



MVBT COVID-19 General Health and Safety Policy

This policy is subject to change due to the evolving Santa Clara County Health Orders and knowledge of COVID-19. We request you comply with these policies to the best of your ability for the health of all concerned. These conditions are temporary during the COVID-19 pandemic and we all look forward to when things can get back to normal.

Please note that Level 3 events are discouraged at this time in order to protect the health of all MVBT temple members given the rising number of COVID-19 cases and hospitalizations in Santa Clara County. Requests for any Level 3 events will be reviewed by the Safety and Security Committee.

As of July 14, 2020 Santa Clara County Public Health Order:

<https://www.sccgov.org/sites/covid19/Pages/mandatory-directives-gatherings.aspx>

The following are the highlights from the Santa Clara County Public Health Order. This Directive explains the local requirements for gatherings in Santa Clara County:

- **All gatherings must be held ENTIRELY OUTSIDE**, except that attendees may go inside to use restrooms as long as the restrooms are frequently sanitized.
- **INDOOR gatherings are PROHIBITED at this time**
- A “gathering” is an event, assembly, meeting, or convening that brings together multiple people from separate households in a single space, indoors or outdoors, at the same time and in a coordinated fashion
- People at higher risk of severe illness or death from COVID-19 are **strongly urged not to attend any gatherings**. People at higher risk include:
 - People aged 50 years and older
 - People of all ages with underlying medical conditions
 - Chronic lung disease or moderate to severe asthma
 - Serious heart conditions
 - Compromised immunities
 - Severe obesity (BMI ≥ 40)
 - Diabetes
 - Chronic kidney disease undergoing dialysis
 - Liver disease
 - Pregnant people
- All Gatherings Must Have an Identified and Designated Host, Who Is Responsible for Ensuring Compliance With All Requirements
- The host also must maintain a list with names and contact information of all participants at the gathering. If a participant tests positive for COVID-19, the host is legally required to assist the County Public Health Department in any case investigation and contact tracing associated with the gathering.
- **Use of shared items during a gathering is prohibited**



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Level 1: INDIVIDUAL visits/tasks/maintenance on temple grounds:

Example: Drop off/pickup mail at office, periodic inspection/maintenance of temple facilities, “no-contact” pick up of pre-ordered items

Key Criteria: **No contact** with people outside of your immediate household (i.e. people who live in your house with you)

Safety requirements: Self-screening for symptoms

Face Mask at all times

No attestation required

Practice good hand hygiene

Social Distancing at all times if unexpected encounters with others

Keep all unexpected encounters brief and to a minimum

Level 2: SMALL GROUP visits/tasks/maintenance on temple grounds:

Example: Meeting/working with a contractor or others from different households on temple maintenance, inspections, repairs that are **required and cannot be avoided**

Key Criteria: Maximum of 5 people

Safety requirements: Complete Health Attestation Form (Online or Paper) **on the day of visit**

Designated temple member must be responsible for the following:

- Confirming all attendees have completed Health Attestation form (proof of completion must be reviewed confirming date completed is date of visit)
- Collecting any PAPER Attestation Forms and entering them in electronically into Jotform for record keeping
- Assuring all below safety precautions are followed

Face Mask at all times

Social Distancing at all times

Practice good hand hygiene

Activity must be held OUTDOORS if possible

No food or drinks allowed

Link to online Health Attestation Form: <https://form.jotform.com/MVBT/ATT>

Link to Printable PDF Health Attestation Form: [MVBT Health Attestation Form](#)

QR Code for online Health Attestation Form:



Link to Instruction sign for Health Attestation Form: [MVBT Health Attestation Instruction Sign](#)



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Level 3: ORGANIZED GROUP activity on temple grounds with intent to package items for distribution or to distribute items OR an approved activity with >5 people:

Example: Obon at Home, Senior Care Packages, Funeral, Wedding

Key Criteria: Any group activity with intent to package items for distribution or intent to distribute items.

Any group activity with >5 people

Activity must be approved by Temple and S&S committee

Safety requirements: Activity must be held OUTDOORS

Health Officer for event must be identified (Must be a temple member)

Complete Health Attestation Form (Online or Paper) **on day of visit**

Temperature check (no touch thermometer) upon check-in of all attendees

Attendee LOG required with Check-in and Check-out (see example)

Face Mask at all times

Gloves worn at all times if event is for packaging or distributing items

Social Distancing at all times

Practice good hand hygiene

Work area must be appropriately sanitized BEFORE and AFTER activity

No food or drinks allowed

Once the event is finished, the Health Officer must send an electronic copy (picture, scan, etc) of the following to Jeff Sato (jksato@me.com)

- Completed ATTENDEE LOG
- Any PAPER Health Attestation forms collected

Please see more specific guidelines below

Link to online Health Attestation Form: <https://form.jotform.com/MVBT/ATT>

Link to Printable PDF of Health Attestation Form: [MVBT Health Attestation Form](#)

QR Code for online Health Attestation Form:



Link to Instruction sign for Health Attestation Form: [MVBT Health Attestation Instruction Sign](#)

Link to Printable PDF of Attendee Log: [MVBT Attendee Log](#)



More specific Guidelines for Level 3 Approved Group Activities:

1. All attendees must be sent screening questionnaire link in advance of event to utilize new online questionnaire. They should read the screening questions BEFORE attending event. If they cannot attest that all statements are true, the person(s) should notify the event leader they cannot attend and should STAY HOME.
2. **ON THE DAY OF THE EVENT**, attendees should fill out the online Self-Health Attestation form. To expedite check-in at the event, attendees are encouraged to fill out and submit the online form prior to arrival. The attendee will receive an email confirmation if they are cleared to attend and can print out the approval form or show the “CLEARED” screen response on their cell phone.
3. Attendees must check-in when they arrive, wearing their mask and practice social distancing (6 feet) and check-out at the end. At check-in/out:
 - a. A log listing the name of the attendees should be listed, as well as boxes for completion of attestation, temperature test, time of arrival, and time of leaving event
 - b. The attendee must show proof of clearance to attend event in the form of the printed email, or showing email response or “CLEARED” message on their cell phone screen. **Confirm that the DATE on the proof of clearance is the same date as event.**
 - c. If the attendee has not completed the online clearance process, they must do so prior to completing check-in. They should do so using their cell phone or if not possible, via paper clearance forms provided
 - d. The attendee’s temperature must be checked with a no touch thermometer. If >100°F, attendee must be sent home immediately
 - e. The attendee must sanitize hands using hand sanitizer provided before leaving check-in table
 - f. When leaving the event, the volunteer must sanitize hands and check out noting time on the log
4. A “Health Officer” must be assigned each day of the event. **The health officer must be a temple member.** The health officer is responsible for:
 - a. Ensuring items 1-3 above are completed
 - b. Collecting and keeping log and any paper attestation forms collected (online completions are already stored electronically in database), and having paper forms for those without means of electronic completion
 - c. Ensuring disinfecting procedures are followed
 - d. Ensuring all attendees wear masks, gloves, and practicing social distancing to the extent possible
 - e. **Health Officer is also responsible for collecting any PAPER Health Attestation Forms and entering them electronically into Jotform for record keeping.**
 - f. **Once the event is finished, The Health Officer should send an electronic copy (picture, scan, etc) of the following to Jeff Sato (jksato@me.com)**
 - i. Completed ATTENDEE LOG
 - ii. Any PAPER Health Attestation forms collected
5. In the event there are multiple shifts, there shall be 15 min. spacing between shifts so that there is no contact between shifts.



6. All work areas must be disinfected at the following times
 - a. Before the first shift by event organizers
 - b. Upon arrival to work station by individual attendees. This is so they know the area has been disinfected. This would include tables, chairs, door knobs, equipment used, etc.
 - c. Attendees must disinfect their work area at the completion of their shift.
 - d. Hand sanitizer must be available in containers at each groups' work station.
 - e. The event organizers are responsible to see that work areas are disinfected at the end of the event.

7. Bathrooms being used need to have commonly touched areas disinfected before first shift starts and at the end of the event. Event organizers are to ensure this is completed at the end of the event. Commonly touched areas would be stall handles, toilet flush handles, sink handles, and entry door handles. Use spray sanitizer and paper towel.

8. Attendee Safety during event
 - a. Masks (provided by attendees) must be worn at ALL times
 - b. If the event involves packaging items for distribution or distributing items, gloves (food prep gloves sufficient, provided by Temple) must be worn at all times
 - c. Minimize staffing exposure to others; try to keep people in the same household working together. If possible, keep attendees in same working groups shift-to-shift and day-to-day
 - d. Observe 6' distancing to the extent possible. **Workstations or seating should be clearly identified and positioned 6 feet apart.** If less than 6' is necessary, limit time to no more than 15 minutes
 - e. Sanitize work area with spray disinfectant at beginning and end of each shift
 - f. If event is for packaging or distributing items, attendees need to sanitize hands with sanitizer before donning gloves, after removing gloves, and before putting new gloves back on
 - g. If applicable, remove and discard gloves when leaving work area for other activities such as using bathroom or taking breaks. **Do not reuse gloves.**
 - h. Use of shared items is prohibited. Any items passed from hand-to-hand should be done so with gloves.
 - i. **No singing, chanting, or shouting is allowed by any attendees** at gatherings because these activities significantly increase the risk of COVID-19 transmission. Any shared microphones or podiums should be sanitized after each use.

9. Water, Food & Breaks
 - a. Water, other drinks and food cannot be provided. There can be no consumption on site.
 - b. Water/soda/food must be brought by individual volunteer and kept in their car.
 - c. Breaks (set at approx. 1 hour intervals) should be scheduled into work shift for people to hydrate/rest, but social distancing must be maintained since masks will be removed to drink
 - d. Any food must be consumed in their car or off site.
 - e. If applicable, gloves will be disposed of before starting break and hands sanitized
 - f. After any break, hands will be washed with soap and water & sanitized before donning fresh gloves (if applicable) and resuming work

10. Bathroom breaks
 - a. If event is for packaging or distributing items and gloves are being worn, gloves will be removed and disposed of and hands sanitized before leaving work station.
 - b. After using bathroom, hands will be washed and upon arriving back to work or event area, hands will be sanitized and fresh gloves donned.



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11. In the event a person who attended the event tests positive for COVID-19 within two weeks of the event, or has a household member test positive within two weeks of the event, they shall contact the event Health Officer, who shall contact Jeff Sato, chair of the Safety & Security Committee to decide if and how notifications shall be made.

Note: Above conditions are modeled after approved protocols required by the State and County for businesses to remain open during this quarantine.

More specific Guidelines for Level 3 Approved Ceremonies such as Funerals or Weddings:

1. All attendees must be sent screening questionnaire link in advance of event to utilize new online questionnaire. They should read the screening questions BEFORE attending event. If they cannot attest that all statements are true, the person(s) should notify the event leader they cannot attend and should STAY HOME.
2. **ON THE DAY OF THE EVENT**, attendees should fill out the online Self-Health Attestation form. To expedite check-in at the event, attendees are encouraged to fill out and submit the online form prior to arrival. The attendee will receive an email confirmation if they are cleared to attend and can print out the approval form or show the “CLEARED” screen response on their cell phone.
3. Attendees must check-in when they arrive, wearing their mask and practice social distancing (6 feet) and check-out at the end. At check-in/out:
 - a. A log listing the name of the attendees should be listed, as well as boxes for completion of attestation, temperature test, time of arrival, and time of leaving event
 - a. The attendee must show proof of clearance to attend event in the form of the printed email, or showing email response or “CLEARED” message on their cell phone screen. **Confirm that the DATE on the proof of clearance is the same date as event.**
 - b. If the attendee has not completed the online clearance process, they must do so prior to completing check-in. They should do so using their cell phone or if not possible, via paper clearance forms provided
 - c. The attendee’s temperature must be checked with a no touch thermometer. If >100°F, attendee must be sent home immediately
 - d. The attendee must sanitize hands using hand sanitizer provided before leaving check-in table
 - e. When leaving the event, the volunteer must sanitize hands and check out noting time on the log
4. A “Health Officer” must be assigned each day of the event. **The health officer must be a temple member.** The health officer is responsible for:
 - a. Ensuring items 1-3 above are completed
 - b. Collecting and keeping log and any paper attestation forms collected (online completions are already stored electronically in database), and having paper forms for those without means of electronic completion
 - c. Ensuring disinfecting procedures are followed
 - d. Ensuring all attendees wear masks, gloves, and practicing social distancing to the extent possible
 - e. **Health Officer is also responsible for collecting any PAPER Health Attestation Forms and entering them electronically into Jotform for record keeping.**



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- f. Once the event is finished, The Health Officer should send an electronic copy (picture, scan, etc) of the following to Jeff Sato (jksato@me.com)**

 - i. Completed ATTENDEE LOG
 - ii. Any PAPER Health Attestation forms collected
5. All areas used for the event must be disinfected at the following times
 - a. Before the event
 - b. Hand sanitizer must be available in containers at multiple locations where ceremony is held
 - c. The event organizers are responsible to see that event areas are disinfected at the end of the event.
6. Bathrooms being used need to have commonly touched areas disinfected before the event. Event organizers are to ensure this is completed at the end of the event. Commonly touched areas would be stall handles, toilet flush handles, sink handles, and entry door handles. Use spray sanitizer and paper towel.
7. Attendee Safety during event
 - a. Masks (provided by attendee) must be worn at ALL times
 - b. Observe 6' distancing to the extent possible. Seating or standing positions 6 feet apart should be clearly identified to assist in maintaining social distancing. If less than 6' is necessary, limit time to no more than 15 minutes
 - c. Seating arrangements must provide at least 6 feet of distance (in all directions—front-to-back and side-to-side) between different households. Seating and tables must be sanitized after each use.
 - d. Use of shared items during a gathering is prohibited. People must bring their own picnic blankets, prayer mats, hymnals/religious texts, and similar items. Any item that is normally passed from hand-to-hand, like a donation box, must be put in a stationary place for people to place their donations into one-by-one.
 - e. **No singing, chanting, or shouting is allowed by any attendees** at gatherings because these activities significantly increase the risk of COVID-19 transmission. Any shared microphones or podiums should be sanitized after each use. Instrumental music is allowed as long as the musicians maintain at least 6-foot social distancing, and do not play any instruments by mouth.
8. Water and food at event
 - a. Water, other drinks and food cannot be provided. There can be no consumption on site.
9. Bathroom breaks
 - a. After using bathroom, hands will be washed and upon arriving back to event area, hands will be sanitized.
10. In the event a person who attended the event tests positive for COVID-19 within two weeks of the event, or has a household member test positive within two weeks of the event, they shall contact the event Health Officer, who shall contact Jeff Sato, chair of the Safety & Security Committee to decide if and how notifications shall be made.

Note: Above conditions are modeled after approved protocols required by the State and County for businesses to remain open during this quarantine.