

## **COVID-19 Preparedness Plan for the Duluth Vineyard**

The Duluth Vineyard is committed to providing a safe and healthy workplace for all our employees, volunteers, members and guests. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, volunteers, members and guests. In-person services and ceremonies will not resume or continue if adequate protective measures cannot be implemented.

This Preparedness Plan is evaluated, monitored, executed, and updated under the supervision of our Senior Leadership Team (SLT), which is our designated Plan Administrator with John Kliewer as the point person for the SLT.

All employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The Duluth Vineyard pastors, overseers and leaders have our full support in enforcing the provisions of this Plan. Employees failing to comply with this Plan are subject to disciplinary action.

Our employees are our most important assets. Employee safety and health are critical in keeping our employees working, and in allowing us to continue serving our community. Because of this, employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process through participation in working groups and receiving comments on draft plans. Going forward, employees are encouraged to provide input on hazard identification, to suggest measures to prevent close employee contact, and to submit requests to overseers for material needs, such as for enhanced PPE, hand sanitizer, and disinfectants.

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

- Screening for Employees Entering Our Facility;
- Employees Exhibiting Signs and Symptoms of COVID-19;
- Handwashing;
- Respiratory Etiquette: Cover Your Face;
- Occupancy Limits;
- Social distancing;
- Singing;
- Cleaning, Disinfection, and Ventilation;

- Facilities Changes & Limits;
- Communications and Training; and
- Policies for Visitors.

## Screening for Employees Entering Our Facility

In order to work onsite at our facilities, all employees must go through a health-screening process to verify they are free of COVID-19 symptoms. Health screenings involve a questionnaire and a home temperature check. The health-screening [questionnaire](#) asks employees if they have experienced COVID-19-related symptoms that the employee cannot attribute to another health condition. The daily self-screening process will determine if the employee will be permitted to work onsite or not. If an employee is unable to self-screen at home, the employee will complete the health screening immediately upon reporting to work.

## Employees Exhibiting Signs and Symptoms of COVID-19

Any employee who is feeling unwell or exhibiting any signs or symptoms of COVID-19 or respiratory issues will stay home to recover or work from home until symptom free. If any employee is feeling unwell, that employee will communicate with their manager and HR via phone, text messaging or email that they are feeling unwell or experiencing COVID-19 symptoms and later with an update when they receive their test results. HR will notify all staff, if anyone has been in contact with the person who has been sick. Anyone who comes into the office exhibiting COVID-19 respiratory symptoms (coughing, sneezing, etc.) will be asked to leave and either work from home, if they feel well enough, or take sick leave by notifying HR and their manager that they are sick and by filling out a sick leave form to give to HR upon returning to work.

The Duluth Vineyard 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. Sick leave and pay is outlined in detail in the Employee Handbook, under Benefits Section 5, under points 4.1-4.3. A copy of this Sick Pay policy is outlined in the “[Duluth Vineyard Employees Working Onsite Protocol](#)” document as well. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. If the employee is able to work from home and quarantine 7-14 days, depending on the sickness of their family member, they may work from home. Otherwise, they may coordinate with their manager and HR in order to find a working plan until they or their family member is well and healthy.

[Adopted by SLT June 17, 2020]

Any document containing medical information about an employee is regarded as confidential. To the extent allowed by law, the Duluth Vineyard will protect the confidentiality of employee medical information.

For further details on how to respond when employees exhibit signs and symptoms of COVID-19, and also how the Duluth Vineyard will inform workers if they have been exposed to a person with COVID-19 at their workplace and require them to quarantine, see the protocol entitled: "[What happens when someone gets Covid-19?](#)"

## **Handwashing**

Basic infection prevention measures must be followed at our facilities at all times. Employees 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 workday, prior to any mealtimes, and after using the restroom.

All visitors to our facilities will be asked to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the facilities so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Everyday one of our buildings is open to employees and/or visitors, our Facilities Team will keep the hand-sanitizer dispensers stocked and maintained.

## **Respiratory Etiquette: Cover Your Face**

Employees are required to wear a face mask at all times while (a) in any public spaces in our facilities and (b) in any non-public space (e.g., offices or stage) when social distance of 6 feet can not be maintained. Employees are encouraged to bring and wear their own cloth face masks to work. Cloth face coverings are NOT a substitute for maintaining a physical distance of 6-feet from other people.

When employees are not wearing a mask, they are 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 be supported by making tissues and trash receptacles available to all.

## Occupancy Limits

Occupancy in our facilities must be reduced to accommodate for the required social distancing of at least six feet between people who do not live in the same household.

Within our facilities, we will follow the occupancy limits set by local and state officials. As of June 17, 2020, occupancy must not exceed 50% of total occupancy, with a maximum of 250 people in a single self-contained space. In outdoor settings, gatherings must not exceed 250 people. This includes employees, volunteers, members and guests.

Large gatherings continue to present a risk for increasing the spread of COVID-19. We will continue to provide remote services. Vulnerable employees and volunteers are encouraged to self-identify and are urged to stay home whenever possible.

## Social distancing

Social distancing is being implemented in our workplace through the following:

1. Employees who are able to work from home should work from home.
2. Allowing flexible scheduling to reduce the number of employees in the same place at the same time.
3. Evaluating traffic patterns and “choke points” to reduce crowding at entrances, in hallways, shared offices, copy room, sound booth, kitchen, common areas, etc.
4. Limiting in-person meetings to 10 people or less.
5. Limiting the number of people in shared restrooms to two at the same time.
6. Adapting physical spaces to ensure physical distancing while working on shared projects or participating in events.
7. Maintaining at least six feet of separation between individuals at all times, where possible. Employees are prohibited from gathering in groups and confined areas where six feet of separation cannot be maintained.
8. Signage and/or physical barriers may be provided to keep visitors at a six-foot distance from employees (e.g., at the Welcome Center).
9. Employees must maintain a distance 6-feet or greater from others during interactions while receiving or exchanging deliveries and must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.
10. Employees must avoid using items belonging to, or commonly used by others, including phones, computer equipment, microphones, books, desks, cubicles, offices, or other personal work tools and equipment.

[Adopted by SLT June 17, 2020]

In addition to the social distancing requirements listed above, employees are required to follow the social distancing and other policies within the following documents, which are hereby incorporated into this COVID-19 Preparedness Plan by reference:

- A. [Duluth Vineyard COVID-19 Building Use SOP](#) (focused on pre-reopening use);
- B. [Duluth Vineyard COVID-19 Worship Service Protocol](#);
- C. [Duluth Vineyard COVID-19 Small Group Protocol](#); and
- D. [Duluth Vineyard COVID-19 Employees Working Onsite Protocol](#).

## **Singing**

We will continue to worship our loving God with all our hearts, but we will not do it with group singing. Singing is a higher-risk activity as it more forcefully expels respiratory droplets than speaking. And the act of singing may contribute to transmission of COVID-19, possibly through emission of aerosols.

## **Cleaning, Disinfection, and Ventilation**

Regular housekeeping practices must be followed, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery and areas in the work environment, including restrooms, offices, copy room, sound booth, kitchen, and common areas. Frequent cleaning and disinfecting of common touch surfaces within common areas in our facilities will be the primary responsibility of our facilities staff (e.g., door handles, elevator, copy room, front desk, etc.). Disinfection of personal workstations, including keyboards, phones, etc., must also be done by the employees that work in that space.

A variety of products may be used to disinfect surfaces at worksites, including Alpha HP, Oxivir, 10% bleach solution, 70+% isopropyl alcohol, hydrogen peroxide, soap and water, Cavicide, Clorox (or generic) disinfecting wipes, or any other product that is either on the EPA COVID-19 disinfection list, or that is EPA or FDA approved and claims to kill the COVID-19 virus.

Disinfection following the presence of a known case of COVID-19 in the workplace should, if possible, involve leaving the infected space and items in isolation for three days, and then conducting disinfection. The purpose of this would be to reduce the risk to employees conducting disinfection work, as viral particles are unlikely to survive for more than three days on a surface. However, due to the many unknowns with this virus, PPE should still be worn by cleaning personnel during disinfection of known/suspected COVID-19 contaminated areas, even if the area has been isolated for three days.

[Adopted by SLT June 17, 2020]

We are working to ensure that the maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained.

## **Facilities Changes & Limits**

Unless approved by an SLT member, employees will not use or permit others to use our kitchens, coffee brewers or espresso makers. Food should not be shared communally. Community water-fountains should not be available/used.

Bibles, hymnals and other material in seat backs will be removed as they cannot be effectively cleaned.

We are committed to maintain a distance of at least 6 feet from people not in the same household at all times. This includes establishing this distance with people next to you and in front and behind you. We will remove or block off seating, clearly mark entrances and exits and space within our facilities to ensure adequate spacing of participants.

Our large gatherings will utilize different entrances, staggered arrival and departure times, and other mechanisms to avoid congestion at entry and exit points.

## **Communications and Training**

This COVID-19 Preparedness Plan will be emailed to all employees and posted on the Duluth Vineyard's website. This Preparedness Plan will be posted in the lobby of our facilities to allow for the Plan to be readily reviewed by all leadership, staff, and volunteers. Additional communications, trainings, postings, and updates will be ongoing. All employees are to work through this new program together and will update training as necessary. The Preparedness Plan will be updated as necessary to comply with state and/or CDC guidelines.

Instructions will be communicated to volunteers, members and guests regarding this Preparedness Plan, its requirements and our expectations. We will use our websites, social media, pre-appointment phone calls and other outlets to educate volunteers, members and guests on the steps being taken for their protection and the protection of employees. We will post signs at the entrances and exits outlining established protocols and signs within our facilities, including "hand-washing" and "cover your cough" signs.

All employees, leadership and volunteers must be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols.

## **Policies for Visitors**

We strongly urge all “at risk” volunteers, members and guests of vulnerable populations to stay home and participate in our community remotely. Our employees will take steps to ensure that those who choose not to attend in-person services can stay connected with our community and they will not experience negative consequences from our community because of their decision.

We will periodically email volunteers, members and guests for whom we have an email address to request that they complete a health-screening process to verify they are free of COVID-19 symptoms before they enter our facility.

All volunteers, members and guests to our facilities will be asked to either wash their hands or use hand sanitizer immediately upon entering the facility. Our Facilities Team is responsible to ensure handwashing facilities and/or hand sanitizer is available to all who enter our facilities.

All volunteers, members and guests older than 2 years of age are required to wear a face mask at all times while (a) in any public spaces in our facilities and (b) in any non-public space (e.g., offices or stage) when social distance of 6 feet can not be maintained. Volunteers, members and guests who are not wearing masks will not be allowed entrance to the facilities and will be asked to leave if they remove their mask in any public space. Masks will be available if needed.

Anyone under the age of 14 and able to move on their own must be accompanied by an adult and remain within six feet of such adult while at our facilities.

These requirements for volunteers, members and guests will be posted at all public entrances.

## **Appendix A – Other Resources**

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)  
[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)  
[www.osha.gov](http://www.osha.gov)  
[www.dli.mn.gov](http://www.dli.mn.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)  
[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)  
<https://youtu.be/d914EnpU4Fo>

### **Respiratory Etiquette: Cover Your Cough or Sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)  
[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)  
[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social Distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)  
[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### **Cleaning, Disinfection, and Ventilation**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)  
[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://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](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)  
[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://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](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)  
[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

### **Training**

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