

FHC COVID Policy

Forest Hill Church, Presbyterian

Policy on COVID-19 protection for regular volunteers, guest musicians, contract musicians, guest speakers and others who will interact with staff, congregants or guests

This policy has been approved by the Session of Forest Hill Church, Presbyterian. It will be updated, as needed, by the Trustees through the Reopening Committee.

APPLICABILITY

This policy is applicable to regular volunteers, guest musicians, contract musicians guest speakers and others who will interact with staff, congregants or guests.

RESPONSIBILITIES

1. Staff and leaders of groups or activities involving regular volunteers, guest musicians, contract musicians guest speakers and others who will interact with staff, congregants or guests shall:
 - a. Inform each individual in the group or activity of the requirements of this policy.
 - b. Provide this policy to each individual involved in the group or activity.
 - c. Receive copy of proof of full vaccination from each individual in each group or activity that they lead.
 - d. Place copies of proof of full vaccination in an envelope marked "CONFIDENTIAL" and seal the envelope.
 - e. Hand-deliver sealed envelopes to the Communications Manager.
 - f. When notified by Communications Manager of any report of a positive COVID-19 test, notify all within the group or activity who might have been in close contact with the person who has COVID-19.
2. Regular volunteers, guest musicians, contract musicians guest speakers and others who will interact with staff, congregants or guests shall:
 - a. Provide a copy of proof of full vaccination to the person who leads the group or activity in which they participate.
 - b. Upon receiving a positive test for COVID-19 within seven (7) days after being in the Forest Hill Church building, notify the church's **Communications Manager** by phone at **(216) 321-2660**.
3. Communications Manager shall:
 - a. Receive sealed envelopes marked "CONFIDENTIAL" from staff and leaders of groups or activities. These envelopes will contain copies of proof of vaccination.
 - b. Hand-deliver sealed envelopes marked "CONFIDENTIAL" to the Chair, Personnel Committee
 - c. Receive phone calls of positive COVID-19 tests from regular volunteers, guest musicians, contract musicians guest speakers and others who will interact with staff, congregants or guests.
 - i. Document the following information from reports of positive COVID-19 tests: Name of individual, date of positive test, role of individual

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- (volunteer, guest musician, etc.) leader of the group or activity in which the individual was involved, date of last presence within the building.
- d. Communicate reports of positive COVID-19 tests to appropriate staff as well as leader of the group or activity in which the individual was involved.
4. Chair, Personnel Committee shall:
 - a. Store records collected through this policy in a secure location.
 5. Building Manager will:
 - a. Post information, as described below, at entrances to the building.
 - b. Update signage based on revised guidance.

REQUIREMENTS

The following requirements are applicable to all volunteers, guest musicians, contract musicians, guest speakers and others who will interact with staff, congregants or guests.

Personal protective equipment

- Everyone who enters the building shall wear a mask while in the building. This applies regardless of vaccination status.

Positive test, symptoms, close contact

- Any individual who tests positive for COVID-19 within 7 days after being in the building shall inform the church's **Communications Manager** at **(216)321-2660** of the positive test so that others who might have been in close contact with that individual can be informed.
- Any individual who has tested positive for COVID-19 shall not enter the building until after the end of their period of Isolation.
 - **Isolation** is used to separate people infected with COVID-19 from those who are not infected.
 - People with COVID-19 should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a mask when around others to minimize the risk of infecting people they encounter.
 - Any individual who is residing at the church as a sanctuary guest is exempt from this specific item. However, they shall follow CDC guidance for quarantine or isolation.
 - See section below on References for links to further details on isolation.
- Any individual who has symptoms of COVID-19, such as fever, cough or shortness of breath, shall not enter the building.
 - Any individual who is residing at the church as a sanctuary guest is exempt from this item. However, they shall follow CDC guidance for quarantine or isolation.

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- Any individual who has been in close contact with someone who has COVID-19, shall follow the current CDC guidance.
 - Close contact is defined as being *within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period*
 - **Quarantine** if you have been in [close contact](#) (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been [fully vaccinated](#).
 - People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#).
 - However, fully vaccinated people should get [tested](#) 5-7 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure.
 - For people who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days.
 - See section below on References for links to further details on quarantine.

Working with Children under the age of 5

- Any individual who is not fully vaccinated shall not work with children who are under the age of 5.

Regular volunteers

- Regular volunteers include individuals who work with staff, congregants or with others, in person, within the building, on a regular basis. Examples: office volunteers, stream team, ushers, greeters, members of choirs and music ensembles, Abundance Pantry volunteers, Family, Youth and Children volunteers, ministries, clubs and groups.
- Regular volunteers shall provide proof of full vaccination to the staff person or leader of the group or activity. (Fully vaccinated plus booster is preferred).
 - [Fully vaccinated](#) – In general, people are considered fully vaccinated:
 - 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or,
 - 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.
- Any individual who does not provide proof of full vaccination shall not serve as a regular volunteer.

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- The staff or leader of each volunteer group or activity shall:
 - Inform each volunteer of this requirement.
 - Provide this entire policy to each volunteer.
 - Receive a copy of proof of vaccination.
 - Place the copy in an envelope marked “CONFIDENTIAL” and seal it.
 - Hand-carry the envelope to the Communications Manager.

Guest performers, contract musicians, speakers and other similar guests

- Guest performers, contract musicians, speakers and others who will spend more than 15 minutes in proximity to congregants must provide proof of being fully vaccinated (fully vaccinated plus booster is preferred) to the staff person or host who invited them.
 - Fully vaccinated – In general, people are considered fully vaccinated:
 - 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
 - 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.
- Any individual who does not provide proof of full vaccination shall not serve as a guest performer, contract musician, speaker or other similar role.
- The staff member or host who invited the individual shall:
 - Inform them of this requirement.
 - Provide this entire policy to each individual.
 - Receive a copy of proof of vaccination.
 - Place the copy in an envelope marked “CONFIDENTIAL” and seal it.
 - Hand-carry the envelope to the Communications Manager.

Recordkeeping

- Any records collected as a result of this guidance will be kept confidential in a secure location. The Chair of the Personnel Committee is responsible for placing such records in the secure location.

Signage

- The Building Manager shall post the following information at all entrances:
 - If you have tested positive for COVID-19 within the past ten days, do not enter this building.
 - If you have any of the following symptoms, do not enter this building
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell

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- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- This signage may be revised based on updated guidance.

References

This policy and guidance is based on information provided by the Centers for Disease Control (CDC) as of January 3, 2022. CDC may revise its guidance over time. The most recent guidance should be used. For the most recent information, see:

<https://www.cdc.gov/>

<https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>