

# COVID-19 PREPAREDNESS PLAN CHRISTchurch

CHRISTchurch is committed to providing a safe and healthy workplace for all our workers. To ensure that, we, CHRISTchurch have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness. CHRISTchurch Elders and staff have our full support in enforcing the provisions of this policy.

We are serious about safety and health and keeping our staff and volunteers working CHRISTchurch. Team involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our team members in this process by discussion with team members one-on-one and in staff meetings. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to staff and team members; and
- management and supervision necessary to ensure effective implementation of the plan.

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

Staff, team members and church members have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. CHRISTchurch has implemented sick leave policies that promote staff and team 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. A Health Screening Checklist is displayed upon entering the building.

Staff and team members are asked to stay at home when: they have any illness or respiratory symptoms, fever, cough etc. An infrared forehead thermometer is available for temperature checks as well as facemasks for protection.

CHRISTchurch will inform staff and team members verbally and by email 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

### Masks/Face Covering:

We adhere to Governor Walz's Emergency Executive Order 20-18 requiring Minnesotans to wear a face covering in certain settings to prevent the spread of COVID19. Please see attached executive order. Masks are available upon entering the building and are required.

### Handwashing:

Basic infection prevention measures are being implemented at our facility at all times. Staff and team 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 shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Hand sanitizer will be provided throughout the building for use by staff, team members, church members and visitors and encouraged for use when entering the building.

### Respiratory Etiquette:

Staff, team members 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 posters will be displayed throughout the building.

### Social Distancing:

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Individuals will maintain distance by staying in their individual offices, telecommuting and staggering working hours. Staff, team members and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

### 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, break rooms, lunch rooms and 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. PPE will be provided for cleaning staff.

Hard (Non-porous) Surfaces: If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective. Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

### Communications and training:

This Preparedness Plan was communicated to all staff and team members and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training through written and verbal communication. Staff and team members are to work through this new program together and update the training as necessary.

This Preparedness Plan has been certified by CHRISTchurch management and was posted throughout the workplace. It will be updated as necessary.