

Advent Pandemic Preparedness Plan

Released 02-November-2021, Immediate Effect

This Pandemic Preparedness Plan is in effect until such time as the COVID-19 vaccine is available to people of all ages or the church council votes on a change.

Advent Lutheran Church is committed to providing a safe and healthy workplace for our staff, leadership, volunteers, and visitors. To ensure we continue to have a safe and healthy workplace, Advent Lutheran Church has developed the following Pandemic Preparedness Plan in response to the ongoing concerns related to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our facility, on our property, and in our communities; and that requires full cooperation from everyone. Only through this cooperative effort can we establish and maintain the safety and health of everyone who enters Advent's facility and property.

Staff, leadership, and volunteers are responsible for implementing all aspects of this Plan, but everyone in the Advent facility or on Advent property is responsible for complying with this Plan. We encourage everyone to ask questions, raise safety and health concerns, and offer suggestions related to the Plan and its implementation. Those who refuse to follow this Plan may be asked to leave the premises.

This Plan was developed by Advent staff and council members through meetings, discussions, and solicitation of feedback. This Plan applies to any people or events utilizing Advent facilities.

Even as things begin to open up and more people get vaccinated, it is important for everyone to continue to take steps to slow the spread of COVID-19 including staying home when sick, washing your hands often, social distancing, and wearing a face mask appropriately, as needed. People who are age 65 or older and people with underlying medical conditions are at higher risk for severe illness from COVID-19. Those in a high-risk category or who are uncomfortable being in a large group should stay home and continue to join Advent gatherings and other events online.

Everyone who is sick must stay home

1. Visitors and Volunteers

- a. Visitors and volunteers must assess their health status prior to entering Advent or Advent property; before entering, everyone will personally ensure they are not experiencing any COVID-19 symptoms as identified by the CDC or Minnesota Department of Health:

- i. Symptoms:

1. Fever or feeling feverish
2. Chills
3. A new cough
4. Shortness of breath
5. A new sore throat
6. New muscle aches
7. New headache

8. New loss of smell or taste
 9. Other symptoms as identified by the CDC or MN Department of Health
 - a. <https://www.health.state.mn.us/diseases/coronavirus/facilityhealthscreen.pdf>
 - b. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- ii. If someone is experiencing any symptoms of COVID-19, they should stay home
2. Staff
- a. All of section 1, plus:
 - b. Staff leave policies promote staff to stay home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household
 - c. The Families First Coronavirus Response Act (FFCRA) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. FFCRA details are available here - <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>
 - d. Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented, allowing staff to work remotely at this time
 - e. Notification: In the event of exposure, all staff will be informed by email. In addition, the infected staff member's name, health status, and health information will not be shared unless they give permission in writing

Social Distancing

1. Visitors and Volunteers
 - a. Those in high-risk categories, or those who are uncomfortable being in a large group, are encouraged to stay home and continue participating online
 - b. Maintain at least 6 feet of distance from others outside of your quarantine circle/family group, including entering and exiting, restrooms, standing in line for treats, etc.
 - c. Refrain from physical contact (handshakes, hugs, etc.)
2. Staff
 - a. All of section 1, plus:
 - b. Maintain at least 6 feet of distance from others, including during meetings, lunch, etc.
 - c. Limit conversations in smaller spaces (office hallway, workroom, etc.)
 - d. Reduce workroom occupancy to two people at a time if possible
 - e. Deliveries are to be accepted by contactless means whenever possible or keep an adequate distance between you and the delivery person
 - f. If your responsibilities allow and with prior approval, work from home if you are uncomfortable working in the building

Hygiene and Source Controls, including face coverings

1. Health Screenings
 - a. Before entering the facility, everyone will personally ensure they are not experiencing any COVID-19 symptoms as identified by the CDC or MN Department of Health
2. Cleaning and Other Products
 - a. Advent will ensure that hand sanitizer, sanitizing wipes, disposable face masks, gloves, tissues, and other necessary items are available at all times upon request
 - b. Hand sanitizer stations are located inside the entrances and throughout the facility
 - c. Staff, leadership, and volunteers have access to cleaning products for their workstation or high touch areas
3. Everyone is asked to use hand sanitizer or immediately wash their hands upon entering and to wash their hands frequently
4. Everyone is asked to cover coughs and sneezes and wash hands immediately and/or use hand sanitizer afterwards
5. Face Masks
 - a. Face masks are required while inside buildings on Advent's premises. Everyone within Advent shall correctly and consistently wear a mask that completely covers the nose and mouth.
 - i. Exceptions:
 1. Children who are 5 years old and younger
 2. Worship team and pastor/speaker on the platform
 3. Other exceptions at the discretion of Advent staff and council
 - ii. Those with a medical or mental health condition or disability that makes it unreasonable for them to wear a mask are encouraged to use Advent online resources to attend gatherings and events
 - iii. Staff, leadership, and volunteers do not need to wear a mask when working alone in a private space
6. Posters placed at doors instructing individuals (staff, leadership, volunteers, and visitors) to wear masks inside the building and sanitize/wash hands upon entering
7. Communion distributed in pre-packed servings
8. Tithes and offerings may be given online or mailed in to limit passing of items between staff, leadership, volunteers, and visitors

Cleaning and disinfection protocol

1. Advent has a regular and thorough cleaning schedule
2. Extra sanitation during flu season and during the COVID-19 pandemic
3. Routine cleaning and disinfecting of work surfaces and high-touch areas, such as doorknobs and light switches, has been implemented
4. Cleaning and disinfecting supplies will be used in accordance with product labels, safety data sheets, and manufacturer specifications.
5. Facility staff and/or others are routinely cleaning and sanitizing high touch areas
6. Staff, leadership, and volunteers have been instructed that personal equipment should not be shared and, if shared, should be disinfected between users

Communications and training practices and protocol

1. This COVID-19 Preparedness Plan was communicated to staff on 02-November-2021; any necessary training will be provided prior to Advent's first in person gatherings. This plan was emailed to staff and is available in the Employee Handbook.
2. This plan was communicated to Advent's members via email and multiple announcements starting on 05-November-2021. This plan is available to the community on Advent's website and will be available by request for physical mailings.
3. The staff and church council will monitor the Plan effectiveness. The Plan shall be altered and updated, as necessary, by staff and church council. Staff and church council members are expected to model appropriate behavior as dictated by the plan.
4. Advent encourages people who may be at a higher risk for severe COVID-19 infection to strongly consider not attending in person services or events.
5. Advent encourages people to consider vaccination to protect themselves and others from COVID-19.