



SAINTS JOACHIM & ANNE AND SHAKOPEE AREA CATHOLIC SCHOOL

Santos Joaquín y Ana

The Parish of Saints Joachim and Anne COVID-19 Preparedness Plan

Updated on September 30, 2020

The Parish of Saints Joachim and Anne is committed to providing a safe and healthy workplace for our staff, volunteers, and visitors. To ensure a safe, healthy environment, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing this plan, and volunteers and visitors will be asked to help, as well. Our goal is to mitigate the potential for transmission of COVID-19 on all of our facilities and that requires full cooperation among our staff and management, volunteers, and visitors.

Management and staff are responsible for implementing and complying with all aspects of this Preparedness Plan and they have the full support to enforce this policy.

Our staff and volunteers are our most important assets. We are serious about safety and health and keeping staff working at The Parish of Saints Joachim and Anne. Staff involvement is essential to develop and implement a successful COVID-19 Preparedness Plan.

We have asked department directors and their staff members to assist in developing this COVID-19 Preparedness Plan.

Department directors consulted with other team members to develop initial ideas and suggestions. Updates will be made as new information becomes available. This plan will be implemented prior to staff returning to work, and prior to volunteers returning to the campus.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines, and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette to prevent infection and spread of COVID 19;
- prompt identification and isolation of sick persons;
- steps to take to promote and assist with social distancing;
- sanitization– cleaning, disinfecting, and decontamination;
- communications and training for managers, staff, and volunteers to implement the plan;
- management and supervision necessary to ensure effective implementation of the plan.

As an employer, The Parish of Saints Joachim and Anne encourages our employees to do the following:

1. Stay home if ill and monitor health.
2. When employees come on campus, participate in health screening.
 - Take temperature when arriving at work.
 - We have temporal scanners at 3 of the entrances of the school/office building as well as infrared thermometers available for temperature monitoring.
 - Report any illness including cold or flu symptoms, sore throat, cough, shortness of breath, or chills.
3. Any employee with a temperature of 100.4°F or higher will be asked to go home, self monitor, and not to return until they are sure they don't have COVID-19. Employees who are ill need to work with their direct supervisor to determine when they can return to the work. Supervisors will need to check with the Minnesota Department of Health for assistance in making this determination. Generally, employees will be asked to quarantine at home for 14 days.
4. Wash hands with soap and water upon arrival at SJA and frequently while in the workplace. Hand sanitizer will also be readily available.
5. Practice social distancing of 6 feet or more.
6. Follow the Governor's order for mask wearing.
7. We are asking only essential visitors to enter the building. Introduce guests to SJA procedures which include:
 - Asking them to sanitize their hands.
 - Take their temperature; if they have a temperature of 100.4°F or over, they will be asked to return home, and monitor their health.
 - Wear face masks; if they don't have face masks, they will be available.
 - Share their name and contact information including a phone number and an email.
8. Staff will submit names and contact information to the SJA receptionist in advance for anyone with appointments to come onsite (including phone number and email).
9. The receptionist will maintain a log of any visitors, vendors, and volunteers who come into our buildings, including the date and time of their visit, their name(s), contact info, and who they are visiting. This information is being recorded in the event someone becomes ill and contact tracing is necessary by SJA for the protection of its staff and visitors.

Health screening and policies for employees exhibiting signs and symptoms of COVID-19

Staff members have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff's health status prior to entering the workplace and for them to report when they are sick or experiencing symptoms.

Staff will be asked to notify their direct supervisor if they are sick, experiencing symptoms while at home, or if a family member or someone they have been in contact with has developed COVID-19 symptoms.

If a staff member or a volunteer becomes sick or experiences symptoms while at work, they will be isolated and sent home to self monitor their health and asked to stay in touch with their supervisor about their health.

If a staff member's family member has been exposed to someone with COVID-19, we ask that the staff member carefully self monitor him/herself and family members and inform us if anyone in the house begins to show symptoms. The employee may come to work as long as they are not experiencing any symptoms.

Health Screenings will be required for all staff coming to work onsite. Per CDC guidelines, the following health screening questions will be asked and the data collected will be protected under the ADA. If an employee answers yes to any of these questions, they will be sent home.

- 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)?
- Loss of sense to taste or smell?

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.

The Parish of Saints Joachim and Anne asks that staff stay at home when they are sick, when household members are sick with any COVID-19 type symptoms, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees with underlying medical conditions or who have household members with underlying health conditions are encouraged to continue to work from home if possible.

If you have questions related to leave time, please see the employee handbook or contact HR.

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. SJA 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 will be kept confidential and limited to appropriate staff, the direct supervisor, and Pastor. A private log will be kept to track 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 came in contact with at SJA over the past 14 days. Employees that had close contact will be notified and asked to stay home and self monitor for 14 days.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Staff is 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 any of the campuses, prior to and after any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands immediately upon entering the facility. Hand-sanitizer dispensers are also available for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Hand sanitizer dispensers will be available at the entrances to all buildings.

Respiratory etiquette: Cover your cough or sneeze

Staff, volunteers, 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.

Staff will be oriented to these new instructions prior to their return to work on the campus.

Any staff with visitors is responsible for instructing guests or volunteers on these requirements.

Increase social distancing: Staff should be at least six feet away from each other

Social distancing is being implemented by having staff come in only when absolutely necessary and working in their individual offices or in separate areas of the building. All staff will not be on site at one time, and small meetings will be limited to large rooms where people can maintain the required social distance. Virtual meetings are encouraged.

Staff will be encouraged to eat lunch in their office or to use rooms where social distancing is possible.

Masks and gloves will be provided to staff that don't have their own supplies.

Virtual meetings are encouraged and remain our goal until further notice.

These policies will be revisited regularly as more information becomes available about COVID-19.

Increase physical space between staff, volunteers, visitors and vendors, such as using partitions, and increase cleaning and disinfecting throughout the buildings.

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

Our staff will disinfect all high traffic areas using a CDC/EPA approved disinfectant. In the event a worker is diagnosed with COVID-19, an intense cleaning of all places the worker entered will be conducted. Their workspace will be blocked off for three days prior to maintenance entering the area. Once the three days have elapsed, maintenance will completely disinfect all surfaces, floor, desk, phone, chair, etc...

Worker Hygiene and Source Control

1. Staff will be encouraged to regularly wash their hands with soap and water throughout the day. Handwashing and hand-sanitizer facilities are readily available and stocked.
2. SJA will have recommended protective supplies available.
3. Handwashing and "cover your cough" signs will be posted in the buildings.
4. Staff, vendors, and visitors are required to wear masks when in hallways, or in group meetings. Masks will be available for those who do not have one.

Cleaning and disinfecting protocols

The SJA maintenance team members and anyone in "high touch areas" will have masks and gloves available for their use.

1. Staff members will routinely clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, machinery, tools, controls, etc. as described below. At least daily, clean all high touch items (door knobs, doors, handles, light switches, surfaces, tables, etc.)
 - Interior and exterior door knobs and light switches
 - countertops
 - drawer and cabinet handles
 - desks
 - phones
 - keyboards
 - copiers and printers
 - toilets, faucets, and sinks
 - microwaves, handles, controls, door
 - refrigerators, handles controls, door
 - touch screens
 - TVs
2. Ensure availability of hand sanitizer and approved cleaning products.

3. If a worker becomes ill, maintenance will lock the individual's office and wait three days before entering to decontaminate. Maintenance team members with proper protective gear will decontaminate the workplace of a worker who becomes ill with COVID-19.
4. All staff are asked to assist and to clean and disinfect areas where they work. (If you touch it, clean it)
5. All management, staff, and volunteers who come onsite will be trained in these protocols.

Communications

Key messages for communicating this plan include:

- Stay at home if you are ill.
- If you come to The Parish of Saints Joachim and Anne, we want you to stay safe and healthy.

Plans, timelines and messaging are being developed to communicate this plan to staff, parishioners, volunteers, and vendors and any ministry participants that might be invited to any of our campuses during the pandemic.

- An instructional video for those who want to attend Mass is available on the SJA website.
- Information will be emailed and included in e-newsletters and bulletins.
- Staff will be asked to share information with their volunteer groups and ministry participants.

Staff Communications and Training

This updated Preparedness Plan was communicated to SJA staff on September 16, 2020 by email. The draft plan was reviewed at a Staff virtual meeting on **May 22, 2020**.

The draft Preparedness Plan was communicated to SJA Parish Council and Finance Council via email on May 26, 2020.

Any staff planning to return to work onsite must participate in the health screening expectations and participate in a Q & A session.

If staff members do not have masks, they will be available.

Staff will be asked to schedule use of space, as done in the past, so that the maintenance team will be aware of cleaning and disinfecting needs in areas utilized. Staff will be asked to assist to insure cleaning and disinfecting of spaces used takes place.

Managers and supervisors are to monitor how effectively the Preparedness Plan requirements are being implemented by doing regular check-ins with staff and asking staff to report on how plan implementation is going.

Managers and supervisors should report any issues that need to be addressed to insure safety for all SJA staff, volunteers, and visitors. Management and staff are to work through this new program together and update the training as necessary.

This Preparedness Plan has been certified by The Parish of Saints Joachim and Anne management and is available as a shared document. It will be updated as necessary.

Certified by:

Fr. Erik Lundgren, Pastor

Considerations and a Plan to Reopen for Public Masses

During this time the obligation to attend Sunday Mass continues to be lifted by Archbishop Hebda.

We will continue to livestream daily and Sunday Masses. To protect people's health and well-being, we encourage people in vulnerable categories to participate in Mass via livestream.

As we resume public worship, we are following public health guidelines issued by the Archdiocese. For now, all Masses and Adoration are at SJA - St. Mark Church in order to safely welcome the greatest number of people (in-person & live-streaming).

These are initial protocols and procedures which we will adapt as the situation changes.

Our protocol will be very clear and precise, and we need to commit to it.

Weekday Masses

- The Holy water fonts will remain empty and no literature will be available in the racks.
- People will be asked not to light candles.
- The church can hold approximately 225 people for Mass while observing social distancing. We will therefore not allow more than 225 people to attend Mass.

In order to attend Mass, people will be asked to pre-register on SignUpGenius or call the parish receptionist to pre-register and be put on the list during our office hours Monday - Friday 8:30 am - 4 pm.

- Access to the church will be 30 minutes before Mass begins.
- People will enter through the marked entrances.
- We will have ushers in the church directing our guests to available seats.
- For their safety and that of others we will ask guests
 - to sanitize their hands upon entering the church and
 - to wear their mask throughout Mass.
- Guests will only be able to sit in clearly marked, designated spots throughout the church. They will be asked to go to their pew directly upon entering.
- If a household wants to attend together they will have to register the number of people attending (all from the same household including children).
- After Mass people are asked to leave the church immediately.
- Guests will be asked to go directly to their cars and will be asked not to socialize.
- After Mass, the places where people sat as well as the doors used for entering and leaving will be sanitized.

Weekend Masses

The same restrictions for weekday Mass will be observed on Saturday and Sunday.

We will make registration available before and communicate when it will open.

Worship aids/Slides:

- Paper copies are printed for each Mass, containing readings and prayers in the appropriate language.
- Slides containing readings and prayers are embedded into the livestream at the appropriate time during our 10 am English and 12:30 pm Spanish Masses. In addition, informational parish announcements cycle through starting 10 minutes before Mass begins.

Collections

- A collection will take place during Mass using the baskets with the long handles.
- Boxes for donations will be located near the church entrances with a clear sign, and this will be handled by a trained staff member or volunteer.
- A second trained person will need to accompany the emptying of this basket and securing the collection. These individuals will wear gloves while placing the collection in bags and remove the gloves immediately upon completion.

Weddings

- Only weddings of 225 or under will be allowed. There will be no exceptions.
- We will work with couples to reschedule and make every effort to accommodate them.

Funerals

- 225 or under funeral attendees will be allowed.
- We will conduct a small graveside service now, and families will have the option to schedule a memorial service when gathering is permitted.

Confessions

Confessions will be available at the advertised times or by appointment.

Sacrament of the Sick

Requests will be handled on a case-by-case basis by our parish secretary and the priests.

We will be calling the Archdiocese COVID Hotline to request COVID-trained priests for any sick visit calls that are COVID related, or when there is a call to a facility that has COVID cases.

Music

Because of the documented health issues with transmission of COVID 19 with choir groups and singing, we will only be allowing a cantor to sing at Mass at the present time. There will be no congregational singing.

General Notes

Some ministries may need to stay virtual for longer because there are not adequate spaces to allow for proper social distancing.

1. Supplies, staffing and commitment to keep facilities clean between meetings/activities, and to provide cleaning supplies available for each space.
 - A. Hours of operation determined to be prudent with overhead costs.
 - B. The number of interested volunteers may exceed the number of actual volunteer opportunities as people are excited to re-engage.
2. How do we determine who can volunteer?

We will make every effort to be fair, equitable, and transparent in ways and methods used as volunteers are placed in volunteer roles.
3. We commit to providing virtual opportunities for volunteering throughout all phases of this pandemic. This is especially important if/as we invite vulnerable populations to stay at home and refrain from volunteering.
 - A. Share resources and ideas for effective virtual ministry
 - I. What are others doing that could be replicated?
 - II. All staff meeting for sharing and best practices discussion
 - B. Prepare and plan now for the possibility of another wave of the pandemic.
 - C. Provide clear directions and expectations for
 - I. Staff
 - II. Volunteers

Messaging

Safely Welcoming You Back to The Parish of Saints Joachim and Anne

SJA is our spiritual home - a place of welcome. We want each person who enters our buildings to feel safe.

SJA will follow all state health and safety guidelines and Archdiocesan directives.

You will see new practices and policies when you return. The policies will continue to change as we monitor the official guidelines. At SJA we have also enhanced our regular cleaning practices.

All these new measures are to help you practice social distancing and stay healthy while at Mass.

Due to the pandemic, Archbishop Hebda has suspended the obligations to attend Sunday Mass. If you are in any of the high-risk categories, please do not attend Mass. Please participate via livestream from home to protect your own health.

Guidelines include:

- If you are ill, you should not attend or come to any of our campuses. People with any COVID-19 symptoms (cough, fever, shortness of breath, etc.) should not attend.
- Attendance capacity will be limited to insure social distancing and pre-registration will be required.
- Restricted access entrances/exits.
- Limit movement flow within the church.
- Practice social distancing – maintain distance of 6 feet or more at all times.
- Sanitize hands upon entering.
- Wear a mask throughout Mass.
- No food or beverages served.
- No passing of objects or physical contact between households.
- No socializing after Mass.

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
<https://youtu.be/d914EnpU4Fo>

Respiratory Etiquette: Cover your cough or sneeze

<https://www.health.state.mn.us/diseases/coronavirus/facecover.html>
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social Distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf
www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
www.osha.gov/Publications/OSHA3990.pdf