MSC COVID-19 Safety Plan for Facility Use

All facility use must be reserved through [churchoffice@mainstreetfamily.org](mailto:churchoffice@mainstreetfamily.org) using a Facility Usage form approved by Trustees. All MSC Facility Use guidelines, policies and fees will be applied.   
  
We are committed to providing a safe and healthy environment for all. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. MSC congregation, staff, volunteers, visitors and guests share the responsibility of implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our facility, and that requires full cooperation among all those utilizing our facility. Only through this cooperative effort can we establish and maintain the safety and health of our staff and participants, renters and facility users.   
  
Our Preparedness Plan follows the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), MN Annual Conference of United Methodist Church (MNUMC) guidelines, as well as federal OSHA standards related to COVID-19. Our guidelines may change based as guidance changes. Failure to adhere to MSC guidelines will result in loss of facility use privileges. Our plan addresses the following:  
  
Hygiene  
Respiratory etiquette  
Social distancing  
Cleaning  
Personal equipment  
Food and drink  
Screening Procedures   
Communications and training for staff and participants  
Additional Informational Links  
  
**Hygiene**  
Basic infection prevention measures are being implemented at our indoor and outdoor facilities. All visitors to our facility are encouraged to sanitize their hands prior to or immediately upon entering the facility by one of the following methods:  
  
*Visitors may use the nearest restroom to wash hands immediately after entering.   
Visitors may use hand sanitizer when available for use upon entry or bring their own alcohol- based hand sanitizer to use while in the building.   
Individuals are instructed to wash their hands for at least 20 seconds with soap and water or use an alcohol based hand sanitizer frequently while on site.*  
  
  
**Respiratory Etiquette**  
Face coverings are required for indoor use. See Preparedness plan for more specifics.  
  
Individuals are 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. Cover Your Cough Signs similar to these will be posted throughout the building.  
  
[https://www.health.state.mn.us/people/cyc/hcpposter.html](https://www.google.com/url?q=https://www.health.state.mn.us/people/cyc/hcpposter.html&sa=D&ust=1593118043742000&usg=AFQjCNGyT5HgoWmyY3_0rknycgxUAl6LaQ)  
  
**Social Distancing**  
Social distancing is being implemented in the following ways:  
  
Total number of people using the building will be limited depending on building and room/s requested and group size. Group sizes will be based on CDC and MDH recommendations and must maintain 6 feet of distance between people. Groups/organizations must provide their expected maximum attendance at the time they submit a facility request. Participants or groups may be denied access if we cannot accommodate the number of attendees requested.  
  
Activity start and end times will be staggered to minimize the number of people entering the building at the same time and to allow time for cleaning between users as needed. Groups over 10 may be assigned staggered entry times to reduce the number of participants from arriving at the same time.   
  
Signage is posted in the building to remind people to maintain social distance of 6 feet whenever possible. Prominent areas where signs may be posted are building entrances, restrooms, meeting rooms and other areas where people generally gather.  
  
**Cleaning**  
Regular cleaning practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools, and areas in the work environment, including restrooms, and meeting rooms. These duties will be performed by building custodial staff and volunteers when custodial staff are not available. Staff and volunteers will be provided all necessary cleaning supplies, personal protective equipment, and will be trained in cleaning and disinfecting procedures.   
  
*Facility users are required to provide their own hand sanitizing supplies for before and after practice for participants.*   
*Facility users are required to bring their own equipment and supplies as needed.*   
*Facility Users may not use areas that are not requested without prior authorization so that rooms can be sanitized before and after use.*   
*Water fountains will not be available. Participants in activities should bring their own water bottles.   
Doors will be propped open to reduce handling when possible.   
Rooms will be cleaned and disinfected between use.*   
  
**Personal Food and Drink**  
To help stop the spread and protect our congregation and staff, shared/communal food and/or drink is not permitted.   
  
**Screening and Procedures**  
Guests will be required to complete a self-assessment upon arrival. If they are experiencing any symptoms of COVID-19 they will be required to remain home and should contact their healthcare professional.

Individuals or anyone in their immediate family (living in the same home) reporting the following symptom(s) will not be permitted into building and will be asked to return home:   
*A fever (100.0 or higher) within the last 72 hours   
A cough or sore throat   
Shortness of breath  
Chills   
Repeated shaking with chills   
Muscle pain   
Headache   
New loss of taste or smell   
Had direct household contact with a person experiencing undiagnosed symptoms  
Diarrhea and/or vomiting in the last 24 hours*

**Illness Tracking**  
Organization/Group leaders will be required to keep rosters, take attendance and keep attendance records at all activities should the information be needed by healthcare professionals for tracking purposes.   
  
**Returning to the Facility after Illness**   
If you or someone in your household is having respiratory symptoms (cough OR sore throat OR difficulty breathing) and no test was done to confirm diagnosis you may return to the facility when these three (3) things have happened:   
*Fever free for at least 72 hours without the use of fever reducing medication AND   
Other symptoms have improved AND   
At least 7 days have passed since your symptoms first appeared*

*If you or someone has/had lab confirmed COVID-19 you can return when these three (3) things have happened:*

*Fever free for at least 72 hours without the use of fever reducing medication AND   
Other symptoms have improved AND   
You received two negative tests in a row, 24 hours apart (or per your doctor’s recommendation in written format)*  
**Communications and Training**   
This plan is available to the public on the Main Street Church website and will be posted at in the Information Center. Visitors are encouraged to share safety concerns with staff. Non-compliant groups may be asked to leave the premises and may be prohibited from reserving facility use in the future. Organizations requesting facility use may be asked to provide the school district with their COVID-19 preparedness plan.