

COVID-19 Preparedness Plan
Shoreline Unitarian Universalist Church

August 2020

Governor Inslee issued a “Stay Home, Stay Healthy” Proclamation 20-25. As a part of this proclamation the state has issued [“Phase 1 and Phase 2 Religious and Faith-Based Organization COVID-19 Requirements”](#). These requirements include the establishment of a COVID-19 Preparedness Plan.

The Shoreline Unitarian Universalist Church (SUUC) COVID-19 Preparedness Plan documents policies, practices and conditions to meet the Washington State Department of Labor and Industries [General Requirements and Prevention Ideas for Workplaces](#), and the WA Department of Health [Workplace Resources and Recommendations](#). Outside organizations using our church facilities 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 by the SUUC Coronavirus Task Force. It applies to both main church building (sanctuary) and the Davis Building. The plan includes descriptions of how SUUC will implement at a minimum the following:

1. Prompt identification and isolation of sick persons
2. Introduce engineering and administrative controls to prevent spread of COVID-19
3. Provide clear procedures and assistance for social distancing
4. Promote hygiene and respiratory etiquette to prevent spread of COVID-19
5. Develop housekeeping guidelines, including cleaning and disinfecting
6. Train staff and volunteers so that they are able to implement the plan
7. Provide supervision necessary to ensure effective ongoing implementation of the plan

SUUC is committed to providing a safe and healthy workplace for our staff, volunteers, congregants, and visitors. To ensure a safe, healthy environment, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 at our facilities, and that requires full cooperation among our staff, volunteers, congregants, and visitors.

Our staff and volunteers are our most important assets. We are serious about safety and health and keeping staff working at SUUC. 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:

Staff and volunteers are responsible for implementing and complying with all aspects of this Preparedness Plan. They have the full support of SUUC to enforce this policy.

Key Administrative Roles

Church Administrator Brandon Hunter	
Key Responsibilities	Supervises cleaning staff and oversees general use of the building.
Phone	206-363-7994
Email	office@shorelineuu.org
Rentals Coordinator	Arranges for rental of church facilities.
Rick Wilson (volunteer)	
Phone	206-799-3054
Email	rickwilson7863@msn.com

Signs and Symptoms of COVID-19 Infection

- 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 or excessive sweating.
- 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 headaches, nausea, vomiting, or diarrhea. As new symptoms are identified by the CDC and the WA State Department of Health, the list above will be adjusted.

SUUC requires of our employees and others who use the facilities:

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 church to help with daily operations, maintenance, and livestreaming of liturgies.
3. If at church, participate in health screening. Answer screening questions on the [Mayo Clinic COVID-19 Self-Assessment Tool](#). Any employee who does not pass the self-assessment tool will report to their supervisor.
4. Wash hands with soap and water upon arrival and frequently while in the workplace. Hand sanitizer will also be readily available.
5. Practice social distancing of 6 feet or more.
6. Wear face masks when indoors, and wear face masks outdoors if social distancing cannot be maintained. Employees do not need to wear face masks while working alone.
7. Avoid in-person meetings, especially in small spaces and small offices.
8. Visitors must follow posted rules. These include, but are not limited to:
 - Sanitizing hands.
 - Wearing face masks.
 - Share their name and contact information including a phone number and an email.
9. Sign-in logs have been placed at each building entrance for any visitors, vendors, and volunteers. Staff will review these logs on a regular basis. Each log-in should show the date and time of visit, name(s), contact info and purpose. This information is being recorded in the event someone becomes ill and contact tracing is necessary.

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

Specific Procedures to Ensure a Safe and Healthy Environment

1. Prompt Identification and Isolation of Sick Persons

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. SUUC 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 SUUC will be kept confidential and limited to the Church Administrator, the Minister, the head of the COVID-19 task force, and both Board Co-Presidents. A private HR log will be kept tracking infections and help with contact tracing.

An employee that has tested positive for COVID-19 will be asked to provide a list of individuals they encountered at SUUC over the past 14 days. Employees and others that had close contact will be notified and asked to stay home and self-monitor for 14 days.

2. Administrative and Engineering Controls

Sign-in. A log has been placed at each entrance to church buildings. Employees, congregants, volunteers and any others entering the building will sign in with name, date, time, contact information and purpose. Anyone who signs in will also need to sign out, indicating time of departure.

Ventilation. Active or passive ventilation will be used wherever possible in church buildings to provide air movement and dilution of airborne viral particles.

Barriers. Barriers will be constructed where needed to separate staff, liturgists or congregants from others involved in church activities when social distancing is not possible.

3. Social Distancing

Staff that can continue to work from home will be encouraged to do so. A schedule of work hours on site will be discussed with each staff member's supervisor. Individual staff members will notify their supervisors of their schedule to ensure social distancing in office areas. Staff will be encouraged to eat lunch in their office or outside, or to use rooms where social distancing is possible.

Social distancing is being implemented by having staff come in only when necessary and working in their individual offices or in separate areas of the church. Small meetings of staff and church officials will be limited to large rooms where people can maintain the required social distance. Virtual meetings are encouraged. A Zoom account is available for staff and volunteer use.

In-person meetings and gatherings are discouraged. If there is an urgent need to meet, these groups will be limited to small groups (five or fewer in large spaces that allow for required social distancing). Virtual meetings are encouraged and remain our goal. These policies will be revisited regularly as more information becomes available about COVID-19.

4. Hygiene and Respiratory Etiquette

Handwashing. Basic infection prevention measures should always be observed at SUUC. Staff and others who frequent the church are 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 church, 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 or hand wipes (that have > 60% alcohol) are available at all entrances to church buildings. All restrooms will have soap and water available. Supplies for handwashing and hand sanitizing will be checked on a regular basis and replenished when needed. [

Respiratory etiquette: Staff, volunteers, and visitors are instructed to wear facial coverings (masks) when inside church buildings. Masks will be provided to all staff. Everyone should 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. There will be information posters bearing respiratory etiquette, which will be supported by making tissues and trash receptacles available to all.

5. Housekeeping Guidelines

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 and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc.

Our regular cleaning staff will disinfect all high traffic areas using a WA State 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.

6. Training and Equipment

All staff and volunteers who come onto the church grounds will have access to this plan and be expected to follow it. In the near term, a hard copy with supporting documents will be available in the church office. As soon as feasible, it will also be available through the church website. Staff will be trained by other staff. Groups of volunteers must provide their own training.

Staff will be instructed to regularly wash their hands with soap and water throughout the day.

SUUC 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. Non-medical cloth masks will be required for staff, vendors, and visitors when indoors.

Handwashing and "wear a mask" signs have been posted at building entrances, in all kitchens, restrooms and public spaces.

Cooking food on-site and sharing by staff is prohibited at this time. Reheating of food is limited to the microwave. Staff will wipe down equipment (microwave, coffee machine) after each use.

7. Supervision

Church Administrator Brandon Hunter will supervise staff. He will advise congregants and volunteers who use the church facilities, helping them understand the procedures in place to prevent the spread of COVID-19.

This Preparedness Plan was communicated to church staff in draft form on July 16, 2020 by email.

This Preparedness Plan was provisionally approved by the Covid-19 Task Force of the Shoreline UU Church on July 18, 2020.

This Preparedness Plan was communicated to the SUUC Board on July 31, 2020. It was approved by the Board on August 6, 2020. A final copy of the Preparedness Plan was distributed to SUUC staff posted on the church website and made available in the church office on August 7, 2020.