

Church of the Good Shepherd
214 Main Street
Nashua, New Hampshire

COVID-19 Building Access, Health, and Safety Policy

1.0 Purpose

The purpose of this policy is to establish the procedures to be followed for obtaining access to the buildings (“facility”) of Church of the Good Shepherd (“CGS”) and for ensuring health and disease protection during the COVID-19 pandemic emergency and the subsequent reopening period. Except as described hereinafter, this policy applies to all persons, regardless of their affiliation with CGS.

2.0 Facility Access

During the emergency, no person or persons except CGS Clergy and Staff will be permitted to enter the CGS facility without having obtained permission as defined in Section 2.1 below. Clergy and Staff are hereby granted blanket permission. Any other person or persons found within the facility without proper permission will be asked to leave immediately. During the reopening period, small groups of persons may be allowed to enter the Facility under Diocesan guidelines at the discretion of the Rector.

2.1 Accessing the Facility

Permission to enter the facility will be granted only by the Rector or by a person authorized by the Rector to grant permission for entry.

2.2 Keys or Key Cards

Possession of keys or a key card does not override the restriction stated in Section 2.1. Even if you have the means to enter the Facility, you may not enter without permission.

2.3 Repeated Access

If you have a need to access the facility repeatedly, as for example if you are a contractor doing work on the facility, the Rector or other authorized person may grant you blanket permission so that you need not obtain explicit permission for each entry.

2.4 Restricted Areas

The CGS kitchen will remain closed and off limits for the duration of the emergency. No preparation, serving, or storage of any food or beverage will be permitted. There will be no exceptions to this restriction. During the reopening period, this restriction may be lifted under Diocesan guidelines at the discretion of the Rector.

The Rector and the Vestry may at any time restrict access to any other part of the facility.

2.5 Clergy and Staff Access

Clergy and Staff may access the Facility to maintain public office hours and to accomplish their assigned tasks. Clergy and Staff shall be permitted to work within the Facility, scheduling their workdays so that at least one person will be in the office during normal CGS office hours (9:00

a.m. to 2:00 p.m. Monday through Friday). All employees may work remotely as needed or at the discretion of the Rector. Staff meetings will be digital until further notice. Personal expenses for PPE and sanitization equipment are reimbursable expenses, with approval. Staff are required to report any of the following conditions to the Rector or person in charge: fever or chills, cough, sore throat, muscle aches, loss of taste or smell, persistent fatigue, shortness of breath or difficulty breathing, known contact with an infected person. In the presence of any of these conditions, staff will be asked to quarantine for fourteen days with provision for working remotely whenever appropriate. Any staff testing positive for COVID-19 will be required to work remotely until cleared to return to work; or, at the discretion of the Rector, will be granted short term medical leave until able to return.

2.6 Access to the Sanctuary for Recorded or Broadcast Services

In accordance with Diocesan and national Episcopal Church canons, the Rector has discretion over when it is safe to admit any parties to the church during closures and times of limited access.

Requirements for physical distancing and sanitization, which are imposed by the pandemic and reinforced by Diocesan and Episcopal Church guidelines, restrict severely the number of persons who may be present in the sanctuary before, during, and after the recording and/or broadcasting of Morning Prayer, Holy Eucharist, or other types of services needed from time to time. The following subsections list said persons.

2.6.1 Clergy

One clergyperson, with appropriate assistance, will officiate at services covered by this section. Clergy shall observe physical distancing protocol and shall be masked at all times except for the time necessary for consumption of the Eucharist, and during those times only one clergyperson at a time should unmask. The clergyperson administering the Eucharist shall not permit person-to-person contact with the recipient(s) of the Eucharist.

2.6.2 Musicians

Recognizing the spiritual benefits and desirability for music during services, this policy nevertheless acknowledges that a significant rise in COVID-19 cases renders the presence of singers and extra musicians in the sanctuary during broadcast unsafe at this time. Prerecorded musical segments will be integrated into recorded and/or broadcast services; musicians may also stream performances from other locations.

One organist may be present in the chancel to participate in services. The organist shall observe physical distancing protocol and shall be masked at all times.

When it is deemed safe to resume singing and extra instrumental music during broadcast services, up to six singers may be present in the chancel. Singers shall observe special physical distancing protocol as specified in this paragraph and shall be masked at all times; the use of special singers' masks is recommended but not required. Additionally, up to four instrumentalists may be present. Instrumentalists shall be masked at all times except while playing wind instruments, and wind instruments shall be equipped with suitable instrumental masks. Singers and/or instrumentalists shall observe 10-12 feet of physical distancing during performance. It is expected, but not mandated, that in order to accommodate the necessary physical distancing, instrumentalists will be located in the transept.

2.6.3 Altar Guild

Two members of the Altar Guild may enter the chancel before or after service to set up and clean up according to instruction from the Rector. These persons shall observe physical distancing protocol and shall be masked at all times. One person at a time shall be permitted in the sacristy.

2.6.4 Recording/Broadcasting Personnel

Two persons, hereinafter called the recordists, may be present during services to operate recording and broadcasting equipment. The recordists shall observe physical distancing protocol and shall be masked at all times.

3.0 Health and Safety Procedures

The following health and safety procedures are necessary not only to protect you from contracting the COVID-19 virus, but also to ensure the least possible risk that someone else might contract the virus as a result of your having been present in the facility.

3.1 Mask Usage

Except as noted in the next paragraph for Clergy and Staff, all persons must wear face masks at all times when within the facility. Masks must be donned immediately upon entry to the facility and must not be removed for any reason until the wearer has exited the facility. The mask must be positioned so that it covers the wearer's nose and mouth completely.

Clergy and Staff may remove their masks while they are alone in their own offices. Upon leaving their own offices, even if only for a moment, or if permitting another person to enter, they shall reassume their masks.

Because the receptionist's desk is in a public part of the office area, clear plastic shields shall be provided at the front of that desk and at the side facing the aisle to the other offices.

3.1.1 Types of Masks

Masks may be disposable surgical-type masks obtainable at drug stores, or they may be reusable homemade masks constructed according to an approved pattern such as the ones provided at these two web sites:

<https://www.deaconess.com/How-to-make-a-Face-Mask/Documents-Mask/Mask-Information>

<https://turbanproject.com/patterns>

These two masks are made from cotton fabric, cotton flannel, and sewing elastic. The two-layer construction the patterns describe is the minimum; masks of other designs may be used, so long as they feature at least a two-layer construction.

Do not use a mask with a valve. The valve closes only on inhalation. On exhalation, it opens to permit a free flow of exhaled air into the atmosphere.

3.1.2 Masks Provided by CGS

Disposable commercial masks will be available at entrances to the facility. Each mask will be sealed in its original packaging to prevent cross contamination.

3.1.3 Disposal of Used Masks upon Exit from the CGS Facility

Take the mask you have used with you when you exit the CGS facility.

Disposable masks must not be reused; dispose of these masks in a waste receptacle. If you have brought a reusable mask, it must have been machine washed before you put it on. Once you have worn and removed a reusable mask, do not reuse that mask until it has been washed.

4.0 Hand Cleanliness

Because the coronavirus is able to survive for a period of up to several days on surfaces that are touched by an infected person, controlling the spread of the virus by maintaining hand cleanliness is of the utmost importance.

4.1 Hand Sanitizer

Hand sanitizer will be available at entrances to the facility. All persons must use it upon entry (before touching anything else in the facility) and immediately before exiting the facility.

4.2 Soap and Water

Washing with soap and water, if done properly, is as effective as hand sanitizer in controlling the spread of the coronavirus. If you need to visit the rest room while you are in the facility, you must wash or sanitize your hands upon entering the restroom and wash them immediately before leaving the restroom. Use plenty of soap with water as hot as you can tolerate it, and scrub all parts of both hands, front, back, and between the fingers, for 20 seconds. Gently scrape fingernails and thumbnails against the opposite palm to drive soap up under the nails. Singing or humming “Happy Birthday” twice through is a reasonably accurate measure of 20 seconds. Dispose of used paper towels in the waste receptacle in the restroom; do not carry them out of the restroom to be disposed of elsewhere.

5.0 Physical Distancing

During the emergency and the initial phases of the reopening period, all persons in the facility must maintain a distance of not less than six feet (1.8 meters) between themselves and any other persons who might be in the facility at the same time, even though all persons concerned are wearing masks as required by this policy. During later phases of the reopening period, this restriction may be relaxed or lifted under Diocesan guidelines at the discretion of the Rector. If you feel ill, have a cold, or are otherwise unwell, use common-sense discretion about entering the Facility.

6.0 Sanitizing of Surfaces Touched

For the period of the facility closure covered by this policy, and to the maximum degree practicable, all persons accessing the facility must, prior to exiting the facility, minimize the risk of transmitting the coronavirus to persons who will be within at a later time.

6.1 Sanitizing Procedure

Use hand sanitizer applied to a paper towel, paper napkin, or other similar article to wipe down all surfaces and objects touched while in public areas (the Sanctuary, the hall, the lounge, classrooms, *etc.*) within the facility. Chairs, tabletops, doorknobs, the top rails of pews, and all other similarly touchable objects are all easily dealt with.

6.2 Disposal of Used Sanitizing Materials

As soon as you have finished sanitizing the surfaces you have touched, deposit the paper towel, napkin, *etc.*, in the nearest waste receptacle. Do not take any such materials with you when you exit the facility.

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