

# COVID-19 Preparedness Plan for Eastridge Community Church

Eastridge Community Church is committed to providing a safe and healthy workplace and worship facility for all our congregants, workers, and volunteers. To ensure we have a safe and healthy workplace and worship facility, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The church leadership board and workplace staff are all responsible for implementing this plan. Volunteers are expected to help execute this plan with guidance from our workplace staff. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workplace staff and volunteers. Only through this cooperative effort can we establish and maintain the safety and health of our workers, volunteers, and congregants.

Workplace staff and volunteers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The Eastridge Community Church church leadership board and workplace staff have our full support in enforcing the provisions of this policy.

Our workers, volunteers, and congregants are our most important assets. We are serious about safety and health and keeping those working at Eastridge Community Church healthy. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our church leadership board and workplace staff in this process by asking for their opinions and feedback on our reopening strategy. We have integrated their feedback into the creation of our plan. The church leadership board voted unanimously in support of the developed plan. 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:** We have provided hand sanitizing stations, required all staff and volunteers to wear a facial mask while they are onsite, encouraged congregants to wear a facial mask while they are onsite, and we no longer offer community food or beverages.
- **Engineering and administrative controls for social distancing:** We have created a social distancing plan to safely distance congregants within our sanctuary and overflow room that meets the 6 foot distancing guideline.
- **Cleaning, disinfecting, decontamination and ventilation:** We have increased hours for our janitorial staff and we have a member from our church leadership board disinfecting high touch surfaces before, during, and after services.
- **Prompt identification and isolation of sick persons:** We have communicated to all workplace staff, volunteers, and congregants that they should not attend onsite services if they or a family member within their household is ill or has been recently exposed to someone with a positive COVID-19 diagnosis. If a person presents and acknowledges they are unwell or have been

recently exposed to COVID-19, they will be asked to leave.

- Communications and training that will be provided to managers and workers; and management and supervision necessary to ensure effective implementation of the plan: All church leadership board members, workplace staff, and volunteers have been notified via email of all onsite procedures and protocols to follow.
- Protection and controls for pick-up, drop-off and delivery: NA
- Protections and controls for in-store shopping: NA
- Protections and controls for shopping malls; and communications and instructions for customers: NA

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

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. We have communicated to all workplace staff, volunteers, and congregants that they should not attend onsite services if they or a family member within their household is ill or has been recently exposed to COVID-19. If a person presents and acknowledges they are unwell or have been recently exposed to COVID-19, they will be asked to leave. If a workplace staff member or volunteer is sick or experiencing symptoms at home, they are asked to contact the church office via email prior to being expected onsite. If a workplace staff member or volunteer is sick or experiencing symptoms at work, they are expected to communicate it to their supervisor in person or virtually and will be asked to leave immediately.

Eastridge Community Church 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. Employees are allowed to take whatever time necessary to quarantine (14 Days) at no penalty or loss of pay. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Employees are allowed to take whatever time necessary to quarantine with their household members (14 Days) at no penalty or loss of pay.

Eastridge Community Church 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. Employees are allowed to take whatever time necessary to quarantine (14 Days) at no penalty or loss of pay.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. All employees health information will be kept confidential.

## **Handwashing**

Basic infection prevention measures have been implemented at our workplace. 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 workplace staff and volunteers will be 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 and worship facility so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

We have provided several hand sanitizing stations in visible locations throughout the building for workplace staff, volunteers, and congregants. All workplace staff and volunteers are required to sanitize their hands before working onsite and regularly throughout their shift. Congregants can use the hand sanitizing stations and the four bathrooms sinks to wash hands with soap while they are onsite.

## **Respiratory etiquette: Cover your cough or sneeze**

Workplace staff, volunteers, and congregants have been 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 has been communicated via email and supported by making tissues and trash receptacles available to all workers, customers and visitors. Workplace staff and volunteers are required to wear masks at all times while they are onsite. Congregants will be strongly encouraged to wear a mask while they are onsite.

## **Social distancing**

Social distancing of six feet will be implemented and maintained between workplace staff, volunteers, and congregants in the worship facility through the following engineering and administrative controls:

Workplace staff have been notified that they can work flexible hours and from home when appropriate to allow for safe interactions and social distancing.

We have created a social distancing plan to safely distance congregants within our sanctuary and overflow room that meets the 6 foot distancing guideline.

We have made the decision not to hold children's services and nursery until July 12th. As of July 12th, our children's rooms will be setup to allow for safe distancing.

We have increased hours for our janitorial staff and we have a member from our church leadership board disinfecting high touch surfaces before, during, and after services.

We are strongly encouraging our congregants to bring a mask to wear while they are onsite. We will also be providing disposable face masks for anyone who forgets.

## **Cleaning, disinfection, and ventilation**

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting are conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

We have a janitor who provides regular cleaning of the building throughout the week and after services. Products include Clorox bleach, Lysol, disinfecting floor cleaners, and disinfecting surface cleaners. We will also have a member of our church leadership board onsite every Sunday to assist with cleaning and disinfecting surfaces before, during, and after services.

If an individual is symptomatic while onsite, they will be asked to leave immediately. Once the person has left the facility, a member of our cleaning team will disinfect the known locations of the individual while they were onsite using the same disinfecting products mentioned above.

Appropriate and effective cleaning and disinfectant 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. 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. Windows will be open when weather allows as well as bi weekly changing of air filters in our HVAC system. During Church Worship services all HVAC systems will be turned off to minimize air recirculation.

## **Communications and training**

This COVID-19 Preparedness Plan was communicated via email to all workers on Thursday, June 25th and necessary training was provided. Additional communication and training will be ongoing via email and onsite and provided to all workplace staff, church leadership members, and volunteers who did not receive the initial training. Instructions will be communicated to congregants and visitors about: how onsite safety procedures will be conducted to ensure social distancing between the all persons, and required hygiene practices. All persons will be advised not to enter the worship facility if they are experiencing symptoms or have contracted COVID-19. Church leadership and workplace staff are to monitor how effective the program has been implemented by evaluations during the Leadership Board Meetings. Church Leadership and workplace staff are to work through this new program together and

update the training as necessary. This COVID-19 Preparedness Plan has been certified by Eastridge Community Church Leadership and was distributed on 6/25/2020 to all workplace staff. This plan will be updated as necessary.

Certified by:

A handwritten signature in black ink, appearing to read 'Tom Asbury', with a long horizontal flourish extending to the left.

Tom Asbury, Lead Pastor

Eastridge Community Church

