

MPC COVID-19 EXPOSURE CONTROL & RESPONSE PLAN

DRAFT

Rev 0.1 – August 12, 2020

Developed by the MPC Re-Opening Committee

MPC COVID-19 EXPOSURE CONTROL & RESPONSE PLAN

1. This document is for internal use only and meant as guidelines and recommendations for employees and volunteers serving in support of Media Presbyterian Church (“MPC” or the “Church”). In determining the applicability of any of the guidelines or recommendations to any given situation, appropriate MPC staff and/or committee members will work with to adjust as necessary.
2. This document contains guidelines and recommendations for MPC employees and volunteers only. It is not to in any way to be construed as anything other than guidelines and recommendations and does not constitute the basis for a commitment or promise to do anything herein.
3. The guidelines and recommendations are based in part on the Centers for Disease Control and Prevention (“CDC”) guidance and on best practices. Guidance from federal, state, and local authorities is subject to frequent change and may require revisions to the guidelines and recommendations contained herein. Accordingly, the Church may see fit to revise this policy based on the latest guidance.
4. The guidelines and recommendations contained herein are not promissory and do not set terms or conditions of employment or create an employment contract.

Table of Contents

Contents

MPC COVID-19 EXPOSURE CONTROL & RESPONSE PLAN	1
Table of Contents	2
Pastoral Statement	3
PURPOSE	4
ADMINISTRATIVE DUTIES.....	4
WHAT IS COVID-19?	4
EXPOSURE DETERMINATION	5
SOCIAL DISTANCING.....	5
CLEANING & SANITIZATION	6
OFFICE	6
EXPOSURE RESPONSE & REPORTING.....	7
SYMPTOM SCREENING & SELF-ISOLATION POLICY.....	7
Employees and Volunteers	7
Congregation.....	8
RESPONSE GUIDELINES FOR SPECIFIC TYPES OF EXPOSURE.....	8
MPC employee or volunteer experiencing COVID-19 like-symptoms	9
Employee's and volunteer's exposure to confirmed COVID-19 case	9
Employee or volunteer tests COVID-19 positive.....	9
Employee, volunteer or congregation member exhibiting symptoms while on church grounds	9
CHURCH FACILITY ACCESS PROCEDURE.....	10
THIRD PARTY USE OF CHURCH FACILITIES	10
References	11

Pastoral Statement

The following pastoral statement on the church's reentry to public life and worship may be used or adapted in public worship, church newsletters, email messages, or on social media.

"When the day of Pentecost had come, they were all together in one place" (Acts 2:1). So begins the account of the gift of the Holy Spirit to the church in the book of Acts. As we approach the day of Pentecost in the year 2020, we understand that it may not be possible for the members of our congregation to be "all together in one place" this year. While some restrictions are being lifted in some places and for some people, the ongoing threat of the Covid-19 global pandemic will require that we return to church in a way that is measured and mindful of the needs of the most vulnerable among us. While some may begin to attend public worship in person, we know that some will need to continue to worship at home for some time.

We give thanks, then, for the promise of our faith—that the Lord God will bless and keep us, the risen Christ is with us, and the Holy Spirit connects us with believers near and far. We take comfort and inspiration from the example of the earliest believers, who "spent much time together in the temple" and "broke bread at home ... with glad and generous hearts" (Acts 2:46). As we anxiously track the news in these times—with numbers of new cases, numbers of persons who have died, and numbers of those who are recovering—we remember the good news of the gospel: "And day by day the Lord added to their number those who were being saved" (Acts 2:47).

As this congregation begins to resume public activities, please know that we will do so through a careful process of discussion and discernment, with an abundance of caution and concern for those who are most vulnerable, upon consideration of the best scientific knowledge at our disposal, in the spirit of constant prayer, and with full trust in the grace of Jesus Christ, the love of God, and the communion of the Holy Spirit.

We may make mistakes along the way. There will surely be awkward moments as we adjust to new protocols and practices. There will be times of frustration, disappointment, and grief. We will have countless opportunities to exercise the spiritual gifts of patience, kindness, gentleness, and self-control.

But there will also be blessings. There will be wonderful surprises, great celebrations, and moments of deep satisfaction. We will get to see glimpses of the new thing God is doing, even now. We will have opportunities to savor the spiritual gifts of love, joy, peace, generosity, and faithfulness.

Let us be faithful, then—to God and to one another—as we receive the gifts and work through the challenges of this time in the life of our congregation and world. Let us be guided by the Word, responsive to the Spirit, and open to the grace of God. Let us remember that nothing can separate us from God's love in Christ Jesus.

PURPOSE

Media Presbyterian Church (“MPC” or the “Church”) is dedicated to the protection of its employees, volunteers, congregants, facilities, and resources. Additionally, we are committed to ensuring that the Church can continue all aspects of its operations and community activities during an infectious disease outbreak and can safely resume normal operations as quickly as possible after an outbreak affects our facility. We place a high priority on developing, validating, and, as necessary, implementing this COVID-19 Exposure Control & Response Plan.

This plan was rigorously developed by the MPC Re-opening Committee (the “Committee”) and based on requirements and guidance of public health agencies including the Centers for Disease Control and Prevention and the Pennsylvania Department of Health. All information was gathered and vetted to be fact-based and medically sound as of the date of publication; however, pandemic information evolves over time. Therefore, this plan and its guidelines are subject to amendment as more information becomes known.

Consideration for the duties of the session and exposure determination are based on the notes of the Reformed church in our own time as follows:

1. provide that the Word of God may be truly preached and heard.
2. provide that the Sacraments may be rightly administered and received.
3. nurture the covenant community of disciples of Christ.

If after reading this plan you find that improvements can be made, please contact a member of the Committee or Church administration.

ADMINISTRATIVE DUTIES

The MPC Re-opening Committee (the “Committee”), is responsible for establishing, implementing, and overseeing this written COVID-19 Exposure Control & Response Plan. The Committee has full authority to make necessary decisions to ensure the success and effectiveness of this plan.

Copies of this written plan shall be made available to staff, volunteers, and members of the congregation.

WHAT IS COVID-19?

Coronavirus disease (COVID-19) is an infectious disease that spreads from person to person, primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. You can become infected by coming into close contact, approximately six feet, with a person infected with COVID-19. Exposure is also possible by touching a surface or object that has the virus on it, and then touching your mouth, nose, or eyes with your hands. COVID-19 symptoms can range from mild to moderate (or no symptoms) to severe illness.

EXPOSURE DETERMINATION

Based on the activities of employees and volunteers, the following table represents, to the best ability of the Re-Opening Committee, the exposure determinations for recognized activities:

Job Title	Department/Location	Exposure Risk Level
Office Staff	Operations	Medium
Volunteers	Operations	Medium
Children/Youth Ministry	Operations	Medium
Transportation	Transportation	Medium



SOCIAL DISTANCING

One way to potentially prevent the spread of COVID-19 in the workplace is for employees, volunteers, and congregation to practice certain social distancing guidelines. “Social distancing” means maintaining space between yourself and other people outside of your home.

Employees, volunteers, and congregation are expected to exercise the following social distancing measures while in the workplace:

- ☐ Maintain CDC-recommended guidelines for social distance from others whenever possible
- ☐ Prohibit gatherings of groups larger than allowed by current state established limits and federal guidance for the current phase of re-opening.
- ☐ Conduct church related meetings remotely or in accordance with appropriate distancing guidelines
- ☐ Physically arrange workspaces and common areas to prevent crowding
- ☐ Establish procedures for handling of deliveries and any shared paperwork

- ☐ Close or limit the use of breakrooms, where and when practical
- ☐ Avoid all non-essential travel
- ☐ Establish remote working procedures
- ☐ Limit general public access to the workplace
- ☐ Schedule applicant interviews and control workplace access

If it is deemed necessary to have an in-person meeting in the workplace, attendance must be limited to only those employees whose presence is necessary and is not to exceed any maximum gathering limits as defined by CDC and/or local guidelines.

In the event that a governing state or local jurisdiction requires social distancing measures that are more stringent than this document, the state or local jurisdiction's rules will prevail in that jurisdiction.

CLEANING & SANITIZATION

In the workplace where there are common areas and frequently touched surfaces, routine cleaning can help to decrease how much of the virus, if any, is on surfaces and objects, thereby reducing the risk of exposure. Generally, if surfaces appear dirty, clean them using detergent or soap and water, prior to disinfection. The CDC recommends most common EPA registered household disinfectants, including ready-to-use sprays, concentrates, and wipes.

Self-cleaning of employee workspace is encouraged multiple times during each workday. This includes doorknobs, school bus keys, tables and desks, light switches, phones, keyboards and monitors, desks or workspace dividers, breakroom, kitchen and restroom surfaces, and lobbies or check-in areas. Best practices for cleaning and disinfection processes are outlined below.

Porous surfaces will be covered or removed, where possible, to facilitate easier sanitization of the occupied spaces. Pew cushions and chairs with cloth or other porous surface are some instances of surfaces that shall be addressed.

OFFICE

Thorough cleaning will be performed on high-traffic areas such as breakrooms, water fountains, ice machines, restroom and kitchen areas, and areas of ingress and egress including stairways/stairwells, escalators, handrails, and elevator controls.

- ☐ Frequently clean commonly used surfaces including doorknobs, light switches, and handwashing facilities.
- ☐ Self-cleaning of employee workspace is encouraged multiple times during each shift. This includes but is not limited to tables and desks, phones, keyboards and monitors, and workspace dividers. Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of an employee's job duties.
- ☐ Avoid sharing phones, work supplies, or office equipment wherever possible.
- ☐ Never share personal protective equipment (PPE).
- ☐ Where office items must be shared, disinfect between shifts or uses, whichever is more frequent, using a cleaner appropriate for the surface. This includes but is not limited to shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, and any shared workstations.
- ☐ Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

- ☐ When choosing cleaning chemicals, use products approved by the EPA or Regional Health Unit lists for use against COVID-19 and follow all product instructions. Use disinfectants appropriate for the surface and labeled to be effective against emerging viral pathogens, or alcohol solutions with at least 70% alcohol.

EXPOSURE RESPONSE & REPORTING

SYMPTOM SCREENING & SELF-ISOLATION POLICY

One way to potentially prevent the spread of COVID-19 in the workplace is for employees who are sick, symptomatic, or potentially exposed to COVID-19 to “self-isolate” (i.e., remain home from work) for an appropriate period of time.

Employees and Volunteers

The Church requires employees and volunteers to self-screen for symptoms prior to coming to work on each workday. Before coming to work, employees and volunteers must assess whether they have had any of the following symptoms in the 72 hours prior to the self-screening:

- ☐ A temperature over 100.4 degrees Fahrenheit
- ☐ The following respiratory symptoms, where not attributed to other health conditions:
 - Dry repeated cough
 - Shortness of breath
 - Difficulty breathing
- ☐ The following non-respiratory symptoms, where not attributed to other health conditions:
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell

Employees and volunteers who answer “yes” to the above should contact their supervisor immediately and self-isolate (i.e., not report to work) until:

- ☐ Adequate testing has identified that COVID-19 is not present in the employee/volunteer; OR
- ☐ Adequate testing has identified that the employee has anti-bodies/recovered from COVID-19 exposure; OR
- ☐ The employee’s/volunteer’s fever, if any, has subsided for 72 hours (three full days) without the use of medicine that reduces fever; AND
- ☐ Other symptoms have improved; AND
- ☐ Ten (10) days have passed since the employee’s/volunteer’s first symptoms.

Additionally, employee’s/volunteer’s may be required to self-isolate if:

- ☐ The employee’s/volunteer’s has been diagnosed with COVID-19 in the last 10 days;
- ☐ The employee’s/volunteer’s has been in close contact with someone diagnosed with COVID-19 in the last 14 days;
- ☐ The employee’s/volunteer’s has been exposed to COVID-19 in the last 14 days; or
- ☐ The employee’s/volunteer’s has traveled on a cruise ship or by air in the last 10 days.

Employees who meet any of the above criteria should contact their supervisor immediately to request guidance and instruction on whether to self-isolate.

Volunteers who meet any of the above criteria should choose to self-isolate and notify church administration of their choice to self-isolate.

If required by local re-opening guidelines, MPC may require employees and volunteers to undergo a temperature screening prior to beginning work or entering the church facilities. Temperature screening will be conducted by designated church representatives and documentation will specify only that a screening was performed.

Congregation

Congregation is highly encouraged to self-screen for symptoms prior to coming to work on each workday. Before participating in church services or activities, members of the congregation must assess whether they have had any of the following symptoms in the 72 hours prior to the self-screening:

- ☐ A temperature over 100.4 degrees Fahrenheit
- ☐ The following respiratory symptoms, where not attributed to other health conditions:
 - Dry repeated cough
 - Shortness of breath
 - Difficulty breathing
- ☐ The following non-respiratory symptoms, where not attributed to other health conditions:
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell

Members of the congregation who answer “yes” to the above must not participate in-person in church activities. It is in the interest of the church and its congregation that members of the congregation that have any of the above symptoms voluntarily self-isolate until:

- ☐ Adequate testing has identified that COVID-19 is not present in the member; OR
- ☐ Adequate testing has identified that the member has anti-bodies/recovered from COVID-19 exposure; OR
- ☐ The member’s fever, if any, has subsided for 72 hours (three full days) without the use of medicine that reduces fever; AND
- ☐ Other symptoms have improved; AND
- ☐ Ten (10) days have passed since the member’s first symptoms.

Additionally, members of the congregation are expected to refrain from in-person church activities if:

- ☐ The member has been diagnosed with COVID-19 in the last 10 days;
- ☐ The member has been in close contact with someone diagnosed with COVID-19 in the last 14 days;
- ☐ The member has been exposed to COVID-19 in the last 14 days; or
- ☐ The member has traveled on a cruise ship or by air in the last 10 days.

RESPONSE GUIDELINES FOR SPECIFIC TYPES OF EXPOSURE

A critical part of any pandemic strategy is staying informed and coordinating with our congregation, appropriate health officials, emergency response agencies, and law enforcement. To this end, we have outlined the following guidance for exposure response and reporting.

MPC employee or volunteer experiencing COVID-19 like-symptoms

- ☐ Employees and volunteers experiencing symptoms found in the symptom screening and self-isolation policy will stay at home and not report to work until satisfying the requirements found in the **Self-Isolation Policy** allowing them to return to work.
- ☐ Employees will provide updates as to their condition. In the event the employee subsequently tests positive for COVID-19, the exposure control/positive test protocols listed below must be implemented.

Employee's and volunteer's exposure to confirmed COVID-19 case

- ☐ Employee(s) that have been in close contact¹ without PPE to someone diagnosed with COVID-19 in the last 14 days will self-isolate and not report to work until satisfying the requirements in the Self-Isolation Policy.
- ☐ Any known objects that exposed individual(s) (employees, customers, vendors) have come into close contact with will be immediately removed from service and properly cleaned.
- ☐ Notify the appropriate health officials in accordance with their requirements.

Employee or volunteer tests COVID-19 positive

- ☐ An employee or volunteer that tests positive will self-isolate in accordance with Self-Isolation Policy.
- ☐ Any known objects that exposed individuals (employees, volunteers, congregation, third party groups, and vendors) have come into close contact with will be immediately removed from service and properly cleaned.
- ☐ Any additional employee(s) who has had close contact with the employee that has tested positive within the last 14 days will self-isolate and not report to work until satisfying the requirements in the Self-Isolation Policy.
- ☐ Notify any impacted customer, vendor, or other external party immediately.

Employee, volunteer or congregation member exhibiting symptoms while on church grounds

Should a church employee, volunteer, or congregation member begin to exhibit symptoms associated with COVID-19 exposure, the exposed individual will be taken to an established isolation room to mitigate potential exposure to other facility occupants. The exposed individual will be questioned as to who else they were in contact with while in the facility as part of a contact tracing process.

A designated route out of the facility shall identified and be cleared of people. Any individuals that come into contact with the exposed individual shall take immediate action to sanitize exposed body parts and clothing. Areas contacted by the exposed individual will be isolated from other members of the congregation and sanitized using EPA identified cleaning solution(s).

¹ The United States Centers for Disease Control and Prevention (CDC) defines "close contact" as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (such as while caring for, living with, or sharing a healthcare waiting area or room—for a period of approximately 15 minutes or longer), or having direct contact with infectious secretions of a person with COVID-19 (such as being coughed on).

CHURCH FACILITY ACCESS PROCEDURE

In order to manage potential exposure situations and ensure sanitation of used facility rooms and equipment, the following process shall be used by church members and volunteers needing access to or utilizing spaces within the church building during normal business hours or off hours of operation:

- ☐ Contact the church office to notify the church office manager and/or church officials of the number of individuals attending, date, time, planned duration, and areas of the church to be accessed. Verbal notification must be confirmed by the office manager or church official (e.g. a voicemail message to the church does not constitute approval).
- ☐ On the date of arrival at the church, all entrants shall sign the visitor log and document time in and out of the building.
- ☐ After entrants have exited the building, the area used shall be sanitized before other entrants use the area.

Note: This procedure is intended to apply to members and volunteers not present at the facility on a consistent and/or daily basis.

THIRD PARTY USE OF CHURCH FACILITIES

Outside organization that plan to utilize the church facilities must comply with the above communication and mitigation protocols. In addition, the third party must provide written documentation of its procedures for implementing appropriate prevention and hygiene practices prior to being permitted to utilize church facilities.

At a minimum, the following plan elements should be covered by the third party procedures:

- ☐ Method(s) for pre-screening third party entrants into the facility
- ☐ Social distancing guidelines to be implemented while in the facility
- ☐ Considerations for entrant hygiene practices and protective measures (e.g. hand sanitizer availability, face covering use)
- ☐ Post activity sanitation of the facility spaces used by the third party
- ☐ Notification procedures for contacting church administration should positive COVID-19 exposure be identified

The process for request approval is as follows:

1. Documentation of plan(s) including criteria established above
2. Submit to the Reopening Taskforce (Including Medical Rep.)
3. Obtain legal review (if necessary per Reopening Taskforce)
4. Obtain Medical review (if necessary per Reopening Taskforce)
5. If modifications are required, return to step #2
6. Approved plans will be sent to church official(s) for notification and to move to Session for final approval
7. Clerk of Session provides yes / no vote of a majority

References

1. Pennsylvania State Department of Health – Coronavirus webpage (last retrieved 6/27/2020)
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>
2. Centers for Disease Control and Prevention (CDC) - Community and Faith-Based Organizations webpage (last retrieved 6/27/2020)
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html>
3. Presbyterian Church (USA) Guidelines for Returning to Public Worship (last retrieved 6/27/2020)
https://media.myworshiptimes22.com/wp-content/uploads/sites/12/2020/06/24101332/PCUSA-Guidelines-returning_to_public_worship.pdf