



COVID-19 Preparedness Plan

First Baptist Church is committed to providing a safe and healthy place for all to worship. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Church Leadership, Staff 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 that requires full cooperation among the congregation and church leadership. Only through this cooperative effort can we establish and maintain the safety and health of everyone at First Baptist.

Church Leadership, Staff and Volunteers are responsible for implementing and complying with all aspects of this Preparedness Plan.

We are serious about safety and health all while continuing our mission of helping people know, love, and become like Jesus. Involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our Leadership, staff, and congregation in this process by leadership meetings and a survey to all congregation members. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

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

Screening and policies for Staff and Volunteers exhibiting signs and symptoms of COVID-19

Staff and 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 and volunteer health status prior to entering the church and for them to report when they are sick or experiencing symptoms. Staff and volunteers will not come into First Baptist to perform their duties if their path on the attached MDH COVID-19 Decision Tree currently directs them to stay home based on symptoms or exposure they are currently experiencing. (see MDH Decision Tree attached).

First Baptist encourages Staff and volunteers to stay 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.

It is the responsibility of the Minnesota Department of Health to communicate with individuals who have been identified as close contacts with confirmed cases of COVID-19. If MDH communicates with you to inform you that you have been a close contact please follow the recommendations you are given.

Handwashing/Hand Sanitizing

Basic infection prevention measures are being implemented at First Baptist. Staff and Volunteers 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 contact with common use areas and after using the toilet. All visitors to the facility will be required to wash their hands or sanitize them prior to or immediately upon entering the facility.

Respiratory etiquette: Cover your cough or sneeze

Staff and the congregation 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 the trash 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 the congregation. Minnesota Department of Health "Prevent the Spread of COVID-19" posters will be posted at all entrances.

Social distancing

Social distancing is being implemented throughout the Church through the following engineering and administrative controls:

- Maintain 6 ft min in distance
- Stagger shifts when possible
- Not share equipment, car rides, etc. whenever possible
- When completing work, staff are asked to sanitize workstations/ equipment, etc.
- Honor building occupancy maximums established in this season
- Be intentional on potential cross exposure materials, food, equipment, etc.

Staff and the congregation are discouraged from gathering in groups in confined areas, including elevators, and small classrooms. Staff is prohibited from using other staffs' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of common areas, seating, and other areas in the church, including restrooms, coffee corner, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as door handles, elevator panels, railings, and coat hangers will be performed prior to the first service, between the services and after the second service. Staff will be responsible for cleaning and disinfecting their personal high-touch areas, such as phones, keyboards, touch screens, controls, door handles and copy machines in the office areas.

FBC church facilities will be cleaned throughout the week as required depending on the use of building and rooms. Groups that sign up for use of rooms are required to follow instructions for self-sanitizing the room used, and all other areas or equipment touched or used during their stay.

Communications and training

This Preparedness Plan has been certified by **First Baptist** leadership and was posted on our website and in the church on September 8, 2020. Paper copies will be available to anyone arriving at First Baptist who are not aware of the new policies. All staff was given a copy and the necessary training was provided. Additional communication and training will be ongoing as the plan will be revised at any time the guidance from the Minnesota Department of Health, CDC or other regulatory bodies change. Church Leadership will monitor how effective the program has been implemented by meeting after the first day of return to services for review of mitigations and possible changes. Staff and Volunteers are to work through this new program together and update, as necessary. It will be updated as necessary following guidance from the State of Minnesota.

Certified by:

Signature



Title: Church Administrator