



## CoVID-19 Preparedness and Response Plan Version II – 6/18/2020

This plan was developed to support implementation of public health activities required to minimize the spread of CoVID-19 at Calvary Lutheran Church and was informed by The State of Minnesota's current Executive orders or Legislative action and in accordance with their applicable guidance.

Developed by: Calvary's CoVID-19 Safety Task Force,  
Chair: Sara Bennett, Congregation Council Vice- President

Plan Administrators: Pastor Tim Malek & Sara Bennett

*Whereas, the Calvary Lutheran Church Council voted to suspend all in person activities on church grounds through May 31<sup>st</sup> and,*

*Whereas, the Minnesota stay safe executive order now allows for Church services of up to 50% capacity and not to exceed 250 people.*

*Be it resolved, that Calvary's church council in collaboration with Calvary's CoVID-19 Safety Task Force recommends that Calvary Lutheran Church reopens the church to staff, small groups of 10 or less indoors and 25 or less outdoors effective June 15, 2020 following the State's most recent Executive orders or Legislative action in accordance with their applicable guidance.*

*Be it further resolved, that we will conduct weddings, funerals, baptisms or planned services on a case by case basis working with Pastoral staff effective June 9, 2020.*

*Be it yet further resolved, that Calvary Lutheran Church will conduct an outdoor worship service July 5, 2020 on the Bethesda property again in accordance with the State guidance as mentioned above.*

Calvary is committed to providing a safe and healthy facility for our staff, members and visitors. This plan was developed in response to the CoVID-19 pandemic to ensure we implement strategies and procedures to preserve public health. It is expected that the entire church will have a role in implementing this plan to mitigate transmission of CoVID-19 within our facility and our community that would result in a disruption to our mission. Therefore, all persons in our facility will be expected to comply with all aspects of this plan. The church leadership and council have full support in enforcing the provisions of this policy.

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 persons on-site; and
- management and supervision necessary to ensure effective implementation of the plan.

This preparedness and response plan assumes the following:

1. Calvary will consider guidance from the Minnesota governor and the Minnesota Department of Health (MDH), and from the Evangelical Lutheran Church in America (ELCA).
2. Calvary personnel will fall into different disease risk categories and decisions for return to the facility will be made in accordance with medical and public health guidance for risk stratification (e.g. age, health status). Calvary's role is not to determine the risk level of individuals; rather the church leadership should ensure that individuals can make their own informed choices and be supported.
3. Resumption of activities by Calvary personnel will occur in a phased approach and comply with established guidance provided in this plan.
4. The CoVID-19 situation will evolve, and Calvary will remain adaptable and nimble to the dynamic environment. The baseline level of risk for those working and using our facility will change as restaurants and retail businesses reopen, schools reopen, etc., requiring a reassessment of what level of resumption and precautions are appropriate.
5. Social distancing (maintaining a distance of 6-12 feet between individuals), wearing of masks or other appropriate Personal Protective Equipment (PPE), handwashing and disinfection of surfaces are key factors to reducing the transmission of the CoVID-19 virus.
6. Personal responsibility is key to safe operations and the avoidance of disease transmission.

## **CoVID-19 Plan Management**

The Plan Administrators, Pastor Tim Malek and Council Vice President Sara Bennett are responsible for CoVID-19 assessment and implementation of this plan with members of the COVID-19 Safety Task Force. Infection control and occupational safety and health plans will apply to anyone working in or visiting the church (e.g., all staff, members and visitors).

## **Facility Public Health Measures**

Infection prevention measures are being implemented at our facility in accordance with public health guidance and best practices.

### **Handwashing**

Anyone in the Calvary facility is 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 time onsite, prior to any mealtimes, and after using the toilet. Hand-sanitizer dispensers at designated entrances to the building, sanctuary, meeting areas, and office (with sanitizers of greater than 60% alcohol), can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- A “Clean Your Hands!” poster will be in all restrooms providing proper hand washing methods.
- In occupied areas, custodial staff are checking and replenishing soap dispensers, paper towels, and hand sanitizer stations regularly.

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

Everyone is asked to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face—in particular mouth, nose, and eyes—with their hands. Tissues should be disposed of in the trash and individuals should wash or sanitize their hands immediately afterward. Respiratory etiquette reminders appear on posters, and tissues and trash receptacles are readily available.

The CDC “Stop the Spread of Germs” poster has been posted in all building lobbies and other common areas.

- Tissues will be available in common areas.
- Masks (cloth bandana, cloth mask or commercial surgical type mask) are highly recommended for all indoor activities and those outdoor activities where distancing cannot be maintained. Individuals may bring their own mask; Calvary will provide extra masks for those who do not have access to them.

### **Social distancing**

Everyone entering the facility is asked to practice social distancing on public health guidance and best practices. These measures may be adjusted according to phases of this preparedness and response plan. Social distancing is the practice of increasing the space between individuals and decreasing the frequency of contact to reduce the risk of spreading the disease, ideally to maintain six feet between all individuals, even those who are asymptomatic.

Given the CDC guidelines spelled out below and our desire to maintain everyone's health, we ask you review these guidelines and assess yourself as you consider participation in worship or other gatherings. The CDC and the State of MN use the following definitions for "at-risk persons:"

- 1) Persons 65 years and older.
- 2) Those who live in a nursing home or long-term care facility.
- 3) People of all ages with underlying medical conditions, particularly if not well controlled, including:  
Chronic lung disease or moderate to severe asthma, serious heart conditions, those who are immunocompromised, those with severe obesity, diabetes, chronic kidney or liver disease and those with a current or recent diagnosis of cancer.

And of course, if for whatever reason, you decide to not to attend gatherings or worship during this transition time we strongly encouraged you to continue to worship online.

In our worship space we will use an alternating seating pattern to keep families from sitting directly behind or in front of another attendee and guarantee a minimum six-foot distance. Sanctuary capacity not to exceed 250 or 50% with at least 6ft spacing between individuals or family units.

### **Housekeeping**

Regular housekeeping practices are being enhanced in accordance with [CDC guidance](#). Frequent cleaning and disinfecting will be conducted in shared spaces (e.g., break rooms) and high-touch areas (e.g., door handles, railings).

- All custodial staff and their supervisors will be provided refresher training on proper cleaning techniques, as well as background information on CoVID-19.
- All cleaning products meet U.S. Environmental Protection Agency (EPA) requirements. Lists of effective products are available online. The least hazardous effective products will be used. Instructions for use, including PPE, will be followed.
- Building staff will clean public spaces such as building lobbies, restrooms, door handles, handrails and elevator buttons regularly, and especially after use.

### **Screening, Exposure, and Illness Policies**

Calvary will notify all staff of screening protocols, self-monitoring guidelines and policies for staff exposed or exhibiting symptoms. All CoVID-19 related updates will be relayed to staff.

### **Self-Screening**

Staff, members and visitors should conduct self-monitoring for signs and symptoms of CoVID-19.

Symptoms of the virus often include, but are not limited to, fever (temperature greater than 100 degrees), cough, new loss of taste or smell, sore throat and shortness of breath.

Staff must report symptoms (fever, chills, new cough, and shortness of breath, sore throat, muscle aches, new headache, and new loss of smell or taste) to their supervisors or to the pastor on call. Employees exhibiting symptoms should not come into the church.

- Report any exposure to CoVID-19 positive individuals, respiratory symptoms, sore throat or dry cough to your supervisor.
- If the employee indicates any of these conditions, the supervisor may require that the employee

stay home, and the employee should seek guidance from their healthcare provider.

If an employee begins to exhibit symptoms at work, they should leave the church and report their symptoms to Pastor Tim Malek.

### **Exposure to/and Confirmed Cases**

If a CoVID-19 case is confirmed in any individual or in a member of their household, the individual will be asked to follow CDC guidelines prior to returning to the building.

Anyone exposed to another person in the building with a confirmed case should self-quarantine for 14 days following CDC guidelines.

Calvary will work with the Kandiyohi County Public Health Department and MDH to inform individuals if they have been exposed to a person with CoVID-19 in our facility, and the health department will provide instructions regarding staff self-quarantine measures.

Consistent with compliance with the Health Information Portability and Accountability Act (HIPAA), staff members' health status and health information will be protected.

### **Communications and Training**

This Preparedness Plan is available to all members and attendees. Additional communication and training will be ongoing via public announcements during services and internet video and provided to all members and attendees. The CoVID-19 Safety Taskforce, Pastors and Church Council members are to monitor how effective the program has been implemented by paying special attention before and after worship gatherings. All members and attendees are to work through this new program together and leadership will update the training, as necessary. This Preparedness Plan has been certified by the **Calvary Lutheran Church Council**, pastors and CoVID-19 Safety Taskforce and will be updated, as necessary.

### **Facility Use**

Calvary serves as a gathering place for congregation and community members. Gathering purposes in the congregation include congregational mission, support to social justice missions, celebration events and social engagements. Use of the facility will be based on the phases of this plan and align with state guidance and policies. Priority will be given to mission-related activities.

Any group that would like to use the facility while this plan is operational must request use using the Request for Facility Use form (Appendix A). Each request will be reviewed by staff or the CoVID-19 Safety Task Force. Church Council approval may be required in extraordinary situations.

If approved, each group utilizing the facility will be required:

- Review training provided by Calvary Lutheran Church
- Share Calvary Lutheran Church facility rules with participants
  - Conduct appropriate social distancing.
  - Strongly encourage masks be worn.
  - Wash hands.

- Cover your cough.
- Do not use the premises if you/household contact are quarantined or ill.
- Or other evidence based best practices and recommendations.
- Take attendance to include name and contact information.

No member of the congregation or community may use the facility until they have received approval from the office staff.

### **Public Health Measures for Outdoor Service**

- **Masks:** (cloth bandana, cloth mask or commercial surgical type mask) are highly recommended for all indoor activities and those outdoor activities where distancing cannot be maintained. Individuals may bring their own mask; Calvary will provide extra masks for those who do not have access to them. The worship team, because they will be physically distant by at least 12 feet from the congregation during worship, will not be required to wear masks while at the front of worship.
- **Hospitality Teams:** All members of hospitality teams will be required to wear masks while assisting with the worship services.
  - Hospitality Teams will sign off on a form confirming they do not have symptoms associated with COVID-19, as set forth below.
- **Symptoms:** If a person is experiencing any of the following symptoms, they should not attend an outdoor worship service:
  - Fever over 100 degrees
  - Cough o Shortness of breath
  - Chills
  - Headache
  - Muscle pain
  - Sore throat
  - Loss of taste or smell
- **Seating:** Families will be seated together in areas marked off and separated from other worshipers at a distance of least 12 feet from other families.
- **Chairs:** All worshipers will bring their own chairs to sit on during the worship services.
- **Sharing the Peace:** No-touch alternatives for sharing the peace will be provided.
- **Offering:** No-touch alternatives for making offering will be provided.
- **Fellowship/Social Hour:** No fellowship or social hour will be offered before and after the service. All are encouraged to leave the premises upon conclusion of the service.
- **Signs:** Calvary Lutheran Church will post signs at the outdoor worship services listing worship protocols.
- **Respiratory Etiquette:** All worshipers will cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face with their hands. They should 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 employees and visitors.

- Restrooms: Restrooms by the Chapel will be open immediately before, during and after outdoor services. People may use the restroom during that time, as needed. Sanitizing wipes or disinfectant spray will be provided by Calvary Lutheran Church for people to use to wipe down all areas they have touched while using the restrooms.
- Handwashing: All are instructed to wash their hands with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% alcohol if soap and water are not readily available. Hand sanitizer will be available at stations throughout the grounds at outdoor worship services.

## Appendix A – Request for Facility Use

### Request for Calvary Lutheran Church Use

Calvary Lutheran Church priority continues to be the health and safety of all members of our community. However, we also recognize that our facility supports the missions of our congregation and our community. Consistent with Minnesota orders and public health advice, this form will enable church leadership to identify who might be permitted back to use the facility, starting first with groups who support essential church and social justice missions for our congregation and community.

For everyone's safety, the church's intent is to slowly and gradually invite groups back. Decisions for facility use will be based on phases of the Calvary preparedness and response plan. To facilitate approval for use of our Calvary facility, please complete the following form.

Name:

Group Size:

Will this gathering be repeated (e.g. weekly)? If yes, describe frequency. Date for gathering(s):  
Provide a brief summary of the gathering and why it must be done onsite or at another location away from your home.

Calvary will provide guidance for use of the facility. Describe the precautions you will take to ensure your health and safety and the health and safety of those who will participate in the gathering (methods and means for social distancing, PPE, etc.).

## Appendix B - Guidance for developing a CoVID-19 Preparedness Plan

### General

CDC Coronavirus (CoVID-19): [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

#### Businesses

Stay Safe Guidance's for Places of Worship: <https://staysafe.mn.gov/industry-guidance/places-of-worship.jsp>

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)

Federal OSHA: [www.osha.gov](http://www.osha.gov) Federal NIOSH: [www.niosh.gov](http://www.niosh.gov)

AIHA - Reopening: Guidance for Worship Services and Religious Gatherings and Reopening: Guidance for General Business - American Industrial Hygienist Association: [www.AIHA.org](http://www.AIHA.org)

#### Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html) [www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

**Respiratory etiquette: Cover your cough or sneeze** [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html) [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: <https://www.health.state.mn.us/>

#### Social distancing

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

#### Housekeeping

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[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)

[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)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html) Reopening: Guidance for Worship Services and Religious Gatherings and Reopening: Guidance for General Business - American Industrial Hygienist Association - [www.AIHA.org](http://www.AIHA.org)

**Employees exhibiting signs and symptoms of CoVID-19** [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) Visitor and Employee Health Screening Checklist, MDH:

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

#### Training

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)