

COVID-19 Preparedness Plan for St. Charles Borromeo

Executive Order 20-40, issued by Gov. Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency establish a "COVID-19 Preparedness Plan." A business's COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19.

The Church of St. Charles Borromeo is committed to providing a safe and healthy workplace for all. To ensure that, we 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 everyone. Only through this cooperative effort can we establish and maintain the safety and health of all.

Our personnel are our most important assets and we are serious about safety, health and keeping all working at **The Church of St. Charles Borromeo**. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process via weekly meetings and discussions. 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 managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

The Church of St. Charles Borromeo managers and supervisors have our full support in enforcing the provisions of this policy. We are all responsible for complying with all aspects of this Preparedness Plan and we ask that you sign this policy agreeing that you will help protect yourself and your co-workers by taking the following steps:

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

- We encourage you to self-monitor for signs and symptoms of COVID-19. Stay at home if you feel sick, have a fever of 100.4 or higher, or if someone in your home is sick or has a fever of 100.4 or higher.
- Each day sign in with our screening questionnaire (attached) which screens for your health status prior to entering the workplace.
- You are to communicate directly with your supervisor if you are sick or experiencing symptoms while at home – you must stay home. Supervisors are to report this Tom Pomeroy, Business Administrator.
- You are to leave a note, text or call your supervisor if you are sick or experiencing symptoms while at work and immediately go home. Supervisors are to report this Tom Pomeroy, Business Administrator.

The Church of St. Charles Borromeo has implemented leave policies that promote workers 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. Sick leave policies are to be followed; the Family Medical Leave Act (FMLA) when applicable will be followed.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented, including working from home arrangements.

The Church of St. Charles Borromeo has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace or home and requires them to quarantine for the required amount of time as prescribed by the CDC and MN Dept of Health. In addition, HIPPA policies will be followed to protect the privacy of a workers' health status and health information. These individuals generally can be working from home while in quarantine; working from home will be messaged by their supervisor to any persons who ask of another worker's status.

Handwashing and Respiratory Etiquette (cover your cough or sneeze)

Basic infection prevention measures are being implemented at our workplaces at all times, including:

- Wash 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.
- Avoid touching your eyes, nose and mouth.
- Visitors and staff upon entering the Church will be required to use hand-sanitizer prior to or immediately upon entering, hand-sanitizer dispensers (that use sanitizers of at least 60% alcohol) will be in place.
- Cover your mouth and nose with your sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. Dispose of tissues in the trash and wash or sanitize hands immediately afterward.
- Masks are not mandatory; however, you are encouraged to wear your own and a supply will be provided for visitor and employee use.
- Respiratory etiquette will be posted and supported.

Social distancing

Social distancing in the workplace is facilitated through the following engineering and administrative controls:

- Telework, flexible work hours, staggered start times and work in separate buildings (or outdoors for maintenance staff) to reduce the number of employees in the workplace at one time
- Respect social distancing and avoid close contact – staying six feet between persons where possible
- Signage or instructions for employees and visitors will be posted as deemed necessary
- Riding in or sharing of vehicles is to be avoided
- Weekly staff meetings are in place to support communication of employee concerns
- Protective supplies, such as masks, gloves, disinfectant, have been offered or provided
- Working and eating lunch in your office is encouraged

- Prevent gathering in groups and confined areas not accommodating social distancing, and from using other workers' personal protective equipment

Housekeeping

- Regular housekeeping practices are to continue, 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, railings, copy machines, etc.
- Daily disinfecting will be performed by maintenance staff in the public and staff use areas.
- Deep cleaning of entire work area or classroom will occur if an employee is diagnosed with COVID-19.

Communications and training

A plan was communicated verbally to all workers when Masses were suspended March 20, 2020; all meetings and classrooms were also closed. This plan document was communicated via email to all employees beginning on May 30, 2020. Additional communication will be ongoing each week with training as new measures are required. Managers and supervisors are to monitor how effective the program has been implemented at the weekly staff meetings. Management and staff are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by **The Church of St. Charles Borromeo** management and was posted throughout the workplace May 30, 2020. It will be updated as necessary.

Certified by:



Tom Pomeroy, Business Administrator

We thank you for your cooperation with these important safety steps to protect you, colleagues and your families.

Signature: _____ Date: _____

Printed Name: _____

Any questions should be directed to *Tom Pomeroy, Business Administrator*

Return the signed document to *Tom Pomeroy, Business Administrator*

All information collected is confidential and will only be used on a need to know basis to reduce risk to exposure to COVID-19.

