
By this everyone will know that you are my disciples, if you have love for one another.

- John 13:35

This document outlines Lakeside Presbyterian Church's (LPC) plan to navigate the progression of worshiping, learning and serving from the current "Healthy at Home" environment to what will hopefully resemble the conditions that we enjoyed prior to the COVID-19 outbreak. The conditions and guidelines specified by the Commonwealth of Kentucky, the CDC, and local health authorities are used as guideposts for development of this plan. Although our actions will not violate requirements stipulated by any government agency, we do not feel compelled to tether our progress to any government strategy. We are also guided by our PC(USA) Office of General Assembly and mid-councils.

This plan balances our need for in-person fellowship and our duty to provide a safe environment. The plan contemplates several levels. Ideally, we will progress sequentially through those levels in order. However, we must be prepared to revert to "lower" levels in the event that conditions dictate.

Once approved by Session, our committee recommends that the following communications are shared with the congregation:

1. A summary version of this plan in the form of a letter
2. A summary version in the form of an announcement during our next online worship service
3. Regular updates as to the progress through the weekly email from church and during the online worship service announcements

Additionally, our committee recommends that we regularly take the pulse of the congregation in the form of online surveys.

Where is Kentucky?

Kentucky has established a phased approach to reopening its economy. On May 9th, the Cabinet for Health and Family Services released a statement on an order amending prohibition of mass gatherings (the "Mass Gatherings Order") to no longer apply to in-person services of faith-based organizations.¹ This order clarifies that "Any gatherings, regardless of whether it is a mass gathering prohibited under this Order, shall to the fullest extent practicable implement Centers for Disease Control and Prevention guidance."

The Commonwealth of Kentucky released two sets of guidelines pertinent to LPC:

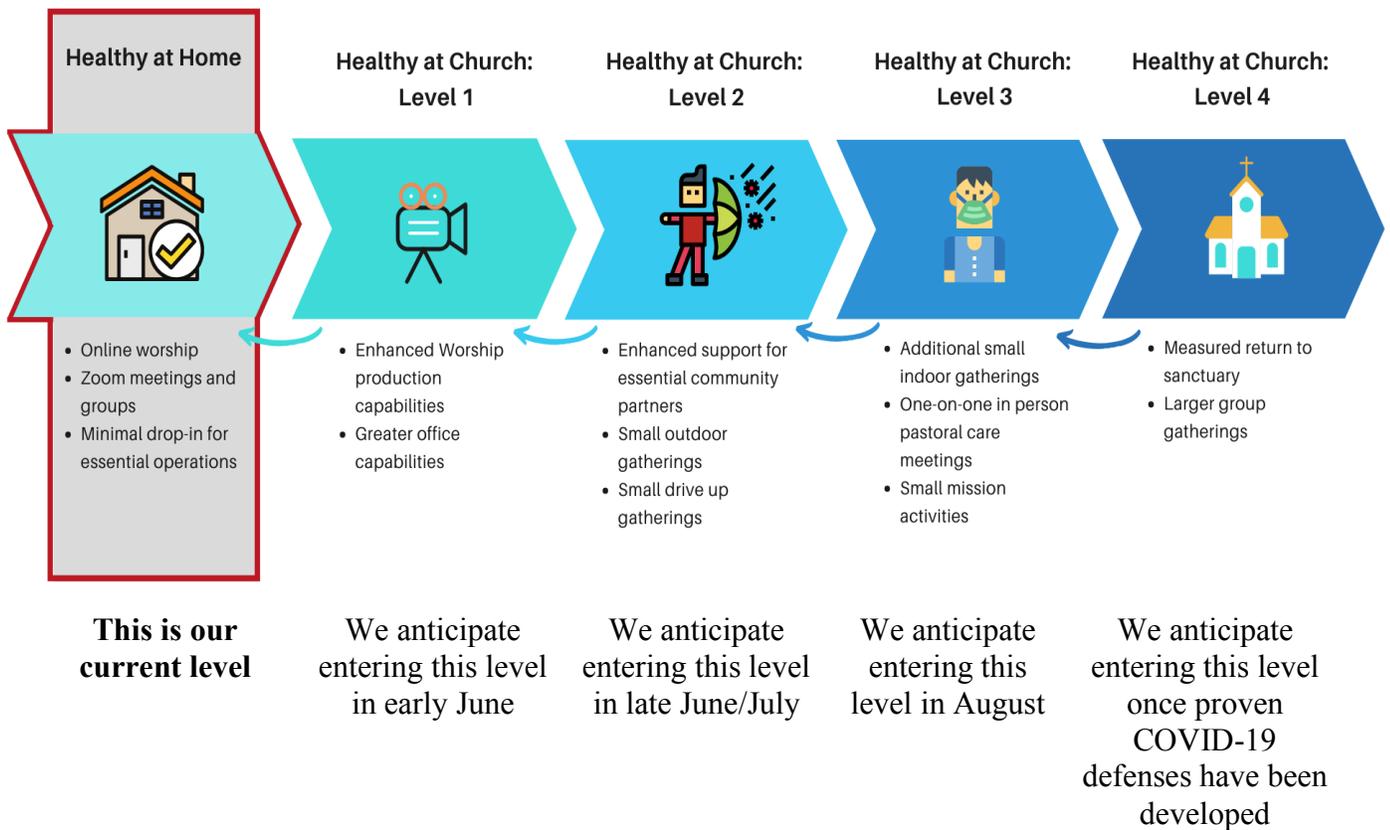
- Places of worship are expected to meet the Healthy at Work Requirements, attached as **Appendix A** and available here: <https://govsite->

¹ This document can be found along with the complete timeline for phased re-openings on the "Kentucky Healthy at Work" web page: <https://govstatus.egov.com/ky-healthy-at-work>

assets.s3.amazonaws.com/34CVrepQ8KClctVAQEDH_5-11-2020%20CHFS%20Order%20Minimum%20Requirements%20for%20All%20Entities.pdf

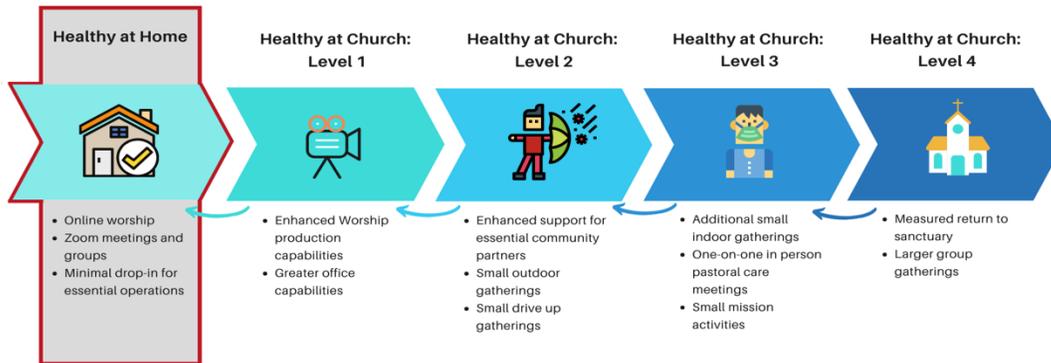
- Places of worship are expected to meet the additional guidelines from “Guidelines for Places of Worship”, attached as **Appendix B** and available here: https://govsite-assets.s3.amazonaws.com/1MQt8kIS5mNcotBuzdmb_Healthy%20at%20Work%20Reqs%20-%20Places%20of%20Worship%20-%20Final%20Version%201.1%20Final-1-.pdf

Where is Lakeside Presbyterian Church (LPC)?



LPC Levels Defined

Healthy at Home

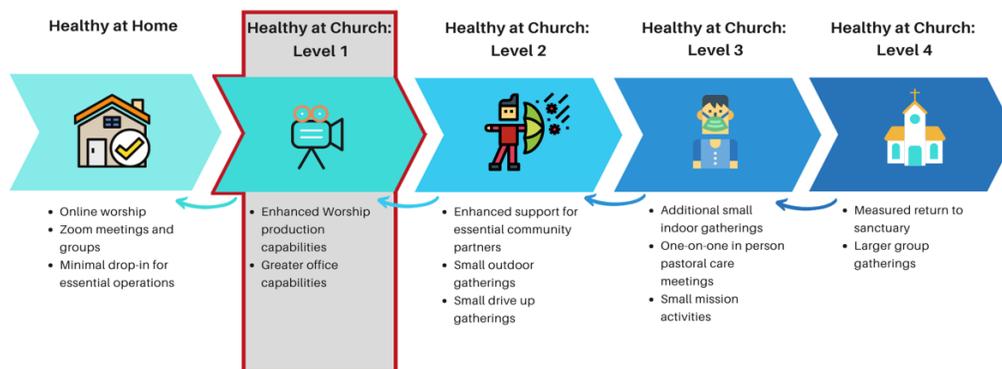


In response to the COVID-19 outbreak, LPC implemented the Healthy at Home guidelines that we follow today.

During the current Healthy at Home level, LPC's practices include:

- Online worship services only
- All small groups, classes, and committees meet online
- Minimal, drop-in staffing for essential operations only (mail processing, minimal building maintenance, weekly filming sessions with only two people)

Healthy at Church Level 1



Healthy at Church Level 1 provides enhancements to Healthy at Home practices and allows the administrative offices to open in a limited capacity. As with all levels, those who are at risk or exhibiting COVID related symptoms (such as a fever or cough) should remain safely at home.

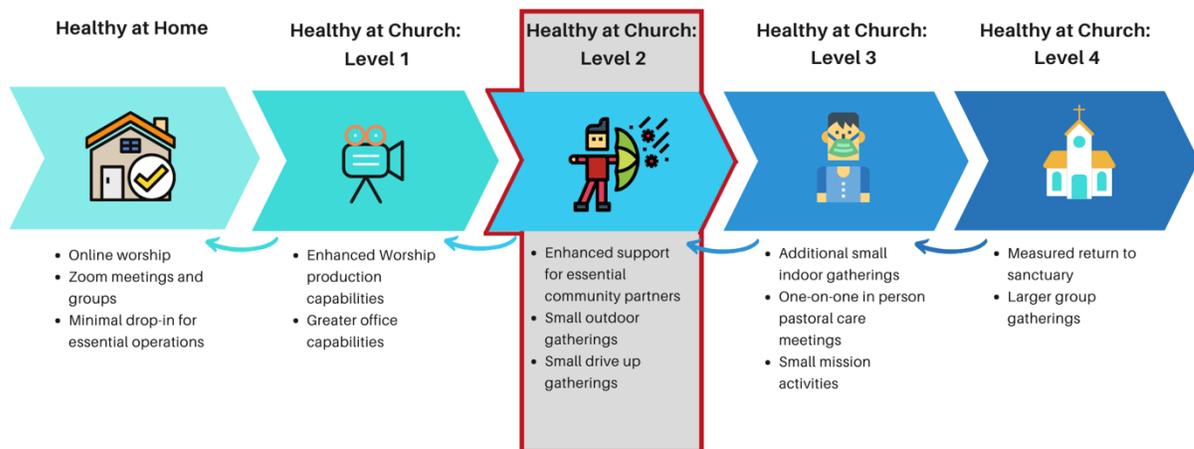
In addition to the practices of Healthy at Home, LPC plans to implement the following practices during Healthy at Church Level 1:

- Online worship recording enhancement:
 - Introduction of small group recordings while maintaining at least 6 ft of space between people with masks.
 - Musical group requirements as defined by Director of Music
- Greater office capabilities as needed
 - When in-person meetings are required, participants would maintain appropriate social distancing and wear masks. As always, those at risk or exhibiting symptoms should remain home.

For LPC to progress to Healthy at Church Level 1, the following parameters must be met:

- Kentucky guidelines and requirements to proceed must be satisfied. (See Appendices A and B)

Healthy at Church Level 2



Healthy at Church Level 2 builds on the prior levels, while allowing small groups to begin meeting on the LPC campus outside the main building. We will prioritize groups and gatherings that rely on in-person interaction to achieve their basic emotional and spiritual support goals. As with all levels, those who are at risk or exhibiting COVID related symptoms (such as a fever or cough) should remain home.

In addition to the practices of Healthy at Home & Healthy at Church Level 1, LPC plans to implement the following practices during Healthy at Church Level 2:

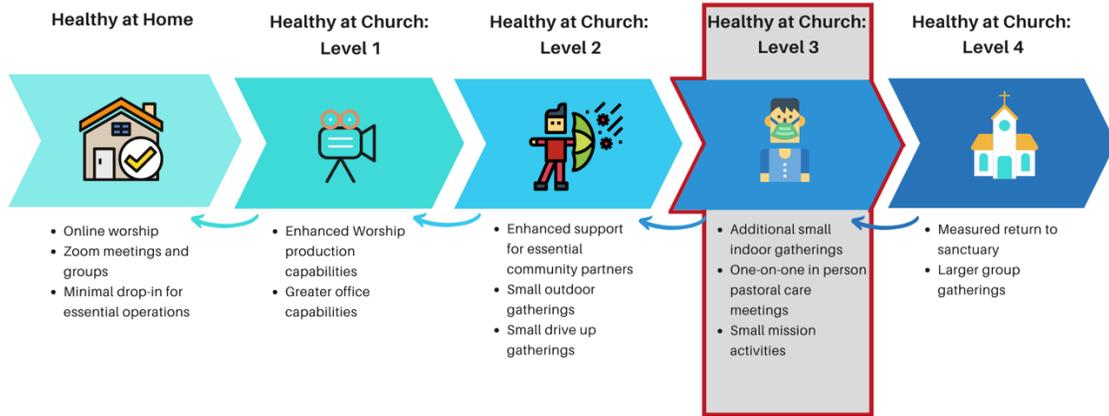
- LPC and outside group use of the Carriage House, limited to 33% of Carriage House capacity. We are developing specific requirements for such meetings. Requirements could include:

- All participants wear face masks at all times.
- The gathering group appoints volunteers to monitor adherence to guidelines.
- Bathrooms will be cleaned after each usage.
- Groups will have volunteer ‘custodians’ trained to meet sanitization criteria.
- Small outdoor gatherings while maintaining social distance. We are developing specific requirements for such meetings. Requirements could include:
 - All participants wear face masks at all times.
 - The gathering group appoints volunteers to monitor adherence to guidelines.
 - Bathrooms will be cleaned after each usage.
 - Groups have volunteer ‘custodians’ trained to meet sanitization criteria.

For LPC to progress to Healthy at Church Level 2, the following parameters must be met:

- Kentucky, the CDC, and local health authorities’ criterion have been met (see Appendices A and B).
- Carriage House Usage Requirements have been developed. Such requirements will cover:
 - Cleaning and sanitizing: We have developed and trained for cleaning procedures for all building space to be used (with particular emphasis on a plan for bathroom usage, wherein cleaning must occur after each use).
 - Clear space guidance: We have specified and/or marked our carriage house to indicate appropriate social distancing parameters.
 - Written Guidelines: We have developed written guidelines that any outside groups must agree to prior to meeting on the LPC campus.
 - PPE: Written Guidelines will include the required use of the appropriate PPE during meetings in the Carriage House.
- Parking Lot and Outdoor Usage Requirements have been developed. Such requirements will cover:
 - Cleaning and sanitizing: We have developed and trained for cleaning procedures for all restroom space to be used (with particular emphasis on a plan for bathroom usage, wherein cleaning must occur after each use).
 - Clear space guidance: We have specified and/or marked our parking lot and outdoor spaces to indicate appropriate social distancing parameters and instructions for restroom usage.
 - Written guidelines: We have developed written guidelines that any outside groups must agree to prior to meeting on the LPC campus.
 - PPE: Written Guidelines will include the required use of the appropriate PPE during meetings in the Carriage House.

Healthy at Church: Levels 3 and 4



Healthy at Church: Levels 3 and 4 build on previous levels, offering additional small in-person groups without yet opening the sanctuary and then moving carefully into our sanctuary space.

In order to move into these levels, additional safety requirements will be developed and met based on evolving needs and information.

APPENDIX A: Kentucky Healthy at Work Phase 1 Reopening

VERSION 1.2 – Effective May 11, 2020

Minimum Requirements for All Entities

All entities that are currently closed will remain closed until it is determined it is safe for their sector to begin reopening.

Closed Entities Reopening. Each entity must meet the following minimum requirements before they can reopen. If any entity in a sector being reopened cannot comply with the minimum requirements set out below, they must wait to reopen until they are able to do so or until some or all of these restrictions are lifted.

Entities That Have Remained Open. For those entities that have been deemed life-sustaining and remained operating, they will be expected to meet the following minimum requirements no later than May 11, 2020.

1. **Continue telework where possible.** Entities should operate via phone or Internet to the greatest extent practicable. Employees who are able to perform their job duties via telework (phone or Internet) must continue to telework.
2. **Phased return to work.** Entities are encouraged to implement a phased return to work, including generous telework, sick leave, and family leave policies for those employees who are not able to come into work due to illness, taking care of a family member(s), or lack of childcare options.
3. **Enforce social distancing.** Entities must ensure, to the greatest extent practicable, that employees who are not able to telework and must be physically present at the office remain a minimum of six (6) feet away from all other employees and customers unless closer interaction is absolutely required to perform their job duties (e.g., health care examinations).
4. **Limit face-to-face interaction.** Entities must ensure that employees minimize face-to-face contact with one another and with customers to the greatest extent practicable. Meetings should be conducted via telephone or Internet if possible.
5. **Universal masks and any other necessary PPE.**

Universal Employee Masks: Businesses, organizations, and entities must ensure, to the greatest extent practicable, that their employees, volunteers, and contractors wear a cloth mask (a surgical or N95 mask is not required). A business, organization, or entity need not require an employee/volunteer/contractor to wear a mask when masking would create a serious health or safety hazard to the employee/volunteer/contractor, when the employee/volunteer/contractor is working alone in an enclosed space, or when the employee/volunteer/contractor is working alone in an area with more than six (6) feet of social distancing. Businesses and organizations shall provide PPE at no cost to employees and should offer instruction on proper use of masks and PPE.

CDC guidelines on proper use of PPE can be found at:<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.

Encourage Customers to Mask: Entities should encourage customers to wear masks, which the entities may provide. Entities may refuse to serve any customer who is not wearing a mask.

Access To Gloves: Entities must ensure that employees whose job duties include touching items often touched by others (e.g., credit cards/cash, paper, computers) wear gloves that are regularly replaced. Entities should also follow the applicable CDC, OSHA, or other federal guidelines relating to gloves.

6. **Adequate Hand Sanitizer and Encouraging Hand Washing.** Entities must supply adequate hand sanitizer (60% alcohol content or higher) for both employees and customers and ensure that it is made available near high-traffic and high-touch areas (e.g., doors or door handles). Entities must also encourage routine and consistent hand washing for employees and customers.
7. **Restrict Common Areas.** Entities must, to the greatest extent practicable, restrict common areas such as lobbies, waiting rooms, break rooms, smoking areas, lunch rooms, and concession areas to maximize social distancing and reduce congregating.
8. **Proper sanitation.** Entities must sanitize frequently touched surfaces and areas (e.g., door knobs, credit card machines, shared computers) in accordance with CDC guidelines. When they have identified an employee who has COVID-19 or the associated symptoms, entities must further ensure that they immediately restrict access to contaminated areas and post signage and adequately clean impacted areas. Any contaminated area should be off-limits to all but essential personnel for a minimum of 24 hours if practicable.
9. **Conduct daily temperature/health checks.** Entities must require employees to undergo daily temperature and health checks; these checks may be either self-administered or administered by the entities prior to workplace entry. Self-administered temperature and health checks may be performed at home. Employees who have a fever and/or any symptoms of COVID-19 should be directed to their health care provider to be tested and then instructed to quarantine at home as soon as any illness is detected. This includes employees that passed a temperature and health check prior to reporting to work but became ill during the course of the day. Guidance on COVID-19 symptoms and how to conduct temperature and health checks can be found in the [Health Requirements and Temperature Checks section below](#).
10. **Create a testing plan.** Entities must ensure that any employee with COVID-19 symptoms is tested by a health care provider for COVID-19 within 36 hours. Entities must ensure that employees are trained on how to isolate individuals with suspected or confirmed COVID-19 and how to report possible cases. If an employee tests positive, the entities must immediately notify the local public health department.
11. **Make special accommodations.** Entities must, to the greatest extent practicable, make special accommodations for employees and customers at higher risk for severe illness.

Individuals in these high-risk categories have been identified by the Centers for Disease Control and Prevention – further information is available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>.

12. **Designate a “Healthy at Work” Officer.** Entities must ensure that an employee is designated as its Healthy at Work Officer. This individual will be responsible for the entity’s compliance with this guidance and any other guidance provided. Entities should allow for employees to identify and communicate potential improvements and/or concerns to the Healthy at Work designated Officer or management.
13. **Educate and Train Employees.** Entities must educate and train all individuals, including employees, temporary employees, contractors, vendors, customers, etc., regarding the Healthy at Work protocols. This training must be offered during scheduled work times at no cost to the employee.
14. **Contact Notification Responsibilities.** Entities opened must be prepared to assist public health officials if an employee test positive or becomes exposed to COVID-19. This assistance includes, but is not limited to, providing the employee’s work schedule, workstation, hours or shifts worked, when the employee was potentially exposed, and the names and contact information of any other employee or other party exposed to the virus. Additional information about Contact Notification Responsibilities can be found in the [Contact Notification Responsibilities Section Below](#).

If any entities fails to comply with this guidance, they can be reported to KYSAFER at 833-KYSAFER or kysafer.ky.gov.

Requirements for Health and Temperature Screenings

- All businesses should instruct employees not to report to work if they are having fever and/or any symptoms of COVID-19.
- All businesses, once their sector has been reopened and they can comply with the requirements to reopen, must require employees to undergo a temperature and health check prior to beginning work each day to minimize the spread of COVID-19. This includes businesses that remained operating because they were deemed life-sustaining; those businesses must begin implementing health checks and the other minimum requirements starting May 11, 2020.
- These daily temperature and health checks may be administered by the employer at the business site or self-administered by the employee prior to arriving at work (atleast once every 24-hour period).

Health Screenings

- All businesses must assess employees each day to ensure that they do not have any COVID-19 symptoms. Businesses may choose whether to require: 1) an in-person assessment at the

beginning of each day, or; 2) a self- screening that the employee conducts at least once every 24 hours and then reports the results to the business.

- Any in-person assessment or self-screening must answer the following questions:
 - Have you had any of the CDC-recognized COVID-19 symptoms since your last day at work or the last time you were here? Please answer “Yes” or “No” to each question.
 - Employers should then list the CDC-recognized COVID-19 symptoms and have the employee respond to each symptom with a “Yes” or “No.”
 - The current CDC-recognized COVID-19 symptoms are available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. These symptoms are sometimes updated or supplemented, so employers should be sure to check this website regularly and update their assessment in line with CDC guidance.
 - Is there anyone in your household who is showing COVID-19 symptoms or who has been diagnosed with COVID-19?
 - Have you been in close contact with anyone exhibiting sign or symptoms of fever, persistent cough or shortness of breath consistent with COVID-19 who has not been tested or is still awaiting testing?

Temperature Screenings

- All businesses must assess employees each day to ensure they do not have a fever. Businesses may choose whether to require: 1) on-site temperature screenings, or; 2) self-screenings conducted by the employees at home at least once every 24 hours, ideally just before going to work, and reported to the employer prior to beginning work. Employees with a fever above 100.4° should not report to work.
- If the business opts for on-site temperature screenings, businesses should ensure that proper social distancing can still be followed. This may be accomplished by using no- contact thermometers or thermal imaging cameras. If that equipment is unavailable, it may be accomplished by setting up temperature check stations for employees to self- administer standard oral/aural thermometer checks and then report the results to on- site screeners. If standard oral/aural thermometers are used, they should be thoroughly sanitized after each use.

Acting on Screening Results

- If the employee answers “NO” to all of the screening questions AND has a temperature of 100.4°F or below, then they may begin their work day. However, employees should be instructed to continue to self-monitor during the day; if they develop symptoms during the workday, they should report those symptoms to a supervisor and leave work to report to a health care provider for testing.
- If the employee answers “YES” to any of the screening questions OR has a temperature

greater than 100.4°F, then the employee must not be allowed into the workplace that day, unless cleared by a medical professional. They should self-isolate at home and follow current Kentucky Department for Public Health and/or CDC guidelines available at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Healthy At Work: Contact Notification

Contact notification is the process of identifying, contacting, and supporting people who have been exposed to a disease. It is a critical part of our effort to stop transmission of COVID-19.

Public health officials will interview patients who have tested positive for COVID-19, to learn about their recent contacts. Officials will then reach out to all of the close contacts of COVID-19 positive persons to inform them of their status and risks.

Responsibilities of Entities Under Healthy At Work

Entities opened under Healthy At Work must be prepared to assist public health officials if an employee tests positive or becomes exposed to COVID-19. They should keep documentation of work shifts, work locations, meetings, and in-person clients or visitor contacts. Entities should be prepared to answer the following questions about the employee who tested positive:

- What was that employee's work schedule prior to testing positive?
- Where was that employee working in the days prior to testing positive?
- When was the last day that employee came into work?
- Who could have come in close contact (defined as being within six feet for more than thirty minutes) with that employee in the two days prior to that employee testing positive?
 - Consider employees who were working nearby, sitting in the same meetings, interacting during breaks, entering or exiting the building together, or riding in a car together.
 - Consider customers, clients, or visitors who may have interacted with that employee based on visitor logs, invoices, billing statements, or meeting records.
- Please provide contact information for the employee who tested positive and anyone who may have come into close contact with that employee.

APPENDIX B: Kentucky Healthy at Work Phase 1 Reopening

VERSION 1.0 – Effective May 20, 2020

Requirements for Places of Worship

Places of worship will be expected to meet the same Healthy at Work Minimum Requirements as businesses. In addition, **places of worship** will be expected to meet the requirements below in order to reopen and remain open:

Social Distancing Requirements

- Places of worship should, to the greatest extent practicable, continue to conduct alternative services, including tele-services, radio broadcasts, and drive-in services.
- Places of worship conducting drive-in services should ensure their congregants remain in their vehicles and not socialize through their vehicle windows, except at a distance of more than six (6) feet. Attendees should turn off their vehicles to avoid idling and protect everyone's health.
- Places of worship conducting in-person services should limit attendance to no more than 33% of the building occupancy capacity, including clergy and staff-employees, while maintaining social distance between household units of at least six (6) feet. This means that there must be six (6) feet between individuals on a row and individuals between rows, such that a six-foot radius is maintained around all household units. A place of worship that cannot maintain this space must further reduce its occupancy capacity until it is achieved.
- Places of worship should ensure, to the greatest extent practicable, that clergy, staff-employees, volunteers and congregants wear coverings (e.g., cloth mask or bandana) over their mouths and noses while attending services.
- Places of worship should wait to reopen youth services (including, but not limited to, Sunday schools) until childcare services have reopened on June 15, 2020. Once they reopen, youth services should follow the requirements posted for childcare services.
- Places of worship should avoid congregational or choir singing during services, as doing creates a higher risk of spreading infectious particles. Houses of worship should consider alternatives to congregational singing, including by playing pre-recorded or live instrumental music (e.g. pianos and guitars - no wind instruments) during services.
- Places of worship should consider taking congregants' temperatures and asking about signs of illness before admitting them into the place of worship. If they do take temperatures, they should consider using a non-contact thermometer or thermal imager. If a place of worship must use a standard oral/aural thermometer,

consider having the congregant take their own temperature and relay the information to maintain social distancing and sanitize the thermometer after each use.

- Places of worship should not allow individuals with elevated temperatures (100.5 degrees Fahrenheit or above) or signs of illness (coughing, shortness of breath, sneezing) to attend in-person services. Houses of worship should direct those having symptoms of COVID-19, as well as people who have had close contact with a person who has symptoms like dry cough, chest tightness, and/or fever, to refrain from participating in any aspect of in-person services. Places of worship should encourage symptomatic persons to stay at home or seek immediate medical care or want to be tested.
- Places of worship should use greeters to direct congregants to available masks and bulletins. Greeters should be masked, maintain social distancing, and consider wearing gloves.
- Places of worship should display markers and signage in the sanctuary/meeting space to guide social distancing.
- Places of worship should communicate with the congregation often and with clarity and transparency. Prepare the congregation for worship and for the changes that are occurring in procedures due to the national health crisis.
- Places of worship making restrooms available must ensure restrooms are only used by one person at a time and all portions that are regularly touched (e.g., door, sink, and toilet handles) are appropriately disinfected after each use.
- Places of worship conducting in-person services must, to the greatest extent practicable, provide hand sanitizer, handwashing facilities, tissues, and waste baskets in convenient locations.
- Places of worship should not provide communal food or beverages to clergy, staff-employees, volunteers, or congregants.
- Places of worship should restrict access to common areas, to the greatest extent practicable, in order to maximize social distancing and reduce congregating. These common areas include, but are not limited to, foyers, lobbies, vending areas, community and multi-purpose rooms, and event spaces.
- Because of the requirement to socially distance at least six (6) feet apart, places of worship should refrain from the practice of handshaking, handholding, or hugging.
- Places of worship should encourage those at higher risk for severe illness per CDC guidelines not to attend in-person services. These guidelines are available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>. Instead, places of worship should, to the greatest extent practicable, provide services that are not in-person, including tele-services, drive-in services, and/or radio services

for those individuals. If a house of worship is unable to provide alternative services, they should, to the greatest extent practicable, implement hours where service can be safely provided to congregants at higher risk for severe illness.

Personal Protective Equipment Requirements

- Places of worship should ensure, to the greatest extent practicable, that clergy, staff-employees, volunteers and congregants wear face coverings (e.g., cloth mask or bandana) over their mouths and noses while attending services.

Cleaning and Disinfecting Requirements

- Places of worship must ensure facilities are properly cleaned and ventilated.
- Places of worship must ensure cleaning and sanitation of frequently touched surfaces with appropriate disinfectants. Appropriate disinfectants include EPA registered household disinfectants, diluted household bleach solution, and alcohol solutions containing at least 60% alcohol. Places of worship must establish a cleaning and disinfecting process that follows CDC guidelines when any individual is identified, suspected, or confirmed as COVID-19 positive.
- Places of worship, as appropriate, must ensure they do not use cleaning procedures that could re-aerosolize infectious particles. This includes, but is not limited to, avoiding practices such as dry sweeping or use of high-pressure streams of air, water, or cleaning chemicals.

Training and Safety Requirements

- Places of worship should ensure appropriate signage is posted throughout their facilities to inform clergy, staff-employees, and congregants about good hygiene and new practices.
- Places of worship should ensure clergy, staff-employees, volunteers, and congregants are instructed to avoid touching their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed their hands upon completing work and/or removing PPE, to the greatest extent practicable.
- Places of worship should ensure clergy, staff-employees, volunteers, and congregants are informed that they may identify and communicate potential improvements and/or concerns in order to reduce potential risk of exposure.