COVID-19 Preparedness and Response Plan for First Presbyterian Church Kasson, Minnesota July 2020

Why is this plan being developed? The Minnesota Department of Health implemented Stay Safe MN Phase III on June 15, 2020. It states that in order to host in-person services at places of worship, they must develop and implement a COVID-19 Preparedness Plan. The plan must be evaluated, monitored, executed and updated under the supervision of Session by appointed Plan Administrators.

This plan was developed to support implementation of public health activities required to minimize the spread of COVID-19 at First Presbyterian Church in Kasson, Minnesota. It has been developed with guidance from the Center for Disease Control and Prevention (CDC), the Minnesota Department of Health, Presbytery of the Twin Cities Area, Parish Nurse, the COVID-19 Subcommittee and First Presbyterian Church Session.

A COVID-19 Subcommittee was established to review current research and make recommendations to the First Presbyterian Church Session. The committee members included Pastor Amanda Mackey; Gayle Kaufeld, Elder; Sue Alberts, Deacon; Amanda Frodermann, Parish Nurse; Jane Heser, Custodian.

Approved and Adopted by:

The Session of First Presbyterian Church

Date: July 27, 2020

Plan Administrators:

Pastor Amanda Mackey

Amanda Frodermann, Parish Nurse

First Presbyterian Church Plan

The First Presbyterian Church in Kasson, Minnesota is committed to providing a safe and healthy facility for our staff, members, and visitors. This plan was developed in response to the COVID-19 pandemic to ensure we implement strategies and procedures to preserve public health. It is expected that the entire church will have a role in implementing this plan to avoid transmission of COVID-19 within our facility and our community that would result in a disruption to our mission. Therefore, all persons in our facility will be expected to comply with all aspects of this plan. Our current church leadership supports efforts to enforce the provisions of this plan.

This plan has been developed with church staff and members through careful research and prayerful consideration. Guidance and recommendations from the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health, Presbytery of the Twin Cities Area, and our First Presbyterian Church Session with recommendations from the COVID-19 Subcommittee, have been incorporated into the plan as appropriate including:

- Hygiene, cleaning, and disinfecting;
- Prompt identification and isolation of sick persons;
- Controls for social distancing;
- Housekeeping, including cleaning, disinfection and decontamination;
- Communications and training that will be provided to persons on-site; and
- Management and supervision necessary to ensure effective implementation of the plan.

This preparedness and response plan assumes the following:

- 1. The First Presbyterian Church in Kasson, MN will follow guidance from the Minnesota State Governor, the Minnesota Department of Health, and the Presbytery of the Twin Cities Area.
- 2. The First Presbyterian Church in Kasson, MN personnel will fall into different disease risk categories and decisions for return to the facility will be made in accordance with medical and public health guidance for risk stratification (e.g. age, health status). The First Presbyterian Church's role is not to determine the risk level of individuals; rather the church leadership should ensure that individuals can make their own informed choices and be supported.

- 3. Based on age alone, the majority of active congregants of the First Presbyterian Church in Kasson, MN fall into the category described by the CDC as being at high risk for serious infections from COVID-19 if they contract the virus.
- 4. The First Presbyterian Church Personnel Committee is contacting all church staff monthly to assess current roles, define expectations and reevaluate the on-site responsibilities.
- 5. The First Presbyterian Church in Kasson, MN resumption of activities will occur in a phased approach and comply with established guidance provided in this plan.
- 6. The COVID-19 situation changes frequently as new information becomes available and the First Presbyterian Church in Kasson, MN will remain adaptable and nimble to this dynamic environment. The baseline level of risk for those working and using our facility will change as restaurants and retail businesses reopen, schools reopen, etc., requiring a reassessment of what level of resumption and precautions are appropriate.
- 7. Those functions that can practically stay at home to complete work will do so until First Presbyterian Church in Kasson, MN is fully opened. Our goal of minimizing large gatherings and protecting our congregation and facility is based on research and public health considerations.
- 8. Social distancing, wearing of masks or other appropriate PPE, hand-washing, and disinfection of surfaces are key factors to reducing the transmission of the COVID-19 virus.
- 9. Large gatherings are unlikely to be safe over the next several months. Worship services and Thursday Devotionals led by Pastor Amanda are on our Facebook page at https://www.facebook.com/PresbyKasson Session meetings, committee meetings, work groups and informal gatherings are encouraged to use Facetime, Skype and Zoom as alternatives to face-to-face meetings.
- 10. Personal responsibility is key to safe operations and the avoidance of disease transmission. Educational materials have been posted on entry doors and bulletin boards for staff, members, and visitors to our facility and will be updated as new information becomes available.

COVID-19 Plan Development

The COVID-19 church plan has been adopted by the First Presbyterian Church Session and Pastor/Moderator Amanda Mackey, who are responsible for implementation of this plan. All staff and church members are welcome to direct their concerns to the Plan Administrators, Session and/or Pastor. Infection control and occupational safety and health plans will apply to anyone working in or visiting the church (e.g., all staff, members, and visitors).

- The Session, through the COVID-19 Subcommittee, has actively reviewed current state and local guidelines and public health information to make sure we are following relevant
- and up-to-date information concerning the virus. These include but are not limited to the following documents:
 - <u>https://www.cdc.gov/coronavirus/.2019-ncov/community/.disinfecting-building-fa</u> <u>cility.html</u>
 - Minnesota Department of Health: Stay Safe MN: Guidance for Gathering: Faith-based Communities, Places of Worship, and Ceremonies.
 - Values-based Discussion Guide for Presbytery of the Twin Cities Area Churches: Making decisions about in-person meeting
 - Stay Safe MN, Industry Guidance for Safely Reopening. Faith-Based Communities, Places of Worship, Wedding, and Funerals
 - Returning to Public Worship Theological and Practical Considerations; Presbyterian Church U.S.A.
- Church leadership is aware of and will follow all applicable regulations and public health agency guidelines.
 - CDC Coronavirus (COVID-19) www.cdc.gov/coronavirus/2019-nCoV
 - CDC Resources for businesses and employers www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-emplo yers.html
 - CDC General business frequently asked questions www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html
 - Federal OSHA www.osha.gov
 - o www.cdc.gov/handwashing/when-how-handwashing.html
 - o www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
 - o www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

- www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.ht ml
- www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.ht ml
- www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfec tion.html
- o www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
- o www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
- www.osha.gov/Publications/OSHA3990.pdf
- Facility assessments to identify COVID-19 risks and prevention strategies will be done periodically as part of sound occupational health and public health practice. This plan will be reviewed weekly by the Plan Administrators to ensure effectiveness and will report to Session.

Facility Public Health Measures

Log Book Sign In

We recognize that everyone has a vested interest in our church facility. For this reason, we ask that you record your name, date and time of arrival to the church in the Log Book provided at either entrance to the church. By entering your information, we are better prepared to maintain the cleanliness of the church. In addition, should the need arise, we can contact individuals of possible COVID-19 exposures.

Infection prevention measures have been implemented in accordance with public health guidance and best practices. Information has been posted as to the procedures to be adhered to upon entering the church. Additional and more comprehensive information is posted on the Parish Nurse bulletin board and the Pastor's Posts bulletin board.

Parish Nurse

The First Presbyterian Church in Kasson, MN receives guidance from our Parish Nurse, Amanda Frodermann, who provides timely public health information, accurate advice and consultation to church staff and membership. The Parish Nurse bulletin board contains information on COVID-19 spread, risk factors, prevention measures, and mask wearing in addition to local public health resources and contact information.

Pastor's Posts Bulletin Board

The Pastor's Post bulletin board is updated regularly with contact information and local events. Current information from the Minnesota Department of Health; Stay Safe MN resources, guidance and recommendations were utilized by the COVID-19 Subcommittee in their prayerful decision making process.

Hand-washing

Anyone entering the church facility should use recommended hand-washing procedures. Hand sanitizer dispensers (greater than 60% alcohol) can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Hand sanitizers are located at both entrances, and outside the kitchen area.

- "Clean Your Hands!" posters are located in each restroom.
- Custodial staff are checking and replenishing soap dispensers, paper towels, and hand sanitizer stations regularly.

Respiratory Etiquette

Everyone is asked to <u>cover their mouth and nose with their sleeve or a tissue</u> when coughing or sneezing and to avoid touching their face—in particular their mouth, nose, and eyes—with their hands. Tissues should be disposed of in the trash and individuals should wash or sanitize their hands immediately afterward. Respiratory etiquette reminders appear on entryway posters. Tissues and trash receptacles are readily available throughout the church and at both entrances.

Mask Wearing

Anyone entering the church building is expected to wear a cloth face covering (mask). Masks are provided at both entrances or individuals may bring their own mask. Mask wearing recommendations are found on the Minnesota Department of Health guideline posted on the Parish Nurse bulletin board and church entrances.

Social Distancing

Everyone entering the facility is asked to practice social distancing according to public health guidance and best practices which advises staying six feet (2 arm lengths) away from others.

Protecting our church staff is the responsibility of every church member. In the Office Hallway, floor indicators and signage alert visitors to stop and announce their presence before entering into Pastor Amanda's office through the secretarial office. When visiting with our secretary, observe the six foot distancing as indicated on the floor. Masks should be worn during all person-to-person contacts or when social distancing is not possible.

In the Building

Everyone is required to wear a mask at all times. Staff, members, and visitors will avoid gathering in groups and in confined areas where six feet separation cannot be maintained,

especially in the church office. Masks may be removed when staff are in their personal offices and where six feet of separation is feasible.

- In areas where shared workspace is in use, sanitizing wipes are available to clean prior to and after use, disposing of wipes in the trash.
- Church staff and members will avoid using anyone else's personal protective equipment, phones, computer equipment, desks, copy machine, office equipment, or other personal work tools and equipment. Proper wiping of shared office equipment should be done prior to and following each contact.
- Maintaining social distancing or mask wearing is required when gathering in common spaces including the fellowship hall and sanctuary. Indicating the space that a visitor will occupy on the entry log book will aid in the proper sanitizing of that space, however it is up to the individual using the space to properly sanitize following their usage.

Housekeeping

Regular housekeeping practices are being enhanced by the First Presbyterian Church in Kasson, MN custodians in accordance with <u>CDC guidance</u>. Frequent cleaning and disinfecting in high-touch areas (e.g. door handles, railings) will occur on a weekly basis or more frequently as indicated in the entry log book.

- Custodial staff are provided with CDC guidance on proper cleaning.
- All cleaning products meet U.S. Environmental Protection Agency (EPA) requirements.
- If there is a confirmed positive case reported, the custodial staff will coordinate cleaning and disinfecting in accordance with the CDC.
- Custodial staff will weekly clean public spaces such as entrances, restrooms, door handles, handrails, and more frequently if deemed necessary.

Screening, Exposure, and Illness Policies

The First Presbyterian Church in Kasson, MN will notify all staff of screening protocols, self-monitoring guidelines, and policies for staff exposed or exhibiting symptoms. All COVID-19 related updates will be immediately relayed to staff.

The First Presbyterian Church in Kasson, MN has leave policies that encourage staff to stay at home when they are sick, when household members are sick, or when they are required by a healthcare provider to isolate or quarantine themselves or a member of their household. These policies include:

- Family Medical Leave Act
- Family First Coronavirus Response Act Emergency Paid Sick Leave (Federal)

Questions on leave policies should be directed to the First Presbyterian Church in Kasson, MN church Personnel Committee.

Employee Self-Screening for those Working On-Site

Staff members should conduct self-monitoring for signs and symptoms of COVID-19. Symptoms of the virus often include but are not limited to fever, cough, and shortness of breath. Information on COVID-19 signs and symptoms are available at the <u>CDC website</u> and posted on the Parish Nurse bulletin board.

- Employees exhibiting symptoms should not come into the church.
- They should stay home and seek guidance from their healthcare provider.
- They should report their illness to Head of Staff, Pastor Amanda Mackey.

Confirmed Cases

If a COVID-19 case is confirmed in a staff member or in a member of their household or has direct exposure to confirmed COVID-19, the staff member will be asked to remain at home and considered to be in quarantine for no less than 14 days. A facility assessment will begin to determine what additional public health and cleaning measures should be implemented.

A Plan Administrator will work with public healthcare officials to inform church members if they have been exposed to a person with COVID-19 in our facility, and local health officials will provide instructions regarding staff self-quarantine measures.

Consistent with compliance with the Health Information Portability and Accountability Act (HIPAA), staff member's health status and health information will be protected.

Communications and Training

This preparedness and response plan will be shared with the First Presbyterian Church congregation through direct mailing to each member household. Additional clarification and training is available to staff and persons using the facility by contacting a Plan Administrator.

- Return to Work Training will be available upon request from the individual
 - Topics should include but not limited to: Personal Protective Equipment, disinfection measures, social distancing protocol, COVID-19 signs and symptoms

information, return-to-work policies, self-monitoring practices, signage, time-off options and all other COVID-19-related safe workplace changes.

- Local public health officials will be consulted as necessitated.
- Enhanced Cleaning will be initiated by the custodial staff
- Use of the facility by visitors outside the congregation will be individually evaluated by the Session which is invited to consult with a Plan Administrator for updates prior to granting final approval.

Facility Use

The First Presbyterian Church in Kasson, MN serves as a gathering place for congregation and community members. Gathering purposes in the congregation include: congregational work, support of missions, celebration events, community meeting, and social engagements. Use of the facility will be based on the phases of this plan and align with state guidance and policies.

Any group that would like to use the facility while this plan is operational must request use using the Community Request for Building Use form (Appendix A). Each request will be reviewed by a Plan Administrator with recommendations to the Session for final decision.

If approved, each group utilizing the facility will be required to:

- Review training and terms of usage provided by the First Presbyterian Church in Kasson, MN
- Share the First Presbyterian Church facility rules with participants
 - Conduct appropriate social distancing
 - Wear masks
 - Wash hands
 - Cover your cough
- Take attendance to include name and contact information

No member of the congregation or community may use the facility until they have received approval from the First Presbyterian Church Session.

Resources

Appendix B provides a list of resources to support the church's decisions and activities during the COVID-19 pandemic. Additional resources will be furnished upon request and are posted on bulletin boards in the fellowship hall.

The First Presbyterian Church Phases

The purpose of this phased approach is to provide guidance and direction for activities at the church. The disease progression isn't known and there may be times where the First Presbyterian Church in Kasson may need to move back and forth between phases. Church guidelines will be reviewed regularly and adjusted accordingly. Content in the table below is provided as a guide and is subject to change. The Session of First Presbyterian Church in Kasson will evaluate and adjust its policies accordingly based on state guidance, association/affiliation guidance, local circumstances and input from the Plan Administrators.

| External Conditions | Church Activities |
|---|---|
| Phase 0: Hibernation - March 12 -24 | |
| External Conditions: | • Assess risk to staff and congregation |
| Cases presenting in the state with limited community spread and testing is limited. | • Meet with church Session to determine facility hibernation plan |
| Criteria (for phase): | Cancel or postpone facility onsite activities |
| Government and organization leaders are | • Plan for social distancing activities |
| initiating plans for social distancing. | • Meet with staff and initiate plan for hibernation activities |
| Phase 1: Stay at Home - March 25 – May 31 | |

| External Conditions: | Worship |
|---|---|
| Government Orders for communities to stay at home. Disease spread is occurring in the community and hospitalization is increasing. Testing is limited and there are widespread PPE shortages. | • Worship services cease except for online Holy Week services and Pastor Carl's farewell service. |
| | • Recording in the sanctuary is limited to critical worship leaders while maintaining at least 6 ft of social distancing. |
| May 27 - Governor approves places of worship may meet at 25% capacity if they adhere to social distancing and other public health guidelines. Executive Order: 20-62, section 1. see also Executive Order 20-56, section 4. | DVDs are made and delivered to members if desired. |
| | • Life celebrations (weddings, funerals, baptism) are postponed. |
| | Activities on-site |
| Criteria (for phase): | • Church staff hours and duties are adjusted |
| Government issues to stay at home orders. | • Staff may return to the facility with limited access. |
| | • Bible studies and small groups will meet online. |

Phase 2: Sunrise – June 1 – Pastor Amanda Arrives!

External Conditions:

Case counts are continuing to increase.

Local availability of testing has increased, contact tracing is in place and PPE is available for social distancing purposes (e.g. cloth masks).

June 10- Governor approves places of worship may meet at 50% capacity if they adhere to social distancing and other public health guidelines. Executive Order: 20-74: section 6.c.v., see also section 4.

Criteria:

Facilities and core services staff have adequately prepared for return to the facility.

Worship

- Worship and Thursday Devotionals are held online.
- Begin considering outside worship in August TBD.
- Recording in the sanctuary is limited to critical elements of worship while maintaining at least 6 ft of space between people.

DVDs are recorded and delivered to members.

• Life celebrations (weddings, funerals, baptisms) will be considered as needs arise.

Activities on-site

- Bible studies and small groups continue to meet online.
- Office functions are limited to ensure essential operations.
- Church Session, committees and leadership teams meet using Zoom with some members meeting in-person while wearing masks and maintaining social distancing.
- Community facility use is limited to outside spaces with Session approval while observing social distancing and wearing masks.
- High risk individuals (people over 60 and those with underlying conditions), whether staff, volunteers, or program participants, should continue to shelter in place during Phase 2.

| Phase 3: Outdoor Worship – Date to be determined | | |
|---|---|--|
| External Conditions: | Worship | |
| New Cases of COVID-19 are decreasing. | • Worship will continue online. | |
| Local availability of testing has increased, contact tracing is in place and PPE is available for social distancing purposes (e.g. cloth masks). | • Outside Worship will be considered. | |
| | • Session will decide on the dates for outdoor worship. | |
| Local and State regulations are studied and recommendations followed. | • Communion may be offered in alignment with public health guidance. | |
| | • No fellowship/social hour scheduled during this phase. | |
| Criteria: | • People are encouraged to leave after the service. | |
| State provides new recommendations Facilities and core services staff have adequately prepared for return to campus | No-touch alternatives for passing the peace and collecting the offering. Social distancing and public health practices, including the wearing of masks, will be implemented while at church and | |
| Outside worship is considered without entry to the church. | will be implemented while at charch and in community ministry, as recommended in public spaces. High risk individuals (people over 60 and those with underlying conditions), whether staff, volunteers, or program participants, should continue to shelter in place during Phase 3. | |
| | | |

A Note from the Presbytery of the Twin Cities Area

With God's help, and despite many challenges over the past few months, our mission, worship, and ministries have continued. We are open. The Church never closes if we are being disciples in the world.

We continue to believe that the conversation we need to have is not about "re-opening" our churches. The better question is when we should return to some form of in-person gatherings in our buildings, whether that be for worship, Bible study, or even rental use of our property. Recently, the state health departments of Minnesota and Wisconsin gave permission for churches to gather in restricted numbers. In addressing this with you, we must be clear about the guidance of our faith that "not all that is lawful is beneficial."

Being allowed to gather does not mean that it is safe. As Paul writes, "Not all things build up. Do not seek your own advantage, but that of the other." (1 Cor 10:23-24). Now is the time for us to commit to making long-term choices that build up the community and the gospel, not only our own faith. While acknowledging we have permission from our state health departments, the presbytery continues to urge significant caution around in-person gatherings in churches for the foreseeable future -- with some limited

exceptions. The Presbytery has cancelled all in-person Presbytery meetings and other large in-person events through the calendar year 2020.

We encourage you to reach out to us if you have questions, or if you would like any of your officers or the executive presbyter to meet with your session to discuss these issues. Thank you for your continuing faithfulness in ministry and witness during these difficult times.

Your officers and executive presbyter,

Anna Kendig, Moderator

Jean Emmons, Vice-Moderator

Barbara Lutter, Stated Clerk

Rocky Rockenstein, Presbytery Leadership Team Chair

Steve Robertson, Treasurer

Jeffrey Japinga, Executive Presbyter

| Phase 4: Normal Operations - Date to be determined | | |
|---|--------------------|--|
| External Conditions: | Church Activities | |
| An effective treatment or vaccine is available. | | |
| New COVID-19 cases are responding positively to treatment. | Business as usual. | |
| Criteria (for phase): No or minimal state restrictions. | | |

Appendix A –Community Request for Building Use

Request for Use of the First Presbyterian Church in Kasson, MN

The First Presbyterian Church's priority continues to be the health and safety of all members of our community. However, we also recognize that our facility supports the missions of our congregation and our community. Consistent with Minnesota orders and public health advice, this form will enable church leadership to identify who might be permitted back to use the facility, starting first with groups who support essential church and social justice missions for our congregation and community.

For everyone's safety, the church's intent is to slowly and gradually invite groups back. Decisions for facility use will be based on phases of the First Presbyterian Church in Kasson, MN Preparedness and Response Plan. To facilitate approval for use of our church facility, please complete the following form.

Name:

Group Size:

Will this gathering be repeated (e.g. weekly)? If yes, describe frequency.

Date for gathering(s):

Provide a brief summary of the gathering and why it must be done on-site or at another location away from your home.

The First Presbyterian Church will provide guidance for use of the facility. Describe the precautions you will take to ensure your health and safety and the health and safety of those who will participate in the gathering. (methods and means for social distancing, PPE, etc.)

Please submit this completed form to the church office.

Appendix B - Guidance for developing a COVID-19 Preparedness Plan

General

CDC Coronavirus (COVID-19) - www.cdc.gov/coronavirus/2019-nCoV

Businesses

CDC Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html CDC General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html www.cdc.gov/handwashing

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.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

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