

Good Shepherd Presbyterian Church

Campus Safety and Security Team

- The Campus Safety and Security Team (CSS) is responsible for establishing general health and security guidelines for GSPC
- The Preschool may supplement those guidelines
- CSS will provide general support, develop the security guidelines, and serve as a single point of contact
- CCS will organize safety and security training sessions
- CCS will **not** function as a separate emergency/security force
- The CSS Director will be appointed annually by the Finance Team
- The CSS Director may serve multiple terms

Security and Safety Guidelines

Immediate (Teams)

- Publish and Distribute Safety and Security Guidelines (Communications)
- Place copies of the appropriate sections of the Security and Safety Guidelines in key locations (Communications)
- Develop a Safety and Security Checklist (CSS)
- Complete Safety and Security Checklist (Appropriate Teams)
- Review completed Safety Checklists and file (CSS)
- Create Emergency Contacts Lists (phone, text, and e-mail) (Communications)
- Provide Elders, Staff, and other Key Volunteers with Emergency Contacts List (Communications)

COVID-19

- Everyone is welcome to participate in our services and programs
- If you cannot attend in person, church services are available electronically
- The following guidelines have been put in place for the safety of all during the COVID-19 pandemic

State regulations

- Churches can continue to operate if they abide by social distancing and implement the expanded social distancing and sanitation protocols

Prior to Opening (Teams)

- Purchase hand sanitizers, digital infrared thermometers, face masks, and plastic gloves (Building and Property)
- Ensure cleaning services follow appropriate sanitation protocols (Building and Property)
- Train Greeters and Ushers on the use of use of digital infrared thermometers and update them on social distancing requirements (Music and Worship)
- Post latest CSS COVID-19 Guidelines (Communications)

- Ensure at-home worship service broadcast operational and on par with in-person service (Building and Property/Communications)

General (Congregants)

- In the interest of fellow congregants, we ask that:
 - Face masks be worn at all times
 - 6 feet distancing will be maintained at all times
 - Exception family units who live together
 - Individuals refrain from handshakes or hugs
 - Individuals properly cover their mouth when coughing or nose when sneezing
 - Individuals avoid touching their nose or mouth
 - Individuals will avoid touching objects touched by others
- In the interest of fellow congregants, we ask the following refrain from attending services in person until they have tested negative for COVID-19 or have waited 14 days from the day they were exposed:
 - Individuals who test positive for COVID-19
 - Individuals displaying symptoms of a cough, fever, chills, muscle pain, shortness of breath, sore throat, and new loss of taste and smell
 - Individuals who have been exposed to someone with COVID-19 within the last 14 days
 - Individuals who have been at a social gathering in the last 14 days where social distancing was an issue
- We also ask that at-risk individuals continue to shelter-in-place
- We ask that individuals advise the church office if they contact COVID-19 within 14 days of attending a church service or program
- Entrance to the Sanctuary will be through the door (on the flag side) closest to the playground **only**
 - All other doors will only be used for exiting the building
- Temperatures will be checked upon entering the Sanctuary
- Hand sanitizer stations will be strategically placed in the Narthex and in the hall leading to the choir room

Worship Service (Team Responsibilities)

- Limit entrance to the Sanctuary to the door (on the flag side) closest to the playground (Building and Property)
 - All other doors will only be used for exiting the building
 - **Place signs on the other doors and at the base of the stairs that the entrances are closed**
- Place Health Station by the Sanctuary door (Building and Property)
 - Equip Health Station with digital thermometers, hand sanitizers, and face masks
- Assign Greeters and/or Ushers to the Health Station (Music and Worship)
 - Check everyone's temperatures on first entering the Sanctuary
 - Refuse admittance to anyone who does not wear a face mask, social distance, or has a temperature greater than 100.4 F
 - Refuse admittance if maximum occupancy numbers exceeded

- Limit worship service and programs to rooms that can accommodate proper social distancing (Music and Worship/CE)
 - Limit use of the kitchen
 - Discontinue breakfasts, luncheons, and dinners; M&M time; and receptions following weddings or funerals
- Close common areas and rooms that will not be in use (Building and Property)
- Strategically place Hand Sanitizer Stations in the Narthex and in the hall leading to the choir room (Building and Property)
- Ensure proper distancing in Sanctuary including: (Music and Worship)
 - Roping off areas not to be used
 - Limiting the number of persons in the choir loft
 - Sitting children with their parents
 - Asking congregants to move if seating distances not maintained
 - Dismissing congregants in sections
- Modify the service were necessary including: (Music and Worship)
 - Performing “Passing of the Peace” without physical contact
 - Modifying the “children’s service”
 - Modifying the “Passing of the Bread and Wine” during Communion
- Place collection plates on tables in the Narthex (Music and Worship)
 - **Have gloves available for anyone handling the collection**
- Place bulletins on tables in the Narthex (Music and Worship)
- Permit pastor, those participating in the worship service, the Choir Director, and soloist to remove masks when in-service
 - Whenever possible, microphones should not be shared (Music and Worship)
- Permit families that live together to sit together (Music and Worship)
- Permit congregational singing (Music and Worship)
- Permit soloists and instrumentations (Music and Worship)
- Store supplies when not in use (Building and Property)

Child Safety (Guidelines Pending)

Immediate

- Follow current child safety guidelines (until new guidelines published)
- Establish Child Safety Guidelines (CSS)
- Publish Child Safety Guidelines (Communications)

Medical Emergency (Guidelines Pending)

Immediate

- Establish Medical Emergency Guidelines (CSS)
- Publish Medical Emergency Guidelines (Communications)
- Ensure there are Emergency and Medical Supplies in the Sanctuary, Fellowship Hall, CE Building, and Well (Building and Property)

- Restock as needed (Building and Property)
- Arrange training classes for key constituents on the use of First Aid, CPR, and/or AED (CSS/Session Teams)
 - Key constituents include Staff, Elders, Ushers, and CSS Team Members
- Publish list of individuals with First Aid, CPR, and/or AED training (CSS)

During

- Follow Medical Emergency Guidelines

After

- Log incident (Various)

Severe Weather Emergency (Guidelines Pending)

On-Going

- Inspect building and grounds (Building and Property)
 - Remove and potential hazards (Building and Property)
- Maintain link with early warning system (Building and Property)

Immediate

- Establish Severe Weather Guidelines (CSS)
- Publish Severe Weather Guidelines (Communications)
- Establish/post evacuation routes (Building and Property)
- Identify storm shelters (Building and Property)
- Create a Severe Weather Emergency e-mail/Text (Communications)

During Storm

- Follow Severe Weather Guidelines

After Storm

- Remove any hazardous material (Building and Property)
- Rope off or repair any hazardous areas (Building and Property)
- Log incident (Various)
- Advise staff and elders of the status (Building and Property)
- Notify congregation of the status (Communications)

Fire Emergency (Guidelines Pending)

On-going

- Ensure fire extinguishers in place (Building and Property)
 - Ensure all fire inspections are up to date (Building and Property)
- Train key individuals on the use of fire extinguishers (Building and Property)

- Key individuals include Staff, members of the Building and Property Team, and frequent users of the kitchen

Immediate

- Establish Fire Emergency Guidelines (CSS)
- Publish Fire Emergency Guidelines (Communications)
- Establish Fire Emergency Evacuation Routes (Building and Property)
- Create a Fire Emergency e-mail/Text (Communications)

During Fire Emergency

- Follow Fire Emergency Guidelines

After Emergency

- Remove any hazardous material (Building and Property)
- Rope off or repair any hazardous areas (Building and Property)
- Log incident (Various)
- Advise staff and elders of the status (Building and Property)
- Notify congregation of the status (Communications)

Other Emergencies (Guidelines Pending)

To Be Defined

Potential Volatile Situation

Immediate

- Establish Potential Volatile Situation Guidelines (CSS)
- Publish Potential Volatile Situation Guidelines (Communications)
- Train key constituents on how to identify and handle potential volatile situations (CSS)
 - Key constituents include staff, elders, ushers, and members of the CSS team

During Volatile Situations

- Follow Potential Volatile Situation Guidelines

After Volatile Situation

- Log Incident (Various)

Active Shooter (Guidelines Pending)

Although an active shooter situation can occur anywhere and anytime on campus, these guidelines will focus on

Incidents that may incur in the Sanctuary.

- Security negatives
 - Entrances are open before and during church services

- There are numerous entrances to the sanctuary
- Sanctuary does not lend itself to easy evacuation
- There are glass windows on two sides of the Sanctuary
- Security pluses
 - Campus buildings are locked when not in use
 - Campus is well lit
 - Security cameras in place

Immediate

- Establish Active Shooter Guidelines (CSS)
- Create an Active Shooter Sub-Team (CSS)
- Publish Active Shooter Guidelines (Communications)
- Establish Active Shooter Evacuation Routes (Building and Property)
- Identify Lockdown Locations (Building and Property)
- Create a Campus Active Shooter e-mail/Text (Communications)
- Train key constituents on how to identify and handle potential risks (CSS)
 - Key constituents include staff, elders, ushers, and members of the CSS team

During Active Shooter Emergency

- Follow Active Shooter Guidelines

After Active Shooter Emergency

- Care for the injured
- Log Incident (Various)
- Advise staff and elders of the status (Building and Property)
- Notify congregation of the status (Communications)