COVID-19 Response Plan

for

Christiania Lutheran Church

June 17, 2020

## Christiania Lutheran Church

Christiania Lutheran Church 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 Executive Council have full support in enforcing the provisions of this plan.

This plan has been developed with church staff and members of the Re-Engagement Committee. Guidance and recommendations from the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health, and the ELCA have been incorporated into the plan as appropriate including:

* Management and Supervision
* Facility Public Health Measures
* Housekeeping Expectations
* Screening, Exposure, and Illness Procedures for Members and Staff
* Communications
* Facility Use Procedures

This preparedness and response plan assumes the following:

1. Christiania Lutheran Church will follow guidance from the Minnesota Governor and the Minnesota Department of Health.
2. Christiania Lutheran Church personnel will fall into different disease risk categories and decisions to return to the facility will be made in accordance with medical and public health guidance for risk stratification (e.g. age, health status). Christiania’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. Christiania Lutheran Church activities resumption will occur in a phased approach and comply with established guidance provided in this plan.
4. The COVID- 19 situation will evolve and Christiania Lutheran Church will remain adaptable and nimble to the dynamic environment. The baseline level of risk for those working and using our facility will change over time, requiring a reassessment of what level of resumption and precautions are appropriate.
5. Social distancing, wearing of masks or other appropriate PPE, hand washing, and disinfection of surfaces are key factors to reducing the transmission of the COVID-19 virus.
6. Large gatherings are unlikely to be safe over the next several months. Online worship services should continue to be provided until large gatherings are safe to attend.
7. Personal responsibility is key to safe operations and the avoidance of disease transmission. Educational materials will be developed for staff, members, and visitors to the church facility.

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## **Management and Supervision**

The church Executive Council is responsible for the implementation of this plan.

Facility assessments to identify COVID-19 risks and prevention strategies should be done periodically as part of sound occupational health and public health practice. This plan will be reviewed monthly in coordination with the timing of the Executive Council meeting to ensure effectiveness.

**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 Christiania Lutheran Church 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 on-site, prior to any mealtimes, and after using the toilet. 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. In occupied areas, staff will check and replenishing soap dispensers, paper towels, and hand sanitizer stations at a minimum of once per day when church is in use, and more often in heavily trafficked public spaces.

### Respiratory Etiquette

Everyone is asked to [cover their mouth and nose with their sleeve or a tissue](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html) when coughing or sneezing and to avoid touching their face—in particular their 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. Tissues will be placed in common areas.

* Employees, members, and visitors are highly encouraged to wear cloth face coverings (masks) in public settings where social distancing measures are difficult to maintain. Individuals may bring their own mask or Christiania Lutheran Church may provide them.

Social Distancing

Everyone entering the facility is asked to practice social [distancing](https://www.health.state.mn.us/diseases/coronavirus/businesses.html) practices. These measures may be adjusted according to phases of this preparedness and response plan. Maintain at least a 6-foot distance for any interaction with others.

Remote Work and Adjusted Onsite Hours

Christiania Lutheran Church has implemented the following procedures and practices for remote work and adjusted hours. All staff will meet with their supervisor to determine an individual plan for work location based on responsibilities and risk levels.

* + Telework is approved and expected for all persons who can accomplish their primary duty functions from home.
  + Staff are provided guidance and training to work remotely.
  + Equipment is available for staff members to complete their assigned responsibilities and tasks.
  + Flexible hours and staggered shifts are available to minimize the number of persons in the facility at one time.
* Onsite Work

Staff, members, and visitors will avoid gathering in groups and in confined areas where six feet separation cannot be maintained. Staff, members, and visitors are highly encouraged to wear masks at all times. Masks may be removed when staff are in their personal offices and where six feet of separation is feasible.

* + Shared staff offices are assessed and where feasible staff are reassigned to other working areas or alternate hours to maintain social distancing.
  + In areas where shared workspace is in use, sanitizing wipes are available to clean prior to and after use. Wipes must be immediately disposed in the trash after use.
  + Staff will avoid using anyone else’s personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment.
  + Common spaces such as break rooms, study spaces, and conference rooms are rearranged to promote social distancing.

**Housekeeping**

Regular housekeeping practices are being enhanced by staff in accordance with [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html). Frequent cleaning and disinfecting will be conducted in shared spaces (e.g. break rooms) and high-touch areas (e.g. door handles, railings).

* All staff and their supervisors are 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.
* Staff as designated by the pastor will clean public spaces such as building lobbies, restrooms, door handles, handrails, and elevator buttons and other high touch areas at least once daily when building is in use, and more frequently if deemed necessary.
* If a confirmed positive case regarding a staff member is reported to the Christiania Lutheran Church, the lead pastor will coordinate cleaning and disinfecting of that individual's workspace.

**Screening, Exposure, and Illness Policies**

Christiania Lutheran Church 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 with updates occurring at staff meetings. Consistent with compliance with the Health Information Portability and Accountability Act (HIPAA), staff members health status and health information will be protected.

Staff

A set of protocols have been developed for staff. They will be attached to this plan and updated as needed.

### Members and Visitors

### Members of Christiania Lutheran Church should conduct self-monitoring for signs and symptoms of COVID-19. Symptoms of the virus often include but are not limited to fever, cough, and shortness of breath. Information on COVID-19 signs and symptoms are available at the [CDC website](https://www.cdc.gov/coronavirus/2019-ncov/communication/downloadable-videos.html). Members who display symptoms of COVID- 19 should not attend in-person gatherings.

### If a member or visitor tests positive for COVID- 19, Christiania Lutheran Church will use attendance lists to notify all of the staff, members, and visitors who attended the same meeting, activity, or service.

## **Communication**

This COVID- 19 Response Plan will be communicated with staff and congregation via email and will be posted in the church. It will also be posted on the church website and on the church Facebook page.

## **Facility Use**

Christiania Lutheran Church serves as a gathering place for congregation and community members. Gathering purposes in the congregation include: congregational work, support to social justice missions, celebration events, community meeting, 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](http://z.umn.edu/returnrequest) 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. Each request will be reviewed and approved by the Office Manager. No member of the congregation or community may use the facility until they have received approval from the Office Manager.

Individual guidelines have been created for created for small group facility use (internal groups and external groups) and large group facility use (indoor, outdoor, and parking lot). They will be attached to this plan an updated as needed.

**Christiania Lutheran Church Activities Chart**

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| --- | --- | --- | --- | --- | --- |
|  | **Phase 0** | **Phase 1** | **Phase 2** | **Phase 3** | **Phase 4** |
| **Worship Services** | Online | Online | **Online** | **In-Person with Social Distancing** | Normal |
| **Students** | Online | Online | Online | **Online** | Normal |
| **Ministry Events** | Online | Online | **Online** | **In-person with Social Distancing** | Normal |
| **Office Staff** | Remote | Remote | **Remote / Onsite with Social Distancing** | **Normal** | Normal |
| **Community Groups** | Online / Postponed | Online / Postponed | In-Person with permission | **In-person with permission** | Normal |
| **Life Celebrations** | Postponed | Postponed | Postponed | **In-Person with permission** | Normal |