

COVID-19 Preparedness Plan for The Church of St. Wenceslaus

The Church of St. Wenceslaus is committed to providing a safe and healthy workplace/campus for all our employees and guests. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Leadership and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and on our campus, and that requires full cooperation among employees and leadership. Only through this cooperative effort can we establish and maintain the safety and health of our employees, guests and workplaces.

Leadership and Staff are responsible for implementing and complying with all aspects of this Preparedness Plan. The Church of St. Wenceslaus staff and volunteers have our full support in enforcing the provisions of this policy.

Our people are our most important assets. We are serious about safety and health for our people and keeping our workers working at The Church of St. Wenceslaus. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by holding regular Zoom and in-person meetings. All staff participated in developing the plan. 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 leadership and staff;
- management and supervision necessary to ensure effective implementation of the plan.

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

Employees 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 workers' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

We ask that all people who are sick or showing signs of sickness stay at home and not come to our campus. Employees who are sick must stay home and if they are experiencing symptoms ask that they please contact the COVID-19 Preparedness Administrator, Parish Business Administrator and/or priest. We also request symptomatic employees to be tested as soon as possible and to communicate the results to the COVID-19 Preparedness Administrator, Parish Business Administrator and/or priest. In the instance of a positive case, we ask that any worker in close contact with ill person to self-quarantine for 14 days and test negative before returning to on-site work. If the worker cannot make contact or communicate with the Business Office, a family member must make contact in their stead and update the Business Office with the employee's status daily.

Church of Saint Wenceslaus COVID-19 Preparedness Plan

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 plan should have the strong commitment of management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate.

The Church of St. Wenceslaus’ COVID-19 Preparedness Plan includes and describes how the Church of St. Wenceslaus 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 and workers necessary to implement the plan; and
6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

This document includes a COVID-19 Preparedness Plan that meets the criteria listed above.

Church of Saint Wenceslaus COVID-19 Preparedness Plan Administrator and Contact Information:

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The Church of St. Wenceslaus 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.

All full-time employees accumulate sick days according to parish handbook and policies. This leave may roll-over and accumulate from year to year. We follow FMLA guidelines in instances where that medical leave runs out.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

The Church of St. Wenceslaus has also implemented a policy for informing workers 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.

If exposure to COVID-19 occurs at The Church of St. Wenceslaus, any exposed employee will be required to quarantine for at least 14 days or negative COVID-19 test.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

In accordance with HIPAA guidelines workers' health status will not be shared with non-family members.

Handwashing

Basic infection prevention measures are implemented at our workplaces at all times. Employees 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 toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. We also have 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.

All bathrooms and kitchens have sinks with soap dispensers; these facilities are available to all staff. Hand sanitizer has been distributed to every regularly used room, both table-top and wall mount. Clorox Disinfectant wipes are also available.

Respiratory etiquette: Cover your cough or sneeze

Workers, 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, in particular, 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 workers and visitors.

Email and verbal communications regarding respiratory etiquette has been in place for some time. Cover your cough or sneeze reminder posters will be distributed throughout the campus.

Social distancing is being implemented in the workplace/campus through the following engineering and administrative controls:

The Church of St. Wenceslaus uses optional telework, flexible work hours, staggered shifts to reduce the number of employees in the workplace at one time; we have large offices and can maintain six feet of distance between workers; we have provided signage or instructions for employees and visitors; we will no longer ride share or carpool to work.

Employees who have concerns are invited to dialog with our COVID-19 Preparedness Administrator, Business Administrator or priest.

Employees, volunteers, and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other employee's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

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

Common areas will be cleaned before and after use with disinfectant: Clorox Wipes or the equivalent. In the case of an employee being diagnosed with COVID-19, their workstation will be disinfected with Hillyard Non-Acid Restroom Disinfectant/Cleaner. This is a CDC approved disinfectant.

Communications and training

This Preparedness Plan was communicated by email to all workers on May 29th and necessary training was provided. Additional communication and training will be ongoing through email, webinar, zoom or in-person meetings and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by tracking supplies. Leadership 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. Wenceslaus leadership and will be posted throughout the workplace 29 May 2020. It will be updated as necessary.

Certified by:



Fr. Eugene Theisen
Parochial Administrator