

COVID-19 Preparedness and Response Plan

White Bear Unitarian Universalist Church

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The following plan was developed to support implementation of public health recommendations required to minimize the spread of COVID-19 at White Bear Unitarian Universalist Church (WBUUC). It is a work in progress and was created in accordance with guidance from the Centers for Disease Control and Prevention (CDC), and the Minnesota Department of Health (MDH). For future use, steps will be included or omitted to modify and update the plan according to any newly identified data as it is released by the MDH and CDC.

White Bear Unitarian Universalist Church 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 mitigate transmission of COVID-19 within our facility and our community. Therefore, all persons in our facility will be expected to comply with all aspects of this plan. The Board of Directors supports church leaders in enforcing the provisions of this policy.

The plan has been developed by the Protocols Advisory Team, together with the Lead Minister and Operations Administrator, with input from other program staff and the Board of Directors. Guidance and recommendations are from the CDC, MDH, and the Unitarian Universalist Association. Early on, as our work began, we reviewed the Executive Order 20-40, issued by Governor Tim Walz on April 23, 2020, and incorporated its intention into the plan, including concern for:

- 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. White Bear Unitarian Universalist Church will follow guidance from Governor Tim Walz and the MDH, incorporating all appropriate recommendations set forth by the CDC and the Unitarian Universalist Association.
2. White Bear Unitarian Universalist Church will not determine the risk level of individuals; rather our church leadership will expect that individuals make their own informed choices regarding participation in church activities.
3. Programs and activities at White Bear Unitarian Universalist Church will resume in a phased approach and comply with established guidance provided in this plan.
4. Our COVID-19 Preparedness Plan will evolve as new information about COVID-19 is identified and White Bear Unitarian Universalist Church will remain adaptable and nimble to the 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.
5. Even as we move through advanced stages of re-opening, some activities may remain online for the foreseeable future. At any time following CDC and MDH guidance, WBUUC may cancel re-opening in-person activities and resume on-line only options. 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.
6. Large gatherings are unlikely to be safe until further notice. Worship services will continue to be carried out online.
7. Personal responsibility is key to safe operations and the avoidance of disease transmission. Educational materials will be developed for staff, members, and visitors to the White Bear Unitarian Universalist Church.

COVID-19 Management Plan

Infection control and occupational safety will apply to anyone working in or visiting the church (e.g., all staff, members, and visitors).

Leadership (Board and Lead staff) will continue to rely on local public health officials, occupational safety, and public health professionals for established ongoing communications to assure they are getting relevant and up-to-date information concerning COVID-19.

The Protocols Advisory Team and staff leadership are aware of and will follow all applicable regulations and public health agency guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html>

<https://www.health.state.mn.us/diseases/coronavirus/communities.html#comm>

<https://www.uua.org/pressroom/press-releases/preparing-coronavirus-your-congregation>

<https://www.uua.org/safe/pandemics/gathering-guidance>

<https://www.uua.org/safe/pandemics/covid-19>

Facility assessments to identify COVID-19 risks and prevention strategies will be done on an ongoing basis as part of sound occupational health and public health practice. This plan will be reviewed regularly to ensure effectiveness and integration of the most up to date data and recommendations.

Facility Public Health Measures

Infection prevention measures are being implemented at our facility in accordance with public health guidance and best practices.

Handwashing

Anyone in the WBUUC facility is instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on-site, prior to any mealtimes, and after using the toilet. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Currently, hand sanitizer is available at the front door, and in the kitchen and restrooms. More will be added as gatherings resume.

- As gatherings resume, “Clean Your Hands!” posters will be located in all restrooms providing proper hand washing methods. Posters available from CDC and state departments of health.
- In occupied areas, staff are checking and replenishing soap dispensers, paper towels, and hand sanitizer stations weekly. These duties will be assumed by custodial staff and conducted more frequently when gatherings resume.

Respiratory etiquette: Cover your cough or sneeze

Everyone is asked 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. Tissues should be disposed of in the trash and individuals should wash or sanitize their hands immediately afterward. Respiratory etiquette reminders appear on posters and tissues and trash receptacles are readily available.

- The CDC “Stop the Spread of Germs” posters will be posted in common areas.
- All members, visitors, and staff are expected to wear face coverings (masks) in the building and at outdoor events on-site. Individuals may bring their own mask, or WBUUC will have disposable masks available for those in need.

Social distancing

Everyone entering the facility and gathering on the grounds is asked to practice social distancing practices. These measures may be adjusted according to phases of this preparedness and distancing on public health guidance and response plan.

Remote Work and Adjusted Onsite Hours

WBUUC implemented the following procedures and practices for remote work and adjusted hours. All staff will meet with their supervisor to determine an individual plan for work location based on responsibilities and risk levels.

- Telework is approved and expected for all persons who can accomplish their primary duty functions from home.
- Staff are provided guidance and training to work remotely.

- The church will provide equipment for staff members to complete their assigned responsibilities and tasks.

Onsite Work

Staff, members, and visitors will avoid gathering in groups and in confined areas where six feet social distancing cannot be safely practiced.

Staff, members, and visitors are required to wear masks at all times. Masks may be removed when staff are in their personal offices and where six feet of separation is feasible. When staff return to onsite work:

- Staff will not share personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment.
- Shared staff offices will be assessed and where feasible staff will be reassigned to other working areas or alternate hours to maintain social distancing.
- Common spaces such as restrooms, atrium, and classrooms will be rearranged to promote social distancing.

Housekeeping

Regular housekeeping practices are being enhanced by WBUUC in accordance with CDC guidance. When gatherings resume, frequent cleaning and disinfecting will be conducted in shared spaces (e.g. restrooms) and high-touch areas (e.g. door handles, railings).

- All custodial staff and their supervisors will be provided refresher training on proper cleaning techniques, as well as background information on COVID-19.
- All cleaning products meet U.S. Environmental Protection Agency (EPA) requirements.
- If there is a confirmed positive case reported to WBUUC from staff, the Protocols Advisory Team will advise the Operations Administrator in instructing custodians to assure appropriate cleaning and disinfecting of that individual's work space.

Screening, Exposure, and Illness Policies

WBUUC will notify all members and visitors of screening protocols, self-monitoring guidelines, and policies for those exhibiting symptoms. All COVID-19 related updates will be relayed to church leadership with updates occurring monthly.

Confirmed Cases

If a COVID-19 case is confirmed in a church participant it will be requested that this person, and all contacts with this person, remain in quarantine for no less than 10 days. A facility assessment will begin to determine if and what additional public health and cleaning measures should be implemented. Every effort will be made to notify others who may have been in contact with the participant (without sharing their name, taking care to guard privacy).

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

Facility Use (Note: throughout this document “facility” refers to the building itself, and the grounds)

Use of the facility for gatherings of any size 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 facility usage and each request will be reviewed by lead staff, with guidance as appropriate from the Protocols Advisory Team.

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

- Review transmission reduction materials provided by WBUUC
- Enforce WBUUC facility rules with all participants
 - Conduct appropriate social distancing
 - Wear masks
 - Wash hands

- Take attendance to include name and contact information for tracing purposes and submit the list to the Operations Administrator in advance of the gathering, and also (revised as needed) on the day of the event .

Resources

Appendix B provides a list of resources which have guided, informed, and supported the WBUUC COVID-19 committee on decisions and recommendations.

No member of the congregation or community may enter the facility until they have received approval from church leadership.

Phases

The purpose of this phase approach is to provide guidance and direction for activities at the church. The disease progression is imperfectly known and there may be times where WBUUC may need to move back and forth between phases.

External Conditions	Church Activities
Phase 1: Stay at Home	
<p>External Conditions:</p> <p>Governor Walz Executive Order for communities to stay at home. Disease spread is occurring in the community and hospitalizations are increasing. Testing is limited and there are widespread PPE shortages.</p> <p>Criteria (for phase):</p> <p>Government issues to stay at home orders.</p>	<p>Church Activities</p> <ul style="list-style-type: none"> ● Worship services and programs available via online delivery. ● Life celebrations (weddings, funerals, etc.) are postponed and all participants notified. <p><u>Activities on-site</u></p> <ul style="list-style-type: none"> ● Most staff will telework ● Staff may return to the facility to acquire equipment ● Small groups meet online.
Phase 2: Restricted	
<p>External Conditions:</p> <p>There are declining case counts and availability of testing is increasing. Contact tracing is in place and PPE is available for social distancing</p>	<p>Church Activities</p> <ul style="list-style-type: none"> ● Worship and other programs held online.

<p>purposes (e.g. cloth masks).</p> <p>Criteria (for phase):</p> <p>State provides relaxed guidance for social distancing.</p> <p>Facilities and core services staff have adequately prepared for return to the facility. Preparations will include:</p> <ul style="list-style-type: none"> • procurement of sufficient ppe and materials (sanitizer, etc.) for staff and guests • posting signage and traffic-flow markings • installation of screens, shields, etc. • review of and adjustments to ventilation systems • review of and adjustments to program requirements (projectors, screens, etc. for worship, for example) 	<ul style="list-style-type: none"> • Life celebrations (weddings, funerals, etc.) will be kept to less than 15 in attendance and be able to maintain social distancing. Masks required throughout the event. <p>Activities on-site</p> <ul style="list-style-type: none"> • Small groups and others continue to meet online. • Office functions are limited to ensure essential operations. • Small groups of less than 10 might meet in person while wearing masks and maintaining social distancing, or continue meeting online.
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Phase 3: Expanded

<p>External Conditions:</p> <p>Governor Walz continues relaxation of social distancing measures. Cases of COVID-19 continue to decrease and testing is available. PPE is widely available.</p> <p>Criteria (for phase):</p> <p>State provides relaxed guidance for social distancing.</p> <p>Facilities and core services staff have adequately prepared for return to campus.</p> <p>Church has the ability to gradually expand number of people in the church while maintaining social distancing.</p>	<p>Church Activities</p> <p>Worship</p> <ul style="list-style-type: none"> • Worship is held online and in-person with social distancing measures implemented per local guidance. <ul style="list-style-type: none"> • Methods of screening (online and on-site) are developed and implemented. • Entrance and exit into the church will be designed to avoid gathering, as well as indoor-traffic-flow (to restrooms, etc.) • No group singing • No-touch alternative in place for collection. • No shared community resources such as bulletins or hymnals. • No food or beverages will be served onsite. <ul style="list-style-type: none"> • People are encouraged to leave the building after the service (no mingling). <p>Activities on-site</p> <ul style="list-style-type: none"> • Small groups may meet in person while
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	<p>maintaining some online options for high risk individuals and those who do not feel comfortable being in public. Approval is required and restrictions will be in place including time and space limitations.</p> <ul style="list-style-type: none"> • Groups, teams, and committees could meet in person. Approval is required. High risk individuals whether staff, volunteers, or program participants, should not be onsite during Phase 3. • Social distancing and public health practices (e.g. wearing masks) will be implemented while at church and in community ministry.
<p>Phase 4: Normal Operations</p>	
<p>External Conditions:</p> <p>There are no or minimal state restrictions. Vaccine available. Widespread testing and identification of new COVID-19 cases, with quarantining, is occurring.</p> <p>Criteria (for phase):</p> <p>No state restrictions.</p>	<p>Church Activities</p> <p>Business as usual may resume as staff and Board leaders deem appropriate.</p> <p>Because we intend to maintain an inclusive, multigenerational community always, we will not inquire about participants' vaccine status, and participants must continue to understand that non-vaccinated people may be present in any gathering here.</p>

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

Training

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

www.osha.gov/Publications/OSHA3990.pdf

SAMPLE Request for WBUUC Property Use

White Bear Unitarian Universalist Church's priority continues to be the health and safety of all staff and members of our community. Please complete the following form to request access to use the WBUUC property. All requests will be evaluated using guidance from the Centers for Disease Control and Prevention, the Minnesota Department of Health, and the COVID-19 Preparedness and Response Plan for White Bear Unitarian Universalist Church. Decisions will be made according to the articulated phases outlined in the response plan.

Name:

Group Size:

Date for gathering(s):

Provide a brief summary of the gathering and why it must be done on-site

Describe the precautions you will take to ensure the safety of all who will participate in the gathering. (methods and means for social distancing, PPE, etc.) Keep in mind that we are not asking about vaccination status, in order to maintain an inclusive, multigenerational community at all times.

Names and contact information for all who are expected to attend:

To ensure effective contact tracing, _____ will update the above list on the day of the event and send it to the Operations Administrator.

_____ will provide all attendees with copies of WBUUC's guidelines and requirements for building entry and use.