



## COVID-19 Preparedness Plan

**Crosslake Presbyterian Church** is committed to providing a safe and healthy workplace for all of our staff, volunteers and parishioners. To ensure we have a safe and healthy facility, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. **Staff, Session and committee members, and volunteers (“staff” for purposes of this document)** are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our facility and our community, and that requires full cooperation of everyone who uses our facility. Only through this cooperative effort can we establish and maintain the safety and health of our church and congregation.

Our people are our most important assets. We are serious about safety and health and keeping our staff involved at Crosslake Presbyterian Church. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by **discussing the extra cleaning of high traffic areas, limiting the number of people in the building, and self-monitoring for symptoms and, if any present themselves, stay home or leave the church immediately.** Our COVID-19 Preparedness Plan follows the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), and Presbytery guidelines, federal OSHA standards related to COVID-19, Executive Order 20-48, and addresses:

- Prompt identification and isolation of sick persons: **If someone appears sick (coughing, pale or flushed), they will be asked if they have a fever. If so, they will be asked not to enter the church.**
- Hygiene and respiratory etiquette: **All staff, parishioners, and visitors to the church are required to wear approved face coverings inside the church building as described in the Governor’s Executive Order on July 25, 2020. Cloth masks are available for those who do not have them. Hand sanitizer is readily available for use throughout the church building. “Handwashing” and “cover your cough” signs are posted in the restrooms and kitchen.**
- Engineering and administrative controls for social distancing: **The approved occupancy of church building spaces is as follows allowing for social distancing of 6 feet is as follows:**
  - **Sanctuary, 32 seating as is (with choir seating removed), and 13-foot center aisle. Up to 16 additional seats possible if organ and pulpit are moved.**
  - **Friendship Hall, 48 without tables.**

- **Parking lot occupancy is 53 spaces, 28 usable leaving empty space between each vehicle.**
- **Library, 12 without tables, 4 with tables as is. Off limits except for staff at this time.**
- **Classrooms, 5. Off limits except for staff at this time.**
- **Outdoor worship maximum is 250 people.**

**In the unlikely event any room reaches capacity during services, ushers will guide arrivals to seating in additional rooms (where sound system speakers are available).**

- **Cleaning, disinfecting, decontamination, and ventilation: Any use of the building will be scheduled ahead of time whenever possible or reported after unscheduled use by contacting the church office at 218-692-4769 or [office@crosslakepres.org](mailto:office@crosslakepres.org). Upon vacating the building, the group contact person will contact custodial staff at 952-212-2112 or [caretaker@crosslakepres.org](mailto:caretaker@crosslakepres.org), and a cleaning log will be maintained at the church with the following information: date, entry and exit time, room(s) used, and number of people. Every surface will be sanitized by custodial staff with a CDC-approved disinfectant cleaner after each use, and cleaning will be documented in the log.**
- **Communications and training that will be provided to staff: All staff (staff, committee members, and congregation members) will receive a copy of this plan via email, and copies will be posted near church entrance, in sanctuary, friendship hall, library, and office. It is each individual's responsibility to review the plan and contact the church office or Designated Plan Administrator with any questions related to the plan. Current Preparedness Plan will be provided to Presbytery and the Brainerd Lakes Area Chamber of Commerce Lake Country Cares website.**
- **Management and supervision necessary to ensure effective implementation of the plan: Church has been rekeyed, and the church office will assign and manage key supply. A key holder must be on site whenever the building is in use, prop doors open to minimize handling, ensure attendance is taken for contact tracking purposes, ensure effective implementation of the plan while they are in the building, and notify church office when building is vacated so that custodial staff can ensure thorough disinfecting is done in a timely manner.**
- **Communications and instructions for congregation and others using the church building: "Handwashing," "cover your cough," and social distancing signs will be displayed, along with this preparedness plan. We will communicate openly with congregation and visitors in order to ensure everyone's health and safety.**

## Screening and policies for those exhibiting signs and symptoms of COVID-19

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented. **Staff will self-assess for of any symptoms – cough, fever, chills, muscle pain, shortness of breath or difficulty breathing, sore throat, new loss of taste or smell – prior to entering the church building. If experiencing any symptoms, they will stay home. If they start to experience symptoms while at the church or church functions, they will report they are sick or experiencing symptoms to the church office or plan administrator, they will go home immediately, and they will be asked to quarantine for the CDC’s suggested period of time.**

**Crosslake Presbyterian Church** has implemented a policy for informing staff if they have been exposed to a person with COVID-19 at the church and requiring them to quarantine for the required amount of time. **Staff will be contacted immediately if it is known they have been in contact with or exposed to someone with COVID-19. In addition, an attendance sheet will be kept at all gatherings, large and small, and visitors will be asked to give name and contact information, so that in the event Crosslake Presbyterian Church becomes aware of a positive case of COVID-19, notification can be made to those who have been exposed.**

In addition, a policy has been implemented to protect the privacy of staff’s health status and health information. **Personal and private information about the staff, congregation, or visitors, of any kind, is not shared with anyone.**

## Handwashing

Basic infection prevention measures are being implemented at our church at all times. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time in the building, prior to any mealtimes, and after using the toilet. All parishioners and visitors to the church will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizer of greater than 60% alcohol) are at entrances and locations in the church so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

**Handwashing and/or sanitizer facilities will be provided. Sanitizer is supplied and maintained at entrances, and throughout the building.**

## Respiratory etiquette: Cover your cough or sneeze

Staff, parishioners, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in provided trash receptacles, and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on signs and supported by making tissues and trash receptacles available to all staff, parishioners, and visitors. **Tissues, handwashing, and sanitizers are available. Open trash cans are available, and everyone will be asked to cover mouth and wash hands or sanitize if they are observed not to follow the etiquette on their own.**

**As of July 25, 2020, per the Governor's Executive Order 20-81, people in Minnesota are required to wear a face covering in all indoor business and public indoor spaces, unless they are ailing in the building or exempt due to age, medical or mental health condition or disability. Additionally, workers are required to wear a face covering when working outdoors in situations where physical distancing cannot be maintained. Research has shown that use of face coverings can greatly reduce the risk of infection when combined with other prevention efforts such as social distance and hand hygiene. (Note that business may not require individuals to provide proof of a medical condition, mental health condition, or disability or require them to explain the nature of their conditions or disability.)**

**Informational poster regarding masks properly will be posted at entrance. Cloth face coverings will be made available to those who need one.**

## Social distancing

Social distancing of 6 feet will be implemented and maintained between staff, parishioners, and visitors in the church through the following engineering and administrative controls:

**Signs will be posted to respect social distancing protocol. Maintain at least a 6-foot distance for any interaction. Until further notice, multiple stall restrooms are off limits, and only the family/handicapped restroom is available for use. Drinking fountains are marked unavailable for use. Food will not be shared communally.**

**Small gatherings outside worship.** Staff, volunteers, and committee members who are able to work from home must work from home, and virtual communications should be used whenever possible. Social distancing will be achieved by holding meetings and gatherings of staff or visitors in small groups, and times for gatherings will be staggered.

**Worship.** During worship or any open use of the church, people will enter and exit the building only through the front entrance. Doors in high traffic areas will remain open to minimize need to touch handles and other surfaces. Ushers will direct the entering and exiting the building, parking lot, and seating areas to maintain proper social distancing. Signs are posted and ushers will direct people to encourage one-way traffic at choke points. Some members may not feel comfortable resuming in-person contact for longer periods of time. It is important to respect their decisions while continuing to remain connected in other ways, therefore phone contact, and other outreach will be continued.

- **Outdoor worship.** Vehicles must allow 1 empty parking space between them to ensure social distancing. Worship participants not remaining in their vehicles must provide their own seating. Ushers will assist use measuring tool to ensure 6-foot distancing between household groups, side-to-side as well as in front and behind.
- **Indoor worship and special services.** Starting October 4, 2020 we began holding indoor worship services each Sunday at 10:00. Ushers direct entrance and exit of the building, and seating utilizing social distancing. Seating inside the sanctuary and fellowship hall will be spaced in groups of 2-4 household members with 6 feet between household groups, side-to-side as well as in front and behind. Personal protective equipment will not be shared, and cloth masks will be made available to those who need them and are theirs to keep.

**Soloist/singer.** Singing is a high-risk activity as it more forcefully expels respiratory droplets than speaking. The Minnesota Department of Health states, “Congregations are strongly encouraged to offer prerecorded music or only one cantor singing at a distance of at least 12 feet from anyone else during the service, while wearing a face mask.”

No hymn signing will take place during the service until further notice.

**Communion.** At the current time Communion services will not be taking place.

Passing the Peace and Fellowship times are discontinued at this time. Parishioners and visitors are invited to offer each other no-contact greetings.

## **Cleaning, disinfection, and ventilation**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, furniture, and equipment, including restrooms, kitchen, sanctuary, fellowship hall, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, door handles, copy machine, etc.

**Custodial staff is responsible for cleaning and disinfecting the building at least once weekly after worship and after each additional use. Scheduling use and notification of any unscheduled building use is critical to ensure timely and thorough cleaning practices. Cleaning supplies are also available to be used as needed.**

**Worship – Hymnals, Bibles, guest book, and pamphlets/handouts have been removed as they cannot be effectively cleaned. Electronic or projected means will be used to guide participants through the order of worship. Microphones and shared equipment will be cleaned after each use.**

**Offices – Pastor’s and office administrator’s offices, computer equipment, desks, workstations are ONLY to be used by church staff, and will be disinfected at least weekly by custodial staff. An area will be designated outside the church office for deliveries/drop off items.**

**Common areas and shared surfaces – Phones, pens, tables, copier, and other shared equipment will be disinfected with each use. Tables, chairs, kitchen, restrooms, and other common areas will be disinfected on a weekly basis by custodial staff, and after each scheduled or unscheduled use.**

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets, and manufacturer specifications and are being used with required personal protective equipment for the product. **Ample cleaning and disinfecting supplies are on hand to clean all surfaces, and custodial staff is responsible for cleaning and disinfecting after each building use in accordance with manufacturer specifications.** The maximum amount of fresh air is being brought into the church, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. **Doors can be opened to allow for fresh outside air when the building is in use. Buildings and Grounds is looking into replacing air filters with HEPA filters.**

## **Communications and training**

This COVID-19 Preparedness Plan was communicated to all staff **by phone or email on 6/25/2020** and necessary training was provided. Additional communication and training will be ongoing **by phone or in person** and provided to all staff who did not receive the initial training.

Instructions will be communicated to congregation and visitors about: required hygiene, social distancing, and cleaning and disinfecting practices. Staff, congregation, and visitors will also be

advised not to enter the church if they are experiencing symptoms or have contracted COVID-19 **by signs posted at entrances. Staff members** are to monitor how effective the program has been implemented **whenever they are present in the church. Other users of church space will be informed of church practices and building, and staff member will be present to adequately enforce provisions. Current Preparedness Plan will be provided to Presbytery and the Brainerd Lakes Area Chamber of Commerce Lake Country Cares website, provided to congregation via email, and posted throughout the building.** Staff are to work through this new program together and update the training as necessary.

This COVID-19 Preparedness Plan has been certified by **Session Members of Crosslake Presbyterian Church** and was posted throughout the church **on 6/25/2020**. It will be updated as necessary.

Prepared by:

Diane L McCormack

Designated Plan Administrator

[di.mac.mccormack@gmail.com](mailto:di.mac.mccormack@gmail.com)

218-821-0103

Church Office

[office@crosslakepres.org](mailto:office@crosslakepres.org)

218-692-4769

Certified (date) June 22, 2020, by:

Session of Crosslake Presbyterian Church

Arleen Steele, Clerk, 218-692-4769

## Appendix A – Guidance for developing a COVID-19 Preparedness Plan

### General

- Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19). [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)
- Minnesota Department of Health (MDH). [www.health.state.mn.us/diseases/coronavirus/index.html](http://www.health.state.mn.us/diseases/coronavirus/index.html)

### Business

- MDH: Alcohol-Based Handrub poster. [www.health.state.mn.us/people/handhygiene/clean/alcoholrubs.pdf](http://www.health.state.mn.us/people/handhygiene/clean/alcoholrubs.pdf)
- MDH: Cover Your Cough. [www.health.state.mn.us/people/cyc/hcpperter.html](http://www.health.state.mn.us/people/cyc/hcpperter.html)
- MDH: COVID-19 and When to Return to Work. [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)
- MDH: Don't Forget to Wash. [www.health.state.mn.us/people/handhygiene/wash/dontforget.pdf](http://www.health.state.mn.us/people/handhygiene/wash/dontforget.pdf)
- MDH: Health Screening Checklist. [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)
- MDH: Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission. [www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf](http://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf)
- OSHA: Guidance on Preparing Workplaces for COVID-19. [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)
- USFA: Understanding the impact of social distancing on occupancy. [https://www.usfa.fema.gov/coronavirus/planning\\_response/occupancy\\_social\\_distancing.html](https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html)

### Churches

- Industry Guidance for Safely Reopening: Faith-Based Communities, Places of Worship, Weddings, and Funerals. [https://mn.gov/deed/assets/worship-guidance-ACC\\_tcm1045-433301.pdf](https://mn.gov/deed/assets/worship-guidance-ACC_tcm1045-433301.pdf)
- Presbyterian Church USA. [www.pcusa.org/covid19/](http://www.pcusa.org/covid19/)
- Presbytery of Minnesota Valleys. <http://minnesotavalleys.org/covid19.html>