

COVID-19 Preparedness Plan template and instructions

Update 11.8.2020

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.”

The Church of St. Joseph the Worker’s COVID-19 Preparedness Plan documents 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.

This plan has the strong commitment of management and it has been developed and implemented with the participation of staff and volunteer leaders. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate. Note: Houses of worship have been designated “essential” and as such, are already considered open. Management decided to prepare a plan like other businesses that are required to submit plans.

This plan includes descriptions of how The Church of St. Joseph the Worker will implement at a minimum the following:

1. infection prevention measures.
2. prompt identification and isolation of sick persons.
3. engineering and administrative controls for social distancing.
4. housekeeping, including cleaning, disinfecting and decontamination.
5. communications and training for managers, staff and volunteer workers necessary to implement the plan; and
6. provisions for management and supervision necessary to ensure effective ongoing implementation of the plan.

St. Joseph the Worker, Maple Grove – COVID-19 Preparedness Plan

UPDATE 11.8.2020

The Church of St. Joseph the Worker is committed to providing a safe and healthy workplace for our staff, volunteers and visitors. To ensure a safe, healthy environment, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing this plan, and volunteers and visitors will be asked to help as well. Our goal is to mitigate the potential for transmission of COVID-19 on our parish campus, and that requires full cooperation among our staff and management, volunteers and visitors.

Management and staff are responsible for implementing and complying with all aspects of this Preparedness Plan and they have the full support to enforce this policy.

Our staff and volunteers are our most important assets. We are serious about safety and health and keeping staff working at The Church of St. Joseph the Worker. Staff involvement is essential to develop and implement a successful COVID-19 Preparedness Plan.

We have asked all staff members to assist in developing this COVID-19 Preparedness Plan.

Staff members were consulted to develop initial ideas and suggestions in terms of preparedness. Initial ideas were reviewed by staff at meetings on May 5 and May 12, 2020. Subsequent sub-committees were established to flesh out many of our strategies. Since these meetings, clarifications have been sought, and teams impacted were asked to review the draft plan and provide feedback by Thursday, May 26, so that the DRAFT plan could be shared with staff for final review and input. This plan will be implemented prior to staff returning to work, and prior to volunteers returning to the campus.

Areas of planning worked on by staff teams included:

- Logistics – traffic flow, access points, social distancing, etc.. Monica Liebl, Beth Heimer, Alex Blechle, Nichola Schoenfelder
- Cleaning and Sanitizing Routines for Church, Chapel, St. Joe hall, offices and all public areas Dean Olson, Mike Lentz, Ann Bergmann Abeba Teklie
- Review cost impacts when opening Mike Lentz, Ann Bergmann
- Liturgies / Size of gatherings, Access Points Fr. Mike Sullivan, Tarri Nelson, Marc Stockert, Katie McCarty, Barry Shay, Deacon Kevin O’Connor, Deacon John Wallin, Fr. Don Piche
- Office Reception Natalie Lais, Mike Lentz
- Volunteers – how / when do we bring them back Mike Lentz, All

- Communications

Mark Kuhl, Alex Blechle

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 to prevent infection and spread of COVID 19.
- prompt identification and isolation of sick persons.
- steps to take to promote and assist with social distancing.
- housekeeping – cleaning, disinfecting and decontamination.
- communications and training for managers, staff and volunteers to implement the plan.
- management and supervision necessary to ensure effective implementation of the plan.

As an employer, The Church of St. Joseph the Worker encourages our employees to do the following:

1. Stay home if ill, and monitor health.
2. Continue to work from home and come in only as needed. Some staff will be asked to come to the campus to help with day operations, maintenance, and livestreaming of liturgies.
3. Any employee who comes to work sick (and with a temperature higher than 100 degrees) will be asked to go home, self-monitor, and not to return until they are sure they don't have COVID-19. Employees who are ill need to work with Mike Lentz to determine when they can return to the campus. Mike will utilize the Minnesota Department of Health resources for assistance in making this determination. Generally, employees will be asked to quarantine at home for 14 days.
4. Wash hands with soap and water upon arrival at St. Joseph the Worker and frequently while in the workplace. Hand sanitizer will also be readily available.
5. Practice social distancing of 6ft or more.
6. Wear face masks when in hallways and in public spaces on The Church of St. Joseph the Worker campus.
7. Assist with new reception / greeting processes (outlined later in this plan) and limit any in-person meetings to one-on-one type meetings, only if absolutely necessary.
8. Only people with specific appointments are invited to enter campus buildings and employees should communicate our expectations in advance. Introduce guests to SJTW procedures which include:
 - a. Asking them to sanitize their hands.
 - b. Encourage visitors to wear face masks; if they don't have face masks, they will be provided.
9. The receptionist will maintain a log of any visitors, and volunteers who come into our parish office, including the date and time of their visit, their name(s), contact info and who they are visiting. This information is being recorded in the event someone becomes ill and contact tracing is necessary by The Church of St. Joseph the Worker for the protection of its staff and visitors.

Health screening and policies for employees exhibiting signs and symptoms of COVID-19

The Church of St. Joseph the Worker encourages all staff that can work from home to continue to do so.

Staff members 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's health status prior to entering the workplace and for them to report when they are sick or experiencing symptoms.

Staff will be asked to notify Mike Lentz if they are sick, experiencing symptoms while at home, or if a family member or someone they have been in contact with has developed COVID-19 symptoms.

If a staff member or a volunteer becomes sick or experiences symptoms while at The Church of St. Joseph the Worker, they will be isolated and sent home to self-monitor their health and asked to stay in touch with Mike Lentz about their health.

Health Self-Screenings will be expected of all staff coming to work on The Church of St. Joseph the Worker campus. Per CDC guidelines, we ask all employees to review the following health screening questions each day before coming into the office. If an employee can respond YES to any one of these questions, they should remain home.

- A new fever (100°F or higher), or a sense of having a fever?
- A new cough that you cannot attribute to another health condition.
- New shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition.
- Chills?
- New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
- Loss of sense to taste or smell?

Note: this list is not all inclusive. Other less common symptoms have been reported, including nausea, vomiting, or diarrhea. As new symptoms are identified by the CDC and the MDH, the list above will be adjusted.

The Church of St. Joseph the Worker will use the tools available at [MNsymptomscreener.gov](https://mnsymptomscreener.gov) for our staff and for volunteers and guests.

- Infrared thermometers are available at The Church of St. Joseph the Worker for those employees and key volunteers that need to have a temperature checked. We will determine if more are needed when the church reopens for worship.

The Church of St. Joseph the Worker asks that staff stay at home when they are sick, when household members are sick with any COVID-19 type symptoms, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees with underlying medical conditions or who have household members with underlying health conditions are encouraged to continue to work from home if possible.

If you have questions related to leave time, please see the employee handbook or contact Mike Lentz.

In the workplace where exposure to COVID-19 may occur, prompt identification and isolation of potentially infectious individuals is a critical first step in protecting employees and others. The Church of St. Joseph the Worker will inform staff if an employee or their household member has been tested positive for COVID-19, without disclosing any identities. COVID-19 cases reported to Mike Lentz will be kept confidential and limited to him and the Pastor. A private log will be kept tracking infections and help with contact tracing.

The Church of St. Joseph the Worker will utilize the 'Covid-19 Decision Tree' as produced by the Minnesota Department of Health (<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>) in determining the appropriate path when encountering symptoms consistent with Covid-19. Employees who receive a positive Covid-19 test result are expected to stay at home in isolation for at least 10 days from time symptoms started. Per the Decision Tree, employees who knowingly encounter someone who tested positive for

Covid-19 (within 6 feet for at least 15 minutes of someone infected) are expected to stay home for at least 14 days, even if they test negative.

Handwashing

Basic infection prevention measures are being always implemented at our workplaces. Staff is instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially upon arriving and before departing from the campus, prior to and after any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands immediately upon entering the facility. Hand-sanitizer dispensers (that have greater than 60% alcohol) are also available for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

All restrooms and kitchens have soap and hot water available. Hand sanitizer dispensers are available:

All stand-alone non-touch sanitizer stations will be monitored to ensure that dispensers are always full and available for use by staff, guests, and volunteers. Maintenance will order supplies of hand soap and hand sanitizer for use in all restrooms and kitchens for their use and safety.

Respiratory etiquette: Cover your cough or sneeze

Staff, volunteers, 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 (their mouth, nose, and eyes) with their hands. They should dispose of tissues in the trash 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.

Staff will be oriented to these new instructions prior to their return to work on the campus.

Any staff with visitors is responsible for instructing guests or volunteers on these requirements. Posters will be put up at building entrances, in all kitchens, restrooms and public spaces, and in any waiting spaces.

Increase social distancing: Staff should be at least six feet away from each other

St. Joseph the Worker staff that can continue to work from home will be encouraged to do so.

Social distancing is being implemented by having staff come in only when necessary and working in their individual offices or in separate areas of the campus for staff like our maintenance team. All staff will not be on site at one time, and small meetings will be limited to large rooms where people can maintain the required social distance. Virtual meetings are encouraged. Zoom accounts are available for staff and volunteer use.

Staff will be encouraged to eat lunch in their office or to use rooms where social distancing is possible.

Masks will be provided to staff that don't have their own supplies.

In person meetings and gatherings are discouraged until further notified. If there is an urgent need to meet, these groups will be limited to small groups (under 10 in large spaces that allow for required social distancing), but these meetings are discouraged at this time.

Virtual meetings are encouraged until further notified.

These policies will be revisited regularly and adjusted as more information becomes available about COVID-19.

Increase physical space between staff, volunteers, visitors and vendors, such as using partitions, and step-up cleaning and disinfecting throughout the building.

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, interior and exterior doors and handles, light switches including restrooms, break rooms, lunchrooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

Our regular maintenance staff will disinfect all high traffic areas using a CDC/EPA approved disinfectant specific to killing COVID-19. In the event of a worker diagnosed with COVID-19, an intense cleaning of all places the worker entered will be conducted. Their office will be closed and locked for three days prior to maintenance entering the room. Once the three days have elapsed, maintenance will completely disinfect all surfaces, floor, desk, phone, chair, etc., and the office will remain closed.

Worker Hygiene and Source Control

1. Staff will be encouraged to regularly wash their hands with soap and water throughout the day. Handwashing and hand-sanitizer facilities are readily available and stocked.
2. The Church of St. Joseph the Worker will provide recommended protective supplies, such as non-medical cloth and non-surgical facemasks, gloves, disinfectant, as needed for a staff member's job. Maintenance staff will receive gloves daily.
3. Handwashing and "cover your cough" signs have been posted at building entrances, in all kitchens, restrooms and public spaces.
4. Cooking food on-site and sharing by staff is prohibited at this time.

Cleaning and disinfection protocols

St. Joseph the Worker Maintenance Team members and anyone in "high touch areas" will be provided with masks and gloves.

1. Maintenance team members will routinely clean and disinfect all common areas. At least daily, staff are encouraged to clean all high touch items in their offices.
 - Interior and exterior doorknobs and light switches
 - drawer and cabinet handles
 - Desks and touchscreens
 - phones
 - keyboards
 - toilets, faucets, and sinks
2. Ensure availability of hand sanitizer and approved cleaning products.
3. If a worker becomes ill, maintenance will clean and sanitize that person's office as soon as possible.

4. All staff are asked to assist and to clean and disinfect areas where they work. (if you touch it, clean it)
5. All management, staff, and volunteers who come onto the campus will be trained in these protocols.

Communications

Key messages for communicating this plan include:

- Stay at home if you are ill.
- If you come to The Church of St. Joseph the Worker, we want you to stay safe and healthy.

Plans, timelines and messaging are being developed to communicate this plan to staff, volunteers, parishioners and vendors and any ministry participants that might be invited to the campus during the pandemic.

- Our plan will be communicated to our membership through letter, website postings, social media, etc.
- An instructional video for those who want to attend Mass will be available and will be posted on the parish website.
- Information will be emailed and included in E-Newsletters.
- Staff will be asked to share information with their volunteer groups and ministry participants.
- As The Church of St. Joseph the Worker reopens, staff will return to the normal print deadlines for the weekly newsletter and bulletin.

Staff Communications and Training

This Preparedness Plan was communicated to St. Joseph staff in draft form **on May 26, 2020** by email and then reviewed at an All Staff “zoom” meeting on **that same day**. **An updated version of the Preparedness Plan was distributed to all staff on November 10, 2020.**

This Preparedness Plan was communicated to The Church of St. Joseph the Worker Parish Council on May 28 in their meeting materials.

As updates are made, the Preparedness Plan will be distributed to The Church of St. Joseph the Worker staff.
May 28, 2020 – original
November 10, 2020 – Update 11.8.2020

Any staff planning to return to work on The Church of St. Joseph the Worker campus must participate in a training with Mike Lentz to review the new health screening expectations and participate in a Q & A session.

If staff doesn't have masks, they will be provided.

Staff will be asked to use the Church Community Builder calendar (as always) to schedule use of space, and to notify Dean Olson about any cleaning / disinfecting needed when events or meetings are concluded. Staff will be asked to assist to ensure cleaning and disinfecting of spaces used takes place.

Managers and supervisors are to monitor how effectively the Preparedness Plan requirements are being implemented by doing regular check ins at weekly Zoom / in person meetings and to ask staff to report on how plan implementation is going at weekly staff department meetings.

Staff will report at their regular meetings about how the preparedness plan is being implemented and raise any issues that need to be addressed to ensure safety for St. Joseph the Worker staff, volunteers, and visitors. Management and staff are to work through this new program together and update the training as necessary.

This Preparedness Plan has been certified by St. Joseph the Worker management and was posted throughout the workplace. It will be updated as necessary.

Certified by:

Mike Lentz, Parish Administrator

Specific Protocols Pertaining to Ministry

Parish office Reception Area Processes for Reopening Gradually

1. All guests and vendors with an appointment will be asked to sanitize their hands and must be wearing or will be offered a mask. Staff will provide advance notice to Reception of any visitors with appointments and provided their name, contact info including telephone number, email, arrival and departure time, date, and who they are visiting.

All guests and vendors must check in with the Receptionist to ensure The Church of St. Joseph the Worker has all the needed contact information including phone number, email, time/ date of campus visit, who they are visiting. Receptionists will maintain in this information in the reception area in a new more comprehensive "Visitors' Log."

2. For the time being, in person meetings are discouraged unless necessary. If any small meetings are being held, the staff host is asked to be by the doors to welcome guests and ensure that all safety procedures are followed including hand sanitizing and wearing face masks.
3. All staff will be asked to put in practice a policy – "If you touch it, disinfect it." All staff will be asked to assist with sanitizing, disinfecting areas they touch (e.g., Copy Room, kitchens, doorknobs, light switches).
4. All surfaces in and around reception areas should be sanitized at the start and end of shifts by the Receptionist. Face masks and gloves will be available.

Physical Changes to Reception Area

Signage will be posted at the entrances explaining the new safety protocols and health screening requirements. Signs address hand sanitizing, providing contact info, and wearing face masks. Messages will include:

- In entry foyer: Please sanitize your hands. Masks are required. Check in with Receptionist to have your temperature taken, participate in the health screener questions and share your contact information.
- In entry foyer: You are welcome to spend time in prayer in our church. We ask that you use the sanitizing materials available to sanitize your prayer space when finished.

In Office Area

- Small conference room will be used for meetings with just one or two other people
- Mail Room – Please sanitize the copy machine and equipment after each use.

Considerations and a Plan to Reopen for Public Masses

During this time the obligation to attend Sunday Mass continues to be lifted by Archbishop Hebda.

We will continue to livestream all daily Masses and offer a weekend recorded Mass on the website. To protect people's health and well-being, we encourage people in vulnerable categories to participate in Mass via livestream. Currently, weekend masses and daily masses are open to the public (250 max)

These are initial protocols and procedures which we will adapt as the situation changes.

Our protocol will be very clear and precise, and we need to commit to it.

Weekday Masses - (*Logistics Sub-committee to add further details*)

- The Holy water fonts will remain empty and no literature will be available in the racks.
- The church can hold approximately (250) people for Mass while observing social distancing. We will therefore not allow more than (250) people to attend Mass.
- Access to the church will be 30 minutes before Mass begins
- People will enter through the first set of doors at the main church entryway
- For their safety and that of others we will ask guests
 - to sanitize their hands upon entering The Church of St. Joseph the Worker
 - to wear their mask throughout Mass
- Guests will only be able to sit in clearly marked, designated spots throughout The Church of St. Joseph the Worker. They will be asked to go their pew directly upon entering.
- For the reception of Holy Communion:
 - Sanitizing stations will be set up near the communion station so guests can sanitize their hands before going to communion.
 - Guests will be asked to wear masks while going to communion.
 - Guests will be asked to walk up to communion based on the specific directions offered.
 - A spot will mark where people stand to receive communion.
 - In addition to the celebrant, a second person will hand out communion.
 - Communion ministers will sanitize their hands before Communion.
 - Communion ministers will wear masks while distributing Holy Communion
 - Communion will only be received in the hand
 - Guests wear their masks till they step away after receiving communion. Then they consume the host.
 - Communion ministers and guests sanitize their hands after communion.
- After Mass people are asked to leave the church immediately. A staff member or volunteer(s) will orchestrate this orderly departure.
- Guests will be asked not to socialize on The Church of St. Joseph the Worker Campus.
- After Mass the places where people sat as well as the doors used for entering and leaving will be sanitized.

Weekend Masses - (*Logistics Sub-committee to add further details*)

- Sunday Mass will be recorded previously and made available on the website.
- Mass times will remain per normal

- If we sense that more people want to attend, we will consider adding more Masses.
- The same restrictions observed for weekday Mass will hold on Sunday.
- We will announce beforehand when the on-line registration for Mass will open.
- A collection basket will be placed at the entrance of the sanctuary with a clear sign, and this will be staffed by an On-Site Manager. A second staff person will need to accompany the emptying of this basket and securing the collection.

Coming in and out of the Parking Lot into Church building

- Utilize two far sets of doors for entrance/exit
- Designated Social Distancing Xs outside for people to use.
- Small Table with hand sanitizer/masks inside gathering area with tape lines for people to follow to their seating section door entry (I.e Far doors will enter the far-right entry doors, stop at hand sanitizer station, follow tape lane to far right entry Worship Space doors (already opened, usher with A/B section sign).
- Pew Sections will be labeled with large signs on back wall (possibly another usher holding another sign by each lettered section.
- Those who do not remember their section assignment or did not pre-register will need to wait in safe designated area until Worship Space is filled to see if there are any open seats.
- Estimate for volunteers to assist with entry into church, into Worship Space, regulate/monitor during Mass, and exit building is approximately 6-8.

Seating (prep)

- Rows and seats clearly marked for seating and non-seating
- Sign-up online through Church community builder
 - Members will indicate how many from their household will be coming to mass. They no longer need to choose their assigned seats
- Max of 250 people in Sanctuary
- Signage indicating Section & Row will be utilized
- Rope to mark off areas of the pew that cannot be used so clear where seating is available.
- Only enter on side where seats are open for sitting. NO middle pew seats will be used, thus no need to pass by anyone when enter or exiting the pew.

Seating (day of)

- Hospitality volunteers to assist people to their seats following the protocols outlined in entering the church

Masks

- Face masks are strongly urged for all assembly members (but not for those under age two, according to the CDC, since it may put them at risk of suffocation)
- Will be available at each of the three hand sanitizing stations once entered into church building

Reception of Holy Communion

- Sanitizing stations will be set up near the communion station so guests can sanitize their hands before going to communion.
- Guests will be asked to wear masks while going to communion.
- Guests will be asked to walk up to communion based on the specific directions offered.
- A spot will mark where people stand to receive communion.
- In addition to the celebrant, a second person will hand out communion.
- Communion ministers will sanitize their hands before Communion.

- Communion ministers will wear masks while distributing Holy Communion
- Communion will only be received in the hand
- Guests wear their masks till they step away after receiving communion. Then they consume the host.
- Communion ministers and guests sanitize their hands after communion.

St. Joe Hall

- Space marked as 'off limits' for now.
- Logistics team recommends opening St. Joe Hall at a later "phase". See how well we can regulate our Worship Space before opening this additional room.

Non-Worship space areas

- Downstairs marked "off"
- Faith Formation Area marked "off"
- Water towers turned off & taped off
- Would be optimal to have divider wall place after the family bathroom so no one is allowed past that area.
- SJH would remain closed.
- Bathrooms would need social spacing and limit number of people in there so usher would need to be in place to control flow of this
- Remove cart with children's green bags and name tags / pens.
- Hallway to choir room marked 'off'

Other Liturgical Celebrations

Weddings

- Consideration will be given to limit the number of people that are permitted to attend the wedding. This is the discretion of the pastor and/or presider.
- We will work with couples to reschedule and make every effort to accommodate them.

Funerals

- Funerals will not exceed number allowed in the church (250 max). Consideration will be given to greatly reduce the number permitted to attend a funeral. This is the discretion of the pastor and/or presider.
- St. Joe Hall will be utilized for visitations with tables set to promote social distancing.

Confessions

Confessions will continue to be by appointment and 45 minutes previous to Saturday evening mass time.

Sacrament of the Sick

Requests will be handled on a case-by-case basis by the priests

Choral groups

Due to the documented health issues with transmission of COVID 19 with choir rehearsals and singing, only a limited number of paid staff will be allowed to sing at Mass at the present time. Six feet social distancing is inadequate for singing. We anticipate that choral volunteers will be one of the last groups to return because of the serious health risks for singers.

Marc Stockert and Tarri Nelson will determine who is selected to provide music and how rehearsals and music at Mass will be conducted safely.

Plan for Volunteers to Return to the SJTW Campus

While we want to protect our staff and visitors as much as we can, we recognize that we need volunteer support to accomplish many of the ministry and liturgical functions required in re-opening our church. Volunteers will be invited back to the campus, and we anticipate that this will continue through the coming months. This policy will be revisited regularly as more is learned about COVID-19.

Staff will submit a proposal for review if they want to bring volunteers back to the campus and this must happen prior to inviting any volunteers. These requests will be handled on a case-by-case basis and must offer plans for social distancing and adherence to The Church of St. Joseph the Worker's health screening requirements to prevent the spread of COVID-19. Proposals will be reviewed by Mike Lentz.

Standards for All Personal Interactions

1. Volunteers are on campus for scheduled volunteer activities only. Using St. Joseph the Worker spaces for socializing is not currently permitted, even outdoors.
2. Volunteers will practice social distancing and remain at least six feet away from any other person while on campus.
3. Volunteers will wear face masks whenever in public areas of the campus, as their role and responsibilities allow.
4. Volunteers will wash their hands with soap and water upon arrival and before departing, and before and after eating or after using the toilet, and will use hand sanitizer frequently, especially after touching their face, coughing/sneezing, etc.
5. Volunteers will be attentive to the surfaces and items they touch, keeping physical contact to a minimum as much as possible.
6. Volunteers will alert staff to any concerns or areas in need of cleaning.
7. Volunteers understand that each person has different parameters and standards for personal safety and will respect the wishes of others for distance and caution.
8. Volunteers will articulate their concerns directly and compassionately, should another party infringe upon their personal comfort zone. Clear but caring communication is appreciated. (i.e.: I would feel better if you would step back.)
9. Volunteers will accept redirection and concerns about personal safety with compassion and respect.

Reporting Misconduct

1. Please share with your volunteer supervisor, any staff person, or the receptionist on duty if you have concerns.
2. Staff will do their best to rectify the situation as quickly as possible.

St. Joseph the Worker Obligations for Volunteer Re-Engagement

Just as volunteers have obligations for the safety and well-being of themselves and others, The Church of St. Joseph the Worker has an obligation to its volunteers, staff and other constituents to be prepared as much as

possible before re-engaging volunteers and other people on campus. It is also important to establish criteria to help decide what is reopened versus what is kept virtual.

All volunteer activity will remain virtual until a proposal to return to the campus has been submitted to Mike Lentz for review, discussion and decision. The proposal must address why the ministry must be done in person on The Church of St. Joseph the Worker campus. It also must outline how social distancing will be maintained and how cleaning and disinfecting will be conducted.

Some considerations before re-engagement of volunteers on the campus include:

- 1) Availability of adequate physical space for volunteer meetings or workspace to accommodate proper social distancing.
 - a) The lower level is basically off limits at this time
 - b) We may need to set room capacities
 - c) This may mean that just a few rooms are available for groups of 10+, such as the Youth room, St. Joseph Hall, the church.

Note: Similar to our experience with our Zoom accounts, we may have a “rush” on these larger spaces and that could affect the ministries we are able to re-engage. Some ministries may need to stay virtual for longer because there aren’t adequate spaces to allow for proper social distancing.

- 2) Supplies, staffing and commitment to keep facilities clean between meetings/activities, and to provide cleaning supplies available for each space.
 - a) Hours of operation determined to be prudent with overhead costs.
 - b) The number of interested volunteers may exceed the number of actual volunteer opportunities as people are excited to re-engage.
- 3) How do we determine who can volunteer?
 - a) Need to make every effort to be fair, equitable and transparent in ways and methods used as volunteers are placed in volunteer roles.
 - b) St. Joseph the Worker Management is supporting virtual volunteer ministry but in person ministry is on hold through the summer months for the health and well-being of our staff, volunteers and visitors.
- 4) We commit to provide virtual opportunities for volunteering throughout all phases of this pandemic. This is especially important if/as we invite vulnerable populations to stay at home and refrain from volunteering.
 - a) Share resources and ideas for effective virtual ministry
 - i) What are others doing that could be replicated?
 - ii) Software and apps (Flipgrid video sharing, others)
 - iii) All Staff meeting for sharing and best practices discussion
 - b) Prepare and plan now for the possibility for a second wave of the pandemic later in fall.
 - c) Provide clear directions and expectations for
 - i) Staff
 - ii) Volunteers

Messaging

Safely Welcoming You Back to The Church of St. Joseph the Worker

The Church of St. Joseph the Worker is our spiritual home- a place of welcome. We want each person who enters The Church of St. Joseph the Worker to feel safe.

The Church of St. Joseph the Worker will follow all state health and safety guidelines and Archdiocesan directives.

You will see new practices and policies when you return. The policies will continue to change as we monitor the official guidelines. At The Church of St. Joseph the Worker we have also enhanced our regular cleaning practices.

All these new measures are to help you practice social distancing and stay healthy while at Mass.

Due to the pandemic, Archbishop Hebda has suspended the obligations to attend Sunday Mass. If you are in any of the high-risk categories, please do not attend Mass. Please participate via livestream from home to protect your own health.

Guidelines include:

- If you are ill, you should not attend or come to The Church of St. Joseph the Worker campus. People with any COVID-19 symptoms (cough, fever, shortness of breath, etc.) should not attend
- Attendance capacity will be limited to ensure social distancing and pre-registration will be required. (more TBD)
- Restricted access entrances/exits
- Limit movement flow within the church
- Practice social distancing – always maintain distance of 6ft
- Sanitize hands upon entering
- Wear mask throughout Mass
- No food or beverages served
- No passing of objects or physical contact between households
- No socializing after Mass

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

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

What to do when encountering Covid – Decision Tree

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

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

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

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html www.osha.gov/Publications/OSHA3990.pdf

