

# COVID-19 Preparedness Plan for Salem Covenant Church

**Salem Covenant Church** is committed to providing a safe and healthy campus for our staff, volunteers, and congregation. To ensure this, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Staff, volunteers, and the congregation are all responsible for adhering to this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our campus and within our communities, and that requires full cooperation among our staff, volunteers, and congregation. Only through this cooperative effort can we establish and maintain the safety and health of our community.

Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Any staff member with concerns about safety or safety practices should contact the Executive Pastor. Our COVID-19 Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Orders, 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 staff and volunteers; and
- management and supervision necessary to ensure effective implementation of the plan.

Staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Salem staff has the Leadership Team's full support in enforcing the provisions of this policy.

## Screening and policies for staff and volunteers

Staff and volunteers have been informed of and encouraged to self-monitor for signs and symptoms of COVID19. The following policies and procedures are being implemented to assess their health status and for them to report when they are sick or experiencing symptoms.

1. Prior to coming on campus, staff members and volunteers are expected to complete the following health questions:
  - a. Do you have a new fever (100.4° F or higher), or a sense of having a fever?
  - b. Do you have a new cough that you cannot attribute to another health condition?
  - c. Do you have a new shortness of breath that you cannot attribute to another health condition?
  - d. Do you have a new sore throat that you cannot attribute to another health condition?
  - e. Are there any new muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?

Staff members and volunteers are advised that the answer must be "No" to all questions before coming on campus. With any positive response staff members and volunteers are asked to remain home and monitor symptoms, in accordance with CDC guidelines. If a staff member determines that they should not be at work, they are to notify the Executive Pastor.

2. Staff members and volunteers are required to log in and out of the building every visit. This will provide a record of people who are in the building, providing information for the notification if a positive COVID-19 case is reported.

3. Staff members and volunteers who begin to feel any of the symptoms outlined above while on the campus should notify the Executive Pastor and immediately leave the campus, returning home to monitor symptoms. If an individual is unable to safely return home due to illness, they should immediately self-isolate in the west end office. The Executive Pastor will initiate disinfecting procedures.

Salem Covenant Church has also implemented a policy for informing staff members and volunteers if they have been exposed to a person with COVID-19 at Salem and requires them to quarantine for the required amount of time.

1. Any staff member or volunteer affected/impacted by exposure to COVID-19 while at Salem will be informed by official staff email sent by the Executive Pastor if another staff or volunteer has experienced symptoms or has tested positive for such.
2. Every staff or volunteer exposed will quarantine for the recommended number of days.

In addition, a policy has been implemented to protect the privacy of the staff member's or volunteer's health status and health information.

1. At no time will the name or sufficient identifying information of any suspected or confirmed infected person be divulged in communication beyond what is administratively required
2. Staff members and volunteers will be treated as a whole to protect the identity of one.
3. The congregation will be treated as a whole to protect the identity of one.

### **Specific Information for Salem Staff**

Salem Covenant Church has implemented leave policies to promote staff members 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. In accordance with the Family First Coronavirus Act (FFCRA), there are paid leave options available to all staff members who are affected by COVID-19.

Accommodations for staff members in high-risk categories (age 65 or older, with underlying medical conditions, or caring for family members with underlying medical conditions) will be implemented. Staff in these high-risk categories should work with their supervisor to find appropriate work to be completed in an appropriately socially distanced environment. Any staff member who is uncomfortable with the accommodations provided may utilize paid sick leave, Emergency Family and Medical Leave Expansion Act (EFMLA) leave, or other leave options as approved by their supervisor and the Executive Pastor.

The specifics of these paid leave options are included in the Addendum to the Salem Covenant Church Employee Handbook. If an employee needs additional time away or needs to supplement paid leave, they may choose to utilize other leave options (i.e., vacation pay), if available and approved by their supervisor.

## **Handwashing**

Basic infection prevention measures are being implemented on our campus 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 time on campus, prior to and after any mealtimes, and after using the toilet. All guests to the campus will be required to utilize hand-sanitizer dispensers or sanitizers to wash their hands immediately upon entering the facility.

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

Staff members, volunteers, and 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 sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available throughout the building.

1. "Cover Your Cough" posters will be placed in appropriate areas such as restrooms, entry points, and offices.
2. Hand sanitizer and tissues will be available throughout the building, including at each entry point.
3. Trash receptacles will be placed throughout the facility.

## **Social distancing**

### **Social distancing – Staff**

1. Telework options will be used whenever practical to reduce the number of people in the church building.
2. Staff workspaces will be modified to allow at least a 6-foot distance from another staff workstation. Staff with shared workspaces will stagger shifts or move workstations, if needed, to accommodate appropriate 6-foot distancing.
3. Staff will ensure that social distancing is maintained whenever staff members or guests interact.
4. In rooms where social distancing is not possible, only one person will be allowed in at a time. Signs will be posted at the entry points to these rooms.
5. Salem will have non-medical face masks, gloves, and hand sanitizer available.
6. Staff should wear face masks when working in shared office space, walking through the building, or working/talking with others. If a staff person has a private office and is working alone, the staff member may remove the mask. Staff are encouraged to provide their own masks.
7. Staff members are responsible to clean any shared office and kitchen equipment and other high-touch areas with disinfectant wipes before and after each use.
8. Staff will use only their own personal protection equipment, phones, computer equipment, desks, offices, or other personal work tools and equipment.
9. Guests will be prohibited from using staff personal protection equipment, phones, computer equipment, desks, offices, or other personal work tools and equipment.

### **Social Distancing – Guests**

1. The occupancy of worship spaces will be limited to current state guidelines.
2. Salem will allow sufficient time between services and events to avoid congestion at entry and exit points.
3. Guests must maintain a distance of at least 6 feet between people not in the same household. This includes establishing this distance with people next to, in front of, and behind. Salem will remove or block off seating, clearly mark entrances and exits and space within the facility to ensure adequate spacing of participants.
4. Guests (over the age of two) are strongly encouraged to wear a face-covering or mask when they are able. Salem will have extra masks available for people who do not arrive with one. Masks are not a substitute for maintaining a physical distance of 6-feet from other people.
5. Food will not be shared communally on the church campus without prior approval from the Executive Pastor.

## Housekeeping

Regular housekeeping practices by staff members and volunteers are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panel, hand railings, copy machines, etc.

Salem Covenant Church has also implemented a policy for cleaning and disinfecting if anyone who has been on campus exhibits or has been exposed to someone who exhibits the symptoms of COVID-19.

1. All areas used by the person who is sick will be closed off.
2. Outside doors and windows will be opened to increase air circulation in the area.
3. Salem staff members will wait 24 hours before beginning to clean or disinfect.
4. Cleaning and disinfecting of all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls will be completed.
5. Staff and volunteers without close contact with the person who is sick can return to work immediately after disinfection.
6. If more than seven days have passed since the person who is sick visited or used the campus, additional cleaning and disinfection are not necessary.

Specific cleaning procedures and products used are included in a separate document.

## Communication, Management, and Training

Salem Covenant Church's Preparedness Plan will be communicated to staff via email and at a scheduled staff meeting on June 16, 2020.

1. Training of staff members and ministry leaders will be required and provided via Zoom meetings and in-person, as needed. Additional communication and training will be ongoing with updates at the weekly staff meetings and provided to all staff who did not receive the initial training.
2. Instructions will be communicated to vendors and congregation concerning how drop-off, pick-up, and delivery will be conducted to ensure social distancing between them, the staff members and others, and about the recommendation to use face masks when dropping off, picking up, or accepting delivery.
3. The Salem Leadership Team and COVID Management Team will monitor how effective the program is through observing procedures and compliance among staff, congregation, and guests within the building.

The Salem Covenant Church COVID-19 Preparedness Plan has been approved by the Leadership Team of Salem Covenant Church on June 11, 2020, was posted throughout the workplace on June 16, 2020, and will be updated as necessary.