



Mill City Church COVID-19 Preparedness Plan Quincy Hall | 2020

Mill City Church is committed to providing a safe and healthy workplace for all our staff. We have therefore developed the following Preparedness Plan in response to the COVID-19 pandemic. Supervisors 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 that requires full cooperation among us.

All staff are responsible for implementing and complying with all aspects of this Preparedness Plan. Mill City Church supervisors have full support in enforcing the provisions of this policy. We are serious about safety and health and keeping our staff working at Mill City. If you have suggestions or concerns about the following plan, please contact Lead Pastor, Stephanie O'Brien.

Our Preparedness Plan follows guidelines from the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) and federal OSHA standards related to COVID-19, and it addresses the following:

- 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
- management and supervision necessary to ensure effective implementation of the plan

Screening & Policies for Those Exhibiting Signs & Symptoms of COVID-19

All church staff and participants are urged to **self-monitor** for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess the health status of everyone prior to entering a church building, and for staff to report when they are sick or experiencing symptoms.

- Anyone at high risk is urged to continue to worship from home.
- Upon arrival at Quincy Hall, or any other church gathering space, all staff and volunteers must wash their hands. Hand-sanitizer will also be provided. The use of hand sanitizer is encouraged for all participants upon arrival.
- At off-site events and/or gatherings, each staff member and volunteer will have their temperature taken with a thermal thermometer. Those exhibiting a fever (100.4°F or higher) will not be admitted to the event and will be asked to return home.
- All participants will sign in when they visit a worship service at Quincy Hall. This information will be used in the event a positive case of COVID-19 is reported from that event date.
- Per CDC guidelines, upon arrival, all staff and volunteers must complete a health screening questionnaire and record their arrival and departure times.

- The health screening questions are the following:
 - Do you have a new fever (100.4°F or higher) or a sense of having a fever?
 - Do you have a new cough that you cannot attribute to another health condition?
 - Do you have new shortness of breath that you cannot attribute to another health condition?
 - Do you have a new sore throat that you cannot attribute to another health condition?
 - Do you have 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)?
- In Quincy Hall, all participants must wear a face mask or face covering that covers both the nose and mouth. All staff and volunteers must wear masks when interacting with the public.
- Any staff member or volunteer experiencing COVID-19 symptoms once at Quincy Hall will be isolated to the nearest enclosed room until they can be sent home. All areas infected by the individual will be fully sanitized before anyone will be allowed in those areas again. Where appropriate, others will be notified of potential exposure.

Hand-washing

Basic infection prevention measures are being implemented. All are instructed to wash their hands for at least 20 seconds, with soap and water.

Respiratory Etiquette: Cover Your Cough or Sneeze

All will be 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. Face masks should not be removed while coughing or sneezing. Respiratory etiquette will be demonstrated on posters.

Social Distancing

Social distancing is being implemented in Quincy Hall through the following:

- Anyone experiencing symptoms will be encouraged to stay home.
- Social distancing measures will be put into place across Quincy Hall, maintaining 6ft distances between chairs, tables, and persons.
- Staff and volunteers will encourage and monitor social distancing compliance.

Housekeeping

Regular housekeeping practices are being implemented. Disinfecting products will be made available for all participants to self-sanitize their chair before and after use. Common surfaces will be disinfected and sanitized before and after the worship service.

Communications and Training

This Preparedness Plan was posted to our website for the public on September 8, 2020.. As needed, additional communication and training will be ongoing.

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

Hand-washing

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