



This document has been prepared based on recommendations from multiple, reliable sources including:

- Center for Disease Control and Prevention
 - Interim Guidance for Businesses and Employers to Respond to Coronavirus Disease 2019 (COVID-19) (3/05/2020)
 - Interim Guidance for Community and Faith Based Organizations for Coronavirus Disease 2019 (3/5/2020)
 - Faith-Based & Community Organizations Pandemic Influenza Preparedness Checklist (3/5/2020)
- World Health Organization
 - Getting Your Workplace Ready for COVID-19 (2/27/2020)
- Williamson County Health Department
- Texas Department of Health and Human Services
 - Public Health Region 8
- Presbyterian Disaster Assistance
 - Guidance for Congregations In Response to Severe Infectious Disease Outbreak (February 2020)
- Brotherhood Mutual Insurance Company
- Alliant Employee Benefits
- Jones Day Law Firm
- Northshore Community Church (Kirkland, WA)
- Watermark Community Church (Dallas, TX)
 - Should I Worry About the Coronavirus? (2/28/2020)
- Gateway Church (Austin, TX)
- Heather Bala, Flex Ltd.
- Adam Johnson, Austin/Travis County Crisis Management EMT



Subject: Communicable Illness Outbreak Response Policy		
Effective Date: 3/13/20	Department: All	Page 1 of 4
Revised Date: 03/16/20		

PURPOSE:

To fulfill our responsibility of exercising care and protection for staff, volunteers, and visitors to Two Rivers Bible Church (TRBC) in the event of a communicable illness outbreak.

POLICY:

- As part of Two Rivers Bible Church’s mission to saturate Gonzales with the love of Jesus, this policy is to be handled with a mindset of love over fear and potential kingdom impact over negative operational impact. Rather than worrying, Jesus has called us to respond with prayer and trust in Him (Matthew 6:33-34, Phil. 4:6). Two Rivers Bible Church is committed to being ready to use every situation as a chance to share the love of Jesus with Gonzales County and beyond (1 Peter 3:15).
- Throughout the process of dealing with a communicable illness, Two Rivers Bible Church will lean on advice from government organizations (WHO, CDC, local health departments) and medical professionals.
 - This will help to reduce unnecessary fear, worry, and overreaction as a result of mainstream media and news sources.
 - As a result of this, information regarding specific practices for specific illnesses will be noted by the response team and used to modify this policy if necessary.
- Recommended policies for staff travel and global outreach trips include:
 - The situation in countries where staff and global outreach trips are visiting should be evaluated consistently.
 - Staff may be asked to stay home if there is potential that they have been in contact with persons that may have the illness in another country.
 - Global outreach trips to locations deemed to be in the TRBC alert level 3 range may be cancelled on a case to case basis (including flight layover locations).
 - Global outreach trips to locations deemed to be in the TRBC alert level 4 range will be cancelled (including flight layover locations).
 - Evaluation of locations will be based on facts from the CDC and WHO.
- All staff and lay leaders should be aware and ready to provide care as a result of heightened community emotion and stress in times of an outbreak of a communicable illness.
- Two Rivers Bible Church will take steps to care for and protect our community based on a tiered system of alertness described below:



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- ▶ Level 1: Low level of alertness, no suspected cases of the outbreak in the Gonzales area.
- ▶ Level 2: Cautious level of alertness, potential cases in the Gonzales area.
- ▶ Level 3: Medium alertness level, few confirmed, active cases present in the Gonzales area, limited person-to-person spread.
- ▶ Level 4: Increased alertness level, the sustained person-to-person spread of the illness around the community.
- ▶ Level 5: Multiple staff members, volunteers, and members of Two Rivers Bible Church are ill. Government organizations direct cancellation of large gatherings.

RECOMMENDED PROCEDURES:

- At each alert level, Two Rivers Bible Church will begin to take steps in order to respond with an appropriate level of care as the outbreak spreads. Below are examples of actions that will take place at each level of alertness:
 - ▶ Level 1:
 - Two Rivers Bible Church will develop a response team including:
 - The Lead Pastor will serve as the leader. (Jesse Elizondo)
 - Staff from the Facilities Department (Chuck Griffin)
 - Staff from the Communications Department (Jennifer Lamprecht)
 - A lay member of the church that is a medical professional
 - Any other necessary community leaders that could contribute meaningful and appropriate recommendations (members of government organizations, corporate executives, corporate response team members, etc.)
 - Facilities team will increase diligence when cleaning campuses (focus on restrooms, handrails, doorknobs, water fountains, etc.)
 - Increased hygiene products will be provided by Two Rivers Bible Church such as hand sanitizer and tissues.
 - Hand sanitizer will have a minimum of 60% alcohol.
 - General hygiene signs will be posted in bathrooms and children's ministry areas to encourage a higher level of sanitization.
 - Two Rivers Bible Church will contact any rented spaces used to ask about their cleaning practices and responses to the potential outbreak.
 - ▶ Level 2:
 - Shared bowls of candy, fresh food, and other food items possibly touched by many hands should be replaced with alternatives or removed.
 - Ushers, greeters, and volunteers with high levels of personal contact will be encouraged to use a high level of hygiene especially during large gatherings.
 - Ushers will wipe down offering plates between each service.



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- Online giving will be encouraged.
 - During greeting times, a casual announcement to avoid hugs/handshakes and opt for elbow bumps and waves will be made.
 - Two Rivers Bible church will encourage ill staff, volunteers, and attendees to remain home and seek medical attention.
 - Alternative spiritual care will be provided to those who cannot attend worship or other functions as a result of these decisions.
 - Communication to parents of children will be made reminding them of our guidelines for children (keep them at home if they show signs of illness) and informing them of practices we have in place to make the church a safe place for children.
 - Volunteers will be asked to clean children's toys before and after each service and large gathering.
 - Two Rivers Bible Church will ensure that those handling foods will do so with enhanced precautions including the use of gloves and hair coverings.
 - Custodians will wear gloves and frequently switch pairs of gloves while cleaning (if not already doing so).
 - Communications/IT teams will prepare for an increase in online viewing.
- ▶ Level 3:
- The communications department will create a communication strategy that is sustainable throughout the outbreak including:
 - Communication will be made to congregation that Two Rivers Bible Church is aware and monitoring the situation.
 - Communication to volunteers will be made communicating appreciation for service as some volunteers may be tempted to stay home in this situation.
 - If not already done, the situation should be addressed by the lead pastor from the stage on Sunday.
 - Any press will be directed to the Communications Department.
 - Two Rivers Bible Church will look for strategic ways to make an impact in the community (if affected area is localized, reach out to that community and offer assistance)
 - Direct communication with local health departments will be made to ensure we operate within their guidelines (includes Texas Department of Health & Human Services, Gonzales County and Texas Public Region 8).
 - A solution to pass communion with less opportunity for spreading germs will be found (ushers wear gloves/individual disposable communion cups)
 - Greeters will default to elbow bumps or waves rather than handshakes, hugs, and hand-to-hand contact.
 - Children's volunteers will be reminded of space cleaning guidelines.



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- A bulletin insert will be created informing others of best health practices.
 - Offering plate will not be passed and bulletins will not be handed out.
 - HR will communicate to staff relevant policies regarding PTO/sick time in regard to the situation at hand.
 - Ill staff and volunteers will be asked to go home and seek medical attention.
 - Staff with compromised immune systems may be permitted or asked to work from home.
 - Employees and key volunteers will begin identifying backups for their role should they become ill.
 - Conversations will begin about how to stream services should services need to be cancelled.
 - A space will be identified that can be used to isolate staff or attendees who appears ill during an event or service.
 - Plans will be made for someone in the congregation that attends while unknowingly carrying a disease.
 - Deep cleaning plans should be made.
 - Communication to congregants should be drafted and sent to participants if it is learned that a person with the illness has attended a Two Rivers Bible Church gathering.
- ▶ Level 4:
- Employees wishing and able to work from home will be allowed to do so.
 - Food and beverage offerings will be discontinued.
 - Discussions about whether to proceed with communion will take place.
 - Cleaning viewable to the public will be regular:
 - Passing out hand sanitizer
 - Wiping down surfaces frequently (where members see that we are taking precautions)
 - Communication to the congregation will be made on steps that Two Rivers Bible Church is taking in response to the spread of the disease through the community.
 - A plan to stream Sunday morning services if needed will be in place.
 - Larger, nonessential events of 30 or more people will be postponed.
- ▶ Level 5:
- Services will be cancelled. Service will be streamed online.
 - All employees will be asked to work from home.
 - The church will seek ways to actively help community members affected.
 - Church communication will all be digital.