

# COVID-19 Preparedness Plan for Lord of Life

**Lord of Life** is committed to providing a safe and healthy workplace for all our staff, members and visitors. To ensure we have a safe and healthy workplace, **Lord of Life** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Leaders and staff 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 staff and leadership. 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 **Pastor David Lechelt and Michelle Anderson**, who maintain the overall authority and responsibility for the plan. However, leadership and staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. **Lord of Life's** leadership and staff have our full support in enforcing the provisions of this plan.

Our staff are our most important assets. **Lord of Life** is serious about safety and health and protecting its staff. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by soliciting feedback for determining when to open, how to move forward, and how to be safest during this pandemic, including canceling activities where transmission may be possible.

**Lord of Life's** COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, 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 staff stay home and prompt identification and isolation of sick persons;
- social distancing – staff must be at least six-feet apart;
- worker hygiene and source controls;
- 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.

**Lord of Life** 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 places of worship. 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 managing occupancy;
- additional protocols to limit face-to-face interaction;

## Ensure sick staff stay home and prompt identification/isolation of sick persons

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 and to be aware of the risks of their behaviors outside of work. The following policies and procedures are being implemented to assess staff health status prior to entering the workplace and for staff to report when they are sick or experiencing symptoms. If any staff have a fever or any symptoms, they should stay home and notify the church of their situation. We will work with the staff to determine next steps, which will likely include a two-week quarantine and deep sanitation of the staff's space. If symptoms occur at work, staff would leave immediately and his/her work space would be immediately sanitized.

**Lord of Life** has implemented leave policies that promote staff 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. Lord of Life supports staff working from home to minimize on-campus interaction as needed. If extended leaves are needed, Lord of Life will work with staff to redistribute work to allow staff to stay home and heal/recover. Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented through the 'work at home' policy.

**Lord of Life** will call staff if they have been exposed to a person with COVID-19 at Lord of Life and will require them to quarantine for the recommended amount of time. These situations will be evaluated on a case-by-case basis. The privacy of staff health status and health information will be honored to extent it can without jeopardizing the health of all.

## Social distancing – Staff must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between staff and between staff and members/guests whenever possible. The work from home option allows this to happen and our current layout allows for distance between staff, but when all staff are in the office, we will maintain a distance of six feet and wear masks when we are in closer proximity or in a smaller space.

## Staff hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, prior to any mealtimes and after using the restroom. All those who enter the facility 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. They are wall-mounted so they can be hands-free (use forearms). Staff 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. Staff and visitor are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be made available and supported by making tissues and trash receptacles available to all staff and other persons entering the workplace. COVID-19 updates will be provided at every staff meeting to communicate protocols, training, changes and developments.

## Workplace building and ventilation protocol

Since the operation of the building has continued throughout this pandemic, no changes are needed. We are certain air flow and ventilation is appropriate.

## 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, and areas in the work environment, including restrooms, work room, meeting room, offices and entrances/exits. Frequent cleaning and disinfecting are being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, copy machines, and other office equipment. These protocols have been in place since March and will continue to ensure maximum safety. For shared surfaces (light switches, copy machines, door handles, etc), staff will regularly clean and sanitize their hands to minimize transmission. 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.

## Drop-off, pick-up and delivery practices and protocol

Since our doors are locked, we control drop-off, pick-up and delivery practices. Deliveries are generally contactless (delivered at the door, dropped on the counter). Staff must minimize the unnecessary exchanging or sharing of pens, scanners, or other tools with delivery personnel. Hand-washing and sanitation follow. Some visitors are let into the building. For those times, social distance and face masks will be used. Staff should also work to minimize the unnecessary exchanging or sharing of pens, staplers and other office equipment.

## Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated verbally and in writing to all staff on June 29, and necessary training was provided. Additional communication and training will be ongoing as needed, in person and in writing. Training will be provided to all staff who did not receive the initial training.

Instructions will be communicated to all staff, contract employees and volunteers 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) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by staff, contractors and volunteers. They will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Pastor David Lechelt and Michelle Anderson will monitor how effective the program has been implemented. All leadership and staff 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 **Lord of Life** leadership and the plan was posted throughout the workplace and made readily available to employees as of July 1. It will be updated as necessary by Michelle Anderson.

## Additional conditions for managing occupancy and face-to-face interaction

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

Protections and protocols for managing occupancy: at this point our building will remain closed on a daily basis. We will review specific requests to use the building on a case-by-case basis throughout the month of July. Protections and protocols will be re-evaluated the last week of July and communicate to our staff and members and visitors on or by August 1.

Additional protocols to limit face-to-face interaction: for any groups that are allowed to meet in the building these practices and protocols will be communicated, and all areas will be deep-cleaned after each use.

NOTE: Though the State of MN is allowing businesses and faith communities to re-open, this is not a mandate. It's important for each community to determine what is best for its mission and its members. Since Lord of Life has continued its mission and ministry throughout the pandemic with no known outbreak or transmission of COVID-19, it is logical to continue the practices put in place over the past few months. The virus has not been contained in MN, but for the sake of the economy and connections, businesses are encouraged to re-open. Lord of Life offers recorded services and devotions, as well as drive-in worship to allow community-based worship, seeing friends and community members, while still maintaining strong practices to protect our members and staff. Because of this, we believe large changes are not needed, and continuing our existing practices will keep our community safest.

## Statements from the State of MN regarding re-opening

As organizations and facilities consider further opening of gathering spaces worship, rituals, prayer meetings, scripture studies, weddings, or funerals, it is important to consider the unique characteristics of your community members and your shared spaces.

1. Some of your staff and members may be at higher risk for COVID-19; these persons are strongly urged to stay at home and not participate in any group gatherings involving people outside of their immediate household.
2. Continue virtual services, phone contact, and other outreach to vulnerable community members, even as other members begin to engage in person. Some of your members may not feel comfortable resuming in-person contact for a longer period of time. It is important to respect their decisions while continuing to remain connected in other ways.
3. Remember that as restrictions are lifted on a state-wide level, your community has the choice to continue the practices put in place during the stay-at-home orders and delay in-person gatherings. Faith communities need to take steps to ensure that members who choose not to attend in-person services will not experience negative consequences from those communities because of their decision.
4. These requirements are being implemented universally across sectors with similar gathering spaces for various sectors of our communities. Consideration is given to space size, flow of movement, duration of time in designated shared space, and the nature of the COVID-19 virus to easily spread in large group gatherings no matter how much planned social distancing is implemented.
5. If there is evidence of COVID-19 spread within your faith community, you may be advised to stop offering in-person services until it is safe to return. Contact your local or state health department for further guidance in these situations.

**Certified by Michelle Anderson, Director of Operations and Administration**  
June 29, 2020