

COVID-19 Preparedness Plan for St. Mary of the Lake: Parish Life Center/School Building

Executive Order 20-40, issued by Governor 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. St. Mary of the Lake Catholic Church has developed this plan for the Parish Life Center/School Building in response to the Governor’s Executive Order.

St. Mary of the Lake is committed to providing a safe and healthy workplace for all our workers and has developed the following Preparedness Plan in response to the COVID-19 pandemic to honor that commitment. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace, which requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplace.

Management and workers are responsible for knowing, implementing and complying with all aspects of this Preparedness Plan. St. Mary of the Lake managers and supervisors have my full support in enforcing the provisions of this policy.

The safety, health and well-being of our workers is the main focus of this plan. We want our staff to be healthy and at work. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by sending everyone a draft of the plan by email, so that everyone has the opportunity to offer suggestions or ask questions. Our Preparedness Plan follows the guidelines of the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) 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;
- communication and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

I. Best practices to be followed by all employees to reduce spread of the virus

Work at Home

St. Mary of the Lake encourages all staff who can work from home to continue to do so.

Handwashing

Basic infection prevention measures have been implemented at our parish at all times. Workers 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 the work day, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands or use hand sanitizer prior to or immediately upon entering the facility. We 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 if necessary.

- Wash hands with soap and water upon arrival at St. Mary's and frequently while in the workplace.
- Hand sanitizer will also be readily available in every common area.

Respiratory etiquette: Cover your cough or sneeze

Workers 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.

Social distancing and Face Coverings

Social distancing is being implemented in the workplace through the following controls:

- A plexiglass shield has been installed at the front desk.
- People requested to keep a distance of 6 feet or more from others. For those in an office, please note that if you are sitting at your desk, six feet may be the door to your office.
- Staff members do not have to wear a mask in their office, at their desk or in their room. However, if you leave your workspace, even to go into the hallway, you must wear a mask.
- Staff are encouraged to provide their own face masks, but some disposable masks will also be available.
- Avoid in-person meetings, especially in small spaces / small offices. Use large meeting areas for essential meetings.
- Virtual meetings are encouraged. Zoom accounts are available for staff use.
- The staff lounge is not available for eating meals. Staff should eat in their office or outside or in a large open space.
- If you are meeting with a visitor in the building, then you and your guest are required to wear masks.
- Only people with appointments are invited to enter the Parish Life Center beyond the front desk area and employees should communicate our expectations to visitors in advance.
 - Ask them to sanitize their hands.
 - Take their temperature; if they have a temperature of 100.4 F or higher, they will be sent home and encouraged to monitor their health.
 - Wear face masks; if they don't have face masks, masks will be provided.
 - The receptionist will maintain a log of any visitors, vendors, and volunteers who come into our campus buildings, 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 St. Mary's for the protection of its staff and visitors.

Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using each other's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. If a staff member must use another staff member's computer and/or desk area, they are directed to sanitize the equipment and area.

II. Screening for the virus and what to do if you are sick

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

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 (see attachment A). The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- Employees are requested to monitor their health at home and take their temperature prior to coming to the building. If you have a temperature of 100.4 F or higher or have other COVID-19 symptoms, you must stay home.
- Your temperature will be taken when arriving at the Parish Life Center. We will have standing tablets the front desk area.
- Any employee with a temperature of 100.4°F or higher will be sent home, with instructions to self-monitor and stay home until they have received a negative COVID-19 test result or been cleared by their health care provider.
- Employees who are ill must contact Mary Scherping, Parish Administrator, to determine when they can return to the campus. Generally, employees with COVID-19 symptoms will be asked to quarantine at home for 14 days.
- In addition, employees must stay at home when a household member is 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.
- If the possibility of exposure to COVID-19 has occurred in the building, prompt identification and isolation of potentially infectious individuals is a critical first

step in protecting employees and others. St. Mary's will inform staff if an employee or their household member has been tested positive for COVID-19, without disclosing any identities (unless given permission to do so). COVID-19 cases will be reported to the Parish Administrator and Pastor and kept confidential. A private log will be kept by the Parish Administrator to track infections and help with contact tracing.

- An employee who has tested positive for COVID-19 will be asked to provide a list of individuals with whom they came in contact at St. Mary's over the past 14 days. Employees who have had close contact will be notified and asked to stay home and self-monitor for 14 days.
- Those who have had close contact, which is defined as closer than six feet for 15 minutes or more cumulative over a 24 hour period with an individual who has tested positive for COVID-19, should contact their healthcare provider for guidance. They will normally be required to quarantine for 14 days while monitoring for symptoms.

St. Mary of the Lake has leave policies for benefits-eligible staff. Please see our personnel policies for further information. Staff who need additional leave time because of COVID-19 should contact Mary Scherping.

III. Role of the maintenance department and every staff member re cleaning

Housekeeping

Regular housekeeping practices are being implemented, 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, elevator panels, railings, copy machines, etc.

- Generally, maintenance will be cleaning common areas but each employee is responsible for their own office or work space.

- In the event a worker is 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.

The parish has taken the following steps to make the workplace safe:

- Implemented a UV system in the HVAC Units in the PLC.
- Purchased a Disinfecting Electrostatic battery backpack sprayer for the church and PLC. The disinfectant kills anything and dries in 2-4 minutes.
- Made a clipboard for the PLC with a monthly schedule to check-off when areas are disinfected
- The PLC will be disinfected each day after everyone has left or early each morning before staff arrives.

IV. Communication and training of staff

This Preparedness Plan was communicated by email to all workers and necessary training was provided. Additional communication and training will be overseen by the Parish Administrator and provided to all workers who did not receive the initial training. Managers and supervisors must monitor how effective the program has been implemented. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by St. Mary of the Lake management and made available to staff. It will be updated as necessary.

Certified by:

Fr. Ralph Talbot
Pastor

Date

Attachment A: Screening Questions for Employees

Do you have:

- A new fever (100.4°F or higher), or a sense of having a fever?
- A new cough, shortness of breath, sore throat, chills, and/or muscle aches, that you cannot attribute to another health condition or activity?
- Nausea, vomiting, or diarrhea, that you cannot attribute to another health condition?
- Loss of sense to taste or smell?