COVID-19 Health and Safety Plan

Purpose

Seattle Center of Self-Realization Fellowship (hereafter referred to as Seattle Center of SRF) will follow a comprehensive safety plan based on County, State and Federal guidelines regarding pandemic safeguards. When policies are in conflict, Seattle Center of SRF will follow the guideline which provides the most protection from infection. Guidelines are subject to change as new information becomes available, therefore, Seattle Center of SRF may amend this Policy and Procedure/Plan without notice.

Seattle Center of SRF

1825 NE Serpentine Pl, Shoreline, WA 98155

Table of Contents

		Page
Health and Safety Protocols		4-6
CDC Disinfection Protocols		8-10
Symptom Monitoring and Exposure Response		11-12
Covid-19 Safety Training		13

The procedures and protocols to follow in this document have been created with the thought for the health and safety of our attendees, volunteers and guests. In opening the doors of Seattle Center of SRF, there will be risks involved as we remain in a pandemic. It is our intention, however, to make every effort and take every reasonable precaution to mitigate the spread of COVID-19. In continuing to navigate this "new normal" we recognize that each person's risk tolerance can look very different from others. We also recognize that a certain level of inconvenience will be faced based on the need for certain protocols.

Seattle Center of SRF expects our respect for one another and sense of duty to this community to be visible in a myriad of ways, including the following: ● Complying willingly with rules and policies designed to keep our community safe and healthy ● Interacting with one another in ways that demonstrate a responsibility for prioritizing and maintaining a healthy environment for all ● Remaining transparent with guidelines for entry into the facility, as well as with quarantining policies put into place by the local health authorities.

PROCEDURE/PLAN FOR RELIGIOUS SERVICES

Access to Facilities:

Attendees will be given access to facilities at specified times. All attendees must follow guidelines to maintain hygiene and safety of others. Education on these topics will be posted in the building and communicated to volunteers. Guidelines will include wearing a mask, using hand sanitizers or handwashing or other measures deemed necessary. Seattle Center of SRF reserves the right to refuse services to attendees who repeatedly fail to adhere to health and safety guidelines.

Posting of Information:

COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters and the organization written policies for COVID-19, shall be visibly posted at the Center. These include hand hygiene, masking and other infectious transmission limiting measures.

On-Location Physical Distancing:

At this time, per state guidelines, physical distancing is not required or enforced, but will be encouraged when possible.

If needed in the future, the Covid Supervisor will identify and manage control of “choke points” and “high-risk areas” at locations where attendees typically congregate so that social distancing is maintained.

Personal Protective Equipment (PPE) Utilization:

Prevention measures are required, such as use of barriers or PPE.

Personal protective equipment such as gloves and face masks will be provided for attendees and volunteers for the activity being performed.

Attendees will be asked to wear a mask while on the premises. Those who do not have a mask will be provided with one. Face masks should fit properly and comfortably over both the nose and mouth of the wearer. Avoid the use of bandanas, scarves, running buffs, or other such single layer/substitute materials. Additionally, face masks with valves are not allowed as these expel respiratory droplets into the air.

Cloth facial coverings or masks must be worn by every individual not working alone at the location. Refer to Coronavirus Facial Covering and Mask Requirements for additional details. A cloth facial covering is described in the Department of Health guidance, https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf.

PPE should be donned and doffed using safe techniques and followed by handwashing or use of hand sanitizer.

Hygiene:

It will be posted, in areas visible to all attendees, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use of hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces control buttons and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).

For frequent and adequate hand washing, Seattle Center of SRF will ensure adequate maintenance of supplies. Use of single-use disposable gloves, where safe and applicable, to prevent transmission on tools and items that are shared, and discard after a single use.

Soap and running water shall be provided for frequent handwashing. Attendees will be encouraged to wash their hands thoroughly before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.

Hand sanitizer with at least 60% alcohol will be available and distributed throughout the facility.

Tissues and trash cans will be made available throughout the Center.

Sanitation:

Seattle Center of SRF will follow a schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.

There will be frequent cleaning and disinfection of high-touch surfaces at locations and in offices, such as handrails, doorknobs, and restrooms. Volunteers disinfecting these areas will be provided appropriate personal protective equipment for these work tasks and trained on work expectations. If these areas cannot be cleaned and disinfected frequently, these locations shall be shut down until such measures can be achieved and maintained.

Seattle Center of SRF will ensure restrooms are frequently cleaned and appropriately disinfected, and will ensure cleaning supplies are frequently replenished.

Seattle Center of SRF will maximize ventilation and airflow to improve air quality to reduce airborne viruses, including SARS-CoV-2 that causes Covid-19 as well as other disease vectors, chemicals, and odors during open hours at the Center.

Attendees should bring their own readings. Readings and supplies provided by Seattle Center of SRF will be cleaned and disinfected as any other equipment involved in services if provided to attendees.

Service Activities:

Readers should utilize using voice amplification so they can be heard clearly.

Electronics such as microphones should be cleaned and disinfected before and after handling by those outside of the same household. Follow manufacturer's instructions for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. Avoid using harsh cleaning chemicals or any type of bleach. Do not spray the device directly. Use a dry, soft cloth to clean if possible. Let the device dry completely after cleaning.

Cleaning devices does not take the place of good hand hygiene. Volunteers and attendees should wash their hands frequently and avoid touching their faces.

Music Activities:

COVID-19 spreads when an infected person breathes out droplets and very small particles containing the virus. Singing and playing wind instruments are higher-risk activities for the spread of COVID-19 due to the strong pushing out of respiratory droplets. This can result in virus particles that stay in the air for hours.

These precautions will be utilized when participating in musical activities:

All singers and musicians are urged to get vaccinated.

Wear masks or instrument covers designed to be worn while singing or playing to reduce droplet spread.

Face shields can provide an extra layer of protection in addition to masks or instrument covers, but are not a substitute for using masks and instrument covers.

Avoid shared microphones or mouthpieces and clean well between uses. Consider disposable microphone covers.

Consider alternatives such as pre-recorded or streamed music to live music, congregational singing, or chanting as appropriate to your organization.

Encourage physical distancing between singers, performers, and audience members.

When possible, limit the number of singers or performers.

CDC Location Disinfection Procedures:

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
- More frequent cleaning and disinfection may be required based on level of use.
- Surfaces and objects in public places, such as point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
- Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Recommend use of EPA-registered household disinfectant
- Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:

    Keeping surface wet for a period of time (see product label).

    Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

    Diluted household bleach solutions may also be used if appropriate for the surface.

    Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.

    Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for at least 1 minute.

- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
  OR
- Disinfect with an EPA-registered household disinfectant.

Cleaning and disinfecting your building or facility if someone is infected with Covid-19:

- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particular air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Once an area has been appropriately disinfected, it can be opened for use.
- Attendees without close contact with the person who is sick can return to facility immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routing cleaning and disinfection. This includes everyday practices that facilities and communities normally use to maintain a healthy environment.
- Vacuum as usual.

Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Symptom Monitoring:

Screen all attendees at the beginning of services by asking them if they have a fever, cough, shortness of breath, new onset fatigue, new onset muscle aches, or new loss of taste or smell.

Sick Attendee Plan:

Make sure sick attendees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an attendee with probable or confirmed COVID-19 illness worked, touched surfaces, etc., until the area and equipment is cleaned and disinfected. Follow the CDC Location disinfection procedures to deep clean and disinfect.

Encourage attendees to stay home or leave the location when experiencing symptoms or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform the Center.

Have attendees inform a member of the Managing Council if they have a sick household member at home diagnosed with COVID-19. If an attendee has a household member sick with COVID-19, that attendee must follow the isolation/quarantine requirements as established by the State Department of Health.

Instruct attendees to report to the Managing Council if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a service, the attendee should immediately report such and be sent home. If symptoms develop while the attendee is no longer present, the attendee should not return to the Center until they have been evaluated by a healthcare provider.

CDC guidelines are available here:
https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine.html

Exposure Response Procedures and Incident Reporting

If an attendee is confirmed to have COVID-19 infection, Seattle Center of SRF should inform other attendees determined to have been in close contact of their possible exposure to COVID-19 at the Center but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Post Exposure Incident Project-Wide Recovery Plan

Seattle Center of SRF will advise attendees if an outbreak occurs on-site, and recommend follow-up with a health care provider or for testing for Covid-19 as indicated.

COVID-19 Safety Training:

A site-specific COVID-19 Supervisor shall be designated by Seattle Center of SRF to monitor the health of volunteers and attendees and enforce the COVID-19 safety plan.

All volunteers must be trained on the Center's policies, these requirements and all relevant sanitization/disinfection and protocols. Current and new volunteers must also be trained about COVID-19 and how to prevent its transmission. This can be accomplished through email communication, in-person meetings or newsletters.

A copy of the plan will be available at the location and available for inspection by state and local authorities.

Revised 11/07/2021

_____

Coordinator, Seattle Center of SRF