

COVID-19 Preparedness Plan for

Community Presbyterian Church, Rochester, MN

Community Presbyterian Church (CPC) is committed to providing a safe and healthy workplace for all congregants, staff, tenants, partners, and visitors. To ensure we have a safe and healthy workplace, CPC has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. We 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 staff, tenants, and visitors. 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 the Session of CPC as the governing body of the Church. CPC staff, congregants, partners, and tenants will all be equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

CPC staff and leaders have our full support in enforcing the provisions of this plan.

We believe that the Church is the people and that caring for the health and safety of the Church and its mission means caring for the health and well-being of all people. CPC is serious about health and safety and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We invited feedback from the wider congregation, conversing with our tenant Children's Place Nursery, consulting Minnesota Department of Health guidelines and developing the present preparedness plan through CPC's Session.

CPC'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, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- Staff, workers, and attendees are required to stay home if they have COVID-19 symptoms, tested positive, or have been exposed to COVID-19.
- Limit indoor occupancy to allow for 6 feet of distance between people from different households or groups at all times. Members of the same household (regardless of household size) are not required to maintain social distance from members of their household.
 - Alternatively, attendees or visitors may arrive and attend a ceremony with a group of a maximum of six people (which may include members of different households) and are not required to maintain social distance from members of their group.

- Services and ceremonies are understood to be seated or stationary (i.e., in a standing area that is marked to ensure social distancing), except as otherwise provided in this guidance.
- worker hygiene and source controls.
- workplace cleaning and disinfection protocol.
- communications and training practices and protocol.
- management necessary to ensure effective implementation of the plan.

CPC has reviewed and incorporated the industry guidance applicable to our church provided by the state of Minnesota and the Presbyterian Church (USA) for the development of this plan, including the following industry guidance: “Guidance for Gatherings: Faith-based Communities, Places of Worship, Weddings and Funerals”

<https://www.health.state.mn.us/diseases/coronavirus/safefaitth.pdf> dated April 15, 2021 by the Minnesota Department of Health.

Staff has 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 staff health status prior to entering the workplace:

CPC staff members have the option to work from home to the degree that their duties allow to mitigate risk. This policy will be monitored by the Session and Personnel Committee

Individuals who are sick and/or experiencing symptoms of COVID-19 are required to stay home.

Individuals who develop COVID-19 symptoms while on CPC premises are required to leave the building immediately. Note: symptoms of COVID-19 can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Staff members will communicate to the Pastor if they are sick or experiencing symptoms of COVID-19. In addition, CPC will protect the privacy of workers’ health status and health information.

Positive Test and Known Exposure Protocol

In the event of a positive COVID-19 test or related symptoms for a staff member, congregant, visitor, or tenant:

- For those that tested positive for COVID-19 but have had no symptoms, they may return to in-person work 10 days after their positive test.- If a volunteer or staff member thinks or knows

they had COVID-19 and has had symptoms, they can return to available in-person offerings at CPC after the following conditions have been met:

- o 3 days with no fever AND
- o Respiratory symptoms have improved (e.g. cough, shortness of breath) AND
- o 7 days since symptoms first appeared.

Depending on their healthcare provider's advice and availability of testing, an infected individual might get tested again to see if they still have COVID-19. If they are re-tested, they can be around others once they have no fever, respiratory symptoms have improved, and they receive two negative test results in a row, at least 24 hours apart.

If an individual finds out they are exposed to COVID-19, they should attempt to get a COVID-19 test right away. If an exposed individual is not able to get a COVID-19 test, then they will need to quarantine for 14 days from the day of exposure before returning to an available in-person gatherings at CPC. They may return at that time if they are not symptomatic.

Physical Distancing, Hygiene and Face Coverings

Per the Governor's Executive Order 20-81, people in Minnesota are required to wear a face covering in all public indoor spaces and businesses – including CPC – unless the individual is alone.

Additionally, outdoor gatherings of CPC will require face masks/coverings as an additional safety precaution.

Regardless of the venue or gathering, all staff and participants should maintain physical distancing of at least 6 feet between households, cover coughs and sneezes, wash hands frequently.

Music is an integral part of CPCs worship services and other rituals and celebrations. If CPC chooses to provide live music of any kind, we will follow the MDH requirements (and consider the recommendations) for “Music Activities and Performances During COVID-19”

(<https://www.health.state.mn.us/diseases/coronavirus/musicguide.pdf>).

- Live music performances are allowed but performers must maintain physical distancing of 6 feet between other performers and 12 feet from the audience.
- Congregational singing may occur if all participants wear face coverings.

Communion at CPC is a critical part of some of our worship services. If we cannot make communion a touch-free encounter, we will consider the following:

- Distribute communion hand-to-hand, and not share cups.

- Maintain the maximum distance possible between the communion provider and the receiver.
- Everyone involved must wear face coverings – the recipient should only remove the face covering after moving away from the communion provider to self-administer communion.
- CPC will require renters collect attendee documentation. A minimum of attendees' name, email address and phone number will be required to be gathered by the renter for use in potential contact tracing. Contact tracing will be the sole responsibility of the sponsors of the event. If an attendee(s) test positive within 7 days of attending the event at CPC, the renter will inform CPC that there has been a positive test.

All staff and participants are required to wash or sanitize their hands upon arrival to CPC.

Persons who may be at higher risk for severe illness relating to COVID-19 are strongly encouraged to stay home.

Physical distancing will be further encouraged by limiting indoor and outdoor gatherings at CPC, with the following protocols implemented:

Teleworking, flexible hours, and online church programming will be offered to severely limit activity indoors at CPC.

The Session of CPC will continue to monitor the COVID-19 outlook on local, state, and national levels to set capacity limitations for indoor and outdoor gatherings. CPC will limit any indoor and outdoor gatherings to the maximum number that is allowed by the current guidance document provided by the Minnesota Department of Health and will be based in part on the type of activity conducted at CPC.

When larger indoor gatherings are allowed, CPC may use directional signs to provide “one-way” traffic flow within the building to limit physical passing and promote safe distancing.

Worker hygiene and source controls

Basic infection prevention measures are always being implemented at our workplace.

Staff, congregants, tenants, and visitors 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 people entering CPC 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.

CPC will ensure that hand sanitizer, sanitizing wipes and backup disposable face masks are available at all times. Individuals are encouraged to bring their own personal hand sanitizer and face masks to help with potential supply constraints.

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, particularly their mouth, nose and eyes, with their hands. All individuals are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

Safe hygiene practices will be posted on posters throughout the CPC premises.

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.

CPC's HVAC systems will continue to be monitored and maintained by local, licensed HVAC professionals.

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 and high-touch areas, such as doorknobs and railings.

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.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated to CPC staff, leaders, volunteers and visitors via email and multiple announcements. Copies of the COVID-19 Preparedness Plan will be consistently available on-line, in the building and by request for physical mailing.

All people 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 endorsed by the Session of CPC and made readily available to staff, congregants and participants on Thursday, May 8, 2021.