



TRINITY

LUTHERAN CHURCH

COVID-19 Preparedness Plan for Trinity Lutheran Church & Schools

Trinity Lutheran Church is committed to providing a safe and healthy workplace for all our staff and congregation. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Staff, ministry leaders, 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 staff, ministry leaders and congregation members. Only through this cooperative effort can we establish and maintain the safety and health of our congregation and facility. Staff, ministry leaders, and volunteers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Trinity Lutheran Church & Schools staff, ministry leaders, and volunteers have our full support in enforcing the provisions of this policy.

We are serious about safety and health and keeping our staff & leaders working at Trinity Lutheran Church & Schools. Staff and leader involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by training them on how to keep their work area disinfected daily with either the Spray Disinfectant or disinfectant wipes, both of which will be provided by the Church. Staff should use only their work computer at their desk (and not log on at other stations). Staff should wear masks anytime they are away from their immediate work space and they should practice physical distancing by staying six feet apart. If they are working in other areas of the campus, staff will be instructed to sanitize all touchpoints and equipment when they are done. A *Portable Ultra-low Capacity Nebulizer* is being stored in the AV Room closet for this purpose.

When meeting with others, we have designated larger spaces that accommodate proper distancing for the size of group. If needing to meet one on one, please contact the church office for an available appropriate space. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and California Department of Public Health (CDPH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- administrative controls for physical distancing;
- controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; 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 and leaders 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 staff health status prior to entering the workplace and for staff to report when they are sick or experiencing symptoms. Staff should not come to work if they are (or if anyone else in their home is) feeling ill. Work from home protocol can be followed, with proper communication with their supervisor. If a staff member is running a fever (anything over 99.4°), they should not physically come to work until 48 hours have passed; fever-free (and without the use of fever-reducing medications). Direct conversation with your immediate supervisor is essential. Should an employee experience any symptoms while they are at work, we ask that you respect the physical distancing rules and communicate with your direct supervisor and leave the campus. Again, ensure that you are symptom free for a full 48 hours before returning to work. If work at home protocol can be followed, plan that with your direct supervisor.

Trinity Lutheran Church & Schools has implemented leave policies that promote staff 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. An employee can utilize their allotted sick-time hours. We encourage paid staff to review our sick-leave policy and their individual personal PTO balances. Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented. If an employee is feeling unsafe to work anywhere on this campus, due to underlying health conditions, please have a conversation with your direct supervisor and a temporary work from home plan can be established.

Trinity Lutheran Church has also implemented a policy for informing staff 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. Trinity Lutheran Church will alert all staff (in a confidential email, text, or in person) to ensure all have been informed properly. Should a quarantine be necessitated, the supervisors will again assess the ability to incorporate work from home protocol to ensure continued work can be accomplished with proper 14-day quarantine.

In addition, a policy has been implemented to protect the privacy of staff health status and health information. The supervisor and head of staff (Pastor) are the only staff that will need to be aware of individual health status to ensure a proper plan for safe work.

Face-masks

Cloth Face-masks (that cover BOTH nose & mouth) are required **outside** on campus and **inside** the facility **at all times**. Exceptions include when a staff member is alone in their own workspace. Other exemptions include:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

Outdoors in public spaces, including the Biblical Garden, facemasks must be worn to maintain a physical distance of 6 feet from persons who are not members of the same household or residence. People must wear face coverings particularly when locations are indoors or in other areas where physical distancing is not possible

Handwashing

Basic infection prevention measures are being implemented on our campus at all times. Staff 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 restrooms. Hand sanitizers have been attached on all outside doors and restrooms and 4 standing hand sanitizers have been placed at the most used points of entry to the facility for all congregants and visitors to utilize. The custodial staff will ensure daily

disinfecting of these areas. A number of posters have been posted to assist and encourage proper precautions for all staff and visitors.

Respiratory etiquette: Cover you cough or sneeze

Staff 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 all tissues in the trash and then immediately wash or sanitize their hands afterwards. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and visitors.

Physical distancing

Physical distancing is being implemented in the building through the following administrative controls:

Maintain 6 feet of distance between staff and any other person. When meeting in offices, staff are encouraged to ensure proper 6' distancing OR to move the conversation to a larger room on campus to ensure proper social distancing. Room capacity must not exceed any number that would compromise the 6' physical distancing requirement. Staff will be instructed to work directly with the Church Secretary to ensure the appropriate room is designated for the meeting attending.

The Church has provided signage/instructions for staff, visitors, and congregation members.

It is our policy that during this time of COVID-19, we encourage no ride-sharing. Staff and ministry leadership is asked to communicate this to those who are volunteering or leading any event that might need to be held off-site.

All visitors to the main office are asked to wait outside the office door until they are greeted by the person they are coming to see. **Individual visitors will have their temperature taken prior to entering workspaces.** Visitors to Good Shepherd Lutheran School will be asked to not enter through the Church office, rather to walk around the building to the main school gate to be buzzed in to the school.

Staff, leaders, and congregation members need to ensure 6' physical distancing. They should also not use other staff personal protective equipment, phones, gloves, computer equipment, desks, 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 areas in the work environment (including restrooms, meeting rooms, and other shared spaces). Staff should ensure that they provide frequent cleaning and disinfecting for all their work area, high-touch areas; such as phones, keyboards, touch screens, door handles, copy machines, etc.

Major cleaning shall be performed by the custodial staff. When visitors are in the larger meeting areas (Sanctuary, Parish Hall and Fireside Room) all rooms will be disinfected after the meeting concludes. The *Portable Ultra-low Capacity Nebulizer* has been provided for this purpose. The coordinator of each meeting must appoint someone to do this as it is not the responsibility of the Church secretary, Pastor, or any other staff member unless they have called that meeting. Doors will be propped open so handles will not need to be touched when entering the room. If we become aware of a COVID-19 case, we shall close that room for at least 3 days and will follow CDC guidelines for cleaning before reopening.

Communications & training

This Plan was communicated via email to all workers on Friday, 9 October, 2020. Additional communication and training will be ongoing to each staff person. It is expected that each staff person can then train their respective ministry staff and volunteers. Instructions will be communicated to visitors of Trinity Lutheran Church to ensure physical distancing between the visitor, staff and others, and about the mandate that all staff and visitors use face-masks when on campus anywhere.

This COVID-19 Preparedness Plan has been certified by the Trinity Lutheran Church Board of Directors and was posted in the main office on Friday, 16 October 2020. This plan will be posted on the Trinity Website and a hard copy is available at the main office. It will be updated as necessary.

Blessings,

Robert Lyon Barker, III, Pastor

Updated 10/10/20