

FAITH LUTHERAN COVID 19 MANAGEMENT PLAN

Date 8-19-2020

Approved 8-20-2020

COVID-19 Preparedness Plan for Faith Lutheran Church

Revision date: 7/21/2020, 8-19-2020

Faith Lutheran Church is committed to providing a safe and healthy workplace for all our staff, volunteers, and guests. To ensure we have a safe and healthy workplace, Faith Lutheran Church has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Pastors, employees, and volunteers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our staff and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by the Lead Pastor who maintains the overall authority and responsibility for the plan. However, Church Council and employees are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

Employees and volunteers are our most important assets. **Faith Lutheran Church** is serious about safety and health and protecting its staff. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

Faith Lutheran Church's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick staff stay home and prompt identification and isolation of sick persons.
- social distancing – staff must be at least six-feet apart.
- worker hygiene and source controls.
- workplace building and ventilation protocol.
- workplace cleaning and disinfection protocol.
- drop-off, pick-up and delivery practices, and protocol; and
- communications and training practices and protocol.

Faith Lutheran Church has reviewed and incorporated the industry guidance applicable to our church provided by the state of Minnesota for the development of this plan. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our Church include:

- continued recommendations and resolutions from the Re-entering Worship Task Force as approved by the church council.
- additional protections and protocols for personal protective equipment (PPE).
- additional protections and protocol for sanitation and hygiene.
- additional protections and protocols handwashing.
- additional protections and protocol for distancing and barriers.
- additional protections and protocols for managing occupancy.
- additional protocols to limit face-to-face interaction.
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of activities within the church.

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Ensure sick staff stay home and prompt identification and isolation of sick persons

Worker/volunteers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff health status prior to entering the workplace and for staff to report when they are sick or experiencing symptoms. Employees will be expected to self-monitor and self-screen. Additionally, should anyone come to work exhibiting symptoms such as coughs or temperatures they will be immediately sent home. If any staff discover that they meet the criteria they will immediately notify the Lead Pastor for guidance.

Faith Lutheran Church has implemented work from home policies that promote staff staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

Faith Lutheran Church has also implemented a policy for informing staff if they have been exposed to a person with COVID-19 at church and requiring them to quarantine for the required amount of time. The Lead Pastor will immediately notify the employees and implement the work from home policy.

In addition, a policy has been implemented to protect the privacy of staff's health status and health information. *Our policy is that the affected employee's name will not be revealed.*

Social distancing – Staff and guests must be at least six-feet apart

- Social distancing of at least six feet will be implemented and maintained between staff/volunteers/visitors and each other along with social distancing from all others in the workplace through the following engineering and administrative controls:
 - Tables and chairs will all be situated so that all users are a minimum of six feet apart.
 - Most tables shall be removed and stacked as necessary to avoid being less than this distance.
- Each staff member shall be designated an office when they are working from church.
 - As much as possible
 - No one else shall be allowed in that space
 - unless they are wearing a mask.
 - They sanitize their hands prior to entering and after leaving
 - The occupant shall also be required to wear their mask during the visit
- Persons entering common areas shall wear a mask unless it can be demonstrated that no one has been or will be in that area for a minimum of 3 hours before or after the necessary occupancy.
- Working from home is still the preferred alternative in as much as possible.
- Persons entering the church shall be noted by the office Administrator or by utilization of check in/check out sheets.
 - Check-in/out sheets shall be located at both entrances to the Praise and Play area.
 - Entrance to Praise and Play shall be limited to essential personnel only.
- Only one entrance to the church shall be utilized unless for special events in which a designated entrance exit should be provided.

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- All service personnel will be expected to use the entrance designated.
- All deliveries will be made at the front door and the delivery person shall not enter the church without a mask and an invitation.
- Any groups requesting to use the church facility for things such as classes, events, weddings, funerals etc. will be expected to comply with either Faith Lutheran's COVID 19 plan or furnish one with the request for use of the facility that meets the standards set by the state of Minnesota and Faith Lutheran.
- PPE, desks, workstations and personal tools and equipment will not be shared or used by more than one person unless that item or space can be disinfected and cleaned or if it is known that sufficient time i.e. 72 hours have passed since its last use.

Staff/Visitor hygiene and source controls

Basic infection prevention measures are being implemented at our church at all times.

- Everyone is instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day,
 - especially at the beginning and end of their day,
 - prior to any mealtimes
 - after using the restroom.
- All visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility.
 - Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol)
 - are at entrances and locations in the workplace
 - they can be used for hand hygiene in place of soap and water
 - as long as hands are not visibly soiled.
- Source controls are being implemented at our workplaces at all times.
 - include cloth masks which are unvented.
 - If visitors do not have a mask a single use one will be provided them.
 - Disposal of said items will be in receptacles placed at the exits to the building.
- Staff, guests, and visitors are being instructed by posters
 - to cover their mouth and nose with their sleeve or a tissue
 - when coughing or sneezing
 - to avoid touching with their hands their face, mouth, nose, and eyes.
- Staff, guests, and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.
- Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and other persons entering the workplace.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located includes necessary sanitation, assessment, and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation, and air conditioning (HVAC) systems. The maximum reasonable amount of fresh air is being brought into the

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workplace, air recirculation is being limited to the extent practicable, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. Seating arrangements will also be utilized to reduce air movement from ventilation systems moving across people. If the sanctuary is being used the air will be cooled or heated prior to the service and then the shut off to reduce air movement during the service.

Workplace cleaning and disinfection protocol

- Regular practices of cleaning and disinfecting have been implemented
 - including a schedule for routine cleaning and disinfecting by the custodian of
 - multi-user work surfaces,
 - equipment,
 - tools
 - These items will be disinfected as necessary dependent on multiple user status
 - Daily or after each use
 - areas in the church,
 - sanctuary
 - offices
 - staff shall be responsible for disinfecting their own equipment
 - restrooms,
 - break rooms,
 - meeting rooms
 - classrooms
 - gathering spaces
 - drop-off and pick-up locations.
 - Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.
 - In most cases this disinfection will be completed by the users
 - In the case of community use the custodian will be responsible for the disinfecting and cleaning
 - The custodian shall first use time, i.e. 72 hours, to avoid unnecessary or repetitive cleaning.

Appropriate and effective cleaning and disinfecting 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.

Drop-off, pick-up and delivery practices and protocol

Delivery drivers shall contact the office prior to entry to the building.

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- Delivery drivers entering the building are expected to wear masks and follow social distancing guidelines.
- As much as possible parcels will be placed outside the front doors and once the driver leaves the office administrator will arrange for the item to be brought into the church.
- Items shall be appropriately quarantined or disinfected in accordance with current standards
- All outside contractors such as furnace repair persons SHALL be required to wear a mask upon entry into the facility.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated in writing and at staff meetings to all staff on 8/24/2020 and necessary training was provided. Additional communication and training will be ongoing by posting the plan on the Welcome Center Bulletin board and by providing a brief video overview for volunteers and staff to view prior to utilization of the church space. Training by video conference will be provided to all staff who did not receive the initial training.

Instructions will be communicated to all staff, including employees, temporary staff, independent contractors, subcontractors, vendors and outside technicians, guests and visitors about protections and protocols, including:

- social distancing protocols and practices;
- drop-off, pick-up, delivery and general maintenance;
- practices for hygiene and respiratory etiquette.
- recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by staff and guests.

All staff, guests and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

The Lead Pastor along with the Congregational President are expected to monitor how effectively the program has been implemented. All management and staff are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by the **Faith Lutheran Church** Council and the plan was posted throughout the workplace and made readily available to employees [date]. It will be updated as necessary by **Rev Todd Nelsen**.

Additional protections and protocols

As MDH guidance is changed this document will be reviewed and adjusted as necessary.

(Reserved)

Certified by:

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Rev. Todd Nelsen
8/21/2020
Lead Pastor

Landon Fries
8/21/2020
Congregational President

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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

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

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Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA):

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf