

COVID-19 Preparedness & Response Plan

Phase 1

Pioneer Memorial Church

Summary

The Pioneer Memorial Church Safety Committee has reviewed guidelines set forth by state, federal, and Church officials related to the reentry and use of the Pioneer church facility during the COVID-19 pandemic. The following information will guide this reentry process and is consistent with recommendations in Guidance on Preparing Workplaces for COVID-19¹, developed by the Occupational Health and Safety Administration, and is subject to change. This Preparedness and Response Plan is intended to be implemented as Phase 1 of a multi-phase reentry approach. It is effective June 8, 2020 through the commencement of Phase 2, and is anticipated to last 2 weeks in duration.

- This plan is implemented and monitored by the Pioneer Safety Committee under the direction of the Safety Chairpersons and advisement of the Pioneer Church Board and Pastors.
- Pioneer will follow Centers for Disease Control and Prevention (CDC) guidelines for community and faith-based organizations².
- Pioneer Offices remain closed to incoming foot traffic, though pastors and staff continue to serve the needs of the congregation.
- Details regarding future phases are currently being explored. Further relaxation of restrictions is anticipated.
- Pioneer encourages the practice of frequent and proper hand hygiene for all who enter the facility (*see Figure 1*).
- A self-screening survey should be used for assessment prior to entry into the facility (*see Reference 1*).
- Group meetings should continue to be held online whenever possible.

Protecting Employees

- Employees (especially those with higher risk³) should continue working from home as much as possible.
- Employees who are experiencing any symptoms of illness should go home immediately.
- Pioneer will install a transparent shield at the reception desk in preparation for future incoming traffic.
- Any employees reporting to work must wear a protective face covering per CDC guidelines⁴ (*see Figure 2 for proper use*) when in common areas or in the presence of others and maintain 6 feet of physical separation (social distance⁵) where ever possible.
- Pioneer will provide a face covering to its employees as needed.

- Pioneer will provide training to its employees on workplace infection-control practices, proper use of protective equipment, and notification.

Protecting Volunteers

- Volunteers should enter the facility through the door closest to the area they need to access.
- Time inside as well as movement about the building should be minimized as much as possible.
- Volunteers are asked to clean surfaces they've touched with provided cleaning supplies.
- All volunteers accessing the building must wear a protective face covering per CDC guidelines⁴ (*see Figure 2 for proper use*) when in common areas or in the presence of others and maintain 6 feet of physical separation (social distance⁵) where ever possible.

Sabbath Worship Services

- Pioneer will continue to produce Sabbath worship for the home without a local congregation during Phase 1.
- A task force has been assigned to determine how to safely come back to our sanctuary for worship together again.

Routine Cleaning

- Pioneer will follow CDC Guidance for Cleaning & Disinfecting⁶.
- To minimize “touch points,” all interior doors with fire system magnets will be held open (this will not affect their release during an activated fire alarm).
- The Pioneer Maintenance Team will wipe down major “touch points” (door handles, light switches, etc.) frequently.

Exposure Response

In the event Pioneer is notified a COVID-19 positive patient has had contact with personnel or entered the building, the church will take the following actions:

- One of the Safety Chairpersons will notify and coordinate with the Berrien County Health Department (BCHD) and Campus Safety to assess exposure risk.
- Pioneer will follow CDC, state, and BCHD guidelines for notification.
- At the direction of the CDC and BCHD, the Maintenance Team will clean and disinfect thoroughly within the church; which may involve closing off areas the infected person accessed.

Resources & References

1. Guidance on Preparing Workplaces for COVID-19 (OSHA)
<https://www.osha.gov/Publications/OSHA3990.pdf>
2. For Faith-based Organizations (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/php/faith-based.html>
3. High Risk Individuals (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>
4. Cloth Face Coverings (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
5. Social Distancing Guidelines (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
6. Cleaning and Disinfecting Your Facility (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
7. CDC COVID-19 Response Homepage
<https://www.cdc.gov/coronavirus/2019-ncov>

Reference 1: Facility Self-assessment Questionnaire

If you answer “Yes” to either of the following questions, you may not enter the Pioneer facility and should notify your supervisor at your earliest convenience:

1. Have you had any of the following symptoms in the last 24 hours:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Yes

No

2. Have you been exposed to any individual in the last 14 days you suspect may, or has been confirmed to have, COVID-19?

Yes

No

Figure 1: Hand Hygiene

CLEAN HANDS ARE SAFER HANDS
FOLLOW THESE 4 STEPS TO MAKE SURE YOUR HANDS ARE SAFE

 **WET**
Wet hands with clean, running water and apply soap.

 **LATHER**
Rub hands together to lather soap. Don't forget the backs of your hands, between fingers, and under nails!

 **SCRUB**
Scrub at least 20 seconds (hum "Happy Birthday" song twice).

 **RINSE**
Rinse hands under clean, running water.

 **DRY**
Dry hands using a clean towel.

 

Figure 2: Proper Use of a Disposable Respirator

How to Properly Put on and Take off a Disposable Respirator

WASH YOUR HANDS THOROUGHLY BEFORE PUTTING ON AND TAKING OFF THE RESPIRATOR.

If you have used a respirator before that fit you, use the same make, model and size.

Inspect the respirator for damage. If your respirator appears damaged, DO NOT USE IT. Replace it with a new one.

Do not allow facial hair, hair, jewelry, glasses, clothing, or anything else to prevent proper placement or come between your face and the respirator.

Follow the instructions that come with your respirator.¹

Putting On The Respirator



Position the respirator in your hands with the nose piece at your fingertips.



Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.



The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.

Checking Your Seal²



Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.



Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.



If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.



If you cannot achieve a proper seal due to air leakage, ask for help or try a different size or model.

Removing Your Respirator



DO NOT TOUCH the front of the respirator! It may be contaminated!



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Discard in waste container. WASH YOUR HANDS!

Employers must comply with the OSHA Respiratory Protection Standard, 29 CFR 1910.134 if respirators are used by employees performing work-related duties.

¹ Manufacturer instructions for many NIOSH approved disposable respirators can be found at www.cdc.gov/niosh/nppt/topics/respirators/disp_part/

² According to the manufacturer's recommendations

For more information call 1-800-CDC-INFO or go to <http://www.cdc.gov/niosh/nppt/topics/respirators/>



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