

# **COVID-19 Preparedness Plan**

## **St. John's Lutheran Church, Mound, MN**

St. John's Lutheran Church is committed to providing a safe and healthy workplace for all our workers (also referred to as staff), volunteers, members, and visitors. To ensure we have a safe and healthy workplace, St. John's has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Staff and elected leaders (also referred to as leaders) 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 workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplace.

The COVID-19 Preparedness Plan is administered by our Senior Pastor or Interim Senior Pastor, currently Pastor Sara Vanderpan, in partnership with our Church Council, who maintains the overall authority and responsibility for the plan. However, staff and leaders are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. St. John's staff and leaders have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. St. John's is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by meeting regularly and providing feedback channels through meetings, emails and conversations.

St. John'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 and ventilation protocol;
- Workplace cleaning and disinfection protocol;
- Drop-off, pick-up and delivery practices and protocol; and
- Communications and training practices and protocol.

St. John's 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: Guidance for Gatherings: Faith-based Communities, Places of Worship, and Ceremonies (released July 27, 2020). Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- General Safety Protocols, for events and meetings at St. John's
- Planned and Limited Use of Building and Premises

- Sunday School and Nursery Ministries
- Worship Guidelines (in the sanctuary)
- Funerals, weddings, baptisms or special events (in the sanctuary)
- Monitoring and tracking virus cases

## **Ensure sick workers stay home and prompt identification and isolation of sick persons**

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. Staff will do a daily self-assessment of health prior to entering the building and will keep a record log of when they are in the building. If a staff member, while at home, feels ill or is experiencing symptoms they are to notify Pastor Sara Vanderpan. If a staff member, while in the building, feels ill or is experiencing symptoms they are to notify Pastor Sara Vanderpan and immediately leave the building or stay in their office until they leave through the closest door.

St. John's 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). St. John's sick leave policy is part of the PTO policy. PTO may be used as sick time, or unpaid time off may be used. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Staff members may work from home when their job responsibilities allow or may request accommodations from their supervisor on a case by case basis.

St. John's has also implemented a plan 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. Staff will be notified in person, via phone call, text, or email, by Interim Pastor Sara Vanderpan.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. If a staff member becomes sick with COVID-19 (or symptoms suggest this), they should text/call/email Pastor Sara Vanderpan. The rest of the staff will be alerted regarding any exposure, but no additional information will be shared unless ill staff person has given permission.

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

Social distancing of at least six feet will be implemented and maintained between workers volunteers, members, and visitors in the workplace through the following engineering and administrative controls:

- Signage at entrances and in hallways and bathrooms reminds of six-foot distance.
- Markings on floors of potential congestion areas remind of six-foot distance.
- Shared work spaces and meeting rooms are limited to number of people who are able to maintain the six-foot distance.

- Furniture arrangement has been adjusted to provide distancing in Sanctuary, Library, Fellowship Hall, offices, Choir Room, Room 406, Harbor Room, Arts & Crafts Room and hall seating areas.
- Staff are welcome to work from home when their job responsibilities can be completed there.
- Protocols for worship attendance have been enacted to create:
  - Entrance/exit flow with minimum congestion points
  - Protocols for volunteers to give direction to households and still maintain distance
  - Seating locations to keep households distanced
- Signage has been installed to guide distancing.
- All public entrance to the building is directed through one or two main doors. Signing in is required at sign-in tables for all who enter the building. Daily sign-in lists will be saved for at least one month.

## **Worker hygiene and source controls**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are encouraged to wash their hands frequently throughout the day. All workers, volunteers, members, and visitors to the workplace 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. Source controls are being implemented at our workplace at all times:

- Any equipment that must be shared will be disinfected daily. Wipes will be available for additional cleaning as desired by staff.
- Workers, volunteers, members, 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.
- Workers, volunteers, members, and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

## **Workplace building and ventilation protocol**

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The HVAC system has been serviced to insure efficiency and sanitation. Fresh air is brought into the workplace whenever possible 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, areas in the work environment, including restrooms, library, kitchen, meeting rooms, and entrances. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. The custodian implements these procedures in public areas, in consultation

The custodian and finance manager will ensure that 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.

If a worker is diagnosed with COVID-19 (or symptoms suggest this), the custodian will oversee the cleaning of spaces where that worker had been in the previous two days. These rooms will be aired out and not used until the next day. The custodian will enlist the assistance of other staff members, as needed.

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

All drop-off, pick-up and delivery of items will be done in ways that minimize face-to-face contact. Counters and hallway tables will be used. This process will be monitored by the office administrator.

## **Communications and training practices and protocol**

This COVID-19 Preparedness Plan was communicated via email to all workers on Monday, September 14 and necessary training was provided at a staff meeting on Tuesday, September 15. Additional communication and training will be ongoing using this same method. Training will be provided to all workers who did not receive the initial training prior to assignment.

Instructions will be communicated to all workers, including employees, temporary workers, volunteers, members, and visitors about protections and protocols, including:

- 1) social distancing protocols and practices;
- 2) drop-off, pick-up, and delivery practices;
- 3) practices for hygiene and respiratory etiquette;
- 4) requirements regarding the use of face-coverings and/or face-shields by workers, volunteers, members, and visitors
- 5) daily self-monitoring and keeping a record log of time in the building

All workers volunteers, members, and visitors will also be advised not to enter the workplace if they have contracted COVID-19 (or are experiencing symptoms that suggest this).

Workers are expected to monitor how effectively the program has been implemented. Workers are also to take an active role, collaborate in carrying out the various aspects of this plan, and suggest updates to the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by St. John's Church Council and the plan was posted throughout the workplace and made readily available to employees on Tuesday, September 15. It will be updated as necessary by our Senior Pastor or Interim Senior Pastor, currently Pastor Sara Vanderpan, in partnership with our Church Council.

## Additional protections and protocols

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

### General Safety Protocols, for events and meetings at St. John's

- If you are not feeling well or know you have been exposed to the coronavirus, please stay home and connect with your church family (or community group) online.
- If you are at higher risk for severe illness (or live with someone who is) please stay home and connect with your church family (or community group) another way.
- All who enter the building for a St. John's meeting or event, or attend a St. John's meeting or event on our premises, must sign in each day and answer the waiver question affirmatively.
- Please cleanse your hands as you enter, using the sanitizer provided or soap and water from the bathroom.
- A minimum of six feet must be kept between people at all times. While sitting together in groups, eight to ten feet is encouraged. *Remember: Your best defense from the virus is physical distance from other people.*
- Masks must be worn at all times, according to the guidance of the Minnesota Department of Health. (Note: Pastors, musicians, and readers may briefly remove masks during specific leadership roles in the sanctuary.)
- We encourage meetings to be as short as possible, under an hour is encouraged.
- Avoid congestion near entrances/exits and bathrooms, and in hallways.
- Please do not go into the areas of our building that are roped off.

### Planned and Limited Use of Building and Premises:

Our outdoor sanctuary and our largest indoor spaces are available for use, both for St. John's and partner ministries, but are subject to St. John's planning timeline, adherence to our General Safety Protocols (see above), and the 50% capacity (plus six-foot distance guidelines) from the state of Minnesota.

Spaces may be scheduled by calling our office administrator at 952-472-1416.

The scheduling of meetings will be limited to the safe use of spaces. The minimum time between indoor meetings in the same space is two hours. This use will be monitored according to the cleaning capacity of the staff and the ventilation capabilities of our building.

All indoor meetings and events are encouraged to be an hour or less in the scheduled space.

No food or beverage is to be served during meetings. Individuals may bring their own beverage.

## Sunday School and Nursery Ministries:

Guidelines for our Sunday School and Sunday nursery ministries will follow the above General Safety Protocols and the Planned and Limited Guidelines for Building and Premises guidelines, but age and health adjustments may be made according to guidance from the Minnesota Department of Health.

Other adjustments to these protocols will be proposed by our Director of Children's and Families' Ministries and approved by Interim Pastor Sara Vanderpan.

## Worship Guidelines (in the sanctuary):

- Worship will be a “no-contact” experience
  - Doors will be propped or held open.
  - The offering plates will be placed at the back of the sanctuary and not passed during worship.
- Worship attendees are asked to register online or sign-in at the entrance.
- At sign-in, all worship attendees will be asked to verify the full household has completed the screening survey which includes the following statement:
  - *“I have not knowingly been exposed to COVID-19 in the past 14 days. I do not have COVID-19 symptoms such as fever or chills, cough, shortness of breath, fatigue, body aches, sore throat, nausea or vomiting, diarrhea, loss of taste or smell.”*
- All attendees are asked to follow the directions of ushers/greeters/staff and to maintain at least 6 feet distance from those who do not live in the same household.
- The sanctuary seating is roped off for safe-distance seating. Please honor the markings. Households may be seated together.
- All in attendance are required to wear a mask at all times, according to the guidance of the Minnesota Department of Health, with exceptions for pastors and readers during the speaking portions of their worship leadership and a soloist while singing.
- Worshippers are encouraged to bring their own masks, however extras will be kept at the registration desks for those who need one.
- Music during worship will be limited to instrumental or individual vocalists.
- We will limit the amount of unison speaking and speaking while standing during worship.
- When communion is served, it will be done with no-contact protocols.
- Hymnals, pencils and notecards have been removed from our pews, due to safety concerns.
- Those who are at higher risk for severe illness are encouraged to worship with our online service and not participate in group gatherings involving people outside of their immediate household.
- Building access will be limited to sanctuary, hallways, and restrooms. Our water fountains will not be available at this time.
- Once worship is done all attendees will be encouraged to exit the building while keeping safe distances.
- The capacity of our sanctuary, following safe-distancing rules of 50% capacity and six-foot distance is estimated to be 100 people. The numbers and sizes of multi-person households may allow 125 people.

## **Funerals, weddings, baptisms and special events in the sanctuary:**

Our Worship Guidelines (above) also apply to any special events that are scheduled for the sanctuary. Those who have requested these events must work with the staff ahead of time and during the event to ensure all of the St. John's safety guidelines are followed.

## **Monitoring and tracking virus cases:**

St. John's will follow the guidance of the state of Minnesota for the current threat level of the virus. In particular, we will make adjustments to our level of openness (access to our building, size and number of meetings allowed, worship schedule) based on the infection-positivity rate in Hennepin County.

If a worshipper comes down with COVID within 14 days of attending a meeting or worship in our building, they are requested to alert the church office (952-472-1416) or Pastor Sara Vanderpan ([pastorsara@stjom.org](mailto:pastorsara@stjom.org)). Those registered for meetings or worship on the same day as the sick person will be alerted via email of their exposure. The name of the infected person will not be shared unless that person has given us permission to share. When this person was at a worship service, an announcement will also be shared via our Touchpoint/E-news mailing list.

**Certified by:**

*Rev. Sara Vanderpan*

**Interim Senior Pastor**

**September 10, 2020**

**Approved by the St. John's Church Council on September 10, 2020**

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### **General**

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

### **Businesses**

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### **Handwashing**

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

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

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## **Social distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)