

CityLight

CHURCH

CityLight Church COVID-19 Policies and Procedures Manual

Updated July 2020

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Chapter 1: General Information

CityLight Church affirms that the organization has reviewed and understands the state-issued industry guidelines, and that those guidelines will be implemented.

All policies and procedures are in accordance with CDC recommendations and requirements. All employees and volunteers are required to adhere to the policies and procedures as outlined in this document. All changes and exceptions to these policies must be approved by the Executive Pastor before being implemented.

Communication with local and State authorities to determine current mitigation levels in your community

CityLight Church will abide by current requirements for large group gatherings as set by the City of New York. Social distancing and occupancy limitations will be implemented as required by the state.

Provide protections for employees and congregants at higher risk for severe illness from COVID-19

Sunday services will be streamed online, so any employees and congregants at higher risk for severe illness will have the opportunity to worship remotely. Employees and volunteers unable to come to church due to higher risk for severe illness will not be reprimanded or required to attend in person services and instead will have responsibilities to assist with the online service remotely.

Privacy and Confidentiality

Any information of employees or volunteers that disclose a higher risk for severe illness will be kept in confidence. Only need to know employees will be permitted to know this information and they are not allowed to share with others who are not on staff. Volunteer team leads are also held to confidentiality and are not permitted to disclose any medical conditions of the members on their teams.

Shared use of facilities

CityLight Church COVID-19 Policies and Procedures

All CityLight locations are day rental facilities. CityLight Church does not have the authority to require the facilities that are rented to abide by CDC policies. CityLight Church will receive in writing the policies and procedures from each of their rental facilities to determine how they are requiring people to social distance, the cleaning procedures and their policies for notifying when someone in the building contracts COVID-19. CityLight Church will implement additional procedures to compensate for any procedures not adhered to by the rental locations.

Chapter 2: Communication

Communication is essential for all employees, volunteers and attendees. CityLight Church is committed to communicating procedures and guidelines across multiple platforms to ensure that attendees, employees and volunteers understand all procedures and guidelines. CityLight Church will communicate through the following avenues: weekly email, website, social media, and signage in the building. The information included will remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

Weekly Email:

CityLight Church will communicate important safety information via the weekly email. attendees are able to sign up for the weekly email at www.citylightnyc.com.

Website:

On the CityLight Church website (www.citylightnyc.com) there is a specific page that outlines all COVID-19 procedures and guidelines.

Social Media:

CityLight Church will post basic information on social media to explain procedures and guidelines. The posts will direct people to visit the website for more information.

Signage in the Building:

Signage will be posted in the building to outline guidelines for attendees, volunteers and employees. Signs will be posted around the building reminding people of social distancing, proper hygiene and appropriate use of PPE.

Volunteer and Employee Communication:

Volunteers and employees will be given written manuals that outline all policies, procedures and guidelines that are applicable to their volunteer teams. Volunteers and employees will also receive training on how to implement policies, procedures and guidelines.

Chapter 3: Safety Actions

Promote healthy hygiene practices

Employees, volunteers and attendees will be encouraged to wash their hands for at least 20 seconds.

All appropriate supplies to support healthy hygiene behaviors will be provided during all church services. This includes hand soap, hand sanitizer with at least 60% alcohol, tissues and no-touch trash cans.

Employees, volunteers and attendees are encouraged to cover coughs and sneezes with a tissue or use the inside of their elbow. Signs will be posted and information will be shared on the website to encourage this behavior.

Hand sanitizer will be available on the first floor and at the entrance to the church. Hand sanitizer stations will also be placed at the entrance to children's church.

Various signs will be posted throughout the building encouraging safety and hygiene practices including signs on how to stop the spread, everyday protective measures, hand washing, and properly wearing a face covering.

Cloth face coverings

All attendees, volunteers and employees are required to wear face coverings in the building and to wear them at all times when social distancing is not possible. Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields. This is essential due to social distancing being difficult throughout the entire building. The worship team and preaching pastor can take off their face covering when they are leading worship or preaching, but must maintain a six foot distance from others, twelve feet when singing.

Face coverings should not be placed on children younger than 2 years old, anyone who has trouble breathing or is unconscious, and anyone who is incapacitated or otherwise unable to remove the face covering without assistance.

Promote Social Distancing

CityLight Church will adhere to the gathering numbers as set out by the standards set by the City of New York. CityLight Church will abide by the maximum numbers allowed for large gatherings.

CityLight Church will begin by holding all services at one central location that allows the most space for social distancing. Multiple smaller services will run throughout the day to prevent large groups from gathering at one time.

Family groups must sit six feet away from each other in the sanctuary.

Worship team members must be six feet away from each other on the stage, 12 feet for those who are singing.

All attendees will enter the sanctuary through the side doors near the bar/kitchen area. Attendees are not permitted to exit through those doors. Attendees are permitted to exit through the main doors room. There are movie stanchions that direct attendees where to go in the church. This will allow a flow of traffic that moves in one direction. Attendees will enter through the main doors of the building and exit through the side door of the building, which will remain open to limit the need for attendees to touch the outside doors.

Minimize community sharing of materials

Communion elements will be placed on individual seats for guests. This will prevent the need to pass the communion elements to attendees during the service.

Attendees will be encouraged to give online during the service. However, anyone who would like to give via offering envelope is able to place the envelope in a secure location at the back of the sanctuary. This will prevent the need to pass the offering baskets to attendees during the service.

Attendees will be encouraged to fill out connection cards online. We will not use any print material during service, with the exception of offering envelopes located at the back of the sanctuary.

During greeting time at the beginning of service the pastor will encourage attendees to say hello to someone near them by waving and ask attendees to refrain from hugging or shaking hands with members of different households.

Medical Screening

Employees/Volunteers/Faith Leaders: All employees, volunteers and faith leaders are required to have a mandatory health screening assessment before serving. The health screening assessment consists of a questionnaire and temperature check. Each individual health screening will be documented and responses will be reviewed and the review will be documented. If an individual answers yes to any of the questions on the questionnaire or has a temperature higher than 100.4 degrees, they will not be allowed to enter the building and will be sent home with the instruction to contact their healthcare provider for assessment and testing.

The questionnaire is to be filled out prior to service by volunteers, employees and faith leaders. The Service Coordinator will review the questionnaire when performing the temperature check to verify that all volunteers are cleared before they begin serving.

Attendees: Attendees will be asked not to attend service if they are able to answer yes to any of the questions on the questionnaire. We encourage attendees to contact their healthcare provider for assessment and testing if they are able to answer yes to any of the questions on the questionnaire.

- Questionnaire

Have you experienced any of the following:

- 1) COVID-19 symptoms in the past 14 days
- 2) A positive COVID-19 test in the past 14 days
- 3) Close contact with confirmed or suspected COVID-19 case in the past 14 days
- 4) Is your face covering compromised and in need of cleaning or replacement?

- Temperature Check Procedures

All employees, volunteers and faith leaders will have their temperatures checked before they begin serving. This is to ensure their safety and the safety of attendees they will come in contact with. All children will have their temperatures checked when entering the CityKids classroom to ensure the classroom space is safe for all children and teachers. If someone has a temperature over 100.4 degrees, they will be asked to leave service and encouraged to seek medical attention.

Employees and volunteers who are taking temperatures will need to wash hands and put on a face covering, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. Below are

the specific procedures that need to be followed when taking the temperature of an attendee.

- 1) Make a visual inspection of the individual for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness (for children) and confirm the individual is not experiencing coughing or shortness of breath
- 2) Take the individual's temperature
 - If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each individual and that the thermometer has been thoroughly cleaned in between each check
 - If you use disposable or non-contact (temporal) thermometers that did not have physical contact with an individual, you do not need to change gloves before the next check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each individual. You can reuse the same wipe as long as it remains wet.
- 3) At the end of the screenings remove and discard PPE and wash hands. Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.

Chapter 4: Cleaning, Disinfection, and Ventilation

Cleaning, disinfection and ventilation is vital to the safety of volunteers, attendees and employees. Cleaning, disinfection and ventilation procedures will adhere to CDC best practices to ensure the safety of everyone.

Cleaning Documentation:

CityLight Church contracted a professional cleaning company who will provide a deep cleaning service on Saturday evenings, before CityLight Church will use the space in the building and on Sunday evenings, after CityLight Church has used the space in the building. CityLight Church will receive in writing a confirmation every time the cleaning has been completed and document that in the cleaning logs.

The Service Coordinator will complete a cleaning log every Sunday by checking off a checklist of various volunteer cleaning responsibilities. This cleaning log will ensure that all areas are being cleaned on schedule. Cleaning logs will be kept for each portion of service; Pre-Service, Mid-Service & Post-Service. There will be specific instructions for each team that instructs how to clean and a checklist will be provided. The Service Coordinator will complete the checklist after reviewing the volunteers areas and electronically sign it to show that cleaning has been completed. All completed cleaning logs will be kept electronically on our Breeze database.

Cleaning Responsibilities:

Prep Team: The prep team will follow normal cleaning responsibilities and in addition will clean and disinfect frequently touched surfaces before and after every service. Frequently touched surfaces include, but are not limited to door handles, light switches, railings and bathrooms.

Worship, Sound and Media: All technology and worship equipment will be cleaned and disinfected before and after every use by the worship team, sound team and media team. If the same person is using the equipment between services, the equipment only needs to be cleaned and disinfected before they start using the equipment and after they finish. This includes all microphones, microphone stands, instruments, computers, sound board and any other equipment that is used.

First Impressions and Ushers: When setting up and tearing down equipment, supplies and furniture all volunteers are required to wear gloves and a face covering. If a volunteer sneezes, coughs or touches their body they need to change their gloves.

Connection cards, pens and offering envelopes will not be reused and recycled. Congregants will be encouraged to fill out connection cards online and give online.

Safety:

When using cleaning products all windows need to be open and all volunteers must be wearing a face covering to ensure adequate ventilation when using these products. Products should not be used in a confined space without adequate ventilation. All cleaning supplies should not be used near children and should not be accessible by children.

Once the service ends attendees are asked to immediately leave the facility to allow for new attendees to enter. This will allow for social distancing to remain between the switchover of services. Attendees are asked to leave immediately following the end of the services so that basic cleaning procedures are able to be implemented between services.

Ventilation:

When cleaning, windows and doors should remain open to increase circulation of outside air. Do not open doors or windows if they pose a safety risk to children using the facility.

CityLight Church will receive written verification from rental owners that verify that ventilation systems operate properly.

Chapter 5: CityKids/CityBabes

The CityKids/CityBabes program will follow procedures as outlined in the CityKids volunteer and parent manuals, as well as the following procedures.

The CityBabes program will be postponed until it is safe to be around others without the need of wearing a face covering.

Hygiene procedures

All children must wash their hands with soap and water or hand sanitizer prior to entering the CityKids classroom. If children are using hand sanitizer they must be supervised by an adult to ensure they do not ingest any sanitizer.

All children and teachers must wear face coverings throughout the duration of CityKids. Any children unable or who refuse to wear their face covering will be asked to stay with their parents for the church service. Parents/guardians must wear a face covering when inside the CityKids check in area and classroom.

Children under the age of 2 are not required to wear face coverings and should not wear face coverings as it can lead to suffocation.

All snacks will be pre-packaged for the children. Children will receive one snack and will not be offered seconds for safety precautions. Snack will be offered at the end of class and children will be required to sanitize their hands before they are given their snacks. If children have not finished their snack when their parents arrive, they are permitted to take the snack with them.

Preventing the spread

Children who are sick are required to stay home. The normal policies for illnesses outlined in the CityKids Parent Manual apply. If a child exhibits any symptoms when they arrive at CityKids, the CityKids Director or Coordinator will ask them to go home to get well before returning to church.

The temperatures of all CityKids children and teachers will be taken before they are permitted to enter the CityKids classroom. If the teacher or child has a temperature of 100.4 degrees or higher they will be asked to go home and encouraged to seek medical treatment.

Children will social distance by sitting on squares spread throughout the classroom. All squares will be separated by six feet. All children's materials will be sanitized before use and will not be shared with others. Materials include crayons, paper, scissors, glue sticks or any other supplies needed for the lesson.

Classroom coverage

The child to teacher ratio is 10:1. This ratio must be maintained and children must pre-register for CityKids in order to secure a spot.

Both the CityKids Coordinator and CityKids Director will be present and available to sub-in and teach in the event a teacher falls ill and is unable to teach. The Coordinator and Director are responsible for overseeing the registration of children and ensure all safety procedures are being followed by volunteers and children.

Registration for CityKids

Parents/Guardians will be required to pre-register for CityKids one week in advance. Families can register for class by emailing citykids@citylightnyc.com. Reservations will be taken on a first come, first serve basis and families will not be able to register earlier than one week prior to service.

If all the spaces are filled when a family registers, they will be put on a waitlist to receive a spot in the classroom.

If a family is not able to attend service for any given reason, they are required to give at least 48 hour notice by emailing citykids@citylightnyc.com. This allows a child on the waitlist to be given a space in the classroom.

In the event that a family that registered for CityKids is a no-show, that family will not be allowed to register for CityKids classes for one week. A family is considered a no show if they arrive after the CityKids registration station closes (15min into service) or did not give 48 hour notice they will be unable to attend the class. If an emergency occurs within the 48 hour window and they are not able to attend, they must notify the CityKids Director by emailing citykids@citylightnyc.com. It is up to the discretion of the CityKids Director to determine whether or not a family will be permitted to register for the next week.

Cleaning and sanitation procedures

Before class all supplies will be sanitized before they are given to children. Children will be given their own personal supplies to be used for the activities of the day and are not to be shared with others. When children are finished using their supplies, they will put them away in their personal pencil bins. These bins will be set aside to be sanitized at the end of class.

Teachers will sanitize all supplies before each class and at the end of the day. All supplies need to be cleaned with the designated cleaners. When cleaning, windows and doors should remain open and fans should be used to increase circulation of outside air. Do not open doors or windows if they pose a safety risk to children using the facility.

Teachers will sanitize squares before and after service. Once a square has been sanitized it will be stored away to be used the next week.

No supplies will be used that cannot be sanitized between uses.

Cleaning supplies are never to be used in the presence of children. All cleaning supplies will be stored in a closet that is not accessible by children.

Pickup/Dropoff procedures

The CityKids check in station will be downstairs. Children will enter the classroom through the bar area. While in the bar area children will have their temperature taken. Parents will then escort children to the classroom area. There will be wall dividers separating the classroom space. Parents will not be allowed on the other side of the wall dividers where the classroom is. This is to ensure the safety of the children and the cleanliness of the classroom. All personal belongings for the children will need to stay with the parents. This includes all jackets and bags. They will not be permitted to stay in the classroom with the children to prevent cross-contamination between items from different children. Parents will exit through the doors in the classroom space. All classroom doors will remain open for 15min after the start of the service. After this time the classroom doors will be locked and no one will be able to enter the classroom space. This will ensure the safety of all children and volunteers.

During pickup time parents will enter the classroom through the bar area and checkout their child. Parents will then approach the classroom to show the teacher their guardian receipt. Children and parents will meet at the other end of the wall dividers to exit the classroom through the classroom doors. Once children and parents exit the classroom they will not be able to re-enter the classroom.

Pickup/Dropoff procedures

Parents/Guardians are permitted to sign in their child ten minutes prior to the start of service. If you arrive early, please be prepared to stay with your child until sign-in opens. This allows our volunteers time to prepare to receive your children. Sign-In will close fifteen (15) minutes after service begins. If you arrive after that time, your children will need to join you in service as the classroom will be closed at that time. Children must be picked up immediately at the end of service so that volunteers can prepare for the next set of children or prepare to tear down the classroom. If the service is running past pickup time, you are still responsible for picking up your child at the appropriate pickup time. The table below outlines the specific dropoff, pickup, and sign-in times for all services.

Service Time	DropOff Times	PickUp Times	Sign-In Closed
10:00am	9:50am	11:15am	10:15am
11:30am	11:20am	12:45pm	11:45am

Chapter 6: Confirmed Cases of COVID-19 in the Building

Contact Tracing

If an attendee, volunteer or employee receives a positive COVID-19 test within 14 days of attending a CityLight service, we ask that they notify us immediately. We will then communicate to those in attendance at CityLight Church that there was a confirmed case in the building on the specific date and service time.

Attendees will be asked to fill out an online form during service to let us know they were in attendance. This will give CityLight Church the ability to contact attendees in the event that someone received a positive test that attended CityLight Church. Volunteers and employees' attendance will be accessible in Planning Center to notify them in the event someone received a positive test.

If an employee, volunteer or faith leader tests positive for COVID-19, CityLight Church will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts who had close contact with the individual, while maintaining confidentiality as required by state and federal law and regulations.

Sanitation Procedures

In the event that there is a confirmed case of COVID-19 in the building, the following procedures need to be implemented to clean and sanitize the building.

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

Chapter 7: Employee and Volunteer Training

Volunteers will attend an online virtual training before CityLight Church opens. This will give the opportunity for CityLight employees to train volunteers in new procedures. Volunteer team leads will be trained separately to assist in supporting their team in serving attendees.

Training will consist of an overview of all new policies and procedures, as well as specific training for each volunteer area (usher, first impressions, media, worship, CityKids, and prep). Each team will be trained in how to implement each new policy and procedure in relation to their specific area.

Volunteer team leads will be responsible for sharing and disseminating information to their teams as directed by CityLight Church employees.

Chapter 8: Protection for Employees and Volunteers

The safety of employees and volunteers is of utmost importance. CityLight Church will take every measure to ensure the safety of all employees and volunteers.

Personal Protective Equipment (PPE):

All employees and volunteers will be given a face covering to use while serving, supplied by CityLight Church. If employees/volunteers choose to use their own face covering, they may do so. If an employee/volunteer needs a replacement face covering they will be given one at no cost.

Volunteer teachers will be given a face covering with a plastic window so that children will be able to see the face of their teachers when teaching. These face coverings are supplied for teachers by CityLight Church.

Employees and volunteers will be provided with disposable gloves to wear when serving. Employees/volunteers are required to wear gloves when cleaning, moving supplies or touching shared surfaces. If an employee/volunteer would like to wear gloves for the duration of the time they are serving, they may do so as well.

Employees/volunteers who will be performing temperature checks will be given a face shield to wear in addition to their face covering in order to protect their eyes in addition to their mouth and nose.

Cleaning Face Coverings:

Employees and volunteers are asked to clean their reusable face covering at home. If an employee/volunteer is using a reusable face covering, they will be asked if they have cleaned their face covering since the last time they used it. If they have not cleaned it, they will be provided with a disposable face covering to use while serving. All employees/volunteers will be given instructions on how to properly clean reusable face coverings. Please see below for options on cleaning.

- **Washing Machine:** You can include your face covering with your regular laundry. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.
- **Washing by hand:**

- Prepare a bleach solution (by mixing 5 tablespoons ($\frac{1}{3}$ cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water)
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water
- **How to Dry:** Make sure to completely dry cloth face covering after washing.
 - *Dryer:* Use the highest heat setting and leave in the dryer until completely dry
 - *Air dry:* Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

How to Put On (Don) PPE Gear:

1. Identify and gather the proper PPE to don.
2. Perform hand hygiene using hand sanitizer.
3. Facemask: Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.
4. Put on face shield or goggles (if applicable). Face shields provide full face coverage. Goggles also provide excellent protection for eyes, but fogging is common.
5. Put on gloves.

How to Take Off (Doff) PPE Gear

1. Remove gloves. Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak).
2. Perform hand hygiene.
3. Remove face shield or goggles (if applicable). Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles.
4. Remove facemask. Do not touch the front of the facemask.
 - Facemask: Carefully untie (or unhook from the ears) and pull away from face without touching the front.

5. Perform hand hygiene after removing the face covering and before putting it on again.

Contact Tracing

CityLight Church is committed to following all contact tracing guidelines as set by the state of New York. If an employee, volunteer or faith leader tests positive for COVID-19, CityLight Church will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts who had close contact with the individual, while maintaining confidentiality as required by state and federal law and regulations.

If CityLight Church knows of a positive test of someone (employee, volunteer or attendee) who was in attendance on a Sunday when you were serving, a staff member of CityLight Church will notify you by email and encourage you to get tested and seek counsel from your medical provider.

Chapter 9: Sources

All policies and procedures are based on New York State (NYS) and Center for Disease Control (CDC) guidelines and recommendations listed on their websites. Links to the resources are found below.

https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Ffaith-based.html

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/ReligiousandFuneralServicesSummaryGuidance.pdf>

<https://forward.ny.gov/>