



COVID-19 Preparedness Plan

Revised August 12, 2020

This Plan is in effect until guidelines for places of worship and/or workplaces are changed by the official entities listed below. At that time, the Plan will be re-evaluated and updated as needed.

Trinity Church is committed to providing a safe and healthy environment for our staff, leadership, volunteers, and congregation (everyone). To ensure we have a safe and healthy environment, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our facility and communities, and that requires full cooperation from everyone. Only through this cooperative effort can we establish and maintain the safety and health of everyone who enters Trinity's facility.

Staff, leadership, and volunteers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. We encourage everyone to ask questions, raise safety and health concerns, and offer suggestions related to the plan and its implementation. This Plan will be distributed to staff, leadership and volunteers; posted in the workroom behind the main office; published on Trinity's website; and available in Trinity Connect in the Trinity Family group.

Involvement from others is essential in developing and implementing a successful COVID-19 Preparedness Plan. Staff have been involved in this process through a staff survey, meetings, and discussions; Elders have been involved through meetings and discussions; a survey of the congregation has been conducted. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for places of worship, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable Minnesota Executive Orders.

Even as things begin to open up, it is still very important for everyone to continue taking steps to slow the spread of COVID-19. This includes staying home when you are sick, washing your hands often, keeping at least 6 feet of space between people, and wearing a mask or cloth face covering when you are not able to keep at least 6 feet of space between people.

People who are age 65 years and older and people with underlying medical conditions are at higher risk for severe illness from COVID-19. Those in a high-risk category or who are uncomfortable being in a large group, should stay home and continue to join the Trinity gatherings and other events online.

In Person Gatherings

For all in person gatherings the following guidelines must be followed:

1. Those in high risk categories, or those who are uncomfortable being in a large group, are encouraged to stay home and continue participating online
2. Gatherings reduced to 50% capacity and max occupancy of 250 people per self-contained area
3. Self-screen before arriving based on CDC guidelines as outlined below; if you are sick, stay home
4. Staff, leaders, and volunteers will complete an online health screening before entering the facility
5. Maintain at least 6 feet of distance from others, including entering, exiting, restrooms, etc.
6. Face masks are required in compliance with MN Executive Order 20-81
 - a. Exceptions: Children who are 5 years old and younger; worship team and pastor/speaker on the platform; those with a medical or mental health condition or disability that makes it unreasonable for them to wear a mask; other exceptions listed in the Executive Order
7. Hand sanitizer stations available at each entrance and throughout the facility, use upon entering
8. Cover coughs and sneezes, immediately wash hands and/or use hand sanitizer
9. Informational posters placed throughout the facility
10. Interior doors propped open when possible to minimize frequently touched surfaces
11. Reduced seating to allow social distancing between families
12. Refrain from physical contact (handshakes, hugs, etc.)
13. Reduced restroom capacity to allow for social distancing
14. Available in the Trinity app (TrinityChurchMN) or on Trinity's website (www.trinitychurchmn.com):
 - a. Online giving
 - b. Connect Cards
 - c. Sermon notes
 - d. Submit prayer requests
 - e. Information on upcoming gathering and events
 - f. Employee and Volunteer Health Screening Checklist in the Trinity app
15. Tithes and offerings may be given online, or dropped in the basket as you leave the gathering
16. Communion distributed in prepacked servings
17. Food and beverages should not be shared communally; drinking fountains are turned off
18. Refresh Café requests contactless payment only; staff will wear face masks; no self-serve coffee
19. Facility cleaned and high-touch areas sanitized before the next gathering
20. If you are in the facility and suspect you are experiencing COVID-19 symptoms immediately leave, or if you are unable to leave inform staff or a volunteer and be isolated in the prayer room until you can leave. Masks and gloves are available in the prayer room and in first aid kits.
(Staff or volunteer: follow the "Steps for COVID-19 symptoms at Trinity" document)
 - a. Communicate symptoms and movement track of the day with the Operations Director, or her designee
 - b. You are encouraged to be tested as soon as possible. If positive, Trinity will follow Public Health guidance as to next steps. Names will not be released without written permission.
 - c. Do not return to the facility for at least 10 days, and for 24 hours with no fever (without fever reducing medicine) and improvement of respiratory symptoms (cough, shortness of breath) whichever is longer

Everyone who is sick needs to stay home

Everyone must assess their health status prior to entering the facility; staff and volunteers must complete an online health screening, if yes is answered, they will not enter the facility.

1. **Before entering the facility, everyone will personally ensure they are not experiencing any COVID-19 symptoms** as identified by the CDC or MN Dept. of Health -
<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>;
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
 - a. Fever or feeling feverish; Chills; A new cough; Shortness of breath; A new sore throat; New muscle aches; New headache; New loss of smell or taste; Other symptoms as identified by the CDC or MN Dept. of Health
2. **Staff**
 - a. If they are in the facility and suspect they are experiencing COVID-19 symptoms:
 - i. Immediately leave the facility, or if they are unable to leave, report to and be isolated in the prayer room until they can leave
 - ii. Communicate symptoms and movement track of the day with the Operations Director, or her designee
 - iii. Sanitizing of common areas and their workspace will be completed as soon as possible
 - iv. Once home, they will daily update the Operations Director, or her designee
 - v. Encouraged to be tested as soon as possible. If positive, Trinity will follow Public Health guidance as to next steps.
 - vi. Will follow the Minnesota Department of Health guidelines before returning to work: <https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf>
 - b. Will stay home if they experience any COVID-19 symptoms or test positive for COVID-19, a family member or person they have been in close contact with experience any COVID-19 symptoms or test positive for COVID-19, or is at risk for higher susceptibility to becoming infected from or experiencing adverse effects from COVID-19.
 - i. When at home, they will daily update the Operations Director, or her designee
 - ii. Will follow the Minnesota Department of Health guidelines before returning to work: <https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf>
 - c. Staff leave policies promote staff stay home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household.
 - i. Additionally, The Families First Coronavirus Response Act (FFCRA) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. FFCRA details are available here - <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>.
 - d. Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented, allowing staff to work remotely at this time.

- e. Notification:
 - i. If staff have been exposed to a person with COVID-19 at the workplace they may be required to stay home and quarantine in accordance with official guidelines.
 - ii. In the event of exposure, all staff will be informed by email. In addition, the infected staff member's name, health status and health information will not be shared unless they give permission in writing.

Social distancing – maintaining six feet of physical distancing

Social distancing will be implemented and maintained between everyone as much as possible through the following engineering and administrative protocols:

1. **In person gatherings:**
 - a. See "In Person Gatherings" section above
2. **Staff during the work week:**
 - a. Maintain at least 6 feet of distance from others, including during meetings, lunch, etc.
 - b. Face masks are required unless working alone in a private space
 - c. Limit conversations in smaller spaces (office hallway, workroom, etc.)
 - d. Reduce workroom occupancy to two people at a time if possible
 - e. Gloves and face masks are available upon request
 - f. Deliveries are to be accepted by contactless means whenever possible or keep an adequate distance between you and the delivery person
 - g. If your responsibilities allow, work from home if you are uncomfortable working in the building

Hygiene and source controls

Hygiene and source controls are always being implemented at our facility.

1. Before entering the facility, everyone will personally ensure they are not experiencing any COVID-19 symptoms as identified by the CDC or MN Dept. of Health
2. Staff, leaders, and volunteers will complete an online health screening before entering the facility
3. Maintain at least 6 feet of distance from others
4. Hand sanitizer stations are located inside the entrances and throughout the facility
5. Everyone is asked to use hand sanitizer or immediately wash their hands upon entering and to wash their hands frequently
6. Informational posters are placed throughout the facility
7. Face masks are required unless staff is working alone in a private space
8. Gloves and face masks are available upon request
9. Cover coughs and sneezes, wash hands immediately and/or use hand sanitizer
10. Staff have access to cleaning products for their workstation or high touch areas
11. Facility staff and/or others are routinely cleaning and sanitizing high touch areas
12. Facility cleaned and high-touch areas sanitized before the next in person gathering

Facility protocols

1. Building and ventilation

- a. As the facility was never completely closed, no special startup protocols are in place
- b. HVAC system receives routine filter changes and regular maintenance
- c. Water fountains have been turned off; sanitation will be completed before turning on
- d. Refresh Café and kitchen equipment received periodic maintenance based on manufacturer recommendations and food safety sanitizing protocols

2. Cleaning and disinfection

- a. Facility has a regular and thorough cleaning schedule, including extra sanitation during flu season and during the COVID-19 pandemic
- b. Since the last in person gathering on March 11, the entire facility has been cleaned
- c. Facility will be thoroughly cleaned after each gathering, with frequent sanitizing of high-touch areas
- d. Staff have been instructed that personal equipment should not be shared and, if shared, should be disinfected between users

3. Deliveries and vendor interaction

- a. Deliveries are to be accepted by contactless means whenever possible or keep an adequate distance between you and the delivery person
- b. Maintain social distancing guidelines when interacting with vendors, etc

Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated on June 11, 2020 to all staff at a meeting, and the necessary training will be provided prior to Trinity's first in person gathering. A copy of the plan is posted in the workroom, was emailed to staff and leadership, and is available in the Staff Resources folder in SharePoint. The Executive Team will monitor how effective the program has been implemented by discussing on a weekly basis and seeking staff, leadership, and volunteer feedback. The Executive Team and staff are to work through this new program together and update the training, as necessary. This COVID-19 Preparedness Plan has been certified by Trinity Church and was posted throughout the workplace on June 11, 2020. It will be updated, as necessary.

The plan is available to the congregation on the "Connecting During COVID-19" page on Trinity's website, in Trinity Connect on the Files tab in the Trinity Family group, linked in the Weekly Email prior to Trinity's first in person gathering, and posted in Trinity's workroom.

Certified by:
Cindy Mason
Operations Director