



West Metro Chinese Church (WMCC) COVID-19 Preparedness Plan

Prepared by WMCC COVID Reopen Task Force
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General description

West Metro Chinese Church (WMCC) is committed to provide a safe and healthy environment for everyone, including our pastoral staff, governing board (GB), co-workers, church members, guests and visitors. In preparing reopening after the COVID lockdown, we need to develop and implement a **COVID-19 preparedness plan** (referred as **reopen plan** here after) as required by the state executive orders issued by Governor Waltz under the Peacetime Emergency. Thus WMCC GB has appointed a four-member reopen task force to conduct necessary preparation and develop the reopen plan. All members of WMCC are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our church and communities. Only through cooperative effort made by all members can we establish and maintain the safety and health for all in our church.

This reopen plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. The plan addresses:

- Ensuring sick members to stay home and prompt identification and isolation of sick persons while at church;
- Ensuring social distancing, a minimum of 6 feet of distance between parties;
- Limiting indoor occupant capacity to no more than 50% to up to 250 per current guideline (dated Sept 18, 2020);
- Follow face covering requirement and recommendations under Governor's Executive Order 20-81;
- Church building and ventilation protocol;
- Church facility cleaning and disinfection protocol.

The development of the reopen plan involves consultations with local churches, seeking inputs from church members regarding the reopening. These efforts include, but may not be limited to:

- Consultation and coordination with Parkers Lake Baptist Church (PLBC) per co-use facility
- Consultation with other local churches, including three Chinese churches and Plymouth Covenant Church.
- Seeking input and suggestions from WMCC members via structured format. The structured input that has been conducted as this reopen plan update (v20201014) was written include:
 - Small group-based input on reopen readiness and suggestions in June 2020
 - Coworker survey on readiness and suggestions of reopen PHASE I (June 2020)
 - Member survey on readiness and suggestions of reopen PHASE II (October 2020).

The reopen plan is administered by WMCC GB, who maintains the overall authority and responsibility for the plan. However, both WMCC GB and church members equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this plan.

While implementing the reopen plan, we will closely monitor COVID pandemic situation, updates on state/federal guidelines, and evaluate, actively seek inputs from our members to update, modify or change the reopen plan.

Phrased reopening time frame for Sunday worship service

- **Lockdown**: 0 in church, 100% live stream (online virtual option via zoom) (3/15/2020 to 9/6/2020)
- **Phase I**: In church with service team only+ live stream (started 9/13/2020)
- **Phase II**: In church small size congregation (n<=50) + live stream (tentatively on 11/1/2020)
- **Phase III**: In church with median size congregation, in compliance of capacity requirement+ live stream, youth are allowed to return (date to be determined)
- **Phase IV**: In church with large size congregation, in compliance of capacity requirement+ live stream, children will be allowed to return (date to be determined)
- **Phase V**: New normal (date to be determined)

Reopening population groups restrictions

Several groups of our congregation are NOT recommended to attend church in person until further notice for the cautions and protection of COVID-19 exposure. These groups include:

- Children 0 to 2-year-old (as face masks shall not be used)
- Seniors aged 65 and older
- Members with underlying chronic health conditions
- Members who are immunocompromised

Children and youth programs in the church building

- Children program will not be resumed until IV.
- Youth Program will not open until Phase III.
- Special youth events shall follow event specific protocol that addresses essential elements of reopen plan on mitigation of potential of COVID transmission.
- Sample youth event reopen policy and guidance form is developed (See Appendix A)

Church worship team/coworkers and members' protection and protocols

Reopen phase specific protocols for specific audiences are developed.

As of Oct 15, 2020, we have the following two protocols in place:

- WMCC Reopen Phase I guidance for coworkers (See Appendix B)
- WMCC Reopen Phase II guidance for members, guests and visitors who attend Sunday worship in person (See Appendix C)

These self-contained documents address key practices by sections, such as "required" and "highly recommended" for easy read and are distributed to the respective audience repeatedly to facilitate the implementation and maximize compliance. The protocol covers:

- ❖ Ensure the sick or exposed to stay home
- ❖ Face covering
- ❖ Social distancing
- ❖ Hygiene and source controls.
- ❖ Responses to potential covid cases or exposure
- ❖ Promote touchless and safe environment

Building ventilation protocol, Coordination and communication with PLBC

- PLBC will be responsible to fulfill reopen requirement on building ventilation protocol.

- Coordination and communication between WMCC and PLBC will be made regularly on facility use and sanitation,
- PLBC and WMCC shall notify each other immediately if any exposure is confirmed.

Clean and sanitizing the facilities and equipment

Regular cleaning and sanitizing the building for the reopening are implemented primarily by PLBC. In the event of a positive COVID exposure, protocol/policy for cleaning and disinfecting the building and space are to be developed and implemented collaboratively with PLBC (TBD).

WMCC will clean and sanitize the space and equipment before each use. The details are described in the WMCC Corvid Re-open Phase II Task list for COVID Logistic in Charge and Hospitality Team and Facility Cleaning and Sanitizing Protocol (See Appendix D)

Communications and training protocol

As the reopen plan employs a phased approach, the communication and training practices are carried out according to implementation phase.

The timeline and action steps for a phase specific communication and training include:

- Communicate the intended phase specific reopen date to members at least two weeks ahead
- Consult current guidelines and learn from neighboring church practices
- Assess readiness and seek input from members via survey
- Report survey results to congregation, seek comments
- Update overall reopen plan and draft phase specific guidance and protocols that reflect the learning from survey and members' input
- Instructions are communicated to all members about protections and protocols, focusing on:
 - ❖ Ensure the sick or exposed to stay home
 - ❖ Face covering
 - ❖ Social distancing
 - ❖ Hygiene and source controls.
 - ❖ Responses to potential covid cases or exposure
 - ❖ Promote touchless and safe environments

All WMCC GB and members are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

Additional protocol-- Attendance and confirmed exposure tracking and implementation enforcement and monitoring

The reopen plan includes attendance tracking at individual level for those who are in church to attend service or on service team, or attend event involving using church building. This list will serve as contact tracking roster if an exposure is confirmed.

The following two reopen phase specific tracking forms that have been developed to facilitate the attendance tracking:

- WMCC re-open phase I attendance tracking form (see Appendix E).
- WMCC re-open phase II attendance tracking form (see Appendix F).

The tracking forms listed above also mapped out initial steps in documenting potential confirmed exposures. While the tracking form documents are open to members to review and access, the tracking form that contains attendance data are NOT open to members as a precaution in data privacy practice.

The implementation monitoring is structured in the tracking form to document issue observed and area that needs improvement. The identified issues should be addressed immediately, and practice protocol adjusted and modified accordingly.

Additionally, the reopen plan addresses the strategies in assisting and enforcing the required and suggested practices among members who attend Sunday worship in person (see Appendix D protocol for details).

Appendix

Appendix A. WMCC Reopen Special Event Protocol Sample- Event Permission form for Youth Parents

Appendix B. WMCC Reopen Phase I Guidance for Coworkers

Appendix C. WMCC Reopen Phase II guidance for Members, Guests and Visitors Who Attend Sunday Worship in person

Appendix D. The WMCC Corvid Re-open Phase II Task list for COVID Logistic in Charge and Hospitality Team and Facility Cleaning/Sanitizing Protocol

Appendix E. WMCC Reopen Phase I Attendance Tracking Form

Appendix F. WMCC Reopen Phase II attendance Tracking Form

Key references and additional resources

Stay Safe MN. Industry Guidance for Safely Reopening: Faith-based Communities, places of Worship, Weddings, and Funerals. Updated September 18, 2020/

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

Businesses

CDC Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.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

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