

COVID-19 Preparedness Plan for First Presbyterian Church

First Presbyterian Church is committed to providing a safe and healthy workplace for all our workers and congregants. To ensure we have a safe and healthy workplace, **First Presbyterian Church** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers 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 workers 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 Church Session**, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. **First Presbyterian Church's** managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. **First Presbyterian Church** is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: **The church session has met and created a task force to put a protocol in place.**

First Presbyterian Church's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), 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 workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must maintain a safe distance;
- worker hygiene and source controls, including face coverings;
- 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.

First Presbyterian Church has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for **faith-based communities**. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;

- additional protections and protocols for face coverings and personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and 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 businesses within an industry.

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

Workers 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Requirements

1. Establish health screening protocols for workers at the start of each shift (e.g., health screening survey, taking temperature). A health screening must be conducted for each staff upon arrival and check-in at work. See the Minnesota Department of Health (MDH)'s Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf). The checklist is also available in Hmong, Somali, and Spanish on Businesses and Employers: COVID-19 (www.health.state.mn.us/diseases/coronavirus/businesses.html).
2. Staff will self-report if they are experiencing symptoms of COVID-19 or have tested positive for COVID-19, and they should be sent home immediately. If staff begin experiencing symptoms of COVID-19 while at work, they must also be sent home immediately. If they cannot be sent home immediately, they must be isolated in a closed room or remote area of the facility until they can be sent home.
3. Staff will report to Rev. Larsen or to the substitute administrator, whether at home or at work, when they are experiencing COVID-19 symptoms, have tested positive for COVID-19, or have been in close contact with a person with symptoms or who has tested positive for COVID-19. Also establish a return-to-work protocol for staff who are required to isolate or quarantine, following MDH guidance on COVID-19 and When to Return to Work (www.health.state.mn.us/diseases/coronavirus/returntowork.pdf).
 - Staff who are experiencing symptoms or have tested positive for COVID-19, or have been in close contact with a person with symptoms or who has tested positive for COVID-19, must be instructed not to come to work until their isolation or quarantine period is completed.
4. Establish a protocol for identifying and communicating with staff who may have been exposed to a person with COVID-19 symptoms or who has tested positive for COVID-19 while at work. See Centers for Disease Control and Prevention (CDC) General Business Frequently Asked Questions (www.cdc.gov/coronavirus/2019-nCoV/community/general-business-faq.html), and CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 (www.cdc.gov/coronavirus/2019-nCoV/community/guidance-business-response.html).
 - If a staff person is confirmed to have COVID-19, the protocol must include informing the organization's other staff who have been in close contact with the infected person, as well as their respective employers (where applicable), of the possible exposure to COVID-19 while at

work. A person must be designated to gather information from staff who may be sick with COVID-19 and to engage in needed communications, while ensuring the privacy of infected staff is maintained in accordance with Equal Employment Opportunity Commission (EEOC) Transcript of March 21, 2020 Outreach Webinar (www.eeoc.gov/transcript-march-27-2020-outreach-webinar).

5. Establish protocols for staff to return to work, and follow MDH guidance at COVID-19 and When to Return to Work (www.health.state.mn.us/diseases/coronavirus/returntowork.pdf).
6. Provide accommodations for staff at higher risk or who are more vulnerable to severe illness if they are exposed to or contract COVID-19. See CDC's Guidance for People Who are at Higher Risk for Severe Illness (www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html). Vulnerable staff should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. Employers should take particular care to reduce these workers' risk of exposure.
7. Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize staff who are sick to stay home. Clearly communicate sick leave policies to all staff.

First Presbyterian Church has implemented leave policies that promote workers 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. **Workers with underlying health conditions are working from home.**

First Presbyterian Church has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. **Rev Larsen will communicate the exposure to workers.**

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. The health status and information of all workers at FPC will be kept confidential.

Social distancing – Workers must maintain a safe distance from each other.

Social distancing will be implemented and maintained between workers **and congregation members and visitors** in the workplace through the following engineering and administrative controls:

Requirements

1. Maximize remote working. Staff who are able to work from home may work from home.
 2. Ensure physical distancing is maintained in all work areas, including at workstations, shared offices break rooms, meeting rooms, etc.
 - Provide for physical distancing in work areas, storage areas, break areas, meeting areas, copy rooms, parking areas, etc.
 - * Remind staff and congregants not to hug or stand close together while greeting each other.
 - Evaluate traffic patterns, congestion areas, "bottlenecks", and "choke points" to reduce crowding at entrances, reception areas, information counters, in hallways, elevators, waiting areas, staging areas, locker room and changing areas, doorways, corridors, janitor's closets, sink rooms, transport areas, timeclock areas, etc.
- Delete: ▪ Designate one-way entrances and exits that facilitate 6-foot distancing.
- Avoid having workers facing each other at work stations whenever possible.

- Limit collective gatherings of workers and congregation members to numbers that allow for social distancing to be maintained, including during collective gatherings for training, meetings, and breaks.
 - Ensure social queuing is established to provide and promote social distancing between multiple workers, staff, participants, and visitors congregating and waiting to use facilities (e.g. restrooms, handwashing, copy machines, vending).
 - Roving workers:** Ensure social distancing is maintained while staff are engaged in “roving” activities (e.g., janitorial, security, service, stocking).Where activities must be performed while community members or visitors are present, staff must ensure social distancing is maintained(e.g., working in less congested areas, low-peak periods, using stanchions, placement of carts).
 - Custodial/janitorial:** Refer to additional guidance specific for “Janitorial and Custodial Services” for workers performing janitorial, custodial, housekeeping, and other cleaning and maintenance services.
- 4.Limit the number of people in restrooms, break areas, and cafeterias to allow for social distancing. Create and designate additional break areas (including outside, when practical) for breaks and meals. Revise break times to prevent congregating in cafeterias and break rooms. Spread out or remove tables and chairs in break areas to make social distancing easy and convenient.
- 5.Implementstatic assignment or “cohorting” of work crews to the extent possible. For example, Julie, Abdi, and Bob always work together and are assigned to the same location or work area every day, rather than reporting to different locations or work areas throughout the week or being reassigned with different workers.
- 6.Incorporate barriers, partitions, screens, or curtains to maintain barrier protection between staff to the extent possible, where the required distancing cannot be maintained. The use of barriers/partitions must be used in addition to social distancing and not used in replacement of social distancing.

STAFF HYGIENE AND SOURCE CONTROLS

Recommendations

1. Stagger shifts and breaks; Extend work hours and implement flexible scheduling to reduce number of staff in the same place at the same time.
2. Consider staggered work schedules or adapt workspace assignments to promote social distancing (e.g., assign cube space diagonally positioned from one another rather than directly adjacent or across from each other).
3. Use arrows and other signage to encourage one-way traffic flow at access points, in hallways, stairways, corridors, and areas where staff may usually congregate or wait.
4. Mark access points and possible areas of congestion to encourage social distancing.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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 shift, prior to any mealtimes and after using the restroom. All **congregation members and 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 so 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.

Workers, congregation members 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, particularly their mouth, nose and eyes, with their hands. Workers, **congregation members 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 workers 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. **[not sure how much of this is relevant?]**

Requirements

General building conditions: Buildings must be assessed to determine the status and capacities of the utility systems within the building (e.g., ventilation, water supply, sewer, gas), as well as potential issues associated with vermin, molds, and mildew, prior to putting the building into an operational status.

1. Follow established protocols for starting mechanical, electrical, plumbing, life-safety, and other systems after non-use.
2. Assess the building for indications of pest and vermin infestation, and consult a pest control professional as appropriate.
3. See CDC's Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation (www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html).
4. Windows, fans, and air conditioning: CDC recommends working with facility management to determine how often to change air filters and to improve ventilation and exchanges for air from outside to the extent possible.

Day-to-day operations: Once systems are in a safe operational status, ensure the following practices and protocols are maintained:

1. Continuously maximize fresh air into the work and communal spaces. Eliminate air recirculation.
2. Minimize air flow from blowing across people.

Recommendations (if applicable to your situation and to the extent possible)

1. Supplement ventilation system with the use of portable HEPA filter units.
2. Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air.
3. Maintain relative humidity levels of RH 40-60%.
4. Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2 hours before and after occupancy if your system allows for this.
5. Check and rebalance the HVAC system to provide negative air pressure whenever possible.
6. Consult an HVAC professional or the American Society of Heating, Refrigerating and Air-Conditioning Engineers to ensure proper ventilation is provided, and ventilation systems are properly maintained. See

Coronavirus (COVID-19) Response Resources from ASHRAE and Others (www.ashrae.org/technical-resources/resources).

WORK AND GATHERING SPACE CLEANING AND DISINFECTION PROTOCOLS

Requirements

1. Establish a documented sanitation schedule and checklist, identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitation occurs.
2. Routinely clean and disinfect all areas, such as offices, restrooms, common areas, shared electronic equipment, instruments, tools, controls, etc.
3. Frequently clean all high-touch items, such as doorknobs, countertops, barriers, railings, handles, ends of pews, tops of chairs, and other surfaces.
4. Clean and disinfect work vehicles in-between the use of each worker or work crew, before and after each use.
5. Electronic devices (e.g., light switches, circuit breakers) should not be sanitized with a liquid agent. Consider covering switches/devices with a poly-covering that allows the user to manipulate the device without touching the switch, and hangout the poly-covering frequently. Electronic devices must be sanitized only when disconnected from the power-source, and sanitized in accordance with the listing/labeling requirements.
6. Implement immediate cleaning and disinfecting of the work and gathering space if a staff, member, or visitor becomes ill with COVID-19. See CDC's Cleaning and Disinfecting Your Facility guidance (www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html).
7. Select appropriate and ensure the needed supply of disinfectants – consider effectiveness and safety. The U.S. Environmental Protection Agency's (EPA) List N has identified a list of products that meet EPA's criteria for use against SARS-CoV-2. See EPA's List N: Disinfectants for Use Against SARS-CoV-2 (www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).
8. Ensure all trash is regularly disposed of and not allowed to accumulate, and minimize the number of staff involved in handling and disposal of materials.
9. Review product labels and Safety Data Sheets, follow manufacturer specifications, and use required personal protective equipment for the product.

Recommendations

1. Personal equipment, items used in rituals or services, microphones, and phones should not be shared or, if shared, should be disinfected after each use.

Note FYI Session: 2. Sharing books, hymnals, and religious texts by people from one service to the next does not pose a significant risk in spreading COVID-19. Limit the sharing of these texts in close proximity to each other at the same time to those in your own household. You may consider cleaning the covers of these objects along with other frequently touched items in your worship space as established in your cleaning schedule.

DROP-OFF, PICK-UP AND DELIVERY PRACTICES AND PROTOCOLS

Requirements

1. Staff should maintain distance from others during interactions while receiving or exchanging deliveries.
2. Receive deliveries via a contactless method whenever possible, including deliveries at loading docks, reception areas.

Delete: The outer doors are kept locked at all times. Delivery persons drop off packages at the outside door and do not require signatures. Congregation members who need to drop something off should phone Rev. Larsen first to inform him of the delivery and to ask where to leave the package.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated **in writing by email** to all workers and congregation members and necessary training was provided. Additional communication and training will be ongoing by **session, deacons and pastor**. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians and congregation members and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of face-coverings and/or face-shields by workers and congregation members and visitors. All workers, congregation members and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. **Everyone entering the church will be required to sign in and will answer health questions and read the safety requirements.**

Managers and supervisors are expected to monitor how effective the program has been implemented. **Rev. Larsen or his administrative substitute will monitor effectiveness and report to the church session.** All management and workers 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 **First Presbyterian Church's** management and the plan was posted throughout the workplace and made readily available to employees **[date]**. It will be updated as necessary by **the Covid Task Force**.

Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our business include:

Congregation members should sit in alternate pews.

There should be no singing, playing of wind or brass instruments and no group responsive prayer.

There should be no hand shaking, including for passing of the peace, and no hugging.

There should be no refreshments and no fellowship time.

If a congregation member enters the church for a short errand, they must 1) sign in on the sign in sheet. This can be used for contact tracing if needed; 2) answer relevant questions; 3) disinfect everything they touched.

There will be hand sanitizer and free disposable masks available at all times by the coffeepot counter.

Certified by:

[Signature]

[Date]

[Title of senior executive or management official]

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](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) – 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](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf) – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: [Materials for businesses and employers](http://www.health.state.mn.us/diseases/coronavirus/materials) – 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

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