

# COVID-19 Preparedness Plan for St. Andrew's Lutheran Church

**St. Andrew's Lutheran Church** is committed to providing a safe and healthy workplace for all our staff and visitors. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Leadership and staff are all responsible for implementing and complying with this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and that requires full cooperation among our staff, volunteers and members. Only through this cooperative effort can we establish and maintain the safety and health of our workplace and community.

Our staff are our most important assets. We are serious about safety and health and keeping our staff healthy while working at **St. Andrew's Lutheran Church**. 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.

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

Staff 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 our staff's health status prior to entering the workplace and for staff to report when they are sick or experiencing symptoms.

- **St. Andrew's will send a COVID-19 health screen questionnaire to all staff.**
- **Staff planning on visiting or working from St. Andrew's facilities should refer to this questionnaire and review the questions prior to leaving their home.**
  - **If the staff answer "Yes" to any of the questions, they should stay home.**
  - **ALL staff who are able to work from home must continue doing so.**
- **Staff are directed to self-monitor for symptoms of COVID-19. A staff member who may be experiencing symptoms should notify their supervisor as soon as possible that they are not feeling well and will not be reporting to work. Their supervisor will notify Human Resources that one of their team is out sick.**
  - **Human Resources will work with the staff member, their supervisor, and/or Campus Security to determine if the staff member has recently been onsite.**
  - **If the staff member has recently been onsite, Human Resources will reach out to the staff member to determine if the staff member is experiencing COVID-19 symptoms and encourage the staff member to contact their medical provider.**
  - **If the staff member is believed to have had COVID-19 symptoms, they will be allowed to return to work 10 days after the onset of their symptoms and only if their fever resolves without the use of fever reducing medication and they have been fever-free with significant improvement of their other symptoms for at least 3 days (72 hours), or after receiving two negative COVID-19 tests per CDC Guidelines.**

**St. Andrew's Lutheran Church** has implemented leave policies that 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.

- **St. Andrew's is committed to following all emergency paid sick leave provisions of the Families First Coronavirus Response Act and the Family and Medical Leave Act.**
- **St. Andrew's offers generous paid sick time off to all staff working 20 or more hours per week.**
- **Staff with underlying medical conditions or who have household members with underlying health conditions who are concerned for their safety when returning to work are encouraged to speak with Human Resources so we may do our best to find a non-punitive solution.**

**St. Andrew's Lutheran 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.

- **If St. Andrew's learns of a confirmed case of COVID-19 in any individual that we believe to have spent time in any St. Andrew's facilities, St. Andrew's will contact any staff we believe may have potentially been exposed and require them to quarantine at home for 14 days and self-monitor for symptoms.**
- **To assist with contact tracing, St. Andrew's needs to know who is in our facilities. In order to accurately track who has been in St. Andrew's facilities, Staff must adhere to the following protocols:**
  - **Scan their badge at the outside entrance each time they enter so their presence is logged.**
    - **Staff should not hold an entrance door open for other staff, as all staff need to scan their badge for access to the buildings.**
  - **Ensure that any visitors they invite on site (Example: Musicians for recording) are instructed to follow the requirements set forth in this preparedness plan (facemask, physical distancing, hand hygiene and respiratory etiquette) and document with Lisa Weyrauch the visitors name, date, time and reason they were onsite.**

In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

- **St. Andrew's will protect the confidentiality of any staff member who is confirmed to have tested positive for COVID-19.**
- **St. Andrew's will store collected medical provider documentation, health screen documentation or any other protected health information in the staff member's medical file, separate from their personnel file.**

## **Handwashing**

Staff members must follow the basic infection prevention measures at our workplaces at all times. Staff members 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 workday, prior to any mealtimes and after using the toilet. All visitors to any St. Andrew's facilities will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Sanitizing stations (5) will be located at main entrances for visitor use. Facilities team will check daily and replenish as needed. Stations are on order and will arrive by end of July, 2020. In the meantime, hand-sanitizing bottles will be located in the 5 key areas. Doors 1, 2, 3, 7, and 8.

## Respiratory etiquette: Cover your cough or sneeze. Face Coverings Required

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, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash 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 staff and visitors.

- **Respiratory etiquette will be communicated via email reminders to staff and volunteers.**
- **Face coverings are required for staff when on campus or representing St. Andrew's. Visitors are required to wear face coverings when participating in St. Andrew's activities.**
- **St. Andrew's will place respiratory etiquette posters throughout our facilities.**

## Physical distancing

Physical distancing is being implemented at St. Andrew's through the following engineering and administrative controls:

- **ALL staff able to work from home must continue to work from home.**
- **If a staff member's job requires them to work onsite or visit St. Andrew's campus and they have reviewed the health screen questionnaire and have determined that they are not experiencing COVID-19 symptoms, they must do the following:**
  - **Maintain a distance from other staff of at least 6 feet.**
  - **Required to wear a cloth facemask whenever they are in any of St. Andrew's facilities.**
    - **This mask can be removed if the staff member is in an office alone.**
    - **Staff should reach out to Human Resources if they do not have face mask.**
  - **Staff, members and visitors are prohibited from gathering in confined areas, including elevators, and from using other staffs' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.**
- Sneeze guards will be installed at the two hospitality desks, the Youth and Sports Center receptionist area, Executive Assistant desk in Room 204, and in the Community Resource Center for client interviews to provide an additional barrier of protection for staff and visitors. Sneeze guards will be installed by the middle of July, 2020.
- Meetings and programs held on campus will follow the current MN State guidelines located in the COVID-19 Google Shared Folder. Staff will complete required form and seek approval by the designated COVID-19 Response Team Member before conducting meeting.
- The Arena sign up system will be used when groups on campus to assist in managing attendance and for tracing purposes. A walk in plan will need to be developed as a back up plan.
- Meeting rooms, Sanctuary, and Great Hall will be taped off and/or chairs pre-set for designated seating of visitors.

## Cleaning, Disinfecting, Decontamination, and Ventilation

Regular housekeeping practices are being strengthened, including routine cleaning and disinfecting of work surfaces, equipment, tools and areas in the work environment, including restrooms, break rooms, meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

- **St. Andrew's Facilities team is responsible for cleaning and disinfecting the facilities with products that kill the Coronavirus as recommended by the CDC and EPA; If a staff member is diagnosed with COVID-19, the Facilities team will contact ANAGO cleaning service and ANAGO will clean and disinfect the work area and common areas following guidance from the CDC.**
  - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Timing and location of cleaning and disinfection of surfaces.
  - Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
  - Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, and remote controls) used by the ill persons, focusing especially on frequently touched surfaces.
  - If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

**St. Andrew's uses the following disinfecting products to disinfect our facilities:**

- **256 Century Q (EPA# 47371)**
- **Mean Green Anti-Bacterial (EPA# 10324)**
- **Quick Clean Disinfectant (EPA# 1839)**
- **Century Q Wipes (EPA# 6836)**
- **Purell Hand Sanitizer**

St. Andrew's follows the guidelines required with the maximum amount of fresh air that is brought into the workplace 7x/hour. Air recirculation is being limited, ventilation systems are properly used, and maintained; our system adjusts and regulates for temperature fluctuations. The air handling system is inspected 4x/year and filters changed 3x/year by Eagan, Companies.

## Communications and training

This Preparedness Plan was communicated **via email and Zoom meeting** to all staff on **Tuesday, June 9, 2020** and necessary training was provided. Additional communication and training will be ongoing **through email and Zoom updates** and provided to all staff members who did not receive the initial training. Leadership and supervisors are to monitor how effective the program has been implemented by **observing trends and seeking**

**input from staff.** Leadership and staff will work through this new program together and update the training as necessary.

This COVID-19 Preparedness Plan is the guiding principle document that gives direction to St. Andrew's Lutheran Church. Each ministry area will complete and have approved the Ministry Response Form by the COVID-19 Administrative Team prior any activity sanctioned by **St. Andrew's Lutheran Church**. The COVID-19 Preparedness Plan was approved on Wednesday, June 17<sup>th</sup>, 2020 by the St. Andrew's Lutheran Church COVID-19 Response Team. This COVID-19 Preparedness Plan will be posted throughout the workplace June 9, 2020. It will be updated as necessary.

Certified by:

**Christa Getchell**  
**Chief Operating Officer**