COVID-19 Preparedness and Response Plan for Lakeview Covenant Church August 5, 2020

This plan was developed to support implementation of public health activities required to minimize the spread of COVID19 at Lakeview Covenant Church and follows CDC guidance.

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Approved by: Richard E. Theilen Title: Interim Pastor Date: August 5, 2020
COVID-19 Preparedness Plan for Lakeview Covenant Church

Lakeview Covenant Church is committed to providing a safe and healthy facility for everyone who utilizes our building, including our staff, volunteers, attendees, and visitors. This plan was developed in response to the COVID-19 pandemic to ensure we implement strategies and procedures to preserve the health and safety of those who use our facility. The church leadership team and staff will have a role in implementing this plan to mitigate transmission of COVID-19 within our facility and our community. Volunteers are expected to help execute this plan with guidance from our staff. All persons in our facility will be expected to comply with all aspects of this plan, in order to establish and maintain the safety and health of all persons in our building. The church leadership and staff have our full support in enforcing the provisions of this policy.

We are serious about safety, health and protecting those working and worshipping at Lakeview Covenant Church, including staff, volunteers, attendees and visitors. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Lakeview Covenant has involved specific members of the church leadership team and staff in this process by forming a task force to recommend guidelines and policies for our Re-Gathering Plan. Each phase of this plan, as it is developed, includes consultation with various members of the leadership team and church staff for feedback and opinions which will be considered before completing the plan. The church leadership team votes for approval of each phase of the plan as it is completed.

Our COVID-19 Preparedness Plan follows guidance and recommendations from a variety of sources, including the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota’s Executive Order 20-48. They have been incorporated into the plan as appropriate including:

- Identification of sick persons
- Controls for social distancing
- Hygiene and respiratory etiquette
- Cleaning and disinfecting
- Drop-off, pick-up, and delivery practices and protocol
- Communications and training
- Management of plan

This preparedness and response plan assume the following:

1. Lakeview Covenant Church staff and the resumption of activities will occur in a phased approach and comply with established guidance provided in this plan.
2. The COVID19 situation will evolve and Lakeview Covenant will remain adaptable to the changing environment. The baseline level of risk for those working and using our facility will change as restaurants and retail businesses reopen, schools reopen, etc., requiring a reassessment of what level of resumption and precautions are appropriate.
3. We will continue to offer online worship services until larger gatherings can be conducted with proper safety measures in place.
4. Volunteers, staff members, congregation members and visitors will not be expected to participate in events or activities in which they do not feel safe, or to do so in ways which they feel may put them at greater risk of either contracting or spreading COVID-19 than they are comfortable with. In those situations, they are expected to consult with their supervisor, ministry or group leader to determine an appropriate course of action.

**Facility Use**

Lakeview Covenant Church serves as a gathering place for our congregation and community members. Gathering purposes may include: church ministry, support to social justice missions, celebration events, community meetings, and social engagements. Use of the facility will be based on the phases of our Re-Gathering Plan and align with state guidance and policies.

Infection prevention measures are being implemented at our facility in accordance with public health guidance and best practices. Social distancing, wearing of masks or other appropriate personal protective equipment (PPE), hand-washing, and disinfection of surfaces are key factors to reducing the transmission of the COVID-19 virus and will be utilized in our planning.

Any group that would like to use the facility while this plan is operational must make their request through the church office. Each request will be reviewed by the office coordinator and facility manager.

If approved, the leader of each group utilizing the facility will be required to:
- Meet with a member of Lakeview Covenant’s staff before their event
- Share Lakeview Covenant’s facility rules with participants, including:
  - Be aware of appropriate social distancing
  - Wear masks
  - Wash hands
  - Cover your cough
- Take attendance to include name and contact information

**Facility Public Health Measures**

**Identification of Sick Persons**

**Employee Self-Screening for Those Working On-Site**

Lakeview Covenant staff members who can continue to work effectively remotely are encouraged to do so. If they feel they can be more effective onsite, they are required to conduct self-monitoring for signs and symptoms of COVID-19 prior to entering the workplace.

Church staff members should NOT come to Lakeview Covenant if they are sick and/or believe any of these conditions apply to them:
1. They have a temperature or fever greater than 100.4 degrees
2. They have a new or worsening cough
3. They are experiencing shortness of breath
4. They have been exposed to anyone who has tested positive for COVID-19 within the past 14 days

If a staff member feels sick and/or feels that any of the four criteria outlined above applies to them, they must not come into work and must contact the church office by phone or via email prior to the time they are expected onsite.

If they begin to exhibit symptoms at work, they should contact the office and leave immediately.

Lakeview Covenant Church has leave policies that encourage staff to stay at home when they are sick, when household members are sick, or when they are required by a healthcare provider to isolate or quarantine themselves or a member of their household. These policies can be found in the employee handbook and include:

- Employee Earned Sick and Safe Time Guidelines
- Long-Term Disability Guidelines for full time staff through Bethany Bene
- Employee Vacation Leave Guidelines
- Family Medical Leave Act

Volunteers, Attendees, and Visitors
All volunteers, attendees, and visitors entering the building will be required to answer the following questions:
1. Do you have a temperature or fever greater than 100.4 degrees?
2. Do you have a new or worsening cough?
3. Are you experiencing shortness of breath?
4. Within the last 14 days, have you been exposed to anyone who has tested positive for COVID-19?

If they answer no to all questions, they may enter the building. If a person presents and acknowledges they are unwell or have been recently exposed to COVID-19, they will be asked to leave.

Confirmed Cases
If a COVID-19 case is confirmed in anyone that has been in our facility or in a member of their household, they will be asked to remain at home and consider themselves to be in a quarantine for no less than 14 days. A facility assessment by the facility manager and/or parish nurse will determine what additional public health and cleaning measures should be implemented.

Lakeview Covenant Church will work with the Minnesota Department of Health to inform staff, volunteers, attendees, and visitors if they have been exposed to a person with COVID-19 in our
facility, and they will provide instructions regarding self-quarantine measures. Consistent with compliance with the Health Information Portability and Accountability Act (HIPAA), all health status and health information will be protected.

**Controls for Social Distancing**

**Remote Work and Adjusted Onsite Hours**
Lakeview Covenant staff will fall into different disease risk categories and decisions for return to the facility will be made in accordance with medical and public health guidance for risk stratification (e.g. age, health status). Lakeview Covenant’s role is not to determine the risk level of individuals; rather the church leadership should ensure that individuals can make their own informed choices and be supported.

Lakeview Covenant has implemented the following procedures and practices for remote work and adjusted hours. All staff are expected to consult with their supervisor to determine an individual plan for work location based on responsibilities and risk levels.

- Telework is approved and encouraged for all persons who can accomplish their primary duty functions from home.
- Where necessary, guidance and training will be provided to staff to help them work remotely, along with equipment needed for them to complete their assigned responsibilities and tasks.
- Flexible hours are available to minimize the number of persons in the facility at one time.

**Onsite Work**
Staff and volunteers will be aware of and avoid gathering in groups and in confined areas where six feet separation cannot be maintained. Staff and volunteers are required to wear masks unless they are in their personal offices or where they can maintain six feet of separation.

- Shared staff offices are assessed and staff may be reassigned to other working areas or alternate hours to maintain social distancing.
- In areas where shared workspace is in use, sanitizing wipes or cleaning solution is available to clean prior to and after use. Wipes must be immediately disposed of in the trash after use.
- Staff will avoid using anyone else’s personal protective equipment, phones, computers, desks, workstations, offices, or other personal work tools and equipment.
- Common spaces such as workstations and conference rooms are rearranged to promote social distancing.

**Attendee and Visitor Building Use**
Everyone entering the facility is asked to practice social distancing (maintain 6 feet apart) per public health guidance and best practices. These measures may be adjusted according to phases of this preparedness and response plan.

- We have a designated traffic flow through our facility for entering and exiting the building. Please follow posted signs.
• We have rearranged rooms with social distancing in mind to safely distance congregants within the 6 foot guidelines. Please do not move chairs and tables to another configuration and be aware of how close you are to one another.

**Handwashing and Respiratory Etiquette**

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

• All church staff and volunteers are required to sanitize their hands before working onsite and regularly throughout their shift. All attendees and visitors can use the hand sanitizing stations at the doors or use the sinks in the bathrooms to wash their hands with soap and water immediately upon arrival.

• Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are provided at the entrances and throughout church building so they can be used by staff, volunteers, attendees, and visitors for hand hygiene in place of soap and water, as long as hands are not visibly soiled. In occupied areas of the facility, custodial staff are checking and replenishing soap dispensers, paper towels, and hand sanitizer stations at a minimum of once per day, and more often in heavily trafficked public spaces.

• “Clean Your Hands!” posters are located in all restrooms providing proper hand washing methods. Posters are from the CDC and the Minnesota Department of Health.

• Everyone is asked 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. Tissues should be disposed of in the trash and individuals should wash or sanitize their hands immediately afterward. Respiratory etiquette reminders appear on posters and tissues and trash receptacles are readily available. Tissues can be found in common areas, including at the doors, welcome center, and childcare check-in stations.

• We will require all staff, volunteers, attendees, and visitors to wear a facial mask while they are indoors in the public areas of the building for worship or other church functions. An exception will be for speakers or worship leaders who may need to remove masks for a specific purpose while leading. In such instances, they will be expected to maintain necessary social distance from others and to put their masks back on immediately afterward. We will be providing disposable face masks for anyone who does not have one. *The only other exception to this will be in pre-approved situations, in a small group, where there is a specific medical issue involved with wearing a mask and all other participants have given permission for someone to not be masked.*

• In general, we will not offer community food or beverages at this time. In situations where food or beverages are provided, that will be done using pre-packaged single-serving portions.
Cleaning and Disinfecting

Regular housekeeping practices are being implemented by Lakeview Covenant staff in accordance with CDC guidance. Frequent cleaning and disinfecting will be conducted in shared spaces (e.g. office work station) and high-touch areas (e.g. door handles, railings).

- All custodial staff and their supervisors are provided training on proper cleaning techniques, as well as background information on COVID-19.
- Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels and are being used with required personal protective equipment for the product.
- The facilities team will clean public spaces such as building lobbies, restrooms, door handles, handrails, light switches, and elevator buttons at least once daily, and more frequently if deemed necessary.
- If there is a confirmed positive case reported to Lakeview Covenant Church, the facilities manager will coordinate cleaning and disinfecting of that individual's work space.
- If an individual is symptomatic while on-site, they will be asked to leave immediately. Once the person has left the building, a member of our cleaning team will disinfect the known locations of the individual while they were on-site.

Drop-off, Pick-up and Delivery Practices

We have set up a no-contact area at our alley door for delivery and pick up of mail, packages, and other items. Visitors will ring the bell and someone in the office will respond and ask them what their need is. The door will be unlocked so they can enter and either leave or pick up an item. All visits to the church office will be by appointment only.

Communications and Training

This COVID-19 Preparedness Plan was communicated to the church leadership team, staff, and volunteers beginning on August 5, 2020. Additional communication and training will be ongoing via email or onsite. All communication and training will be provided to workers who did not receive the initial training.

Instructions will be communicated to staff, volunteers, attendees and visitors about: social distancing practices, practices for handwashing and respirator etiquette, recommendations and requirements for the use of face masks, and drop-off, pick-up and delivery practices. All persons will be advised not to enter the building if they are experiencing symptoms or have contracted COVID-19.
Management of Plan

Lakeview Covenant Church expects our staff, volunteers, attendees, and visitors to behave responsibly and with respect for the health and safety of others. Anyone who is unwilling to comply with this plan will be asked to leave the facility.

The leadership team and staff will monitor how effectively the program has been implemented by continuing to evaluate the process. At various points, specific staff or leadership team members may be designated to oversee various aspects of this plan. Lakeview Covenant leadership team and staff will continue to collaborate and take an active role in carrying out the various aspects of this plan, and to update the practices and training as necessary.

This COVID Preparedness Plan was approved by the Lakeview Covenant Church leadership team on August 4, 2020 and was distributed on August 5, 2020 to all staff via email and will be posted on the website for attendees and visitors to access. It will be updated as necessary.

Certified by:

Rich Theilen, Lead Pastor
Lakeview Covenant Church

Resources for Developing a COVID-19 Preparedness Plan

General
Minnesota Department of Health - [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

Businesses

Handwashing
CDC - [www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)
CDC Handwashing video - [www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be](http://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be)
Respiratory etiquette: Cover your cough or sneeze
Coughing and Sneezing - [www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

Social distancing

Housekeeping

Employees exhibiting signs and symptoms of COVID-19

Training