

Preparedness and Response Plan for SARS-CoV-19

First United Methodist of Holland

Supervisor in Charge of Implementing, Monitoring and Reporting: Brad Bartelmay

First United Methodist Church, 54 W. 10th Street, Holland, Michigan 49423, presents as a MEDIUM RISK environment for the spread of SARS-CoV-2. Consequently, the following steps will be taken to maximize safety in the work environment:

- A plexiglass "sneeze guard" will be placed in front of the reception desk in the main office.
- Church Facility Sanitizing will be handled in the following manner:
 - All spaces (except offices) will be cleaned and sanitized by employee(s) of All Surface Maintenance each time after the space is used.
 - No space may be used without first scheduling it with the Administrative Coordinator. Interior doors will be locked to ensure this practice. This is essential to maintain a clean and sanitized work environment.
 - Cleaning/sanitizing supplies and hand sanitizer will be placed in multiple locations around the building.
 - Offices will be equipped with cleaning/sanitizing supplies and hand sanitizer and each staff member is required to keep their space sanitized.
 - Employee(s) of All Surface Maintenance will clean offices weekly.
 - Church employees are encouraged to hold meetings in outdoor spaces, weather permitting.
- Employees:
 - Are required to practice social distancing.
 - Are to wear face masks when interacting within the 6 foot "social distancing zone," when working together in an office, and when interacting with the general public.
 - Disposable surgical masks are available for your use and are located in the work room in the main office.
 - You may use your own lined, cloth face masks provided there is a way to tighten them snugly to the face.
 - Disposable gloves are available for your use and are located in the work room in the main office.
 - Shall participate in a daily health screening (see below).

Prior to reentering the building employees MUST do the following as training for workplace infection control and proper use of personal protective equipment:

- READ these documents:
 - "How to Wash Cloth Face Coverings" from the Center for Disease Controls (CDC)
 - "How to Safely Wear and Take Off a Cloth Face Covering" from the CDC
- WATCH these videos:
 - "How to Wear a Cloth Mask Properly | Consumer Reports" - https://www.youtube.com/watch?v=Yc_yKQryMIQ
 - "Donning and Doffing Facial Protection – Mask Alone" - <https://www.youtube.com/watch?v=OABvzu9e-hw>
 - "Donning and Doffing Exam Gloves" - <https://www.youtube.com/watch?v=xueBYfEIFEg>

- AGREE to participating in the "Sparrow Occupational Health's Covid-19 Symptom Screening" prior to arrival on the days you are scheduled to work in the church facility or participating in person in a church ministry. Details of the screening are listed below:
 - To keep you and all our employees safe, we are following local health department recommendations and requiring that every employee be assessed for COVID-19 symptoms and risk factors each day before entering the church facility or participating in person in a church ministry.
 - The survey must be completed each day prior to your arrival and/or participation in person in a church ministry. You will be expected to show proof of a "green check", which you will receive at the end of the survey. To do this, take the screening test on your mobile phone and save a screenshot of the green check, then email the screenshot to the supervisor, Brad Bartelmay, (henceforth referred to as "the supervisor") at brad@fumcholland.org.
 - Regardless of survey results, if you feel that you have symptoms related to COVID-19 please contact a healthcare professional.
 - The survey should be completed on all days you are scheduled to work in the church facility or to work in person for church ministries.
 - Here is a link to the health screening so you can see the questions and practice using it prior to returning to the workplace: <https://www.sparrow.org/OccHealthScreening>

- SIGN, DATE and RETURN the "Statement of Compliance"

If an employee is having symptoms of or has a suspected/confirmed diagnosis of COVID-19. The employee must contact the supervisor prior to re-entering the church facility or participating in person in a church ministry. The employee must keep the supervisor apprised of his/her condition and may not reenter the church facility or participate in person in church ministries until she/he receives written approval from the supervisor. This approval will be based CDC guidelines. The supervisor will notify all employees of First United Methodist Church about the possibility of a case of COVID-19 and will continue to update about the risks associated with the possible case of COVID-19 as it evolves.

If an employee experiences an unsafe work condition pertaining to mitigating SARS-CoV-2 it is his/her responsibility to immediately report it to the supervisor.