



Clifton

PRESBYTERIAN CHURCH

UPDATE ON STATUS OF COVID-19 SUSPENSION OF BUILDING OPERATIONS

We have good news! The COVID-19 situation in the Northern Virginia region has improved and we will begin a limited reopening of the building for small group meetings in the Fellowship Hall. Thanks be to God.

As in all we do during this pandemic, safety is paramount and an abundance of caution will continue to be observed. The procedures and obligations of those attending small meetings is in the criteria below that was approved by the Session. These criteria will help ensure the safety of those present at the meeting and the cleanliness of the Hall for those attending subsequent meetings. In addition, we are asking anyone who attends to attest to their health and to protect the church by signing a written statement. As a reminder, new groups that have not previously used the church building are not eligible to meet in the church building at this time (only groups that had previously used the church building are eligible) and ALL groups must schedule with the church office at least one week in advance (email Debbie Kilpatrick at office@cliftonpc.org).

When considering whether to schedule your small group for Fellowship Hall, you are encouraged to continue to use the safe option of online meetings if that is possible. Since Christ called us to serve the most vulnerable and in need first, we will prioritize the needs of our preschool, which uses the space daily on the weekdays until 4:00 p.m., and groups that are vital to the health and well-being of members (such as AA). Other groups may also be accommodated, but we encourage you to be mindful of the considerations of all of those you invite. Some may not feel comfortable returning to in-person gatherings yet and would continue to prefer a Zoom conference.

Your Emergency Contingency Committee continues to meet each week and monitors the Northern Virginia situation. Hopefully, we will see continual improvement, but if the virus resurges and we need to suspend small meetings, an e-mail announcement will be sent.

It is a hopeful feeling to re-open - even in this limited way. We all pray that this is the beginning of better things to come.

Emergency Contingency Committee: Lynne Coyle, Sam Kinzer, Steve Landry, Bruno Maestri, Jay Palau, Mark Reimers, Bill Watts, Jim Wrightson (chair)

Criteria for Small Meetings Inside the Church

Up until now, only selected individuals who were performing essential church tasks were permitted inside the building. It is our intent to re-open the building in a limited manner, when it is safe to do so, to committees of the church and small groups that have been associated with the church over the last year. Use of the church by any other small groups requires the approval of Session. When the Covid-19 pandemic eases to our criteria levels for Northern Virginia, committees and small groups will be allowed to meet inside the building without prior Session approval if they adhere to the in-building meeting requirements outlined below. Any exceptions to the criteria or the requirements require approval of Session.

Criteria for Covid-19 Levels in Northern Virginia

To reopen the church to church committees and small group meetings, the levels of Covid-19 in the Northern Virginia area must be reduced to achieve the following:

- New cases must be below 1520 per week (~1/3 of average peak) for at least 2 weeks
- Daily hospitalizations must be below 20 (~1/3 of average peak) for at least 2 weeks
- Percent positive cases (7-day average) must be below 5% for at least 2 weeks

Committees and small group meetings in the church building will be suspended if any of the following happens:

- A person who has been in the building tests positive for COVID-19 – this includes church staff, preschool staff and children, church members, and anyone else who entered the building
- New cases and/or hospitalizations within the Northern VA area surge beyond the criteria above
- Percent positive cases (7-day average) rise above 5.5%
- State and/or local officials mandate closing for these types of meetings

Communication of Status to the Community

If the suspension for church committees and small group meetings is lifted and/or if it is re-imposed, that status will be communicated in the following ways:

- The ad hoc Emergency Contingency Committee will monitor the status and communicate changes to the Pastor, the Session members, Church Office Manager and the Pre-school Director
- The Church Office Manager will contact the webmaster to update the status on the website
- The Church Office Manager will notify the group leader of any meetings that are already scheduled
- The current status of the building will be posted on the front door by the ad hoc Emergency Contingency Committee
- The current status of the building will be communicated in the weekly email broadcast by the Pastor

In-building Meeting Requirements

Small groups and church committees may meet if they rigorously adhere to the following:

General:

- The meeting will be held in the Fellowship Hall
- The meeting will be scheduled a minimum of one week ahead of time with the Church Office Manager by the meeting leader to avoid conflicts – the following information will be given to the Church Office Manager when the meeting is scheduled:
 - Name of the meeting
 - Date and time of the meeting
 - Leader's name
 - Leader's contact information
- The size of the meeting group will not exceed twenty (20) people
- The meeting will last no more than 2 hours

Leader responsibilities:

- One individual attending the meeting will be designated the leader of the meeting and will be responsible for adherence to the requirements by all who attend the meeting
- The leader will be responsible for setting up the Fellowship Hall with chairs and tables as needed and restoring the Fellowship Hall to its original condition
 - During this pandemic time, the chairs and tables to be used will be stacked against the wall
 - The ad hoc Emergency Contingency Committee will provide a sign above the chairs and tables indicating that these are to be used for the meetings
 - The leader will ensure that no one opens the closets to obtain additional tables or chairs
- If the leader of the meeting does not already have a key, the leader will be given a key to the building and, after the meeting, the leader will return the key
 - At the time the meeting is scheduled, a time for the leader to pick up a key will be arranged with the Church Office Manager
 - The leader will pick up the key from the Church Office Manager, or another church member designated by the Church Office Manager, at the church no earlier than three (3) days before the meeting
 - At the time the meeting is scheduled, a time for the leader to drop-off the key will be arranged with the Church Office Manager
 - The leader will drop-off the key to the Church Office Manager, or another church member designated by the Church Office Manager, at the church no later than three (3) days after the meeting
- The leader will maintain a record, solely for their own use, of those in attendance
- The leader is responsible for discovering if any attendees tested positive or exhibited symptoms of Covid-19 within 14 days after the meeting – if someone did, the leader is responsible for notifying all meeting participants and the Church Office Manager (who will then inform Session and the Pastor) of this situation

- The leader is responsible for ensuring that individuals who are sick or who have a fever or who have been in contact with someone who has tested positive for Covid-19 do not enter the church
 - To assist in determining a fever, the church will provide a forehead infrared thermometer
 - Anyone with a temperature above 100.4⁰F will not be allowed to enter
- After the meeting, the leader will ensure all surfaces that were used or handled (chairs, tables, counters, door handles, rest room faucets and counters, etc.) will be wiped down with disinfectant
 - The church will provide disinfectant wipes
 - The wipes will be located on a table at the entrance to the Fellowship Hall and will be marked with a sign that indicates that they are to be used to wipe down surfaces after the meeting
 - The sign will be posted by the ad hoc Emergency Contingency Committee
 - The ad hoc Emergency Contingency Committee will monitor the supply of the disinfectant wipes and replace the supply of wipes as needed
 - The wipes will be thrown away in the nearest trash container to the area being disinfected
- The leader will ensure that all materials brought to the meeting will be removed

Building Area Restrictions:

- No parts of the building other than the Fellowship Hall, the first-floor rest rooms and the corridor that connects these places with the main front door will be entered
- The kitchen (including coffee pots) will not be used

Individual Responsibilities:

- The individuals at the meeting will maintain social distancing and the meeting chairs / tables will be arranged to support 6-foot minimum separation of individuals
- The individuals at the meeting will wear masks – even when speaking
- No food is permitted, but coffee, soda or water can be brought to the meeting. Obviously, when drinking, the mask will be removed, but it will be worn at all other times

Health Requirements:

- No individual may attend if they have been in contact with someone who has tested positive in the last 14 days
- No individual may attend if they have any symptoms of illness
- No individual may attend if they have a fever – as indicated above, a forehead infrared thermometer will be provided by the church, everyone entering the building will be tested for a fever, and anyone with a temperature above 100.4⁰F will not be allowed to enter