

## **COVID-19 Preparedness Plan for Our Saviors Lutheran Church** **August 4, 2020**

**OSLC** is committed to providing a safe and healthy workplace for all our employees and members who come to worship. Our goal is to mitigate the potential for transmission of COVID-19 at **OSLC** and the community.

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

Employees 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 employees' health status prior to entering the building:

Before entering, employees are to ask themselves the following self-health screening (questionnaire) regarding symptoms:

#### Symptoms

Within the last 24 hours, have you developed any of the following COVID-19 symptoms:

- fever (100.4 or higher) or chills
- dry cough
- shortness of breath
- loss of taste and or smell

**IF NO TO ALL QUESTIONS** – employees may enter the building.

**IF YES TO ANY SYMPTOM** – employee should stay home and if they are well enough and able, can work from home.

**OLSC** has implemented leave policies that promote employees 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.

- If an employee has respiratory illness, going through COVID-19 testing or has a positive COVID-19 test result and they are unable to enter the building to work:
  - If you do not feel well enough to work, employees can use their PTO to cover their time away from work.
  - If you have a symptom, but feel well enough to work, you may work from home if you are able to.

Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented.

- Employees who have underlying medical conditions or who have household members with underlying health conditions should notify their supervisor about the underlying medical conditions. It will be reviewed to see if approval to continue virtualization, telework or flexible hours during this time will be allowed.

**OSLC** will follow the MN Department of Health if a member of the staff has a positive COVID-19 test result. The MN Department of Health will conduct contact tracing and **OSLC** will follow the guidelines of the MN Department of Health.

### **Handwashing**

Basic infection prevention measures are being implemented at all times. Staff at **OSLC** 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 day, prior to any mealtimes and after using the restroom.

- Handwashing with soap and water is preferred over hand sanitizer whenever possible. According to the CDC, the following steps are to be taken when washing your hands:
  1. Wet your hands with clean, running water. Then turn off the tap and soap up your hands.
  2. Work the soap into a lather by rubbing your hands together. Lather soap onto the backs of your hands, in between your fingers and under your nails.
  3. Scrub your hands for at least 20 seconds. Sing or hum "Happy Birthday" twice through to keep time. There is no magic number but washing your hands for at least 20 seconds has been shown to remove more microbes than washing for shorter periods does. Singing "Happy Birthday" is just a fun way to make sure you are scrubbing long enough.
  4. Rinse your hands well under clean, running water. You have lifted the germs from your hands, clean water flushes them off.
  5. Dry your hands using a clean towel or air-dry them (or a bit of both). Wet hands easily transfer viruses. Drying them off lessens that risk.
  6. Use a clean paper towel to open the door.

Soap and water are your best defenses against viruses, but hand sanitizer is an OK substitute if you do not have access to either of those. One pump of hand sanitizer on one hand and rub your hands together for 20 seconds.

- Hand sanitizing stations are available at church entrances, the social hall, altar area, hallway near the office, kitchens, lower level hallways and each Sunday School room being used.

Hand hygiene will be required before and after each interaction with visitors and church members.

### **Handwashing and visitors/church members**

Basic infection prevention measures are being implemented at our church. All visitors and church members coming into the church will be requested to utilize hand-sanitizer immediately upon entering the facility.

- Hand sanitizer for visitors and church members will be placed at operating entrances.

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

Staff, visitors, and church members 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 employees, visitors, and church members.

- OSLC has placed posters at entrances of our buildings, in and near all restrooms, the mailboxes, the social hall, and do you want to add any other places?

### **Social distancing**

Social distancing is being implemented at OSLC.

- Workplace
  - OSLC will work with staff to help them maintain six-feet of distance between others. If needed due to health or government mandates these options are available to staff:
    - telework
    - flexible work hours
- Visitors and church members
  - OSLC has placed signage reminding to social distance at all operating entrances.
- Masks are required by the State of Minnesota.
  - Masks are only effective when they are used in combination with frequent and proper hand-washing.
  - OSLC requires all staff to wear masks when they are meeting together. Staff does need to wear them in their own offices, unless meeting with someone.
  - OSLC requires that all staff, visitors, and church members wear masks when in our buildings
    - Masks have been made available for all of the staff, visitors, and church members, or you may choose to use your own.
  - Putting on and taking off a mask:
    1. Before putting on a mask, clean hands with soap and water or hand sanitizer.
    2. Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
    3. Avoid touching the mask while using it; if you do, clean your hands with soap and water or hand sanitizer.
    4. To remove the mask, remove it from behind (do not touch the front of the mask) and place it in your receptacle to bring to your home and launder appropriately. (Wash masks in water as hot as possible.)
    5. Wash hands with soap and water immediately or use hand sanitizer if soap and water are not available.
  - Masks should be replaced with a new one as soon as it is damp and between interactions with members where staff is out of our building and at a member location.
- Gloves
  - Wearing gloves will not give you an added layer of protection against the risk of coming into contact with germs.

- Gloves are not a perfect form of protection as they often provide a false sense of security that bare hands do not.
- When gloves should be worn:
  - o if you will be in contact with anything or anyone who is believed to have symptoms of COVID-19
  - o if you are unable to wash your hands frequently or as recommended
- If you are wearing gloves:
  - o do not touch your face
  - o picture them being infected – anything they touch gets infected
  - o bring hand sanitizer with while wearing gloves
  - o wash your hands after removal
- The CDC recommends the following process for removal of gloves:
  1. Using a gloved hand, grasp the palm area of the other gloved hand and peel off the first glove.
  2. Hold removed glove in the gloved hand.
  3. Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove.
  4. Discard gloves in waste container.
  5. Wash hands with soap and water (or hand sanitizer if soap and water are not available) after removal of gloves.
- Physical workplace changes:
  - Social Hall and Kitchens
    - o Tables and chairs have been rearranged or removed to allow for six feet distance (staff and visitors are to follow the guidelines of social distancing and the guidelines posted at each breakroom)
    - o Coffee stations are not available at this time.
    - o Water dispensers are not available at this time.
    - o Refrigerators will remain available with cleaning supplies to be used after each use.
    - o No shared food left on counters or brought in for others at this time.
  - Meeting rooms
    - o Meeting rooms have been rearranged or chairs have been removed to allow for six feet distance
- Staff, visitors, and church members are prohibited from gathering in groups as defined by social distancing guidelines.
- Our Savior's health team and church council will set limits for numbers of people allowed in the church at one time. They will make with decisions with the help of Minnesota Department of Health recommendations.

### **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery and areas in the work environment, including restrooms, kitchens, social hall, classrooms, and offices. 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.

- Cleaning schedule
  - **OSLC** is cleaned a minimum of twice per week, including restrooms, horizontal surfaces, doors, handles, switches, and common-use areas.
  - Individual workstations and offices are to be maintained by the employee with supplies provided by **OSLC**.
    - Staff are to wipe down or spray all surfaces at the beginning of their workday.
    - Staff are to wipe down or spray all surfaces at the end of their workday.
- Cleaning is conducted by:
  - **OSLC** staff – Facilities Manager
- Cleaning products:
  - **OSLC** staff uses commercial products including bleach, wipes, and sanitizing products

### **Communications and training**

This Preparedness Plan was communicated by email to all staff. Additional communication and training will be ongoing via email and staff meetings.

Instructions will be communicated to our congregation about how worship will be conducted to ensure social distancing and about the recommendation that visitors use hand sanitizer upon arrival and wear face masks.