



REDEEMER EAST HARLEM WORSHIP GATHERING + EAST HARLEM MINISTRY HUB PLANS + POLICIES

FULL POLICY

Redeemer East Harlem, including East Harlem Ministry facilities.

The coronavirus (COVID-19) outbreak has impacted businesses across a variety of industries, forcing them to rethink their daily operations to ensure the safety of their employees and the general public.

To help slow the spread of COVID-19 and safeguard our staff, congregants, and neighbors, Redeemer East Harlem [REH] (including the East Harlem Ministry Hub [EHMH]) has created an action plan for responding to COVID-19. This plan, which is based on Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and employees, and outlines the steps REH is taking to address COVID-19. We pray that this, as an act of faith, helps our congregation love their neighbors well.

RESPONSIBILITIES

When it comes to ensuring a safe environment during the COVID-19 outbreak, both managers and employees have their role to play. The following is a breakdown of the responsibilities for REH leadership and staff.

Staff

Employees (as well as volunteer leaders) play a critical role in REH's COVID-19 prevention efforts. To protect everyone, REH has a number of general best practices employees should follow:

- **Understand the signs and symptoms of COVID-19, and stay home if you are feeling sick** — Any employee/leader who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue, loss of sense of smell and/or taste) should stay home. Individuals experiencing such symptoms should also be instructed to consult guidance from the CDC on seeking medical care.
- **Practice good hygiene** — Employees/leaders should clean their hands often, either with an alcohol-based hand sanitizer or soap and water. Hand sanitizers should contain at least 60%-95% alcohol, and employees should wash their hands with soap for at least 20 seconds. In addition, employees should avoid touching their face and cough into their elbow.
- **Practice social distancing** — Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness

GENERAL SAFETY AND OPERATIONS

In order to keep staff safe and prevent the spread of COVID-19, REH requires the following workplace protective measures.

General Safety Policies

- Employees, volunteers, and congregants who exhibit signs or symptoms of COVID-19 will be asked to leave the premises.
- Access to handwashing stations and/or alcohol-based hand sanitizers will be provided to employees.
- Employees can voice COVID-19 concerns to Pastor Justin Adour at: (justin.adour@redeemer.com)
- Commuting travel will be limited for non-essential personnel. Staff who are able to work remotely from home may continue working remotely as much as their job allows.
- REH will perform weekly cleanings of the EHMH and necessary cleaning for our worship location.
- REH will limit the total number of people allowed in the EHMH and worship location according to state and city guidelines.
- In order to protect staff when working around guests and congregants, REH will provide:
 - **Face masks** — Viruses can be transmitted through the mouth via tiny viral particles known as aerosols. Face masks help protect employees from these particles.
 - **Gloves** — For specific tasks that involve handling, such as food or beverage service, gloves will be provided for employees to use as an additional safety precaution.
 - **Markings** — Floor markings at doorways, elevators and hallways are an aid in helping people socially distance. However, they do not imply a full barrier nor guarantee stopping the spread of the disease.

Protocols for Workers

To ensure safety at REH, employees will be asked to:

- Answer health screening questions.
- Notify their supervisor and stay home if they are experiencing COVID-19 symptoms (e.g., fever, cough or shortness of breath, loss of taste or smell, etc.).
- Notify their supervisor and stay home if they are caring for someone with COVID-19.
- Employees will be encouraged to undergo FDA authorized diagnostic testing for SARS-CoV-2 before returning to work. If an employee exhibits any of the following symptoms related to COVID-19 in the 14 days prior to returning to work, they *must* undergo FDA-authorized diagnostic testing for SARS-CoV-2:
 - A fever of 100.4° F or higher
 - Shortness of breath or difficulty breathing
 - A cough
 - A runny nose or congestion
 - Muscle pain
 - Headache
 - Fatigue
 - Loss of sense of taste and/or smell
 - Nausea

- Limit close contact with others, maintaining a distance of at least 6 feet when possible. Staff are encouraged to remind guests to maintain at least 6 feet of distance from staff and other guests. When face-to-face interaction with others is unavoidable, employees will be provided with face masks, physical barriers, and other workplace controls to ensure their safety.
- Wear face masks especially when other social distancing measures are difficult to maintain.
- Refrain from sharing equipment. In instances where this is unavoidable, REH will provide alcohol-based wipes and other cleaning materials that employees can use to clean equipment.
- Clean and disinfect frequently touched surfaces, including elevator buttons, desks, door handles, tables and countertops on a regular basis.
- Practice proper hand hygiene. Wash your hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60% alcohol can also be used. Employees should clean their hands:
 - Before, during, and after food preparation
 - Before and after eating food
 - After using the restroom
 - After blowing their nose, coughing or sneezing
 - After putting on, touching or removing face masks
 - Before and after work shifts
 - Periodically throughout the day
 - Before and after work breaks
 - After touching objects that may have been handled by guests
- Avoid touching your eyes, nose and mouth whenever possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid gathering when entering and exiting the building. Employees should only use designated entrances and exits.
- Follow any posted signage regarding COVID-19 social distancing practices.

Sick Leave Policy

- Refer to Redeemer's HR sick leave policy and additional COVID-19 policies for the latest policies, which reflect the latest state and federal guidelines. (See Staff Intranet for the most up-to-date information)

CLEANING AND DISINFECTING PROCEDURES

Procedures

- Surfaces and equipment will be disinfected frequently. The following items will be cleaned regularly:
 - Door handles and push plates
 - Restrooms
 - Tables and chairs
 - Handles on all equipment doors
 - Refrigerator and freezer handles
 - Thresholds and hand railings
- Employees responsible for cleaning will be given the appropriate protective equipment. Cleaning should be completed using CDC-recommended products, including:

- Environmental Protection Agency-registered household disinfectants
- Alcohol solutions with at least 60% alcohol
- Diluted household bleach solutions (if appropriate for the surface)
- Trash will be collected from the workplace regularly. Those collecting trash will be instructed to wear nitrile, latex or vinyl gloves.
- Hand sanitizer dispensers will be refilled frequently so that they are maintained at more than 20% of volume at all times.
- When we become aware of any person who has been at EHMH or worship location tests positive for COVID-19, deep cleaning will occur and REH will ensure areas in which the individual visited are cleaned thoroughly.

EXPOSURE SITUATIONS

REH has response plans in place for situations when employees exhibit symptoms of or test positive for COVID-19.

Employee Exhibits Symptoms of COVID-19

- If the employee is experiencing symptoms at home, they should report their symptoms to Pastor Justin Adour, who will then report it to Kelsie Kim. The employee should not come to the building but is advised to speak with their health care provider.
- If, after a doctor's evaluation which proves no indication of COVID-19, the employee is not exhibiting COVID-19 symptoms, they may return to work at the discretion of the Virus Prevention and Protocols Lead (Kelsie Kim).

Self-quarantining and Return to Work

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate restroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.
- Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met:

Return to Work Considerations	
Employee was symptomatic but was not tested for COVID-19.	Employee tested positive for COVID-19.
<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time. • Coughs and other symptoms have improved. • Self-quarantine of at least 14 days has been completed. 	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They no longer have a fever. • Coughs and other symptoms have improved. • They have received two negative COVID-19 tests in a row • Self-quarantine of at least 14 days has been completed.

When an employee tests positive for COVID-19, deep-cleaning procedures will occur. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

If a worker or visitor was in close contact with others at the building and tests positive for COVID-19, REH must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers, visitors, contractors, and/or clients (if known) who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

OSHA RECORDKEEPING AND REPORTING

REH will adhere to OSHA-mandated requirements as they relate to recording and reporting certain work-related injuries and illnesses.

POLICIES AND PROCEDURES FOR WORSHIP GATHERING + EAST HARLEM MINISTRY HUB

PHYSICAL WORSHIP GATHERING

- Beginning September 6, 2020, REH will resume physically worshipping together at Terrace 116 (116th btwn. Lex + Park)
- Services will be livestreamed for those unable or uncomfortable attending the service.
- The Children's Ministry (CM) program will not be initially available but as restrictions lift, we will build back into offering CM again.

Plans + Policies:

In order to protect our congregants and staff, REH will:

- Limit the number of people allowed to enter the REH worship service

- o We will adhere to state and city mandates that limit the number of allowable congregants. This number may change, so please ensure you are on our REH Weekly newsletter for the most up-to-date information
 - o Only be able to accommodate 40 congregants. Please only register if you know you will attend as there are many who wish to participate.
- Require registration for those who desire to attend. For those who do not register, *if there is availability*, registration will be available on-site.
- Require registered congregants to:
 - o Not attend if they are exhibiting signs of illness out of caution for others
 - o Maintain social distancing protocols of keeping 6 ft. of distance between themselves (or family unit) and others
 - o Wear a mask for the entirety of the service
 - o Follow the instructions of staff, volunteers, signage, or other communications
- Begin check-in 30 minutes before service
- Upon arrival, require all attendees to agree to the following health screening statements:
 - o I am not currently experiencing any of the following symptoms: Fever (temperature that is elevated for you/100.0F or greater) 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
 - o I have not traveled internationally or to any of the states on Governor Cuomo's list of states requiring quarantine in the last 14 days (states subject to change each week).
 - o I have not had a positive COVID-19 diagnostic test in the past 30 days.
 - o I have not had any close contact in the last 14 days with someone with a current diagnosis of COVID-19.

What will service look like?

- We will have a typical, but slightly abbreviated worship service.
- Congregant chairs will be limited and spread out to comply with social distancing measures.
- Communion elements will be sanitary and untouched. The communion elements will be a pre-packed, disposable cup and wafer element.
- An offering basket will be placed in the back. Attendees can drop their tithes and gifts on their way out, as baskets will not be passed during the service.
- There will be hand sanitizing stations throughout the space. These will be clearly visible and accessible. These will especially be available for communion.
- There will be a limit of one individual/family unit/roommates in the elevator at a time and we encourage all attendees, who are able, to use the stairs.
- There will only be single-serve pre-packaged snacks and beverages available this time.

EAST HARLEM MINISTRY HUB

REH will adhere to COVID-19 guidelines in the East Harlem Ministry Hub (EHMH) Those who visit will be required to do the following:

- The maximum capacity during COVID-19 restrictions is 25 persons
- Maintain social distancing of 6 feet from others
- Wear a mask at all times
- Agree to the following health screening statements:

- I am not currently experiencing any of the following symptoms: Fever (temperature that is elevated for you/100.0F or greater) 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.
- I have not traveled internationally or to any of the states on Governor Cuomo's list of states requiring quarantine in the last 14 days (states subject to change each week).
- I have not had a positive COVID-19 diagnostic test in the past 30 days.
- I have not had any close contact in the last 14 days with someone with a current diagnosis of COVID-19.

Additionally, all employees at the EHMH are required to follow the above guidelines as well. Employees who are in their offices do not need to wear masks unless someone else enters their office or the employee leaves their office to head into a common area.