

COVID-19 Preparedness Plan for Chapel Hill Church

Chapel Hill Church is committed to providing a safe and healthy workplace for all our workers, volunteers, visitors and congregation. To ensure we have a safe and healthy place of gathering, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Staff and volunteers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our church and communities, and that requires full cooperation among our staff, volunteers and congregation. Only through this cooperative effort can we establish and maintain the safety and health of our community.

Staff and volunteers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan.

Staff and volunteer involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process through staff meetings and discussions to address the many different environments that our staff and volunteers are involved in throughout the ministry of our church. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to staff and volunteer teams; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Staff has 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.

- **Staff has been given a COVID-19 screening tool which includes all questions on the MDH Visitor and Employee Health Screening Checklist, and will self-assess each day before coming in to work.**
- **This self-assessment is posted at our door and volunteers will also be asked to self-assess before they arrive to begin their service.**
- **If a volunteer is experiencing symptoms they will call or text their team leader and that person will find a substitute to fill their role for the day.**

- **Staff who are experiencing symptoms will text the Senior Pastor to let them know they will not be at work and make arrangements to work from home if applicable.**

Chapel Hill 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. See employee handbook for staff leave policies.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions are being addressed on a case by case basis.

All staff, and any volunteers who have been in the building, will be informed immediately if staff or volunteer has been exposed to a person with COVID-19. If the exposure constituted prolonged exposure per CDC guidelines (less than 6 feet apart for 15 or more minutes) the exposed person will be required to work at home, if they are able, for the required quarantine period of 14 days. If an employee is not able to perform their job at home, Chapel Hill will continue to pay their full salary for the duration of their quarantine.

- **In the event that a staff or volunteer tests positive for COVID-19, the building will be closed for 24 hours, cleaning personnel will do a thorough cleaning and disinfecting of the building.**
- **Any staff or other person with prolonged exposure (see above definition) will be notified and will be instructed to self-quarantine for 14 days.**
- **Staff who are able to work from home will continue to perform their jobs, staff who are unable will continue to be paid for the duration of the quarantine.**
- **Staff will consult MDH guidelines for when it is safe to return to work.**
- **All health information gathered as a result of screening procedures or notification of illness will be kept confidential at all times. This policy has been implemented to protect the privacy of workers' health status and health information**

Handwashing

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 toilet. All customers and visitors to the workplace will be asked to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (of greater than 60% alcohol) are at entrances and locations in the workplace to be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- **Proper handwashing techniques are posted at each sink in the building.**
- **High touch areas are wiped with EPA approved cleaner at the beginning of each work day.**
- **When the congregation is in the building, a clean team is designated to wipe down bathrooms and other high touch areas throughout the service.**
- **Hand sanitizing stations are placed at each entrance to the building.**

Respiratory etiquette: Cover your cough or sneeze

Staff, congregation 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 posters and supported by making tissues and trash receptacles available to all workers, congregation and visitors.

- **Instructions have been posted at critical locations throughout the building.**
- **Tissues and waste receptacles are positioned throughout the building.**

Social distancing

Social distancing of six feet will be implemented and maintained between staff, congregation and visitors in the workplace through the following engineering and administrative controls:

- **Working from home is allowed whenever possible.**
- **Employees will self evaluate each day before coming to work using the employee MDH health screening checklist**
- **Employees will wear mask when meeting inside together in enclosed spaces and in all common areas.**
- **Signage is in place stating masks are required to enter the building.**
- **Signage is in place to encourage social distancing when in the building**
- **Markings will be in place during times of gathering to allow for social distancing between family groups as they queue up to enter the sanctuary.**
- **Foyer will be roped off during entrance and exit times.**
- **Foyer tables will be spaced 6 feet apart at all times.**
- **Rows of chairs in sanctuary will be placed 6 feet apart and groups will be seated with 3 open chairs to either side of family groups to ensure social distancing.**
- **Ushers will be given markers to close off chairs between groups.**
- **Registration will be in place for all worship gatherings to ensure we do not exceed max capacity of sanctuary.**
- **Signage is in place stating masks are required of all visitors when in building. Masks are available at the door for those who do not have one.**
- **All procedures are communicated to the staff, congregation and general public through the use of signage, social media posts and email communications to the congregation.**

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, lunch rooms,

meeting rooms, checkout stations, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

- **Cleaning company cleans and disinfects all areas once a week currently.**
- **Once 'in person' gatherings resume, cleaning company will increase schedule accordingly**
- **Cleaning company has been trained on COVID-19 requirements for cleaning and products.**
- **In the event of a positive test for COVID-19 the building will be closed for 24 hours and then thoroughly cleaned before re-opening.**
- **Daily cleaning by staff is being done and recorded. Staff will wipe down all high touch surfaces in their own workspaces daily.**

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels and manufacturer specifications and are being used with required personal protective equipment for the product.

- **EPA approved disinfecting spray and single use towels and disinfecting wipes are available in high touch areas for use by staff during the week.**
- **Nitrile gloves available for cleaning**
- **The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Needlepoint Bipolar Ionization Systems (NPBI) have been installed to the five air handlers in the building. NPBI cleans air of particles including pollutants, dust, allergens, mold, bacteria and viruses.**

Communications and training

This COVID-19 Preparedness Plan was communicated **through a series of training meetings** to all staff on June 1, 2020. Volunteer teams will be trained through the month of July/August. Additional communication and training will be ongoing **through email communication and onsite through team leaders and will be** provided to all workers who did not receive the initial training. Instructions will be communicated to visitors about; required hygiene practices; and requirement that visitors use face masks when entering our building. Visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19 **through email communication with congregation and signage at our entrance points.** Staff will monitor how effective the program has been implemented through regular staff meetings. Staff and team leaders are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **Chapel Hill** staff and elders and was posted throughout the workplace July 12, 2020. It will be updated as necessary. (updated July 23, 2020 to reflect executive order 20-81 requiring face coverings in all indoor public spaces)

Certified by:

Laurie Oliver Boyd, COVID Administrator & Children and Family Ministry Director