# COVID-19 Preparedness Plan for Main Street Church

Main Street Church is committed to providing a safe and healthy workplace for our congregation, volunteers, workers, guests and visitors. To ensure we have a safe and healthy workplace, Main Street Church has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Congregational leaders, workers, and volunteers 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 congregation, workers and guest. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Wally Heidelberger, who maintains the overall authority and responsibility for the plan. However, congregation, workers and volunteers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Main Street Church’s congregational leadership, workers and volunteers have our support in enforcing the provisions of this plan.

Our workers and volunteers are our most important assets. Main Street Church is serious about safety and health and protecting each person. Worker and volunteer involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by seeking suggestions and feedback from congregational leaders and workers. Our worker and volunteer leadership concerns have been addressed via in-person conversation and development of policies. These policies have been integrated into our preparedness plan.

Main Street Church’s COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, 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;
* 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.

Main Street Church has reviewed and incorporated the industry guidance applicable to our church provided by the state of Minnesota for the development of this plan, including the following industry guidance: United Methodist Annual Conference, CDC, MDH and Executive Orders. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

* protections and protocols for guests and visitors;
* protections and protocol for access and assignment;
* protections and protocol for sanitation and hygiene;
* protections and protocols for handwashing;
* protections and protocol for distancing;
* protections and protocols for managing occupancy;
* protocols to limit face-to-face interaction;
* protections for receiving or exchanging payment; and
* protections and protocols for sacraments distribution.

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

Workers have been informed of and are 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. Workers will take temperature at home before arriving at Main Street Church to address health screening. COVID-19 / Coronavirus posters have been created and posted with guidance addressing requirements in regard to symptoms, when to seek medical attention, when to stay home from work, and if you have discovered someone at work is sick. In the event a worker shows signs or symptoms, the person will be asked to leave the facility and return home until they are cleared. Clearing for return, may require a COVID swap / test. An email documenting the situation will be sent to the Administrative Council.

Main Street 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. Sick leave, the Family Medical Leave Act (FMLA) and other policies addressing employee leave can be found in our Employee Manual maintained by SPRC. Employees rights poster specific to COVID-19 has been posted in the copy room for employee viewing at any time. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. We will follow national guidelines as stated by the US Department of Labor under The Families First Coronavirus Response Act.

Main Street 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. Once Main Street Church leadership has been informed, this information will be passed on to workers and volunteers by the Administrative Council or the COVID-19 Plan Administrator.

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information. Main Street Church will follow confidentiality guidelines under the Employee Manual maintained by SPRC and as required by The Families First Coronavirus Response Act.

**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. All visitors will be asked to leave names and a contact number to assist with tracking.

## 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, guests and visitors in the workplace through the following engineering and administrative controls: Physical distancing will be established throughout the building by reducing the number of seats and tables available at any given time based on Executive Orders. Workers are allowed the following: telework, flexible work hours, and staggered shifts to reduce the number of people in the workplace at one time. Occupancy requirements havebeen reduced to a max of 50% capacity while maintaining a six-foot physical distance between individuals and families. In our tech booth, a six-foot line of tape will be placed to help identify physical distancing and those volunteering will be instructed to maintain physical distance. Individuals and families will be asked to maintain the physical distance of six feet in all areas of the facility. Posters will be maintained at main entrances and information center explaining the need for physical distancing.

**Face covering will be required when entering the building including during worship**

* Worship leaders do not need to wear masks when leading worship as long as they maintain 6’+ distance from all others and will be worn when that person(s) is not actively leading worship.
* Worship attenders can momentarily remove their face covering while receiving the sacrament of communion.

 For those who do not have one, cloth and/or disposable face coverings will be made available for those who enter in our building. Disinfectant supplies are provided to wipe down workstations, tables, worship equipment for workers and volunteers. Once an area is used, it will be wiped down using provided disinfectant wipes or a bleach solution. These supplies are provided throughout the building.

## Worker hygiene and source controls

Basic infection prevention measures are implemented at our workplaces. 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 restroom. All congregation, workers, volunteers, guests 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. Clean Hands posters from[**www.cdc.gov/handwahsing**](http://www.cdc.gov/handwahsing)have been posted in multiple areas. Source controls are implemented at our workplaces. Face coverings policy is posted at the main entrances to our facility. There are free disposable and washable face coverings available to those who do not have one.

Workers, volunteers, guests 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, guests and visitors are expected to dispose of tissues in provided trash receptacles 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 workers and other persons entering the workplace.

## 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. Main Street Church will run HVAC for two hours before and after scheduled events. 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. Steps are also being taken to minimize air flow blowing across people. Windows will be opened to improve air circulation when appropriate. Filters will be changed monthly on all HVAC.

## 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 areas in the work environment, including restrooms, meeting rooms, kitchen, and entrance areas. Frequent cleaning and disinfecting are being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, etc. Main Street Church will seek to wipe down high touch areas before and after events. We will identify a small team who will use approved cleaning and disinfecting supplies to sanitize these areas. In addition, the persons conducting the cleaning and disinfecting will be given directions that meet with current guidelines. If a person in the workplace is symptomatic or is diagnosed with COVID-19, the area will be left empty for three days and all areas will be sanitized before allowing normal operations.

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.

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

All drop-off, pick-up and delivery is handled on Tuesdays and Thursdays from 10AM to 4PM. All necessary policies are posted at the main entrance for volunteers, guest, and visitors to read. These follow current industry guidance.

## Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated in-person to all workers on Thursday, July 30, 2020, and necessary training was provided. Additional communication and training will be ongoing by as requirements change. This will be handled in-person as changes are made. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, subcontractors, vendors and outside technicians about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general inside visits; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers, volunteers, guests and visitors. All workers volunteers, guests, and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. If advised someone has symptoms or contracted COVID-19, Administrative Council will notify workers, volunteers, guests and visitors who may have been in contact with the individual.

Congregational leaders are expected to monitor how effective the program has been implemented. Main Street Church will discuss the effectiveness of the program monthly at the Administrative Council. All congregational leaders, congregants, and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Main Street Church Administrative Council and the plan was posted throughout the workplace and made readily available to employees Friday, July 31, 2020. It will be updated as necessary by Wally Heidelberger.

## Additional protections and protocols

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

* distribution of Communion will be handled with individually wrapped servings.

Certified by:

Administrative Council

July 30, 2020

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

### General

Centers for Disease Controal 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](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)