



BEST MANAGEMENT PRACTICES PLAN

FAITH BASED ORGANIZATIONS

2020



EXECUTIVE SUMMARY

May 2020

INTRODUCTION

This document is intended to guide business owners, executives and managers by providing Best Management Practices (BMPs) in COVID-19 mitigation for industry-specific operations and settings. The practices included in this guide were developed in partnership with local industry leaders, and have been approved by the Sonoma County Department of Health, as well as its Health Officer, Dr. Sundari Mase.

The information set forth is to provide guidelines on BMPs for use once state and local health orders allow your specific business operations to partially or fully reopen. More information on current status, methodology and progress through the reopening phases can be found at the links below:

[California Resilience Roadmap](#)

[County of Sonoma Health Orders](#)

ACKNOWLEDGMENTS

Thank you to Adam Peacocke, Co-chair of R.O.C. Sonoma County, who developed the policies and guidelines from which these BMPs were adapted.



BEST MANAGEMENT PRACTICES PLAN May 2020

Refer to the [EDB Business Mitigation Measures Checklist](#) for mitigation measures required by the Sonoma County Department of Health.

MINIMIZING IN-PERSON INTERACTIONS:

1. Staff who are able to tele-work should continue to do so.
2. Consider streaming church services online with essential staff present to assist with such services while following required safe hygiene and physical distancing guidelines.
3. Where streaming is not feasible or limits access to services, drive-through services can be conducted, provided vehicles are fully enclosed, at or below legal passenger capacity, and contain only members of the same household. Additional guidance on vehicle-based activities can be found [here](#).
4. Consider providing faith-based counseling and other social services through phone/video conferencing.
5. Where faith-based counseling cannot be performed virtually, it can be performed in person and is subject to existing orders requiring physical distancing, face coverings and appropriate hygiene. Per County Health order, guidance for Limited Services must be observed, which can be found [here](#).
6. Designate an outdoor location for food distribution programs and curbside pick-up services.
7. Consider zero-contact methods for food delivery and other support services involving seniors and other vulnerable populations.
8. Work within the safety guidelines established by the county and state when providing services such as shelter placement or providing food for the homeless.

Once church services are allowed to gather indoors (Phase 3):

1. Ensure 6 feet of separation between family groups by removing or blocking off rows and seats.
2. Implement one-way foot traffic pathways to minimize attendee interactions where possible using floor stickers, arrows, and other methods to clearly mark these pathways.
3. Designate a foot traffic control monitor to ensure physical distancing requirements are maintained.
4. Implement phased ingress and egress, as opposed to everyone moving at once. Use ushers to provide seating assignments.
5. Consider adding additional services to minimize the number of attendees.

DAILY MONITORING OF EMPLOYEE HEALTH REQUIREMENTS:

1. Require all employees to perform a self-check for COVID-19 symptoms before reporting to work site or other assignment away from home. This should be done using the Sonoma County SoCo COVID-19 Check app available on the Apple and Google App stores, or on the SoCo Emergency website. Alternatives may be employed as long as they meet the same purpose of employee and employer assessments while allowing electronic reporting of equivalent data to be reported to the County in aggregate form.
2. Regardless of which method employees/employers use to do the assessment/verification, the

BEST MANAGEMENT PRACTICES PLAN May 2020

Company/employer must verify that employees do not have a temperature of more than 100 Fahrenheit before reporting for work.

3. Provide face coverings and other appropriate personal protective equipment (PPE) to employees and ensure correct usage at all times for employee and customer safety.
4. All employees should wash their hands or use hand sanitizer frequently and after any of the following activities: patron interactions, using the restroom, sneezing, touching the face, cleaning, sweeping, mopping, smoking, eating, drinking, going on a break and before or after starting a shift.
5. Consider staggering employee arrival and break times.
6. Limit sharing of office supplies and tools.

MANAGING HEALTH AND SAFETY GUIDELINES:

1. Display appropriate signage prominently, outlining proper mask usage and current physical distancing practices in use throughout the facility.
2. Ensure adequate access to handwashing facilities and hand sanitizer in staff and public areas throughout facilities.
3. Frequently clean/sanitize shared surfaces and equipment.
4. Train employees on all measures and protocols applicable to their function or role prior to returning to work.
5. Consider the age and health of service populations, implementing separate service for seniors and other vulnerable populations as needed.
6. Eucharist/Communion: Use zero-contact approaches such as placing a wafer/host in a small plastic cup or small disposable cup and passing to the recipient via a tray held by staff.
7. Collection of Donations: Use zero-contact approaches such as setting up an online payment system, or having attendees place gifts/tithes/donations in a stand-alone basket upon leaving the service. Any person that is responsible for processing the donations should wear gloves and/or immediately wash their hands after handling.



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