



**LINWOOD**  
COVENANT CHURCH

# **COVID-19 Safety Plan**

**September 2020**

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## **COVID-19 Preparedness Plan for Linwood Covenant Church**

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Linwood Covenant Church is committed to providing a safe and healthy workplace for all staff, patrons, guests and visitors. In order to meet our goal of this, as well as mitigating the potential for transmission of COVID-19 to all who enter our building, LCC has developed a detailed COVID-19 Preparedness Plan.

The COVID-19 Preparedness Plan is administered by Amber Keller, LCC's COVID-19 Safety Plan Administrator, who maintains overall authority and responsibility for the plan. However, in order for this plan to be effective, it is recognized that a cooperative effort will need to be made by pastors, church staff, Lead Team members and volunteers. Through their varying presence and involvement at LCC, these people will be responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our environment.

LCC's staff and volunteers have our full support in enforcing the provisions of this plan. Our staff and volunteers are our most important assets. LCC is serious about safety, health and protecting our people. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

We have involved our staff and volunteers in this process by: Creating a team of healthcare professionals, staff, and those interested in giving us feedback on the safest measures of our church. We held meetings to discuss and discern recommendations, and our Leadership team voted them into approval. We plan to monitor the plan weekly as a team and make changes as recommended by the CDC and the state of Minnesota. All members of staff have been included in one or more of these meetings and have had the opportunity to ask questions, voice concerns and give feedback. LCC'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 be at least six-feet apart](#)
- [worker hygiene and source controls, including face coverings](#)
- [workplace building protocol](#)
- [workplace cleaning and disinfection protocol](#)
- [drop-off, pick-up and delivery practices and protocol](#)
- [communications and training practices and protocol](#)

LCC 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. We will ensure sick workers stay home and prompt identification and isolation of sick people is implemented and recorded. 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. All employees volunteers and guests will be given the following survey upon entering the building and will sign in and out so we have accurate records of who was in the church.

**[LCC - COVID-19 Screening Protocol-](#)** Will be implemented every time anyone enters the building.

LCC 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. Each employee's package is different but our leadership team has constructed a plan that no one has to go unpaid due to the COVID-19. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. All staff have been given the option to work offsite and to attend staff meetings via zoom if they prefer. LCC 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. In addition, a policy has been implemented to protect the privacy of workers' health

status and health information and will be documented by the COVID-19 Safety Plan Administrator.

## **Social Distancing**

Employees, volunteers, and guests must be at least six-feet apart. Social distancing of at least six feet will be implemented and maintained between employees, volunteers and guests in the church through the following engineering and administrative controls:

- Staggered and flexible working schedules
- Distanced seating in the sanctuary
- Visual reminders for social distancing

## **Spacing Modifications**

We have reduced our sanctuary capacity from 265 to 80. We will have ushers leading people to and from their seats to maintain social distancing. We have reduced our service time from 1 hour to 45 minutes. Multiple check in stations will be available and distanced with hand sanitizer and fresh pens for each person. Flow and interactions will be implemented by our ushers and volunteers to ensure social distancing. Signage, markings and instructions are being used to address social distancing. Physical workplace changes, including staggered shifts, spread apart desks, and working in different areas or off site are being implemented; such as increased distance between workstations, worker spacing on production lines, check-in and checkout stations. Online reservations are being used as much as able, and check-in and checkout stations, etc. will be arranged so the flow will be directed to allow for social distancing between workers [and customers, clients, patrons, guests and visitors]. As we have a large building and few employees we will use visual cues and reminders to prevent gathering in groups in common areas and “bottlenecks,” including corridors, meeting rooms, break rooms, entrances, and exits. Personal protective equipment will be worn and phones, pens, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment will not be shared and, if used by more than one person, will be cleaned and disinfected between users. We will not be using the church van nor carpooling. Communion will be done in self serve packages, and bulletins have been suspended.

Communication plans include signage, email, and having COVID-19 Safety Plan Administrator to address questions and concerns is present, and continued communication will continue to take place.

Signs are on each entrance and exit to remind everyone to wear masks, self check for symptoms, social distancing, and best practices.

## **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 employees, volunteers, and guests to the church 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.

Additional hand sanitizer has been placed throughout the church and at each workstation, and frequent hand washing breaks are encouraged. Masks and social distancing are being implemented at our workplaces at all times. Staff, volunteers and guests 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. Staff, volunteers and guests, 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. Each employee will also receive an email about our hygiene policy. Workplace building protocol Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems. 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.

## Workplace Cleaning and Disinfection Protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, drop-off and pick-up locations by our custodians and people who are using the rooms.

Frequent cleaning and disinfecting is being conducted in high-touch areas, including phones, keyboards, touch screens, controls, door handles, copy machines and workspaces by each individual employee/volunteer.

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. Our custodian Kari Jetton has done an excellent job of researching and purchasing the materials needed, and will have the building sanitized after Wednesday evening ministries prior to the Thursday work hours (9am) and after Sunday services prior to the Monday work hours (9am).

This COVID-19 Preparedness Plan has been certified by LCC's Lead team on 10-08-2020 and the plan was posted throughout the workplace and made readily available to employees on 10-20-2020. It will be updated as necessary by Amber Keller.

### Additional Protections and Protocols

- [Policy for working with children and youth](#)
- [Policy for ministries with multiple volunteers](#)
- [Policy for Sunday morning modifications due to COVID-19](#)
- [Policy for church reservations addendum policy](#)
- [Policy for staff personal hygiene](#)
- [Drop-off, pick-up and delivery practices and protocol](#)

Certified by:

*Amber Keller*

[amber@linwoodcovenant.org](mailto:amber@linwoodcovenant.org)

612-201-7943

## COVID-19 Screening Protocol

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By arriving to work, worship or volunteer at LCC you are attesting that you have not experienced any of the following symptoms in the last 24 hours from **List A**:

- Fever greater than or equal to 100.4 degrees fahrenheit
- New onset or worsening cough
- Difficulty breathing
- Loss of sense of taste
- Loss of sense of smell
- Been informed that someone you had contact with has a confirmed case of coronavirus and been instructed to quarantine

**OR**

You are experiencing two or more of the following symptoms from **List B**:

- Sore throat
- Nausea
- Vomit
- Diarrhea
- Chills
- Muscle Pain
- Increased Fatigue
- New onset or worsening headache
- Runny nose

If you are experiencing any symptoms on List A **or** two or more on List B, please do not come to church to work, worship or volunteer. If you have any questions, please contact Amber Keller, our COVID-19 Safety Plan Administrator for a wellness screening to determine further action.

Additionally, if at any time within 14 days of working, worshipping or volunteering at LCC you develop these symptoms, please reach out to Amber to see if further action is required to inform those you've come in contact with. Thank you for your assistance in keeping our church family safe.

## **COVID-19 Drop-Off, Pick-Up, and Delivery Protocol**

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### **Drop-Off, Pick-Up and Delivery**

- Workers must maintain a distance six feet or greater from others during interactions while receiving or exchanging deliveries.
- Businesses receiving deliveries must do so via a contactless method whenever possible, including deliveries at loading docks, reception areas and locations where workers can maintain a distance of at least six feet from each other.
- Whenever possible, businesses should attempt to do everything electronically (e.g. app, phone) to eliminate the need for close contact between workers and delivery personnel. 8 of 20

### **Transportation, Distribution, and Services**

- Businesses providing deliveries must provide for contactless deliveries that promote delivery at a doorstep or similar location where persons can maintain a distance at least 6-feet away while verifying receipt of the delivery between the worker and the delivery person.
- Workers must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

## COVID-19 Addendum Policy for Working Indoors with Children and Youth

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The church will be sanitized properly before your children's arrival.

Upon dropping children off, you are attesting that your child has not experienced any of the following symptoms found on the COVID-19 [Screening Checklist](#).

- In dropping off your child, you also agree for them to adhere to our mask policy. This requires anyone over the age of 5 to wear an appropriate face covering in the proper manner during their time in the building.

Students must check in with their registrar each week that they are at church.

We will do our best to socially distance as we gather children into their small groups but will do so in the following manner:

- Small groups will be treated as households and individuals within the group will not be required to maintain a 6-foot distance.
- Small groups will maintain a 6-foot distance from other small groups.

There will be no meals or beverages — including no drinking fountains — until further notice is posted.

Youth group students will be instructed to sanitize any area they enter that has previously been used by the Children's Ministry that evening.

Following children and youth activities, the church will be deeply sanitized by the designated Lead custodian.

If a child experiences COVID-19-like symptoms within 14 days of attending a ministry event, or finds out that they were exposed to COVID-19 prior to attending an LCC event, they should immediately contact our COVID-19 Safety Plan Administrator, Amber Keller, at [amber@linwoodcovenant.org](mailto:amber@linwoodcovenant.org) or 612-201-7943.

If it is discovered your child was closer than 6 feet to a student who later was identified as having COVID-19 for longer than 15 minutes while at Linwood Covenant, you will be contacted directly by our COVID-19 Safety Plan Administrator ASAP. In the event it has been found that a case was present while your child was in the building, but they did not have direct contact with those infected, you will be notified via email.

## COVID-19 Staff Personal Hygiene Protocol

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In response to the COVID-19 outbreak, basic infection prevention measures are being implemented in the LCC workplace and are expected to be complied with at all times.

- Staff is 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 employees, volunteers, and guests to the church are required to wash/sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizing stations containing sanitizers of greater than 60% alcohol are located throughout the building — as well as at main entrances.
  - Sanitizer may be used in lieu of soap/water unless hands are visibly soiled, in which case one should proceed to a sink with appropriate supplies.

## **COVID-19 Church Reservation Addendum**

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Each Group/Person making a church reservation will now need to schedule an initial pre-reservation training with our COVID-19 Safety Plan Administrator (Amber Keller) to go over the following COVID-19-prevention procedures:

- Best Practices
- Proper Sanitation
- Attendance Tracking
- Record Keeping procedures

Our lead custodian, as acting backup of our COVID-19 Safety Plan Administrator, can also perform said training.

This training will only be required one time per group/person. Completion will be documented for the purpose of the Minnesota Department of Health for the sake of compliance.

Staff led groups are exempt from this training as staff members will have received said training. This also applies to our primary volunteer leaders (Ministry Chairs).

## COVID-19 Policy for Ministries with Multiple Volunteers

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All ministries that operate within the church must appoint a leader to keep attendance records, communicate with the COVID-19 Safety Plan Administrator, lead, train, and assist volunteers to abide by the following:

- Ensure that sick volunteers stay home.
- Maintain social distancing of at least 6 feet between staff and mandate face coverings as required by the Executive Order.
- Practice good hygiene: cover coughs and sneezes, wash hands often, wear face coverings or masks.
- Ensure building safety and proper ventilation protocols.
- Ensure safe practices and protocols for drop-off, pick-up, and deliveries.
- Create and follow work of gathering space cleaning and disinfection protocols.
- Communicate and train all volunteers on these practices and protocols.
- Ensure that all activities held in your building(s) follow your practices and protocols (support of community groups, distribution of essential items, etc.).
- Communicate the steps being taken and the changes to services to all members and participants in order to participate safely and minimize the possible spread of COVID-19.
- Ensure that you have enough cleaning supplies, hand sanitizer, and tissues. Encourage washing hands, cover your cough, wear a facemask, and keep the required 6 feet of social distance.

## COVID-19 Church Reservation Cleaning Addendum

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Due to sanitation requirements by MDH, we are now required to disinfect church areas each time they are used. A volunteer cleaning cabinet is located in the front kitchen and will have all of the supplies needed for group leaders to do so. By making a church reservation you are agreeing to comply with the following requirements:

- Wipe used tables and hard chairs down with a washcloth to remove debris.. Then proceed to spray those surfaces with sanitizer in an amount sufficient for the surface to remain wet for one full minute. Please remember to do this to any tables and chairs used in the nursery and children's areas as well.
- Use bleach wipe to clean light switches and door handles of all rooms that have been used. This includes the front and back doors of the building. remember the front doors.
- Please wipe down bathroom countertops to rid them of excess water. Then, in the same manner as the tables/chairs, please spray disinfectant on faucets, counters, toilet seats, flush handles, grab bars, and stall handles.If there is a toilet back up or the toilet is soiled, post an out of order sign and text message Kari Jetton. If there are diapers or food in any trash cans, please remove and bring to the church dumpster on your way out of the building.
- Complete the room cleaning checklist and leave in the room.

If you have any questions about any of the items on this list please contact Kari Jetton at 651-303-1426

## **COVID-19 Communications, Training, Practices and Protocol**

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This COVID-19 Preparedness Plan was communicated via email and in a printed copy to all workers on 10-20-2020, and necessary training was provided and tracked upon completion. Additional communication and training will be ongoing by Amber Keller as needed. 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 staff, temporary workers, independent contractors, subcontractors, vendors and outside technicians (and customers, guests and visitors) about protections and protocols, including:

- 1) social distancing protocols and practices;
- 2) drop-off, pick-up, delivery
- 3) practices for hygiene and respiratory etiquette;
- 4) requirements regarding the use of face-coverings and/or face-shields by workers [and customers, clients, patrons, guests and visitors].

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

Lead pastor and the COVID-19 Safety Plan Administrator are expected to monitor how effective the program has been implemented. They will check in weekly to monitor what is working, what could be improved, and discuss any needed policy changes. 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. All staff and ministry chairs will be responsible for ensuring the training is in compliance with their volunteers.

This COVID-19 Preparedness Plan has been certified by LCC's Lead team on 10-08-2020 and the plan was posted throughout the workplace and made readily available to employees on 10-20-2020. It will be updated as necessary by Amber Keller.