

COVID-19 Preparedness Plan for King of Kings Lutheran Church and School

King of Kings Lutheran Church and School is committed to providing a safe and healthy workplace for all our workers, staff, members, students, volunteers, and visitors. To ensure we have a safe and healthy workplace, King of Kings Lutheran Church and School has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by **Rev. Vue Lee** and **Principle Jay Schutte** who maintains the overall authority and responsibility for the plan. However, staff, council members, and board chairs are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. All school staff members are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

Our staff, members, students, volunteers, and visitors are our most important assets. King of Kings Lutheran Church and School is serious about safety and health and protecting people. Various groups' involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff and other groups in this process by: We have held staff meetings and have formed a committee to collect information, make suggestions, address concerns, and outline duties with regard to the formation of this plan. King of Kings Lutheran Church and School's COVID-19 Preparedness Plan was created after reviewing the General Industry 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, Minnesota's relevant and current executive orders, and recommendations from The Lutheran Church – Missouri Synod (LCMS), the Minnesota South District (LCMS) It addresses:

- ensuring sick staff stay home and prompt identification and isolation of sick persons;
- social distancing;
- worker hygiene and source controls;
- facility building and ventilation protocol;
- facility cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

King of Kings Lutheran Church and School has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance: General Industry Guidance and Faith-Based Communities, Places of Worship, Weddings and Funeral Guidance. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocol for worship services including:
 - additional protections and protocol for access;
 - sanitation and hygiene;

- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy; and
- additional protocols to limit face-to-face interaction;
- additional protections and protocol for facility use by groups, such as but not limited to, boards and volunteers including:
 - additional protections and protocol for access;
 - sanitation and hygiene;
 - additional protections and protocols for personal protective equipment (PPE)
 - additional protections and protocol for distancing; and
 - additional protections and protocols for managing occupancy;

Section I – General Staff and Facility

Ensure sick staff stay home and prompt identification and isolation of sick persons

Staff have been informed of and asked to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff members' health status prior to entering the facility and for staff to report when they are sick or experiencing symptoms.

- All staff will self-monitor for COVID-19 symptoms prior to coming to the facility each day using the online checklist provided by King of Kings. <https://forms.gle/Tc7fkixN7p3pRzgZ8>
- Staff who feel unwell or have reason to believe or have knowledge that they have been exposed to a sick person will remain at home and call and email either Pastor Lee or Pastor Bielenberg.
- Staff has been allowed to limit on-site office hours and work from home as their position allows and staff numbers in the facility allow by state guidance.

King of Kings Lutheran Church and School has leave policies *(Pending Research and Approval)* that promote staff staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions will be arranged as needed with HR.

King of Kings Lutheran Church and School will inform all staff as soon as possible by phone and email if they have been exposed to a person with COVID-19 at their facility and requiring them to quarantine for the required amount of time.

Staff health status and health information will be kept private unless specific permission is granted to the Plan Administrator to share with other staff.

Social distancing

Social distancing of at least six feet will be implemented and maintained as possible and in conjunction with other methods of protection between staff and other staff, members, or visitors in the facility during the normal workday through the following physical controls:

- Some staff will have limited on-site hours and work from home
- Signage and directive decals will be used to demarcate distances of 6 feet for staff, members and visitors and to communicate expectations to staff and members and visitors
- Physical shields will be placed between areas where members or visitors would encounter staff for substantive lengths of time or 6 feet cannot be maintained, including in the main office
- Entry to the building will be limited to the North side of the building unless during a worship service or specific arrangements have been made
- Non-contact communication through use of an intercom in the entryway to inform staff in office of visitors' arrival and needs. This intercom button will be sanitized after each use or visitors will be asked to use a glove
- Workstations will be adjusted to keep at least 6 feet of space between staff when on-site
- Office supplies will be used only by individuals or will be located in an area that has sanitizing tools readily available after each use
- Electronic devices will not be shared or, if absolutely necessary, will be sanitized immediately after use
- Rooms will have posted occupancy limits
- Meetings will be held in rooms with sufficient capacity limits for the group size
- Staff, members and visitors will stagger use of offices and rooms that do not allow for at least 6 feet between them (workroom, supply closets, restrooms)
- Members and visitors will be encouraged through email, mail, phone, and any other available means to contact the facility before a visit to alert staff and keep occupancy levels appropriate and allow staff to prepare any necessary changes to safely allow entry
- High risk individuals will be alerted to occupancy that may affect them
- All persons entering the office or any hallway area will be required to complete a health and personal information form to record current health status, name, address, telephone number, and email address for contact tracing purposes. Persons who regularly use the facility may have information on file and simply log date and time of current visit.

Concerns about social distancing will be addressed in writing to the Plan Administrator.

Staff hygiene and source controls

The following hygiene and source control protocols are being implemented at our facility at all times.

Hygiene:

Staff are instructed to wash their hands for at least 20-40 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom.

All members or visitors to the facility are required to wash or sanitize their hands immediately upon entering the facility and use their own mask or a mask provided by King of Kings before proceeding to other areas of the facility.

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the facility so they can be used for hygiene in place of soap and water, as long as hands are not visibly soiled. Masks are located in each entrance.

- Handwashing and sanitizing supplies, masks, and other appropriate PPE will be purchased by King of Kings Lutheran Church and School in sufficient quantities to be provided daily for all staff, members or visitors to the facility.
- Cleaning staff will regularly re-stock all stations in the facility as needed
- Other hygiene protocols in place include
 - No Communal food or drink will be available
 - Staff encouraged to bring self-contained meal items, condiments, and utensils from home
 - Limited use of microwaves and refrigerators, sanitation required after use
 - Meals should be consumed following social distancing protocols
 - Sanitize area before and after
 - Water fountains will be unavailable

Source controls are being implemented at our workplaces at all times.

- Masks are the primary method of source control for staff, members, and visitors
- Masks must be worn in all common areas and any area where 6 feet of space cannot be maintained and no physical barrier is present
- PPE and physical shields, etc. will be purchased and provided by King of Kings Lutheran Church and School via the regular procurement process
- Cleaning staff and purchasing agents in the office will regularly monitor stock, condition, and availability of PPE and other items and purchase items as needed to maintain supply

Staff and members or visitors are being instructed with verbal and pictorial signage to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Staff and members or visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and other persons entering the facility.

Facility building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems.

- King of Kings has engaged their mechanical and plumbing contractor to assess and maintain the building condition with regard to the state general building condition guidelines

Fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

- In consultation with our vendor Schaedegg
- Fans will not be used
- Physical shields will limit blowing air across work stations

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, kitchen, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, door handles, copy machines, paper cutters, etc.

- Surfaces or items that cannot be routinely or sufficiently cleaned will be made unavailable through physical barriers or removal
- Immediate cleaning of the facility following CDC guidelines will commence if a staff member known to have been in the facility, or visitor known to have been in the facility becomes ill with COVID-19

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.

- A schedule of regular cleaning and disinfection will be posted and kept in the office for review
- A list of products used in cleaning and disinfecting will be posted and kept in the office for review
- The products will be used by regular cleaning staff and any new staff will be instructed by regular staff in their use

Drop-off, pick-up, and delivery practices and protocol

- All deliveries and drop off or pick up of items will be accomplished via a table in the entryway of the North side of the facility
- Any possible arrangements that can be made online will be used

- If a signature is absolutely required, the delivering party will be prompted with signage or the intercom to alert the office to their need
- If physical contact is required, the staff member and delivery person will use sanitizer, wear a mask, and use the table alternately to accomplish the signing of a paper or electronic device
- The staff member will then re-sanitize before returning to their workspace
- Items delivered will be “quarantined” for a period of time sufficient to allow for the lack of concern for the possible contamination by germs or be sanitized
- If the items must be used immediately the staff person will distribute the item(s) and then sanitize and indicate to any other person(s) the condition of the items

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated by email to staff, church council, and board chairs on July 23 and necessary training was provided via Zoom meeting. Additional communication and training will be ongoing by email and future training sessions as needed. Training will be provided to all staff, council members, and board chairs who did not receive the initial training and prior to initial assignment or reassignment by sending the Zoom recording and a copy of the plan by email.

Signage and pictorial instructions will be used to communicate to all staff, temporary workers, independent contractors, subcontractors, vendors and outside technicians about protections and protocols, including: 1) social distancing protocols and practices; 2) practices for hygiene and respiratory etiquette; 3) recommendations or requirements regarding the use of masks, face-coverings and/or other PPE 4) drop-off, pick-up, delivery.

All staff, members, and visitors will also be advised not to enter the facility if they are experiencing symptoms or have contracted COVID-19.

- Instructions will be posted at all entrances and communicate via email, mail, and other electronic means as applicable

The Plan Administrator, staff, council members, and board chairs are expected to monitor how effective the program has been implemented.

- Staff, faculty, members, and council members will observe and give feedback to Plan Administrator on its effectiveness. Plan administrators will monitor to ensure procedures are being followed.

All staff, faculty, council members, and board chairs are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, facility-practices and training as necessary.

This COVID-19 Preparedness Plan has been certified by King of Kings Lutheran Church and School staff, council members, and board chairs and the plan was posted throughout the facility and made readily available to employees July 22, 2020. It will be updated as necessary by Pastor Vue Lee and Principle Jay Schutte.

Section II – Additional protections and protocols

A. Worship Services

As of the writing of this plan, only small, limited groups are using the facility for worship purposes. These groups are following the protocol outlined below in addition to observing the above protocol, with any noted exceptions.

Guidelines: You will see signs posted at the external doors and office with Coronavirus safety guidelines. Please read and follow them so we can make this worship experience as safe as possible given the health risks in our current environment. They are attached at the end of this document for your review in advance.

What to expect: All parking will be in the north lot (Concordia Academy side) near the main entrance. A Lay Minister will be outside the door to greet you. The small group will wait outside until all are present.

- Social distancing (6 feet apart) Please refrain from shaking hands or hugging—which we know will be hard since we all haven't seen each other for a while.
- Using masks and hand sanitizer is required. We will have masks and hand sanitizer available. Gloves are available as an option if desired.

All doors will be propped open inside. A Lay Minister will walk the group to the sanctuary (please avoid touching items). The facility has been thoroughly cleaned, including floors and carpets. Lay Ministers, Altar Guild and Pastors will be cleaning touch points between services.

Pastor will greet the small group and lead to the Altar area of the Sanctuary. Families will stand together in socially-distanced stations around the altar. Prayer service will begin, and the Pastor will set up communion on stands (individual cups and wafers on small paper plates) and then indicate for the group to step forward after he steps back. Masks will come down for Communion and then back up. There will be a prayer and benediction.

The small group exits up the center aisle to the gym door where a Lay Ministry or Safety team member will greet and lead the group out the west entrance. Pastor/Altar Guild disposes of plates/cups/sheet and cleans. Members proceed along the sidewalk back to the north side of the building to their cars where they can talk for a few minutes socially distanced and say post-communion prayers in their vehicles before leaving. The next group will come in the north entrance after the first group leaves from the west entrance.

Communications practices and protocol for worship

- All participants are using SignUpGenius for communion service sign up and leave contact tracing information.
- Expectations for worship protocol were sent to all King of Kings members by mail and email June 23 and 24, 2020.
- Emailed versions of the information contained copies of CDC literature regarding protocols; literature is also posted as noted above

B. Facility use by internal groups such as, but not limited to, boards and volunteers

King of Kings recommends that all internal groups conduct all meetings via electronic or other offsite means if at all possible.

If meetings must occur in the facility, all groups must coordinate access with the Plan Administrator who will advise the group of the EPP, supply instruction, and arrange for health screening and contact tracing collection.

Communications practices and protocol for internal groups

- Encouragement to meet other than in person onsite was communicated to internal groups by email or phone call on July 31, 2020.
- Additional communication will be ongoing by letter or email or phone calls.

This Employer Preparedness Plan is Certified by:

Rev. Vue Lee



Principle Jay Schutte



Aug 1, 2020