



July 24, 2020

St. Pascal Baylon COVID-19 Preparedness Plan for Staff

Executive Order 20-40, issued by Gov. Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency establish a “COVID-19 Preparedness Plan.”

The St. Pascal Baylon COVID-19 Preparedness Plan documents policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19.

Outside organizations using our church facility or leasing space on our campus will be informed of our plan and will have responsibility to share and enforce the stipulations with their employees and volunteers.

This plan has been developed and implemented with the participation of staff. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate. Note: Houses of worship have been designated “essential” and as such, are already considered open. The staff has decided to prepare a plan like other businesses that are required to submit plans.

This plan includes descriptions of how St. Pascal Baylon will implement at a minimum the following:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for physical distancing;
4. housekeeping, including cleaning, disinfecting;
5. communications and training for staff and volunteer workers necessary to implement the plan;
and
6. provisions for supervision necessary to ensure effective ongoing implementation of the plan.

St. Pascal Baylon is committed to providing a safe and healthy workplace for our staff, volunteers, parishioners, and visitors. To ensure a safe, healthy environment, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Staff is responsible for implementing this plan, and volunteers, parishioners and visitors will be asked to help as well. Our goal is to mitigate the potential for transmission of COVID-19 on our campus, and that requires full cooperation among our staff, volunteers, parishioners, and visitors.

Staff is responsible for implementing and complying with all aspects of this Preparedness Plan and they have the full support to enforce this policy.

Our staff and volunteers are our most important assets. We are serious about safety and health and keeping staff working at The Church of St. Pascal Baylon. Staff involvement is essential to develop and implement a successful COVID-19 Preparedness Plan.

We have asked staff members to assist in developing this COVID-19 Preparedness Plan.

Areas of planning worked on by staff teams included:

Cleaning and Sanitizing Routines	Theresa and Mike
Review cost impacts when Opening	Fr. John and Theresa
Liturgies/Size of gatherings, access points	Fr. John, Sharon, Keri, Rich, Theresa
Conway (door 2) Welcome Desk	Theresa, Thea, Karri
Flandrau (door 3) Church Doors	Theresa, Mike, Keri
Volunteers – how/when we bring them back	Staff
Communications	Thea, Staff

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette to prevent infection and spread of COVID 19.
- prompt identification and isolation of sick persons.
- steps to take to promote and assist with physical distancing.
- housekeeping – cleaning, disinfecting.
- communications and training for managers, staff and volunteers to implement the plan.
- management and supervision necessary to ensure effective implementation of the plan.

As an employer, The Church of St. Pascal Baylon encourages our employees to do the following:

1. Stay home if ill and monitor health.
2. Continue to work from home and come in only as needed. Some staff will be asked to come to the campus to help with daily operations, maintenance, and livestreaming of liturgies.
3. If on campus, participate in health screening.
 - a. Take temperature when arriving at the St. Pascal Baylon campus.
 - b. We have 1 infrared thermometers on site.
 - c. Employees will be asked to answer screening questions on mnsymptomscreener.gov.
 - i. This tool provides checkpoints to prevent the spread of COVID-19.
 - ii. It's a digital tool organized to screen COVID-19 and symptoms of employees and other people entering the facility.
 - iii. It uses simple questions and records daily temperatures.
 - iv. It's a web-based tool that allows us to gather non-personal, anonymous information that will help us assess the health of everyone entering the building.
 - v. It will show daily snapshots about the workplace and will identify the health trends and help shape our response.
4. Any employee with a temperature of 100°F or higher will be asked to go home, self-monitor, and not to return until they are sure they do not have COVID-19. Employees who are ill need to work with Theresa, Parish Business Administrator, and their supervisor to determine when they can return to the campus. Theresa will work with the Minnesota Department of Health for assistance in making this determination. Generally, employees will be asked to quarantine at home for 14 days.
5. Wash hands with soap and water upon arrival at St. Pascal Baylon and frequently while in the workplace. Hand sanitizer will also be readily available.
6. Practice physical distancing of 6ft or more.
7. Generally, employees are required to wear a face covering at all times when indoors, when outdoors in situations where social distancing cannot be maintained. (Governor's Executive Order 20-81). The Executive Order also identifies a number of situations where a face covering may be temporarily removed, such as when an employee is working alone (for example, when in a closed office). In addition, if an employee cannot wear a face covering due to a medical condition, mental health condition, or disability, the parish will provide an accommodation to the employee if possible.
8. Avoid in-person meetings, especially in small spaces / small offices.
9. Assist with new reception / greeting processes (outlined later in this plan) and limit any in-person meetings to one-on-one type meetings, only if necessary.
10. Staff will introduce guests to St. Pascal's procedures which include:
 - a. Asking them to sanitize their hands.
 - b. Recommend wearing face masks; if they do not have one, a mask will be provided.
 - c. Share their name and contact information including a phone number and an email.
11. The receptionist will maintain a log of any visitors, vendors, and volunteers who come into our campus buildings, including the date and time of their visit, their name(s), contact info and who they are visiting. This information is being recorded in the event someone becomes ill and contact tracing is necessary by St. Pascal Baylon for the protection of its staff and visitors.

Health screening and policies for employees exhibiting signs and symptoms of COVID-19

The Church of St. Pascal Baylon encourages all staff that can work from home to continue to do so.

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

Staff will be asked to notify their supervisor if they are sick, experiencing symptoms while at home, or if a family member or someone they have been in contact with has developed COVID-19 symptoms.

If a staff member or a volunteer becomes sick or experiences symptoms while at St. Pascal's, they will be isolated and sent home to self-monitor their health and asked to stay in touch with the Business Administrator and Pastor about their health.

Upon arrival at work use of the health screening app will be required for all staff. There will be an infrared thermometer available in the outer staff office. Please wipe down and take your temperature. Log into the App and answer the questions on your computer. Per CDC guidelines, the following health screening questions will be asked, and the data collected will be protected under the ADA. If an employee answers yes to any of these questions, they will inform their supervisor and leave the building.

- A new fever (100°F or higher), or a sense of having a fever?
- A new cough that you cannot attribute to another health condition?
- New shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- Chills?
- New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
- Loss of sense to taste or smell?

Note: this list is not comprehensive. Other less common symptoms have been reported, including nausea, vomiting, or diarrhea. As new symptoms are identified by the CDC and the MDH, the list above will be adjusted.

St. Pascal Baylon will use the tools available at [MNsymptomscreener.gov](https://mnsymptomscreener.gov) for our staff and for volunteers and guests.

- One infrared thermometer is available at St. Pascal's.
- The Health Screening app has been obtained for use by employees. We are exploring its use and will determine if it will be used to screen Mass and other event attendees. The goal of the health screening is the health and well-being of employees, volunteers, and visitors.

Employees with underlying medical conditions or who have household members with underlying health conditions are encouraged to continue to work from home if possible.

If you have questions related to leave time, please see the employee handbook, or contact Theresa Ruttger, Business Administrator.

In the workplace where exposure to COVID-19 may occur, prompt identification and isolation of potentially infectious individuals is a critical first step in protecting employees and others. St. Pascal Baylon will inform staff if an employee or their household member has been tested positive for COVID-19, without disclosing any identities. COVID-19 cases reported to Theresa will be kept confidential and limited to Theresa, the supervisor, and Pastor. A private HR log will be kept tracking infections and help with contact tracing overseen by the Minnesota Department of Health.

An employee that has tested positive for COVID-19 will be asked to provide a list of fellow staff members they encountered at St. Pascal's over the past 14 days. Employees that had close contact will be notified and asked to stay home and self-monitor for 14 days.

Handwashing

Basic infection prevention measures are always being observed at our workplaces. Staff is instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially upon arriving and before departing from the campus, prior to and after any mealtimes and after using the toilet. All visitors to the facility will be required to sanitize their hands immediately upon entering the facility. Hand-sanitizer dispensers (that have greater than 60% alcohol) are also available for hand hygiene in place of soap and water, if hands are not visibly soiled.

All restrooms and kitchens have soap and hot water available. Hand sanitizer dispensers are available:

- Welcome Desk at the Conway Door, door 2
- Entry to the Church, door 3

A handwipe station is at the Welcome Desk and will be monitored to ensure supplies are full and available at all times for use by staff, vendors, guests, and volunteers. A touchless sanitizer station is available at the entry to the Worship Space and the supply is monitored. Maintenance will order supplies of hand soap and hand sanitizer for use in all restrooms and kitchens for their use and safety.

Respiratory etiquette: Cover your cough or sneeze

Staff, volunteers, and visitors are being instructed 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. They should dispose of tissues in the trash 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 will be oriented to these new instructions prior to their return to work on the campus.

Any staff with visitors is responsible for instructing guests or volunteers on these requirements. Posters are at building entrances, in the Staff/Volunteer lounge, restrooms and public spaces, and in any waiting spaces.

Increase physical distancing: Staff should be at least six feet away from each other

Staff that can continue to work from home will be encouraged to do so. A schedule of work hours on campus will be discussed with each staff member's supervisor. Individual staff members will notify the team of their schedule to ensure physical distancing in office areas.

Physical distancing is being implemented by having staff come in only when necessary and working in their individual offices or in separate areas of the campus for staff. All staff will not be on site at one time, and small meetings will be limited to large rooms where people can maintain the required physical distance. Virtual meetings are encouraged. A Zoom account is available for staff and volunteer use.

Staff will be encouraged to eat lunch in their office or to use rooms where physical distancing is possible like the Staff/Volunteer lounge.

Masks and gloves will be provided to staff that do not have their own supplies.

In-person meetings and gatherings are discouraged. If there is an urgent need to meet, these groups will be limited to small groups (under 10 in large spaces that allow for required physical distancing), but these meetings are discouraged at this time.

Virtual meetings are encouraged and remain our goal.

These policies will be revisited regularly as more information becomes available about COVID-19.

Increase physical space between staff, volunteers, visitors and vendors, such as using partitions, and step up cleaning and disinfecting throughout the campus.

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, interior and exterior doors and handles, light switches including restrooms, break rooms, lunchrooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

Our regular cleaning staff will disinfect all high traffic areas using a CDC/EPA approved disinfectant specific to killing COVID-19. In the event of a worker diagnosed with COVID-19, an intense cleaning of all places the worker entered will be conducted. Their office will be closed and locked for three days prior to maintenance entering the room. Once the three days have elapsed, maintenance will completely disinfect all surfaces, floor, desk, phone, chair, etc., and the office will remain closed.

Worker Hygiene and Source Control

1. Staff will be encouraged to regularly wash their hands with soap and water throughout the day. Handwashing and hand-sanitizer facilities are readily available and stocked.
2. St. Pascal Baylon will provide recommended protective supplies, such as non-medical cloth and non-surgical facemasks, gloves, disinfectant, faceguards, and eye shields, as needed for a staff member's job.
3. Handwashing and "cover your cough" signs have been posted at building entrances, in all kitchens, restrooms and public spaces.

4. Non-medical cloth masks will be required for staff, vendors, and visitors when in hallways, or in a group meeting. If a visitor or vendor does not have a mask, one will be provided.
5. Cooking food on-site and sharing by staff is prohibited at this time. Reheating of food is limited to the Staff/Volunteer Lounge. Staff will wipe down equipment (microwave, coffee machine, toaster) after each use. The parish kitchen and hall (Brioschi Hall) is closed until further notice.

Cleaning and disinfection protocols

St. Pascal's staff and anyone in "high touch areas" will be provided with masks and gloves.

1. Custodial team members will routinely clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, machinery, tools, controls, etc. as described below. At least daily, clean all high touch items (doorknobs, doors, handles, light switches, surfaces, tables, etc.)
 - Interior and exterior doorknobs and light switches
 - countertops
 - drawer and cabinet handles
 - copiers and printers
 - toilets, faucets, and sinks
 - microwaves, handles, controls, door
 - refrigerators, handles controls, door
 - touch screens

Staff members are responsible for wiping down their office areas as needed.

2. Ensure availability of hand sanitizer and approved cleaning products.

If a worker becomes ill with COVID-19, maintenance will lock the individual's office and wait three days before entering to disinfect.

3. All staff are asked to assist and to clean and disinfect areas where they work. This includes phones and keyboards (if you touch it, clean it).
4. All management, staff, and volunteers who come onto the campus will be trained in these protocols.

Communications

Key messages for communicating this plan include:

- Stay at home if you are ill.
- If you come to St. Pascal's, we want you to stay safe and healthy.

This document will be made available via the parish website (www.stpascals.org), links in the Pulse Newsletter and an announcement in the parish bulletin. Mailed copies will be furnished upon request.

Staff Communications and Training

This Preparedness Plan was updated by parish staff on July 31, 2020 by email .

This Preparedness Plan updated was communicated to parish leadership and building users on May 23, 2020.

If a staff member does not have a mask, they will be provided.

Staff will be asked to use the Google calendar (as always) to schedule use of space, and to notify Mike Kelleher about any cleaning / disinfecting needed when events or meetings are concluded. Staff will be asked to assist to ensure cleaning and disinfecting of spaces used takes place.

Implementation will be discussed weekly at Tuesday staff meetings.

This Preparedness Plan has been approved by the pastor with input from the parish staff.

A handwritten signature in cursive script that reads "Father John Mitchell". The signature is written in black ink and is positioned above the typed name of the signatory.

Rev. John Mitchell, Pastor