

# COVID-19 Preparedness Plan template and instructions

Under Gov. Tim Walz's Executive Orders, businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan. This includes both critical and non-critical businesses.

A business's COVID-19 Preparedness Plan shall establish and explain the policies, practices and conditions the business will implement to meet the industry guidance for the business, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), that are based on Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to safety and health in their workplaces. The plan should have the strong commitment of management and be developed and implemented with the participation of employee/volunteers. Plans must be communicated to employee/volunteers and posted at the workplace in a manner that is accessible for employee/volunteers to review.

Your COVID-19 Preparedness Plan must include and describe how your business will implement the following, in compliance with the general industry guidance or the specific industry guidance applicable to your business available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>):

1. policies and procedures that assist in the identification of sick employee/volunteers and ensure sick employee/volunteers stay home;
2. implementation of engineering and administrative protocols for social distancing;
3. employee/volunteer hygiene and source controls, including face coverings;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery protections and protocols; and
7. communications and training practices and protocols.

In addition to the above, the plan must also include protections and protocols included in specific industry guidance applicable to your business for circumstances that are typical, unique or specific to the type of business, including the situations where exposure exists for employee/volunteers and/or customers. These additional protections and protocols may include, as provided in the specific industry guidance, the following:

1. additional protections and protocols for customers, clients, guests and visitors;
2. additional protections and protocols for face coverings and personal protective equipment (PPE);
3. additional protections and protocol for access and assignment;
4. additional protections and protocol for sanitation and hygiene;
5. additional protections and protocols for work clothes and handwashing;
6. additional protections and protocol for distancing and barriers;
7. additional protections and protocols for managing occupancy;
8. additional protocols to limit face-to-face interaction;
9. additional protections for receiving or exchanging payment; and
10. additional protections and protocols for certain types of businesses within an industry.

This document includes a template that may be used by businesses to develop a COVID-19 Preparedness Plan that includes the components listed above. A business's plan should be **developed to fit the business and the risks of transmission that are present in the business's workplace(s). This template should be used with and must address the industry guidance developed by MDH and DLI. The industry guidance is available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).**

Businesses are not required to use this template. However, all plans developed by businesses must address the components included in the state of Minnesota industry guidance developed for the type of business.

# COVID-19 Preparedness Plan for Long Lake Lutheran Church

**Long Lake Lutheran Church** is committed to providing a safe and healthy workplace for all our employee/volunteers, volunteers, members, and visitors. To ensure we have a safe and healthy workplace, **Long Lake Lutheran** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Employees 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 employee/volunteers and management. 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 **Long Lake Lutheran Church Leadership and Executive team** who maintains the overall authority and responsibility for the plan. However, management and employee/volunteers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. **Long Lake Lutheran's** employees and volunteers have our full support in enforcing the provisions of this plan.

Our employee/volunteers are our most important assets. **Long Lake Lutheran** is serious about safety and health and protecting our employee/volunteers. Employee/volunteer involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employee/volunteers in this process by: **Practicing good hygiene, maintaining a social distance of at least 6' (when safe and applicable to do so), and adhering to the governor's mandate to wear face coverings (when safe and applicable to do so).** **We have also asked our employees to be mindful of high use areas by providing disinfectant and hand sanitizer for all to use.**

**Long Lake Lutheran's** COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), 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:

- ensuring sick employee/volunteers and volunteers stay home and prompt identification and isolation of sick persons;
- social distancing – employee/volunteers and volunteers must be at least six-feet apart;
- employee/volunteer hygiene and source controls, including face coverings;
- 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.

**Long Lake Lutheran** has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance "**Place of Worship**". Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for congregation members and visitors;

- additional protections and protocols for face coverings and personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

## **Ensure sick employee/volunteers stay home and prompt identification and isolation of sick persons**

Staff and volunteers 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 their health status prior to entering the workplace and for staff and volunteers to report when they are sick or experiencing symptoms.

### **1. Health Screening**

**In the event that an LLLC guest and/or employee/volunteer: Comes to church/Long Lake Lutheran Church event (on or off-site), they must answer the (8) questions on the Visitor & Employee Health Screening Checklist, listed below:**

**Please answer Yes or No to the following (8) questions:**

- A. Fever or feeling feverish (100.4° or higher)**
- B. Chills?**
- C. A new cough?**
- D. New muscle ache?**
- E. Shortness of breath?**
- F. A new sore throat?**
- G. New headache?**
- H. New loss of smell or taste?**
- I. Note: If an employee/volunteer or guest answers “Yes” to any of the above questions, the employee/volunteer and/ or guest is advised to go home, stay away from other people, and contact their health care provider.**

### **2. Communication with LLLC in the event that an LLLC guest and/or employee/volunteer:**

- A. Lives with someone who has COVID -19 or COVID -19 Symptoms, that employee/volunteer should do the following:**
  - i. For (14) days, even if the employee/volunteer tests negative for COVID-19:**
    - a. Stay home as much as they can**
    - b. Stay apart from others**
    - c. Do not share anything that others touch: phones, knives and forks, etc.**
  - ii. Tell your boss and work from home if you can.**

- iii. If you do not get sick, go back to work after (14) days.
  - iv. If you get sick, continue to stay home and follow the instructions in the next section for people who have COVID-19 or COVID-19 symptoms.
- B. Has COVID-19 or COVID-19 symptoms**
- i. Stay apart from others; do not share anything that others touch (phones, knives and forks, etc.); wear a mask if you have to be in the same room with others; and stay home until all three of the following items are true:
    - a. It has been at least (10) days since your symptoms first started, AND
    - b. You are fever-free for (24) hours, without using fever reducing medicine, AND
    - c. Your symptoms of COVID-19 are better
  - ii. Note: You may need to stay home longer than (10) days if you have conditions that weaken your immune system or you have been in the hospital. Talk to your doctor or clinic for instructions.
  - iii. Tell the rest of the staff and work from home if you can, if your critical job would create a staffing crisis, call pastor/council president for individual instructions about working. If allowed to work, wear a mask and stay (6) feet away from others.
  - iv. When you return to work, stay (6) feet away from others, if possible, and wear a mask.
- C. Develops symptoms While at Work (on or off-site), the employee/volunteer should do the following:**
- i. Report to the Plan administrator
  - ii. Go home and follow the instructions from Section 2B.
    - a. If the employee/volunteer is unable to go home, they must remain in an isolated room or remote area of the worksite until transportation arrangements have been made and arrived to pick the employee/volunteer up.
    - b. After arriving home, the employee/volunteer should follow the instructions from Section 2B.
- D. Develops symptoms While Not at Work, the employee/volunteer must notify the plan administrator.**
- i. After notification, the employee/volunteer should:
    - a. Go home and follow the instructions from Section 2B.
    - b. If the employee/volunteer is unable to go home, they are advised to remain in an isolated room until transportation arrangements have been made and arrived to pick the employee/volunteer up.
    - c. After arriving home, the employee/volunteer should follow the instructions from Section 2B.
- E. Is Confirmed to Have Covid-19, the Plan Administrator should do the following:**
- i. Gather & document information from the employee/volunteer with COVID-19, including the following:
    - a. When the employee/volunteer found out they had tested positive for COVID-19
    - b. When the employee/volunteer first showed symptoms?
    - c. Employee/volunteers the employee/volunteer has been in close contact with since they first showed a symptom.
    - d. Note: The Privacy of the infected employee/volunteer must be maintained in accordance with the Equal Employment Opportunity Commission (EEOC)

- ii. Inform employees/volunteers of their possible exposure to COVID-19 in the workplace while maintaining confidentiality.
  - a. The Plan Administrator should inform any exposed employee/volunteers that do NOT have symptoms to follow the instructions from Section 2A.
  - b. The Plan Administrator should inform any exposed employee/volunteers that do HAVE SYMPTOMS to follow the instructions from Section 2B
  - c. Employee/volunteers not considered exposed should self-monitor for symptoms – See Section 2A. If an employee/volunteer develops symptoms, they should notify the Plan Administrator or their supervisor and follow instructions from Section 2B.
- iii. If it has been less than (7) days since the sick employee used the facility, assign a designated person to close off the infected area. After 24-hours:
  - a. Clean and disinfect the infected area by:
    - 1. Cleaning dirty surfaces with soap and water, then:
    - 2. Disinfecting the surfaces with products that Meet EPA criteria for use against SARS-Cov-2 and that are appropriate for the targeted surface.
    - 3. Follow instructions on all product labels.
  - b. The designated person must wear appropriate Personal Protective Equipment (when applicable).
- iv. If it has been more than (7) days since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

**Long Lake Lutheran Church** has implemented leave policies that promote employee/volunteers 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.

### **3. Leave Policies**

- A. Workers of LLLC are allowed to use earned PTO as needed**
- B. LLLC follows the Family Medical Leave Act (FMLA) guidelines**
- C. LLLC will utilize the state employee protection plan and benefits**

Accommodations for employee/volunteers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

- 4. Workers with underlying health conditions are encouraged to socially distance and/or stay away from LLLC as best they can, and if a worker (or member of the same household) becomes infected with COVID-19, they are instructed to stay home and follow guidelines as listed in Section 2.**

**Long Lake Lutheran** has also implemented a guideline for informing employee/volunteers 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.

In addition, guidelines have been implemented to protect the privacy of employee/volunteers' health status and health information.

5. In the event that a visitor or worker is tested and/or is infected with COVID-19, LLLC leadership is NOT allowed to share any personal information to any workers and visitors unless written approval is obtained from infected person.
  - A. The LLLC leadership will inform visitors and workers that they could have been exposed to a person with COVID without sharing identity and/or personal information
  - B. ONLY the plan administrator (LLLC Executive Team) will be informed of the person(s) infected

## **Social distancing – Employee/volunteers must be at least six-feet apart**

Social distancing of at least six feet will be implemented and maintained between employee/volunteers and congregation members in the workplace through the following engineering and administrative controls:

6. To adhere to social distancing requirements, Long Lake Lutheran will implement the following steps for the following scenarios:
  - A. Working Together
    - a. Employees that can work from home are encouraged to work from home as much as possible
    - b. Flexible work hours allow workers to start and end their days at different times
  - B. Social Distancing
    - a. Long Lake Leadership will monitor workers/volunteers and members of the congregation to ensure that a social distance of at least 6' is maintained.
    - b. Employees/Volunteers are required to maintain a social distance of at least 6' (when applicable) in the following areas:
      - i. Storage areas
      - ii. Fellowship areas
      - iii. Meeting areas
      - iv. Sanctuary
      - v. Cornerstone
      - vi. Garage
    - c. Evaluate traffic patterns, congestion areas, "bottle necks", and "choke points" to reduce crowding at entrances, reception areas, information centers, in hallways, waiting areas, staging areas, doorways, corridors, janitor's closets, sink-rooms, transport areas, etc and designate one way entrances and exits that facilitate 6' distancing
    - d. Workers are not to face each other when at the same workstation
    - e. Limit collective gatherings of workers/volunteers to numbers that allow for social distancing to be maintained, including during collective gatherings for training, meetings, and breaks.
    - f. Ensure social queuing is established to provide and promote social distancing between multiple workers, clients, customers, and visitors congregating and waiting to use facilities (e.g. restrooms, handwashing, meeting rooms).
    - g. Note: In events that workers are unable to maintain a social distance of at least 6', workers are required to wear an approved face covering.
  - C. Occupancy

- a. Workers/volunteers should maintain a minimum of 6' distance between themselves when sharing a workspace.
  - b. When workers/volunteers are sharing a workspace such as an office, conference room, etc., they are required to wear an approved face covering whether or not a minimum of 6' is between each worker
  - c. In instances where multiple workers/volunteers are required to meet, online meeting/ conference calling is strongly encouraged.
- D. Signage**
- a. Signs stating that social distancing and face coverings are required are placed throughout the building at areas such as:
    - i. All entrances and exits
    - ii. Doorways
    - iii. Bottlenecks and choke points such as:
      - 1. Break rooms
      - 2. Waiting areas
      - 3. Copy centers
      - 4. Conference rooms
      - 5. Sanctuary
      - 6. Cornerstone
  - b. Signs stating that handwashing is required are placed throughout the building at areas such as:
    - i. Rest rooms
    - ii. Sinks/ wash stations
- E. Protective Supplies**
- a. The following protective supplies will be provided for all workers and guests at LLLC:
    - i. Face mask
    - ii. Hand sanitizer
    - iii. Sanitizing wipes
  - b. Note: Instructions for using protective supplies are available upon request.
  - c. Sharing of Personal Protective Equipment is not allowed. Other personal items that are not allowed to be shared include the following:
    - i. Phones, pens, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment will not be shared and, if used by more than one person, will be cleaned and disinfected between users and items that require sharing between workers will be wiped down and disinfected by either sanitizing wipes and/or sanitizing spray with a minimum of 60% alcohol before and after each use by each worker that uses the item.
- F. Questions and concerns are to be brought to the Preparedness Plan Administrator, if not available, bring to the worker's immediate supervisor.**

## Employee/volunteer hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times.

Employee/volunteers 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 employees, volunteers, and visitors of Long Lake Lutheran 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.

### 7. Hand Washing

#### A. Employee/volunteers are instructed to wash/sanitize their hands when:

- i. They feel necessary
- ii. Entering or exiting the business
- iii. Before/after eating and/or drinking
- iv. Using tobacco products
  
- v. Using restroom facilities
- vi. Using devices
- vii. Using tools and equipment that is also used by other employee/volunteers
- viii. Note: Employee/volunteers are instructed to avoid touching their face with unwashed or unsanitized hands
- ix. “Handwashing” and “Cover your Cough” signs are posted throughout the workplace

#### B. The following hand washing/sanitizing products will be available for employee/volunteers, members, and visitors:

- i. Hand sanitizer - Liquid
- ii. Hand sanitizer – Wipes
- iii. Soap and Water
- iv. Towels/tissues for hand drying, coughing, and sneezing
- v. No-touch trash bins for towel/tissue disposal

#### C. Products will be available at the following locations within the workplace for employee/volunteers, members and visitors:

- i. Entries & exits
- ii. Wash areas
- iii. Rest rooms
- iv. Break rooms
- v. Conference rooms
- vi. Bottle necks and choke points

#### D. A designated employee/volunteer will be assigned to do the following:

- i. Monitor and continually stock hand washing/sanitizing supplies twice daily as needed

- ii. The designated employee/volunteer will sign off on a sanitization/cleaning log after each check/restock
- iii. Empty and dispose of no-touch trash bin contents as needed

Source controls are being implemented at our workplaces at all times.

## **8. Face Coverings**

### **A. All employee/volunteers are required to wear an approved face covering while:**

- i. Inside LLLC
- ii. Working outside within 6' of other people from different households
- iii. Approved face coverings include the following:
  - a. Types of face coverings can include a paper or disposable mask, a cloth mask, a neck gaiter, a scarf, a bandanna, religious face covering, or face shield.
  - b. A face covering must cover the nose and mouth completely. The covering should not be overly tight or restrictive and should feel comfortable to wear.
  - c. Any mask that incorporates a valve that is designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow droplets to be released from the mask.
  - d. A face covering is not a substitute for social distancing but is especially important in situations when maintaining at least a 6-foot distance from other individuals who are not members of the same household is not possible.
  - e. It is not known whether face shields (a clear plastic barrier that covers the face) provide the same source control for droplets as face masks, but they may be an option in situations where wearing a face mask is problematic. For optimal protection, the shield should extend below the chin and to the ears, and there should be no exposed gap between the forehead and the shield's headpiece.
  - f. Although medical-grade masks (e.g., surgical face masks, N95 respirators) are sufficient face coverings, members of the public who do not work in health care or an occupation that requires medical-grade protective equipment (e.g., certain construction professions) are discouraged from wearing them as they should be reserved for those employee/volunteers.
- iv. If an employee/volunteer or guest does not have a face covering, a disposable one will be provided by LLLC.
  - a. Employee/volunteers should maintain an adequate number of face-coverings during their shift to change face coverings as they become saturated, dirty, or compromised.
  - b. Employee/volunteers will be responsible for laundering their own reusable face coverings before each daily use.
- v. Protective supplies will be supplied by LLLC to all employee/volunteers and guests when required, including non-medical source-control face coverings, gloves, disinfectant, guards, and shields to protect employee/volunteers against the transmission of COVID-19

- B. Exemptions include the following:**
  - i. Instances when wearing a face covering would create a job hazard**
  - ii. Face coverings may be temporarily removed due to certain situations, such as:**
    - a. Eating or drinking, if the employee/volunteer can maintain 6' of physical distance from others who are not a member of the same party.**
    - b. When verifying identification**
    - c. If the face covering will get wet**
    - d. While communicating with someone who is deaf or hard of hearing, or has a medical or mental condition that makes communication difficult, provided social distancing is maintained to the extent possible between people who are not members of the same household**
    - e. When alone, such as when working in an office or a cubicle with walls higher than face level when social distancing is maintained, in an enclosed indoor area, or in a vehicle. In such situations, people should still carry face coverings to be prepared to wear when no longer alone**
- C. Further Source Control**
  - b. All multi-stall restrooms have been equipped with an alternative way to open the door without the use of hands**
    - i. Trash receptacles are also near each restroom door for disposal of paper towels that were used to open restroom doors.**
  - c. Communal drinking water stations have been marked and prohibited from use.**
  - d. Serving and sharing of communal food is temporarily prohibited, (e.g. popcorn, donuts)**
  - e. Employee/volunteers are to launder their clothing, uniforms, apparel and personal protective equipment (PPE) daily according to clothing or detergent instructions**
  - f. Other proper respiratory protection is still provided, used, and maintained to protect employee/volunteers from other recognized hazards as required (e.g. hazardous chemicals, particulates, and dust, respirable silica, lead, asbestos).**

Employee/volunteers, 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, particularly their mouth, nose and eyes, with their hands. Employee/volunteers, members, 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 employee/volunteers and other persons entering the workplace.

## **9. Respiratory Etiquette/Signage**

- A. Signage is placed throughout the building at or near:**
  - a. All entrances**
  - b. Doorways**
  - c. Sinks & wash areas**
  - d. Rest rooms**
- B. Signage includes:**
  - a. Symptoms of COVID-19**
  - b. Directions to socially distance**
  - c. Hand-washing instructions**

- i. Frequent washing
- ii. Using soap & water
- iii. At least 20 seconds
- iv. Use alcohol-based hand sanitizer if soap & water are not available
- v. Wash hands when entering and exiting the building
- vi. Additional key times to wash hands include:
  - 1. After blowing one's nose, coughing, or sneezing.
  - 2. After using the restroom.
  - 3. Before eating or preparing food.
  - 4. After contact with animals or pets.
  - 5. Before and after providing routine care for another person who needs assistance (e.g., a child).
- d. Coughing/ sneezing instructions
  - i. Cough into a tissue or flexed elbow
  - ii. Discard used tissues in a nearby trash receptacle
- e. Avoid touching the following with unwashed hands:
  - i. Eyes
  - ii. Nose
  - iii. Mouth
- f. Avoid people who are:
  - i. Sick
  - ii. Sneezing
  - iii. Coughing
- g. Stay home when sick
- h. Clean & disinfect frequently touched:
  - i. Surfaces
  - ii. Objects

## 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.

### 10. Building ventilation protocols

- A. Although LLLC has been closed since March 14, the HVAC system has been operating normally, according to the corresponding outside temperature.
- B. A hygrometer is available to check humidity levels. As of 8/19/20, the humidity level was checked and found to be 51-53%
- C. LLLC has had their HVAC system serviced since March 14 (shutdown date) by Massmann Geothermal. No mold has been identified or recommended to treat All filters were changed at this time and are scheduled to be changed in October of 2020.
- D. IF dampness or mold is detected at LLLC:

- i. The building(s) will be shut down
  - ii. The mold and/or dampness will be identified and removed as needed.
- E. After the mold and/or dampness is removed and assessed, the HVAC system will be “flushed” for 24-72 hours as required before employee/volunteers or guests are allowed back in LLLC.
  - i. Outdoor air dampers will be open during this period.
  - ii. If a moldy/musty odor is detected after the flush out period, mold will be looked for, If mold is found, refer to Section 8D
  - iii. The flush out period will continue until no odors are apparent.
  - iv. HVAC filters that were used during the flush out period, they will be:
    - a. Carefully assessed prior to building occupancy
    - b. Filters will be cleaned or replaced as necessary
- F. Upon reopening and reoccupying of LLLC, the HVAC system will be checked routinely every six (6) months to ensure operating efficiency
  - i. Filters will be inspected and replaced as necessary
  - ii. The frequency of the HVAC system checks will be gradually reduced, depending on the operational and maintenance specifications for the HVAC system.
  - iii. Indoor temperature and humidity levels will be monitored and compared to standards in accordance for ASHRAE Standard 55-2017.
- G. LLLC has an HVAC operation and maintenance program
  - i. HVAC components are inspected and maintained
  - ii. HVAC system controls are calibrated by our service provider, Massmann Geothermal
  - iii. The HVAC system is tested and balanced by Massmann

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.

## **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, including restrooms, break rooms, lunchrooms, meeting rooms, the Sanctuary, the Cornerstone, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, railings, copy machines, delivery equipment, etc.

### **11. Regular Cleaning**

- A. One employee/volunteer is designated to cleaning per the schedule and signing off when completed
- B. When Cleaning:
  - i. Regular cleaning staff can clean and disinfect community spaces.
  - ii. Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
  - iii. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - iv. Wash your hands often with soap and water for 20 seconds.

- v. Always wash immediately after removing gloves and after contact with a person who is sick.
  - vi. Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- C. The schedule will include
- i. Surfaces/ equipment to be sanitized
  - ii. Cleaning/ sanitizing agent to be used
  - iii. Frequency of cleaning
- D. The designated cleaning person will clean:
- i. All areas
  - ii. Offices
  - iii. Restrooms
  - iv. Common areas
  - v. Shared electronic equipment
    - a. To be sanitized without a liquid agent
    - b. Powered off when sanitized
    - c. Follow all listing/ labeling instructions when cleaning
  - vi. Sanctuary
  - vii. Controls will be cleaned by employee/volunteers
- E. If a Client, Visitor, or Employee/volunteer becomes Ill with COVID-19
- i. If a person becomes sick or shows symptoms
  - ii. Send the person home
  - iii. Close off areas used by the sick or symptomatic person
  - iv. Open outside doors and windows to increase air circulation in the area
  - v. WAIT 24 hours before cleaning and disinfecting. If 24-hours is not feasible, wait as long as possible.
  - vi. When cleaning:
    - a. Ensure the designated cleaning staff is trained on appropriate use of cleaning and disinfection chemicals.
    - b. Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
    - c. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
    - d. Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
    - e. Wash your hands often with soap and water for 20 seconds.
    - f. Always wash immediately after removing gloves and after contact with a person who is sick.
    - g. Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water

- vii. **Clean & disinfect all areas used by the person who became sick or showed symptoms at work. Such as:**
- a. **Offices**
  - b. **Bathrooms**
  - c. **Common areas**
  - d. **Shared electronic equipment**
    - 1. **Tablets**
    - 2. **Touch screens**
    - 3. **Keyboards remote controls**
  - e. **Vacuum the space if needed**
    - 1. **Vacuum should be equipped with HEPA filter, if available**
    - 2. **Do NOT vacuum a room or space with people in it, wait until the room or space is empty**
    - 3. **Use appropriate detergents or cleaners for**
      - aa. **Carpeted floors**
      - bb. **Rugs**
      - cc. **Porous surfaces**
      - dd. **According to the textiles label**
    - 4. **After cleaning:**
      - aa. **Disinfect with appropriate EPA-registered disinfectant from List-N**
      - bb. **Allow sufficient drying time if vacuum is not intended for wet surfaces.**
    - 5. **Temporarily turn off in-room, window-mounted, or on-wall recirculation in room that is being vacuumed**
    - 6. **Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.**
    - 7. **Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.**
  - f. **Once area has been appropriately disinfected, it can be opened for use and employee/volunteers without close contact with the person who is sick can return to work immediately after disinfection.**
  - g. **If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.**

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

### 12. Drop-off, pick-up and delivery

- A. Employee/volunteers and visitors are to maintain a distance of 6' or greater from others during interactions while receiving or exchanging deliveries.
- B. When receiving a delivery, the delivery must be received "contactless" and persons must maintain a distance of at least 6' from each other
- C. Electronic communication is the primary and preferred form of communication
- D. Employee/volunteers and guests are to minimize the unnecessary exchanging or sharing of \_\_\_\_\_ with delivery personnel.
  - a. Scanners
  - b. Pens
  - c. Other tools

## Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated on 09/13/2020.

**The plan was communicated via email and/or regular mail, social media, as well as available at the church office, and posted in easily accessible locations of the church building(s). Signage related to COVID-19 is posted throughout the building to all employee/volunteers on 09/13/2020 and necessary training was provided.**

Training will be provided to all employed staff and council members of Long Lake Lutheran. Any other employee/volunteers (group leaders of church and other entities) that are involved in activity within the church will be required to communicate and train their individual team. A council or staff member must sign off that the training has been completed. A copy of the preparedness plan (paper or electronic) will be available to all groups that use Long Lake Lutheran's facility. ALL employee/volunteers, visitors, and guests MUST sign in before entering the facility. Training will be provided to all employee/volunteers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all employee/volunteers, including employees, temporary employee/volunteers, congregation members, and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of face-coverings and/or face-shields by employee/volunteers, congregation members, and visitors. All employee/volunteers, congregation members, and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

### 13. Upon entering LLC, all employee/volunteers, guests and visitors are required to reviews the (8) questions on the Visitor & Employee Health Screening Checklist, listed below:

- A. Please answer Yes or No to the following (8) questions:
  - i. Fever or feeling feverish

- ii. Chills?
- iii. A new cough?
- iv. New muscle ache?
- v. Shortness of breath?
- vi. A new sore throat?
- vii. New headache?
- viii. New loss of smell or taste?
- ix. **Note: If a employee/volunteer or Visitor answers “Yes” to any of the above questions, the employee/volunteer and/or guest is advised to go home, stay away from other people, and contact their health care provider.**
- x. **Note: By signing the sign-in sheet, the employee/volunteer/guest is acknowledging that they have no known symptoms of COVID-19**

Long Lake Lutheran Leadership is expected to monitor how effective the program has been implemented.

All members and visitors to Long Lake Lutheran Church 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 prepared by the COVID Task Force, approved by the LLLC Council, and the plan was posted throughout the workplace and made readily available to employees 09/13/2020. It will be updated as necessary by LLLC leadership.

Signed by LLLC Executive team

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

### General

Centers for Disease Control 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>

### 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)