

## **COVID-19 Preparedness Plan for Employees of St. John the Baptist**

We are all aware that the coronavirus is an extremely contagious virus. The implementation of this plan is our effort at St. John the Baptist to outline precautions and protocols to mitigate the potential for transmission of COVID-19 in our workplaces. Please remember, however, that any public place you enter potentially exposes you to this virus. As we continue our work as a staff to further the mission of the parish, we will be vigilant with our efforts regarding cleanliness and virus/germ transmission awareness and mitigation while cautioning that we cannot guarantee you will not be exposed while in our building. The following information should be reviewed by every member of our staff and we ask that you help us implement and enforce these guidelines so that all of us do our best to keep you and others safe.

Our employees are our most important assets. We are serious about safety and health and keeping our workers working at St. John the Baptist. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by soliciting input on keeping our workplace safe at our May 12, 2020 Staff Meeting and by having a Task Force of Leadership Team members and other employees review drafts, suggest revisions and discuss the purpose, effectiveness and implementation of the plan. The final plan was then reviewed and approved by our parochial administrator and our parish trustees.

Our plan has the basic preventative measures as a baseline. We will periodically check the Centers for Disease Control (CDC) or the Minnesota Department of Health (MDH) websites for the most up to date recommendations. The CDC recommends everyday preventative actions to help prevent the spread of respiratory illnesses such as that caused by the coronavirus:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze into a tissue or your elbow vs. your hand (you can spread germs when touching items after coughing or sneezing into your hand).
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow the CDC's recommendations for using a face mask: "CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain," <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>. In compliance with Governor Walz's Executive Order 20.81, at St. John's we require employees to wear non-medical cloth or disposable face masks when in hallways or confined public spaces. When an employee is alone in an office, meeting room or cubicle, a face mask is recommended but not required. When two or more employees are meeting in a room, they should maintain six feet of distance and wear face masks. Employees should also wear a face mask in our buildings when interacting with visitors and other members of our parish community. Vendors and visitors to our buildings will be asked to wear a face mask, and one will be offered to them if they do not have one.
- Wash your hands for a minimum of 20 seconds before eating, or after blowing your nose, coughing, and sneezing. If soap and water is not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

## Health Screening at St. John the Baptist

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Prior to coming in to work each day, each employee will assess how they feel (IE: elevated temperature (fever), tiredness, dry cough, aches and pains, nasal congestion, runny nose, sore throat, diarrhea). If possible, they should take their temperature as part of this daily assessment prior to coming to work. Employees are required to wear a protective mask at work when they are interacting in-person with co-workers or parishioners and visitors and cannot maintain six feet of distance. Cloth or disposable face masks will be made available. Alternative face coverings, such as a neck gaiter or scarf that will stay in place over the nose and mouth, may also be acceptable.

St. John the Baptist reserves the right to conduct health screens of its employees.

### Self-Monitoring

Employees are asked to understand and agree to this statement: ***by virtue of my presence in the office on a given day, I warrant that I am symptom free. I agree that if I develop a symptom either at home prior to leaving for work or while I am at work, I will follow the protocols in this Preparedness Plan and either not come in to St. John the Baptist or leave St. John the Baptist immediately.***

The following are common symptoms of COVID-19:

- A new fever (100.4°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)
- New headache
- New loss of smell or taste

Note: this list is not all inclusive. 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.

Source for COVID-19 symptoms: Minnesota Department of Health,  
<https://www.health.state.mn.us/diseases/coronavirus/basics.html>

These policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

If an employee exhibits a symptom or becomes aware of a symptom in themselves they are asked to take the following steps.

If at work:

- If not already wearing a face mask, put one on immediately.

- Report immediately to their supervisor or other available staff in a discrete, confidential manner via phone, email or other means that minimizes contact, that they have a symptom of COVID-19 and wish to leave the premises immediately.
- The employee is to leave the workplace immediately and go home.
- Employees are asked to seek any necessary medical care and are required to test for COVID-19 before returning to work.
- A workspace of an employee who has been diagnosed with COVID-19 will be cleaned and disinfected by trained maintenance staff using proper safety equipment, cleaning products and procedures, per CDC guidelines as outlined here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

If at home when symptoms are present:

- Employees are asked to not come in to work.
- Employees should inform their supervisor by telephone, text or email that they have a COVID symptom and will be staying at home.
- Employees are asked to seek testing for COVID-19 at their earliest opportunity.

St. John the Baptist has implemented leave policies that promote workers 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.

Additionally, accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Employees are asked to inform their supervisor or the parish business administrator if this applies to them.

Please refer to the St. John the Baptist Employee Handbook for our policy on sick leave, personal leave, vacation leave and the Family Medical Leave Act (FMLA).

St. John the Baptist has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 as a close contact at their workplace and requiring them to quarantine.

Per the CDC, the definition of a close contact is as follows:

“Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.”

(<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>)

If it is determined that employees were exposed, all staff will be informed of the situation in accordance with confidentiality requirements. Information on persons who had contact with the ill worker during the time the worker had symptoms and two (2) days prior to symptoms will be compiled. Others at the facility with close contact within 6 feet of the worker during this time would be considered exposed. The workers will be asked to self-quarantine. If possible, work at home accommodations will be implemented for those who have been self-quarantined. All of these events will be documented by date and time, listing those involved and how they were informed. St. John the Baptist will follow the applicable reporting guidelines per the Minnesota Department of Health, the CDC and OSHA.

## Length of Quarantine

The recommended length of quarantine for those exposed to COVID-19 has been recently revised by the CDC and MDH. Depending on circumstances, the length may be 14 days, 10 days or 7 days.

Guidance from the Minnesota Department of Health can be found here:

<https://www.health.state.mn.us/diseases/coronavirus/close.html>

A summary PDF resource from MDH can be found here:

<https://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf>

Guidance from the CDC can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html>

Employees should consult with their supervisor, who should then consult with a member of the St. John the Baptist Leadership Team, to determine the length of quarantine that applies to their situation. If an employee has received advice from a health care provider, that information should be shared with the supervisor as well.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. As before, all worker health information is kept private and confidential. However, we will provide co-workers with non-confidential information that would help them evaluate the risk of infection and follow all Minnesota Department of Health and CDC guidelines.

## **Returning to Work After an Illness**

A person with COVID-19 symptoms may discontinue home isolation and return to work after meeting the following:

- 1) At least 10 days have passed since symptoms first appeared, AND
- 2) At least 24 hours have passed since the person's last fever without the use of fever reducing medications, AND
- 3) The person's symptoms have improved.

(Source: MN Employment Law Report (<https://www.felhaber.com/cdc-issues-revised-guidance-on-returning-to-work-after-isolation/>). CDC guidance can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>.)

Additionally, the CDC provides this guideline for asymptomatic persons:

Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

(<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>)

If an employee's health condition and the nature of their work allow them to work from home during this isolation, that is encouraged.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are 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 shift, prior to any mealtimes and after using the restroom. All visitors to the parish offices will be asked to use hand sanitizer (available at entrances or at the Welcome Desk or Pastoral Reception office) or wash their hands prior to or immediately upon entering the facility. If a visitor's hands are visibly soiled, they will be asked to wash their hands with soap and water. Restroom sinks will be offered to the visitor for this purpose.

St. John the Baptist has set up hand sanitizing stations in multiple locations near employee work areas and kitchens. We will keep an inventory of proper supplies on hand and/or on order. Our restrooms are inspected and cleaned prior to our buildings' opening each day, at midday, and again in the evening, unless there is a certainty that spaces were not used. Restrooms and other public spaces will be checked frequently through the course of a day for any needed cleaning and supply restocking by maintenance staff. Signs from the CDC will be posted in areas nearest workers to encourage handwashing and the use of hand sanitizers.

### **Respiratory etiquette: Cover your cough or sneeze**

Workers 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 workers and visitors.

St. John the Baptist has posted additional posters in the common areas of our buildings and the work areas related to this topic. We have purchased additional supplies of tissues. We have placed tissue boxes and garbage receptacles throughout these areas. Cloth and/or disposable masks will be provided to each employee and we require wearing masks at all times employees are interacting with one another within six feet of distance or are engaging with parishioners or other visitors in any setting.

## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

Employees who are able to work from home will be encouraged to do so. Flexible work hours or schedules will be offered to employees to stagger the shifts or schedules of workers who do come into the building. When employees engage one another in person in the workplace they are to maintain six feet of distance between them and minimize any time spent in closer proximity (such as passing in a walkway). Hallways will be marked with tape at six-foot intervals, and a six-foot demarcation will be made on the floor between an employee's workstation and an area for a co-worker to interact in person.

Employees are not to ride in the same vehicle together for work purposes and are discouraged from doing so for commuting purposes.

We require employees to wear non-medical cloth or disposable face masks when in hallways or other public spaces. When two or more employees are meeting in a room, they should maintain six feet of distance and wear face masks. Employees should also wear a face mask in our buildings when interacting with visitors and other members of our parish community.

Workers and visitors are prohibited from gathering in confined areas and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. Any workspace and phones or computer equipment that are designated as shared between two or more persons will be disinfected between users per protocols described below. Elevators will be designated single-person use only, unless an elevator is shared by members of the same household.

### **Cleaning & Disinfecting**

Regular housekeeping practices are being implemented by maintenance staff, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as

- Entry/exit ways into buildings, offices, rest rooms, classrooms, including doorknobs, handles, push plates
- Drinking fountains
- Restrooms: soap dispensers, paper towel dispensers, locks/handles on stalls, grab bars, faucet handles, restroom partitions, toilets
- Breakroom: counters, tabletops, refrigerator door handles, microwave door handles, faucet handles, light switches, coffee pot handles
- Phones, copy machine, fax machines
- Stair handrails
- Elevator buttons
- Light switches

CDC guidelines on cleaning and disinfecting can be found here:

[https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC\\_2067-DM26911](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911)

Additionally, St. John the Baptist has provided our employees with disinfectant spray and disinfectant wipes which they are asked to use to clean and disinfect their own single-user workspaces on at least a weekly basis. Maintenance staff will be asked to clean door handles in common areas and the outside door handles of staff offices, restrooms, and other frequently touched surfaces on at least a daily basis. Maintenance staff will also be directed to disinfect the frequently touched surfaces in the staff lounge, copy room and other areas at least once per day. Other staff may also use the available cleaning products to clean common area surfaces as they perceive the need.

Unless identified as a multi-user workspace, employees are not allowed to use the telephone or computer equipment in another employee's workspace. Any employee who does use a multi-user workspace will wash their hands before using the space, will apply disinfectant to the workspace surfaces (desktop, telephone, computer keyboard and mouse, etc.) both before and after their use, and will wash their hands after such use.

A workspace of an employee who has been diagnosed with COVID-19 will be cleaned and disinfected by trained maintenance staff using proper safety equipment, cleaning products and procedures, per CDC guidelines as outlined here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

### **Communications and training**

This Preparedness Plan was originally communicated to all workers by email and printed copy on June 17, 2020 and necessary training was provided beginning on that date. Additional communication and training will be offered on an ongoing basis and provided to all workers who did not receive the initial training. Supervisors are to monitor how effective the program has been implemented by their own observation and by soliciting input from their employees. Supervisors and employees are to work through this new program together and update the training as necessary. This Preparedness Plan has been approved by Fr. Paul Shovelain, Parochial Administrator at St. John the Baptist and was emailed to all staff and posted in the staff lounge and is available electronically and in print form on request. It will be updated as necessary.

Certified by:

Fr. Paul Shovelain  
Pastor  
St. John the Baptist Church & School

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Revision distributed by email and made available in hard copy.