended)	<ul style="list-style-type: none"> • Limit occupancy based on county risk assessment.
Distancing and Occupancy (Required)	<ul style="list-style-type: none"> • Maintain physical distance of at least 6 feet except members of the same household. • Determine seating to comply with distancing requirements. • Assign a physical distance monitor to ensure compliance. • Do not combine households. • Remove or restrict seating and standing areas to maintain distance requirements. • Prohibit people from different households from meeting/crowding in any area of the facility, indoor, outdoor and parking lots.
Cleaning (Required)	<ul style="list-style-type: none"> • Follow General Guidance for Employers and Organizations • Thoroughly clean all areas of gathering space prior to reopening after extended closure (undefined) and between events.

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	<ul style="list-style-type: none"> Assign a sanitation attendant or attendants to frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in areas accessed by workers, attendees and participants Clean restrooms hourly during an event (no specific definition of an event, but could be interpreted to be anything lasting more than one hour) and ensure adequate sanitary supplies (soap, toilet paper, hand sanitizer).
Communion (Recommended)	<ul style="list-style-type: none"> Attendants wash hands prior to serving. Attendants must wear mask, face shield or face covering. Wash hands or use hand sanitizer after handling mask. Attendants avoid touching communicants' hands during distribution. Common cup not recommended. Distribute with separate cups from a platter with enough space for communicants to select a cup without touching other cups. Maintain 6' distancing. Consider assistive markings.
Singing (Required)	<ul style="list-style-type: none"> Masks, face shields or face coverings are required while singing. Consider increasing physical distancing beyond 6' and move to outdoor settings.

Youth Program Guidance

Sources	<p>OHA Statewide Reopening Guidance – Youth Programs (3/8/2021) https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351p.pdf</p> <p>OHA Reopening Guidance FAQs – Youth Programs (3/9/2021) https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2390c.pdf</p>
General	<ul style="list-style-type: none"> Have a written communicable disease management plan including <ul style="list-style-type: none"> Protocol to notify local health authority of confirmed cases. Process for daily logs, kept for 4 weeks post program, to include for each stable group (same 20 or fewer youth) <ul style="list-style-type: none"> Youth name Drop-off / Pick-up time for each youth. Name of adult completing drop-off/pick-up. Adult emergency contact info. Names of all staff that interact with a stable group of children (including floaters) Daily health checks for each child – pass / fail only. If transportation provided by program, document names of all other riders and contact info (if not recorded elsewhere). Protocol for screening for symptoms <ul style="list-style-type: none"> Prohibit entry for fever > 100.4° F. Quarantine immediately if a new cough, fever, shortness of breath, or other COVID-19 symptoms develop. Protocol requiring any ill or exposed person to stay out of the program; and possible cessation of program activities.

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	<ul style="list-style-type: none"> • Registration information that includes contact information for all youth and staff. • Restrict from the program any youth or staff known to be in close contact with an individual with COVID-19 or who has been exposed to COVID-19 in the preceding 14 days. <ul style="list-style-type: none"> ○ Quarantine for 14 days if a confirmed exposure. ○ Quarantine 10 days, without testing, if no symptoms. ○ Quarantine 7 days with a negative test. • Minimize contact during drop-off and pick-up. <ul style="list-style-type: none"> ○ Parents remain outside of facility. ○ Limit use of commonly touched objects. ○ Sanitize between use.
Face masks & face coverings	<ul style="list-style-type: none"> • Required when indoors according to Oregon general masks, face covering and face shield guidance. • Required outdoors when physical distancing cannot be maintained.
Distancing	<ul style="list-style-type: none"> • Limit to stable groups of no more than 20. • Stable group may change no more than once weekly. • 35 square feet per child. • Youth can be in up to 2 cohorts in a given week. • Staff can be in up to 3 cohorts in a given day, and 5 in a given week. • Maintain 6' physical distancing. • Stable groups may not share meal or restroom space. <ul style="list-style-type: none"> ○ Individual stalls to not constitute separate restroom space.
Cleaning & Sanitation	<ul style="list-style-type: none"> • Clean, sanitize and disinfect frequently touched surfaces multiple times daily. • Avoid use of items not easily cleaned, sanitized or disinfected (e.g. plush toys). • Consult with local health authority regarding cleaning and possible closure post COVID exposure.

Employer and Organization Guidance

Sources	<p>OHA Sector Guidance – General Guidance for Employers and Organizations (1/29/2021) https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342c.pdf</p> <p>OHA Guidance FAQs – General Guidance for Employers and Organizations (3/19/2021) https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2390p.pdf</p> <p>OSHA Temporary Rule Addressing COVID-19 Workplace Risks</p>
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	https://osha.oregon.gov/OSHARules/div1/437-001-0744.pdf
General	<ul style="list-style-type: none"> • Comply with remote work requirements based on county risk assessment. • Know signs and symptoms of COVID-19 and what to do if employees become ill in the workplace.
Information Posting	<ul style="list-style-type: none"> • The “COVID-19 Hazards Poster,” (https://osha.oregon.gov/OSHAPubs/5504.pdf) provided by Oregon OSHA must be posted in a conspicuous manner in a central location where workers can be expected to see it. • Post signs in areas where masks, face coverings, or face shields are required.
Face masks, face coverings and face shields (Required)	<ul style="list-style-type: none"> • Employers are required to ensure that all individuals (employees, part-time workers, temporary laborers, customers, vendors, patrons, contractors, etc.) at premises subject to the employer’s control wear a mask, face covering, or face shield. It is recommended that a mask or face covering be used rather than a face shield alone. • Provide masks, face coverings or face shields for employees at no cost to the employee. • Provide accommodations for employees, contractors, volunteers, students, customers and visitors if such accommodations are required by <ul style="list-style-type: none"> ○ State or Federal disability law including ADA. ○ State or Federal labor law. ○ State or Federal accommodation law. ○ OHA public health guidance if applicable. • Post clear signs about mask, face covering, face shield requirements.
Distancing (OSHA, Required)	<ul style="list-style-type: none"> • Ensure employees work activities and workflow can maintain 6’ physical distancing unless it can be demonstrated the physical distancing cannot be maintained. • Determine maximum capacities based on 35 square feet per employee. • Post maximum capacity information in a visible location. • Configure workstations to comply with 6’ physical distancing. • Provide masks or face coverings at no cost to employees that do not have one.
Cleaning and Sanitation	<ul style="list-style-type: none"> • Frequently clean and sanitize commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, etc.), shared items, shared equipment as well as high traffic areas. • Employers must provide the necessary supplies and reasonable time to clean or sanitize more frequently than would otherwise be required if the employee chooses to do so. • Employers must provide the necessary supplies and reasonable time necessary to perform hand hygiene before using shared equipment.

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Eating and Drinking Establishment Guidance

Sources	<p>OHA Sector Guidance – Eating and Drinking Establishments (3/19/2021) https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351b.pdf</p> <p>OHA Guidance FAQs – Eating and Drinking Establishments (3/10/2021) https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342i.pdf</p>
General	<ul style="list-style-type: none"> • Minimize bare hand contact with food. • Reinforce meticulous hand washing hygiene. • Maintain social distancing of 6’ between parties. • Comply with party size limits according to county risk level. • Install non-permeable barrier at cashier stations or other locations where maintaining 6’ is more difficult. • Assign employee(s) to monitor common spaces such as restrooms to ensure people do not gather. • Post signs listing COVID-19 symptoms, asking employees and guests with symptoms to stay home, and listing contact info if someone needs help.
Cleaning	<ul style="list-style-type: none"> • Frequently clean and sanitize work areas, high-traffic areas, and commonly touched surfaces. • Disinfect customer contact surfaces including counters, menus, condiment containers and all other contact points. • Recommended to provide hand-washing facilities for guests. Hand sanitizer may be used. • Handwashing required for employees.

Health and Safety Guidance for Family, Friend, and Neighbor license exempt approved ODHS child care providers providing child care during COVID-19 (may apply to Sunday School settings)

Sources	<p>Health and Safety Guidance for Family, Friend, and Neighbor license exempt approved ODHS child care providers providing child care during COVID-19 (as of 3/20/2021, document undated) https://oregonearlylearning.com/wp-content/uploads/2021/01/Health-and-Safety-Guidance_LicenseExempt_English_Final.1.19.21.pdf</p>
Public Health Notice (Required)	<ul style="list-style-type: none"> • Providers must immediately notify the Local Public Health Authority (LPHA) if they have been exposed to, infected with, show symptoms of, or are self-isolating or in quarantine due to COVID-19. • Communicate about a confirmed case (with help from the LPHA) with all families and other individuals who have been potentially exposed in the past 14 days.

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General (Recommended)

- Drop-off and Pick-up
 - Drop-off and pick-up outside if possible.
 - Have parents wear face covering.
 - Have parents maintain 6' physical distancing from others.
 - Have children wash their hands or use hand sanitizer immediately upon entry.
 - Use with adult supervision.
 - Keep out of children's reach.
 - Keep a log of drop-off / pick-up.
- Health Check – if any of these are true, the person should not participate and should quarantine for 10 days from date of last contact with the COVID-19 case.
 - Fever 100.4° F or higher?
 - Exposed to a person with a positive or presumptive COVID-19 case in the past 14 days.
 - New loss of taste or smell, unusual cough, shortness of breath, or fever.