

First Congregational Church COVID-19 Site Plan

During the current COVID-19 pandemic, First Congregational Church is taking steps to protect our congregation and staff, particularly the most vulnerable among us. We are committed to providing relevant, reliable information about the nature and spread of COVID-19, including symptoms and signs to watch for, as well as required steps to be taken during the outbreak.

We will follow the guidelines set forth by the State of Washington for phased reopening

The following has been created in response to the COVID-19 pandemic, to create work rules that will be implemented to promote safety through infection control.

First Congregational Church, in recommendation with best practices, has convened a COVID-19 Advisory Committee to delineate COVID 19 prevention, precaution, and response procedures to ensure the safety of staff, members, and members of the public with whom we may interact.

The below document outlines the current policies and procedures to ensure the safest workplace we can during the current COVID-19 pandemic.

I – Prevention Management: Preventing the Spread of COVID-19 in the Workplace

First Congregational Church will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as breakrooms, conference rooms, door handles, etc.

We ask all employees to cooperate in taking steps to reduce the transmission of COVID-19 in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. There are alcohol-based hand sanitizers throughout the workplace and in common areas.

II – Preventative and Restrictive Measures

By the recommendation from local, state, and federal health authorities, other preventative measures have been implemented which include:

- Encouraging sick employees to stay home and monitoring for sick employees
- Wearing masks
- Social distancing
- Utilizing remote work and meetings whenever possible
- Cleaning and sanitizing of equipment and common areas
- Providing adequate hand sanitizer, disinfectant cleaners, and PPE in multiple locations
- Minimizing of people traffic and congestion
- Placing signage based upon recommended guidelines
- Health questionnaire specifically related to infectious disease
- Cleaning and sanitizing of equipment and common areas
- Maintaining a contact tracing log of all persons, clients, and deliveries

All employees are expected to comply with the above preventative measures implemented for the safety of our staff.

The office manager shall be responsible for compliance with the preventative and restructure measures, as well as stocking and maintaining adequate PPE, hand sanitizer, soap, and disinfectant sprays for use by staff and others whose presence in the building is necessary for church operations.

A. Staying Home When Ill

During the current COVID-19 outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. If an employee is experiencing these symptoms, they must notify their supervisor. Currently, the Centers for Disease Control and Prevention recommends that people with COVID-19 symptoms remain at home until at least 48 hours after they are free of fever (100.4 degrees F or 38 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

B. Wearing of Masks

First Congregational Church will follow CDC guidelines and provide the proper masks and guidelines for usage which include:

- Anyone who enters the building should wear a mask. Additionally, we may request the use of gloves.
- When working alone in their office behind a closed door, masks need not be worn.
- Reusable masks should be disinfected or washed in hot water daily.
- Disposable masks shall be made available for anyone entering who does not have a mask.
- First Congregational Church will keep adequate supplies of cloth or disposable masks for anyone who may need one.

C. Onsite Temperature Monitoring

All employees and visitors must monitor for a temperature at or above 100.4 degrees F or 38 degrees C to prevent a possible exposure of an illness in the workplace.

Employees are required to take their temperature prior to coming to work each day.

First Congregational Church has obtained a touchless temperature monitor to implement onsite temperature monitoring based on CDC guidelines, best practices, and permissibility. Employees must take their own temperature before coming to work at First Congregational Church. If an employee does not have a thermometer for use at home, they should ask their supervisor for a First Congregational Church to supply them with one.

D. Health Assessment

All employees and other visitors to worksites must ask themselves the following specific health questions related to COVID-19 symptoms and potential exposure to the virus. Any person who indicates they have symptoms or have been exposed will not be permitted into the office.

- Have I had a fever at or above 100.4 degrees F or 38 degrees C in the last 24 hours?
- Do I currently have any of the following?
 - Cough
 - Difficulty breathing
 - Shortness of breath
 - Sore throat
 - Chills
 - Repeated shaking
 - Headache
 - Muscle pains
 - Loss of taste or smell
- Have I been exposed to anyone, including family members, in the last 14 days who had these symptoms?

E. Isolation Due to Exposure, Possible Exposure, or Illness

Employees who have been exposed, potentially exposed, or become ill due to COVID-19, will be required to isolate for the CDC recommended number of days before returning to the worksite. Employees are required to notify First Congregational Church immediately upon potential exposure.

F. Social Distancing

First Congregational Church has implemented social distancing measures, based on best practices and CDC guidelines, to further prevent the spread of COVID-19. First Congregational Church has taken the following social distancing measures:

- Employees must stand 6 ft. from each other whenever possible
- Scattered breaks and lunches
- No gatherings of more than 6 in a room
- Remote work and remote client meetings whenever reasonable

G. Remote Work

Temporary remote work has been implemented for positions where being onsite is not necessary for the work to be done. First Congregational Church will review the needs of the business and follow CDC and government authority guidelines when determining what positions will work remotely, and when to bring employees back into the office.

H. Contact Tracing

In the event an employee tests positive or was exposed to COVID-19, the employee is required to inform First Congregational Church of other employees they have been in close contact with per CDC guidelines. If the employee tested positive for COVID-19,

First Congregational Church will immediately notify those employees who were in close contact that they have been potentially exposed and they will be required to isolate for the recommended number of days prior to returning to work.

I. Cleaning and Sanitizing of Equipment and Common Areas

First Congregational Church has implemented the following enhanced cleaning and sanitizing protocols of equipment with common touchpoints:

- The office manager & custodian shall be responsible for ensuring adequate cleaning and sanitizing supplies
- First Congregational Church has created a cleaning schedule of heavy touchpoints and common areas (conference rooms, door handles, kitchen areas, etc)
- CDC recommended bleach water mix used for sanitization. Clorox or alcohol wipes are also available as needed. First Congregational Church has provided the recommended solutions at several places within the office for easy use

III – Signage

To facilitate awareness and compliance, signage has been placed to inform employees of all changes or restrictions for:

- CDC best practices
- Social distancing requirements
- PPE Requirements
- Daily health assessment

IV – Onsite Outbreak Management

A. Procedure Upon Confirmation of Contact

When there is a confirmed case of COVID-19 and exposure at First Congregational Church, we will take the following course of action to mitigate potential concerns and ensure business continuity.

Step 1: COVID-19 Advisory Committee will immediately assess the situation based on available information and implement a course of action to minimize the risk of spreading the virus to others.

Information to be considered will include:

- The date the affected employee was last in the office.
- What work area(s) that employee had contact with during past 2 weeks.
- Any employee that was in “close contact” with the person during the past 2 weeks. Close contact as defined by the CDC.
- PPE that was being utilized by infected employee and employees that were in close contact.
- Last time area/dept was cleaned/sanitized.
- Community related information
 - Number of cases and trends within local community
 - Availability of tests and time for test results to be available

Based on the above, the COVID-19 Advisory Committee will determine who needs to be contacted, which work areas, if any, need to be shut down, which areas need to be cleaned/sanitized and when employees can be expected to return.

Examples:

- A. *If infected person has not been in the office or has been working remotely, the risk of exposure will be lower and may not require any areas to be closed or require additional cleaning.*
- B. *If infected person was in close contact with a larger number of employees and had contact with employees across multiple areas or times, the risk of exposure may be higher and more areas would need to be closed and sanitized.*
- C. *If infected person was wearing proper PPE and did not have “close contact” with any employees, the risk of exposure will be lower.*

Step 2: The COVID-19 response team will communicate to employees the following information.

- That we had a positive case
- Any employee who was in “close contact” with the infected person will be notified and asked to self-isolate.
 - Given availability, testing may be requested (employee to review with healthcare provider).
- Which areas, if any, will be closed or require additional cleaning & sanitizing.
- When we expect to re-open any impacted areas and when employees can return to work

Step 3: The COVID-19 response team will determine the following:

- If areas were closed when employees can safely return to work.
- What preventative and restrictive controls will be implemented prior to returning.

B. Procedures for Returning to Work After Confirmed Contact

Upon return, employees will be required to follow all implemented preventative and restrictive controls put into place by First Congregational Church which may include any of the controls noted in Section II.

V – Travel Protocols for Personal Travel

If an employee chooses to travel to an area that is considered high risk or during a time when travel for personal reasons is not recommended by the CDC or government authorities, First Congregational Church expects the employee will continue to use best practices, including wearing PPE during travel, practicing appropriate social distancing and adequate handwashing procedures.

An employee who chooses to travel to an area that is considered high risk is required to disclose the travel to First Congregational Church. Upon return, First Congregational Church may

require the employee to quarantine for a recommended number of days prior to returning to on-site work.

VI – Managing Onsite Visitors/Clients

The church building will be closed for all uses except essential ministry related activities. All building access must be scheduled through the church office.

All who access the building will be required to follow First Congregational Church's preventative and restrictive controls to enter our office. This will include the following:

- Temperature monitoring (for all visitors except deliveries to the front)
- Social Distancing
- Voluntary Health Questionnaires (orally or written)
- Related PPE required at the time (masks, gloves, etc.)

VII – Retention of Records

All data related to a health questionnaire and/or temperature monitoring will be kept confidential.

All records of cleaning area schedules, records of contact tracing of those entering the office or other records related to COVID-19, will be kept with the office manager.

No records kept in conjunction with COVID-19 procedures and precautions shall be available for public inspection, and shall only be produced in accordance with a court ordered subpoena and consistent with the Constitution of the United States and the Constitution of the state of Washington, as well as other applicable federal and state laws, unless it is determined by the Site Supervisor and Senior Leadership that the records may be produced.

The office manager and/or the Lead Pastor reserve the right to redact any personal or confidential information from any records related to COVID-19 prior to production.

The office manager, in conjunction with the Lead Pastor, reserve the right to dispose of any records which are greater than 45 days old in which no COVID-19 related incidents or concerns existed.