# COVID-19 Preparedness Plan for

# First Presbyterian Church of Maple Plain

Under Gov. Tim Walz’s Executive Orders, businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan. This includes both critical and non-critical businesses.

First Presbyterian Church of Maple Plain (FPC) is committed to providing a safe and healthy church premises for all our church members, guests and employees. To ensure we have a safe and healthy church premises, FPC has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Session, Deacons, the Administrative Committee and church members, guests, and employees are responsible for implementing this plan.

**The Session is committed to reopening the church in a manner that will keep us safe. As circumstances change, this plan will be updated with changes will be communicated to church members, guests and employees.**

**FPC will continue to provide worship services via Facebook or Zoom, dial-in, or from recordings. Anyone who is not comfortable being in the building is invited to continue to worship in this way.**

**Meetings may continue take place via teleconference or Zoom.**

**Employees may continue to work from home and only come to the church premises as needed.**

Our goal is to mitigate the potential for transmission of COVID-19 in our church premises and communities, and that requires full cooperation among our church members, guests, and employees. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our church premises.

The COVID-19 Preparedness Plan is administered by the Session who maintains the overall authority and responsibility for the plan. However, Session, Deacons, the Administrative Committee and church members, guests, and employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. The Session is in full support in enforcing the provisions of this plan.

Our church members, guests and employees are precious to us and FPC is serious about their safety, health and protection. All are essential in developing and implementing a successful COVID-19 Preparedness Plan.

FPC’s COVID-19 Preparedness Plan follows the guidance developed by the State of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota’s relevant and current executive orders.

It addresses:

* ensuring that all persons stay home and prompt identification and isolation of sick persons;
* hygiene and source controls;
* church premises building and ventilation protocol;
* church premises cleaning and disinfection protocol;
* drop-off, pick-up and delivery practices and protocol; and
* communications and training practices and protocol.

FPC has reviewed and incorporated the industry guidance applicable to our church provided by the State of Minnesota for the development of this plan, including the following industry guidance: Faith-based Communities, Places of Worship, Wedding and Funerals; Requirements for Faith-Based Communities, Place of Worship, Weddings and Funerals; and Universal Guidance for All Businesses and Entities

This plan is in effect as of 6/1/21 and is in effect through the earlier of June 30, 2021 or until Session cancels this plan.

## Occupancy limits

**As of 6/1/21 there are no occupancy limits.**

## Ensure sick church members, guests, and employees stay home and prompt identification and isolation of sick persons

Church members, guests, and employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess the health status of all persons prior to entering the church premises and for church members, guests, and employees to report when they are sick or experiencing symptoms.

* Those who do come to the church grounds must complete a self-check (form attached) prior to or upon arriving on the church grounds and, if any questions are answered “yes”, they should not come to the church property. Signed and dated forms are no longer required.
* Anyone at the church grounds that is not feeling well or displays symptoms should go home.

FPC has also implemented a policy for informing church members, guests, and employees if they have been exposed to a person with COVID-19 at their church premises and requiring them to quarantine for the required amount of time per State and Federal guidelines. This policy will be implemented to protect the privacy of employees, members and guests’ health status and health information. See Communication Protocols below.

## Social distancing

**As of 6/1/21 there are no social distancing requirements**.

## Hygiene controls

Basic infection prevention measures are being implemented at our church premises.

* All persons are encouraged to wash their hands for at least 20 seconds with soap and water after use of the restrooms. Additionally, persons entering church premises are encouraged to wash or sanitize their hands prior to or immediately upon entering the facility.
* All persons on the church grounds are required to cover their cough or sneeze. Tissues will be provided.
* Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) and tissues will be located at entrances and other locations in the church premises.
* Cleaning supplies will be provided in the bathrooms and those using the bathrooms are encouraged to wipe surfaces (handles, faucets, doorknobs, etc.) with the disinfectant disposable wipes before leaving. Use disinfectant wipes to close the door and deposit the used cloth in the wastebasket outside of the bathroom.
* Pens, if used, will be disinfected after use.
* Offering will be placed in a basket upon entry at the back of the church.
* Attendees will take bulletins, used tissues or any other personal items when they exit the church
* Persons serving food will wash hands and wear gloves when handling food.

## Church premises building and ventilation

The Administrative Committee will assess and maintain building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. Occupancy will be based on an evaluation of amount of fresh air that is being brought into the church premises, air recirculation and filtering capacity, and ventilation systems. Steps will be taken to minimize air flow blowing across people. The Administrative Committee will ensure that the systems are being properly used and maintained.

## Church premises cleaning and disinfection

The Administrative Committee will be responsible for the regular cleaning and disinfecting of the church. The building will be cleaned and disinfected at least weekly. Procedure will be implemented to include routine cleaning and disinfecting of work surfaces and equipment. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, railings, and pews.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

## Communications and training practices and protocol

This COVID-19 Preparedness Plan will be communicated to all employees and members with a copy of the plan provided to members and employees via email or U.S. Mail. A copy of the plan will be available at the church premises for all guests.

Employees, members and vendors that will perform roles (i.e. worship leaders, ushers, etc.) on the church premises will be required to understand the protocols needed to perform their roles while they are on the church property.

All persons will be required to sign-in when at the church grounds.

Signs will be located at the church building regarding required self-checks those with symptoms or that do not feel well (or have household members that are symptomatic or not feeling well) to leave and stay at home.

If any employee, member or guest has been diagnosed, has symptoms, or was exposed to COVID-19 it must be reported it to Sharon Sederholm (763-441-5483) or Kyle Schmidt (612-801-2249) as soon as possible. The church will keep a confidential log of all persons that have been exposed. All church members, guests, and employees will be notified via email or U.S. mail, phone or other means by the church Administrative Assistant (or an alternate appointed by the session) that a person (the person will not be identified) was on the church premises that met the criteria above and the date(s) they were on the premises.

Effective as of 6/1/21