



TOWN OF NORTHBRIDGE
BOARD OF HEALTH

Aldrich School Town Hall Annex – 14 Hill Street
Whitinsville, MA 01588
Phone# (508) 234-3272 Fax# (508) 234-0821

May 26, 2020

United Presbyterian Church of Whitinsville
Rev. Susan L. DeHoff
51 Cottage Street
Whitinsville, MA 01588

Subject: Re-Opening Plan – May 2020

Dear Rev. DeHoff:

Please be advised that I have had the opportunity to review your proposed plan to re-open the United Presbyterian Church and have found the plan to be acceptable with today's current guidance. Please be advised that future guidance may require modifications to your plan.

Attached you will find the most recent guidance from the Massachusetts Department of Public Health for your review and consideration. I find the checklist to be extremely helpful.

If you have any questions in the future, please do not hesitate to contact me.

Sincerely,

Jeanne M. Gniadek
Board of Health Administrator

/jmg



**SECTOR SPECIFIC WORKPLACE STANDARDS
FOR PLACES OF WORSHIP AND RELIGIOUS SERVICES
TO ADDRESS COVID-19
As of May 18, 2020**

Purpose

These sector specific COVID-19 safety standards for Places of Worship and Religious Services are issued to provide Places of Worship with instructions to help protect against the spread of COVID-19 as in-person services resume.

These standards are minimum requirements only and are not exclusive or exhaustive. The public health data and matrix for disease prevention upon which these guidelines are based can and does change frequently, and the operator of a House of Worship is responsible for adhering to all local, state and federal requirements.

General Standards

These standards apply to all Places of Worship and Religious Services, and all services and activities including regular and holiday services, weddings, funerals, and wakes.

Places of Worship shall communicate to members and workers that if they are feeling sick, are exhibiting any of the following symptoms (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell), or have potentially been exposed to someone with confirmed or suspected COVID-19, then they should not attend services in-person. A potential exposure means having household contact or having close contact (within 6 feet) with an individual with confirmed or suspected COVID-19 for a prolonged period of time (over 10 minutes) while the person is symptomatic or 48 hours before symptoms developed.

Persons who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home.

Places of Worship are encouraged, to the extent feasible, to hold services virtually or outdoors and to ensure that attendees who are not from the same immediate household are spaced at least 6 feet apart. If outdoor services are not possible, places of worship must abide by the following requirements.

I. Occupancy Limitations

- All places of worship shall limit occupancy to 40 percent of the building's maximum permitted occupancy level as documented in its occupancy permit on record with the municipal building department or other municipal record holder. The occupant count shall include all persons inside the place of worship, including attendees and staff
- Staff or attendants shall monitor the number of attendees entering the place of worship to ensure compliance with the maximum occupancy level

- If feasible, places of worship are encouraged to arrange online sign-up for services in advance in order to monitor and limit the number of attendees

II. Social Distancing

Seating

- Attendees who are not part of the same immediate household must be seated at least 6 feet apart. Members of the same immediate household are permitted to sit together and less than 6 feet apart
- If there is fixed seating, rows should be blocked off and kept empty to allow for sufficient distancing between rows
- Places of worship are encouraged to place tape or other visual distancing markings on seating to delineate 6 ft separations and to post signage indicating the maximum number of persons permitted per row
- Promote ventilation for enclosed spaces where possible. For example, consider opening windows and doors to allow airflow

Entering and Exiting

- Places of worship are encouraged to take steps to encourage orderly entering and exiting of services in a manner that encourages social distancing. For example:
 - Signage or floor markings should be posted to have one-way aisles or otherwise direct attendees to follow certain pathways for entering and exiting the service
 - If a line forms outside of the service, those waiting should be directed to maintain social distancing. Tape or other markings on the ground outside of Places of Worship should be placed to encourage attendees to maintain social distancing of at least 6 feet
 - Staff should direct people in high traffic areas to help maintain social distancing
 - Officiants or other staff should direct successive, row-by-row exiting

III. Face Coverings

- All attendees and staff must wear face coverings or masks in accordance with COVID-19 Order No. 31 and the Department of Public Health's Guidance while inside and while entering and exiting places of worship or otherwise participating in in-person services, except where a person is unable to wear a face covering or mask because of a medical or disabling condition
- For children between age 2 and 5, the wearing of a face covering or mask is at the discretion of the child's parent or guardian. Children under the age of 2 should not wear a face covering or mask
- A person who declines to wear a face covering or mask because of a medical or disabling condition shall not be required to produce documentation verifying the condition
- Place of worship may refuse entry to a person who refuses to wear a face covering or mask for non-medical reasons

IV. Contributions and Communal Food, Drink, and Sacraments

- Places of worship are encouraged to modify the means to collect any financial contributions from attendees so as to eliminate shared contribution trays and baskets and to minimize

contact. Consider setting up a no-touch method to collect contributions, and encouraging contributions through mail or electronic means

- Places of worship are encouraged to modify communal rituals, like taking communion or passing of the peace, so as to limit contact with others. Consider distributing, where applicable, prepackaged communion or sacraments
- Places of worship shall not have communal gathering pre or post service (e.g., coffee hours or other food services)
- Places of worship running food pantries or other prepackaged food distribution may continue to do so

V. Nurseries and Childcare

- Any childcare services shall remain closed until such time that there is additional guidance

VI. Cleaning and Disinfecting and Hygiene Protocols

- Places of worship shall be cleaned and disinfected between each service, including disinfection of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms, microphones, shared instruments)
- If a Place of worship learns that an individual with COVID-19 attended a service or otherwise entered the place of worship, it shall conduct a deep cleaning and disinfecting consistent with the Centers for Disease Control guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Places of worship shall ensure that attendees and workers have access to handwashing facilities, including soap and running water, and allow workers sufficient break time to wash hands, as necessary. They are also encouraged to make alcohol-based hand sanitizers with at least 60% alcohol available, if possible

VII. Notification of Positive Case

- If a Place of worship learns that an attendee or worker or other worker has tested positive for COVID-19, it shall notify the local Board of Health (LBOH) in the city or town where the place of worship is located and assist the LBOH as reasonably requested to trace likely contacts and advise contacts to isolate and self-quarantine



MANDATORY SAFETY STANDARDS



SOCIAL DISTANCING

All places of worship shall limit occupancy to 40 percent of the building's maximum permitted occupancy level as documented in its occupancy permit on record with the municipal building department or other municipal record holder. The occupant count shall include all persons inside the place of worship, including attendees and staff

Staff or attendants shall monitor the number of attendees entering the place of worship to ensure compliance with the maximum occupancy level

Attendees who are not part of the same immediate household must be seated at least 6 feet apart. Members of the same immediate household are permitted to sit together and less than 6 feet apart

If there is fixed seating, rows should be blocked off and kept empty to allow for sufficient distancing between rows

All attendees and staff must wear face coverings or masks in accordance with COVID-19 Order No. 31 and the Department of Public Health's Guidance while inside and while entering and exiting places of worship or otherwise participating in in-person services, except where a person is unable to wear a face covering or mask because of a medical or disabling condition

For children between age 2 and 5, the wearing of a face covering or mask is at the discretion of the child's parent or guardian. Children under the age of 2 should not wear a face covering or mask

A person who declines to wear a face covering or mask because of a medical or disabling condition shall not be required to produce documentation verifying the condition

Recommended best practices

If feasible, places of worship are encouraged to arrange online sign-up for services in advance in order to monitor and limit the number of attendees

Places of worship are encouraged to place tape or other visual distancing markings on seating to delineate 6 foot separations and to post signage indicating the maximum number of persons permitted per row

Promote ventilation for enclosed spaces where possible. For example, consider opening windows and doors to allow airflow

Places of worship may refuse entry to a person who refuses to wear a face covering or mask for non-medical reasons

Places of worship are encouraged to take steps to encourage orderly entering and exiting of services in a manner that encourages social distancing. For example:

- Signage or floor markings should be posted to have one-way aisles or otherwise direct attendees to follow certain pathways for entering and exiting the service
- If a line forms outside of the service, those waiting should be directed to maintain social distancing. Tape or other markings on the ground outside of places of worship should be placed to encourage attendees to maintain social distancing of at least 6 feet
- Staff should direct people in high traffic areas to help maintain social distancing
- Officiants or other staff should direct successive, row-by-row exiting



HYGIENE PROTOCOLS

Places of worship shall ensure that attendees and workers have access to handwashing facilities, including soap and running water, and allow workers sufficient break time to wash hands, as necessary

Recommended best practices

Places of worship are encouraged to make alcohol-based hand sanitizers with at least 60% alcohol available, if possible



STAFFING & OPERATIONS

Places of worship shall not have communal gathering pre or post service (e.g., coffee hours or other food services)

Places of worship running food pantries or other prepackaged food distribution may continue to do so

Any childcare services shall remain closed until such time that there is additional guidance

If a place of worship learns that an attendee or worker or other worker has tested positive for COVID-19, it shall notify the local Board of Health (LBOH) in the city or town where the place of worship is located and assist the LBOH as reasonably requested to trace likely contacts and advise contacts to isolate and self-quarantine

Recommended best practices

Places of worship are encouraged to modify the means to collect any financial contributions from attendees so as to eliminate shared contribution trays and baskets and to minimize contact. Consider setting up a no-touch method to collect contributions, and encouraging contributions through mail or electronic means

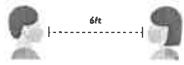
Places of worship are encouraged to modify communal rituals, like taking communion or passing of the peace, so as to limit contact with others. Consider distributing, where applicable, prepackaged communion or sacraments



CLEANING & DISINFECTING

Places of worship shall be cleaned and disinfected between each service, including disinfection of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms, microphones, shared instruments)

If a place of worship learns that an individual with COVID-19 attended a service or otherwise entered the place of worship, it shall conduct a deep cleaning and disinfecting consistent with the Centers for Disease Control guidance



SOCIAL DISTANCING

Ensure >6ft between individuals

- All places of worship shall limit occupancy to 40 percent of the building's maximum permitted occupancy level as documented in its occupancy permit on record with the municipal building department or other municipal record holder. The occupant count shall include all persons inside the place of worship, including attendees and staff.
- Monitor the number of attendees entering the place of worship to ensure compliance with the maximum occupancy level.
- Attendees who are not part of the same immediate household must be seated at least 6 feet apart. Members of the same immediate household are permitted to sit together and less than 6 feet apart.
- If there is fixed seating, rows should be blocked off and kept empty to allow for sufficient distancing between rows.
- All attendees and staff must wear face coverings or masks in accordance with COVID-19 Order No. 31 and the Department of Public Health's Guidance while inside and while entering and exiting places of worship or otherwise participating in in-person services, except where a person is unable to wear a face covering or mask because of a medical or disabling condition.
- For children between age 2 and 5, the wearing of a face covering or mask is at the discretion of the child's parent or guardian. Children under the age of 2 should not wear a face covering or mask.
- A person who declines to wear a face covering or mask because of a medical or disabling condition shall not be required to produce documentation verifying the condition.
- Places of worship may refuse entry to a person who refuses to wear a face covering or mask for non-medical reasons.
- If feasible, places of worship are encouraged to arrange online sign-up for services in advance in order to monitor and limit the number of attendees.
- Places of worship are encouraged to place tape or other visual distancing markings on seating to delineate 6 foot separations and to post signage indicating the maximum number of persons permitted per row.
- Promote ventilation for enclosed spaces where possible. For example, consider opening windows and doors to allow airflow
- Places of worship are encouraged to take steps to encourage orderly entering and exiting of services in a manner that encourages social distancing



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- Ensure that attendees and workers have access to handwashing facilities, including soap and running water, and allow workers sufficient break time to wash hands, as necessary. Places of worship are also encouraged to make alcohol-based hand sanitizers with at least 60% alcohol available, if possible.



STAFFING & OPERATIONS

Include safety procedures in the operations

- Places of worship shall not have communal gathering pre or post service (e.g., coffee hours or other food services).
- Places of worship running food pantries or other prepackaged food distribution may continue to do so.
- Any childcare services shall remain closed until such time that there is additional guidance.
- If a place of worship learns that an attendee or worker or other worker has tested positive for COVID-19, it shall notify the local Board of Health (LBOH) in the city or town where the place of worship is located and assist the LBOH as reasonably requested to trace likely contacts and advise contacts to isolate and self-quarantine.
- Places of worship are encouraged to modify the means to collect any financial contributions from attendees so as to eliminate shared contribution trays and baskets and to minimize contact. Consider setting up a no-touch method to collect contributions, and encouraging contributions through mail or electronic means.
- Places of worship are encouraged to modify communal rituals, like taking communion or passing of the peace, so as to limit contact with others. Consider distributing, where applicable, prepackaged communion or sacraments.



CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- Places of worship shall be cleaned and disinfected between each service, including disinfection of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms, microphones, shared instruments).
- If a place of worship learns that an individual with COVID-19 attended a service or otherwise entered the place of worship, it shall conduct a deep cleaning and disinfecting consistent with the Centers for Disease Control guidance