

May 20,2020

## Proposed Guidelines for Surprise Church Wednesday Evening Services

### Hygiene and Health

- Ensure that people who are sick stay home
- Encourage people who are high risk due to health conditions to not attend
- Hand sanitizer throughout the area, direct people to these locations.
- Have hand wipes available
- Clarify that public restrooms are sanitized before and after the event.
- Volunteers counting cash must wear gloves. Any surface cash touches must be disinfected.
- Confirm all touch points have been disinfected. (Where applicable)
- Masks available for church attendees
- Volunteer leaders will encourage the use of & make available masks for those on their teams
- Confirm that chairs are sanitized before and after each service (if applicable)
- Space out families' seats who do not live in the same household at least six feet apart
- Alternate rows of chairs/bleachers between individuals by marking every other row 'closed'. (where applicable)

- Ensure that we are following guidelines for how many people can be at the service
- No touching (handshakes, hugs)
- No close contact, ensuring that there is social distancing
- No bulletins
- No offering basket passed around, instead have a basket in a stationary location
- No personal prayer
- No Surprise kids or Nursery
- Activity sheets in baggies are available for kids, these can be taken and do not need to be returned, the baggies will be put together with volunteers wearing gloves and masks
- Have Disposable gloves available
- If there is food, make sure it is individually wrapped
- If there is coffee, make sure that one person is serving and that they have gloves and a mask
- No Surprise swag (t shirts, bracelets, etc.) out
- After the last service, ensure that everything is sanitized
- All booths, activities, entertainment, tables etc., must be placed with 10 feet between each in all directions to allow for physical distancing and attendee flow.
- There must be social distancing that is directed by the volunteers.
- Download ND Smart Restart signs and post on doors
- A designated "triage area" must be available for any person on site who becomes sick.

- Levels of Exposure Protocol

1. Employee/Volunteer Symptoms: If an employee/volunteer feels unwell or is exhibiting any flu-like symptoms, they need to stay home. If they feel better after 24 hours, they should consult their physician. They should only be allowed back to work if they are 72 hours symptom free.
2. Employee/ volunteer has been diagnosed with COVID-19: Must leave facility and go home. They will be required to selfquarantine for 14 days and must be 72 hours COVID-19 symptomfree without the use of fever reducers in order to return.  
Everyone in their family (at their home) also needs to quarantine. Following their diagnosis, the NDDOH will be contacted immediately. The area in which they worked will be shut down and anyone who has had “close contact” with the employee diagnosed with COVID-19 will also be sent home. “Close contact” has been defined by the NDDOH as being within six feet of someone for 10 minutes or more.
3. First-Degree Exposure: A person who has had “close contact” with a person who has been diagnosed with Covid 19. This person will be required to self-isolate for 14 days. The NDDOH works with the organization to assess degrees of contact within that person’s area. Close off areas used by the person who is sick. Open doors and windows to increase air circulation in the area. Wait 24 hours before disinfecting and wear all proper PPE. If 24 hours is not possible, wait if possible. If it has been more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
4. Second-Degree Exposure: A person who has had “close contact with a person who was First Degree Exposure. This person will

follow same guidelines as a First-Degree Exposure and self-isolate for 14 days.

5. Third-Degree Exposure: A person who had close contact with a person who was a Second-Degree Exposure. This person will follow same guidelines as a First-Degree Exposure and self-isolate for 14 days.
6. All Other Exposures: Self monitor for symptoms, no further action required.