

Interfaith Center for Spiritual Growth Safe Return Plan and Procedures (Covid-19)

Proposed on June 6, 2020

Approved by the ICSG Board of trustees June 21, 2020 and May 16, 2021

Targeted start date for Step 1: June 29, 2020

Step 2: Amended effective June 1, 2021

The purpose of the Safe Return Plan and Procedure is to provide for the best practices, as suggested by the CDC and our local and state regulatory bodies during the Covid-19 Pandemic for gathering as a Faith Based Community.

It is recognized that the Covid-19 Pandemic is an ever-changing situation and as such this plan is subject to revision in accordance with the guidance by state and local mandates.

It is important that as a Spiritual Community we provide continued support for the well-being of our community members and cautiously move forward in opening to in person gatherings that meet our mission without risking health and safety. Thus, we take our responsibility for the care and well-being of our community seriously and respect the individual choices to decline participation in any aspect of our in-person gatherings. The Sunday Service will continue to be live streamed via Zoom, and presenters may opt to participate in the service in person or remotely through their zoom connection.

This plan is presented by the Safe Return Team, consisting of Rev. Delyth Balmer, Paul Jurgensen, Steve Lyskawa and Erik Nowakowski. It is approved by the Board of Trustees.

(Re) Opening

Step 1:

The Center will be open on Sunday mornings for the purpose of live streaming the Sunday Celebration Service. Only those involved in presenting (Service Leader, Speaker, Music Director, Guest Musician(s), Meditation leader, Reader) and those providing technical support and building sanitization services will be in attendance.

The Center may be open for gatherings of small groups during the week **of no more than 10, including persons involved in any technical support or sanitization services, (or other) as approved by the Administrator** and in compliance with this "Safe Return Plan & Procedure" document.

Youth education via Zoom only.

Step 2:

Sunday Celebration Services will continue to be available via live streaming from the Center, in person attendance as in step one with the addition of up to 15 additional attendees. (total of 25 present)

***NOTE** Persons who wish to attend in person services will make a reservation in advance-by the Friday preceding the Sunday Service.*

Youth education may be in person and held in the social hall or outdoors to accommodate appropriate social distancing.

Small group gatherings may take place during the week for up to 15, including persons involved in any technical support or sanitization services, as approved by the Administrator and in compliance with this "Safe Return Plan & Procedure" document.

Step 2: Amended effective June 1, 2021

(Re) Advancing to STEP 2 of Safe Return Plan as approved by the Board of Trustees May 16, 2021.

Step 2:

Sunday Celebration Services will continue to be available via live streaming from the Center via Zoom and Facebook, in person attendance as in step Step 1 with up to 15 additional attendees. (total of 25 present)

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Step 1: The Center will be open on Sunday mornings for the purpose of live streaming the Sunday Celebration Service. Only those involved in presenting (Service Leader, Speaker, Music Director, Guest Musician(s), Meditation leader, Reader) and those providing technical support and building sanitization services will be in attendance.

NOTE ADDITIONS to STEP 2

- **Only persons who have been Fully Vaccinated* may attend in person Sunday Services effective June 7, 2021.**
- **Persons who wish to attend Sunday Services in-person must make a reservation via [rsvp.church](https://rsvp.church/r/pl4u8kI2) at this link: <https://rsvp.church/r/pl4u8kI2>**
- **Youth education will continue via Zoom only. (same as in Step 1)**
- **Small group gatherings may take place during the week for up to 15 (Groups <6 may meet in the Social Hall, Groups >6 should meet in the Sanctuary to allow for social distancing) including persons involved in any technical support or sanitization services, as approved by the Administrator and in compliance with this “Safe Return Plan & Procedure” document.**

Step 1: The Center may be open for gatherings of small groups during the week of no more than 10, including persons involved in any technical support or sanitization services, (or other) as approved by the Administrator and in compliance with this “Safe Return Plan & Procedure” document.

Step 3:

Sunday Celebration Services will continue to be available via live streaming from the Center, in person attendance as in step one with the addition of up to 40 additional attendees. (total of 50 present)

****NOTE**** Persons who wish to attend in person services will make a reservation in advance-by the Friday preceding the Sunday Service.

Youth education may be in person and held in the social hall or outdoors to accommodate appropriate social distancing.

Small group gatherings may take place during the week for up to 15, including persons involved in any technical support or sanitization services, as approved by the Administrator and in compliance with this “Safe Return Plan & Procedure” document.

In accordance with these “Interim Guidance for Communities of Faith” developed by the CDC

- o Establish and continue communication with local and State authorities to determine current mitigation levels in your community.
 - o Washtenaw County (washtenaw.org)
 - o State of Michigan (michigan.gov)
 - o Resources also available at the Center for Disease Control and Prevention (cdc.gov) and the World Health Organization (who.int)
- o Protect staff and community members who are at higher risk for severe illness encouraging use of options to participate virtually, if possible. (Note: see definition per the CDC below)
 - o Continue Zoom and Facebook live streaming and recording of Sunday Services.
 - o Post recordings on YouTube for viewing at will.
- o Continue to provide congregants with spiritual and emotional care and counseling on a flexible or virtual basis, or refer them to other available resources.
 - o Phone and email contact for Ministerial Team is available on the ICSG website for any to initiate contact.
 - o Ministers and members of the Caring Committee initiate phone contacts, emails, text messages to persons known to be in need of services

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- o Encourage other entities using the facilities to also follow this guidance.
- o All entities who facilitate classes and events at the Center will be required to follow the guidelines as established by the Safe Return committee and approved by the ICSG Board of Trustees.
- o Classes and events may continue to be provided via Zoom live streaming as determined by class and event facilitators.

- o If the facility offers child care or educational programming for children and youth, follow CDC guidance for such programs.

STEP 1

- o Youth Ed programing for Sunday Service will continue to be provided via Zoom live streaming.
- o Due to the size of the classroom, it is not feasible to have even a small group of children gather in person indoors as long as physical distancing is required.
- o Step 2/ Step 3 see above.

Promote healthy hygiene practices

- o Encourage use of a cloth face covering at all gatherings and when in the building by everyone except children aged less than 2 years old. Not using a cloth face covering may also be appropriate at times for some individuals who have trouble breathing or need assistance to remove their mask.
- o All who attend in person events will be required to wear a face mask while in the building. If distances greater than 6 feet can be maintained face masks may be removed. (ie. Staff working in separate offices, separate rooms)
- o Disposable face masks are available for those who arrive without one.

- o Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
 - Attendees will be encouraged to bring their own personal size hand sanitizer with them.
 - Hand sanitizer with at least 60% alcohol are available at the entrance/exit to the Center, outside each restroom, and inside each restroom.
 - Tissues and no-touch trashcans are available throughout the building.
 - Gloves are available for use in cleaning/disinfecting surfaces.

- o Consider posting signs on how to stop the spread of COVID-19 and promote everyday protective measures, such as washing hands and covering coughs and sneezes and properly wearing a face covering.

- Print outs attached below are posted.

Intensify cleaning, disinfection, and ventilation

- Avoid use of items that are not easily cleaned, sanitized, or disinfected.
- Ensure safe and correct application of disinfectants and keep them away from children.
- Clean and disinfect frequently touched surfaces at least daily and shared objects between use.
 - Staff and volunteers will be designated as a cleaning/disinfecting crew and trained in proper techniques.
 - The space will be disinfected prior to other persons entering the building by the “opening crew of 2” and following departure of all but the “closing crew of 2”.
 - See cleaning/disinfecting chart below.

Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, etc. Do not open windows and doors if they pose a safety risk to children using the facility.

- Open doors and windows, prop open entry doors to the social hall and the rear sanctuary door, weather permitting.
- Heating/Airconditioning: Turn off during events.

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Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

- Facilities Manager (Ted Poprafsky) will follow opening procedures for running water in all sinks and drinking fountain prior to the opening of the building.

PROMOTE PHYSICAL DISTANCING

Space out seating for attendees who do not live in the same household to at least six feet apart when possible; consider limiting seating to alternate rows.

- Chairs in the sanctuary will be spaced 6 feet apart in all directions and 12 feet from the lectern.
- The Music Director and Guest Musician must remain 12 feet apart if performing together.

Other special gatherings and events

- Attendance will be limited or held virtually if social distancing is difficult, such as funerals, weddings, classes, youth events, support groups and any other programming.

Choirs and musical ensembles during services or other programming

- Choirs and musical ensembles are not permitted until determined to be considered safe by health authorities.
- The music director and one guest musician (unless musicians are of the same household) may perform during Sunday Services

Ministers will hold virtual visits (by phone or online) instead of in homes or at the hospital except for certain compassionate care situations, such as end of life.

Limit community sharing of frequently touched service/class materials and other items

- Song books will not be used, lyrics will be projected for songs and chants.
- There will be no use of paper programs, event flyers, etc.
- Communications will be posted on a bulletin board, on the ICSG website (interfaithspirit.org) and through email postings on the yahoo group (interfaithspirit@yahoogroups.com)

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Means for Receiving Financial Contributions

- In lieu of passing the bags Financial contributions of checks/cash will be made via a stationary collection box placed at the entrance/exit to the sanctuary.
- Financial contributions may also be made via online donations at interfaithspirit.org

Physical Contact and Other Shared items

- **Greetings via eye contact, “namaste” gesture only at a safe physical distance.**
- **No hugging, handshaking or hand holding.**
- Microphones will be sanitized after each use. (Hand held microphones will not be used.)

Traffic Flow

- Entryway: Prop doors open if weather permits at start and end of events as people arrive and depart.
- The south door will be used to enter the building and the north door for exiting the building.
- Easel for posting events/messages (Guidelines for maintain safe distance, sanitation).
- Small Table near entry with single copies of fliers/info, Hand sanitizer, tissues, gloves, disposable face masks.

Refreshments

- Refreshments will not be served at Sunday Celebration Services. Attendees may bring their own beverages.
- Single serve bottled/canned beverages and single serve packaged snacks may be available for certain small events.
- Drinking fountain: available only for filling single use cups, no drinking directly from spout.

Staff and Volunteer Training

- All employees (7), paid staff (3), regular volunteers in designated roles including but not limited to the Board of Trustees, Service Leaders, Tech support and Greeters will view training materials available via CDC and other identified local sources. (See resource list.)

MONITORING HEALTH AND PREPARING FOR ILLNESS

Check for signs and symptoms

- Employees, staff, volunteers or community members who are sick should stay at home.
- All who attend in person must fill out a health survey upon arrival for each event. (see health survey attached)

CONTACT TRACING

- A written record of attendees will be maintained for every in person event (for contacting re: potential exposure) while this “Safe Return Plan and Procedure” is in effect.

Plan for when a staff member or attendee becomes sick

- Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation, and ensure that children are not left without adult supervision.
 - Depending upon the event and the number of persons in attendance separate areas may include the teen room, the bookstore, or the northeast corner of the Social Hall, should a waiting location be required while awaiting transportation home or to a healthcare facility.
 - A designated Youth Education Employee or Volunteer will be available during Sunday Service should this be needed.
- Establish procedures for safely transporting anyone who becomes sick at the facility to their home or a healthcare facility.
 - A designated Transportation Volunteer will be available during Sunday Service should transportation be required.

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- Notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with staff and attendees about potential exposure while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) or other applicable laws and in accordance with religious practices.
 - The Administrator will notify local health officials, staff and attendees of such situation.
- Inform those with exposure to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- Close off areas used by the sick person and do not use the area until after cleaning and disinfection; wait 24 hours to clean and disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible before cleaning and disinfecting.
- Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise sick staff and congregants not to return to the facility until they have met CDC's criteria to discontinue home isolation.

Maintain healthy operations

- All staff and volunteers may work from home when feasible (ie. Office work, phone/zoom meetings)
- During Step 1 and Step 2 presenters may opt to zoom their presentation from home for the Sunday Celebration Services.

- Monitor absenteeism and create a roster of trained back-up staff. Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- The Administrator is responsible for this and serves as the contact person.

- Communicate clearly with staff and congregants about actions being taken to protect their health.
- This "Safe Return Plan and Procedure" is available on the ICSG website, via verbal announcement at Sunday Services and posted on the bulletin board at the Center.

- The Administrator (and those delegated by the administrator) will keep contact information updated on the ICSG Contact List.
- (Phone Tree/Group Text for regular attendees in process)
- Ministers identify high risk individuals who live alone, are ill, have decreased mobility and check on with phone call.
- Engage caring Committee for Buddy (small group) system.

Closing

- Check state and local health department notices daily about transmission in the community and adjust operations accordingly. In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, it is strongly suggested to close, then properly clean and disinfect the area and the building where the individual was present.

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From the CDC: Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- [People 65 years and older](#)
- People who live in a nursing home or long-term care facility

People of all ages with [underlying medical conditions, particularly if not well controlled](#), including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

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Physical Structure

Opening the Building

Check heating/cooling systems, water heater

Flush water systems

Carpet cleaning in Sanctuary, Social hall, Large and Small Classrooms Completed May 29, 2020

Bookstore and Teen Room carpet cleaned Spring 2019

NOTE: This is a comprehensive list which applies to Step 3 of the plan when the full facility would be in use. Small group gatherings need only disinfect areas used by group participants during their gathering.

Area	Clean Weekly	Disinfect before and after each use.
Kitchen		
Floor	X	
Counters	X	X
Sink	X	X
Faucet	X	X
Refrigerator and Freezer door handles	X	X
Kitchen Cabinets/Drawers surfaces	X	
Kitchen Cabinet and Drawer Handles	X	X
Kitchen free standing cupboard surface and handles	X	X handles
Shelf for Coffee Makers (not in use)	X	X
Serving Table (not in use for beverages) Used for hand sanitizer/disinfecting wipes, gloves, masks, tissues	X	X
Men's Restroom		
Floor	X	
Toilet Seats and Flush Handles	X	X
Sinks and Faucets	X	X
Women's Restroom		
Floor	X	
Toilet Seats and Flush Handles	X	X
Sinks and Faucets	X	X
Utility Restroom		
Floor	X	
Toilet Seats and Flush Handles	X	X
Sinks and Faucets	X	X
Wall mounted Light Switches		
Sanctuary at exit door	X	X
Sanctuary at entrance door	X	X
Social Hall at each entry door	X	X
Kitchen at entry door	X	X
Restrooms 3 switches at each entry door	X	X
Classrooms 4 switches (2 in large classroom)	X	X
Bookstore 1 switch at entry	X	X
Hallway 1 at outside of rear restroom	X	X

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DOORS-door knobs, push plates, push bars and railing to attic		
Social Hall 2 entry/exit doors	X	X
Sanctuary double entry, 1 exit	X	X
Sanctuary Closets 2 door knobs, 2 levers on double door closet	X	X
Stair rail to attic	X	X
Large classroom 2 entry doors, 1 between large and small classroom	X	X
Small classrooms - 2	X	X
Restrooms 2 door plates, 1 doorknob	X	X
Restroom stall doors (3)	X	X
Cabinet doors (3) in kitchen, men's restroom and utility restroom	X	X
Drinking Fountain		
Bowl of fountain, spigot and push bar (fill disposable cup or personal water bottle only-do drink from spigot) Push bar	X	X
MOVEABLE ITEMS		
Sanctuary Keyboard	X	X
Lectern surface	X	X
Altar tablecloth/covering	X	Remove for laundering and replace after each event
Bowl and striker	X	X
Mic Stands	X	X
Microphones	X	X
Sound Board	X	X