

HOLY SPIRIT CATHOLIC CHURCH, SANTA ROSA, CA

COVID-19 PROTECTION PLAN

JUNE 2020

This document, Bulletin 54 from the Diocese of Santa Rosa, California, is the COVID-19 Protection Plan for the Diocese of Santa Rosa. Edits to the Diocesan Bulletin specific to Holy Spirit Parish are in italics.

Training in these matters for all employees and volunteers will be accomplished by providing them with a copy of this Holy Spirit Church COVID-19 Protection Plan.

INTRODUCTION: Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. In order to minimize risk as much as possible, this document outlines our Parish requirements

Key prevention practices include:

- ◆ physical distancing to the maximum extent possible,
- ◆ use of face coverings by employees, volunteers and visitors to the parish office,
- ◆ frequent handwashing and regular cleaning and disinfection,
- ◆ training employees/volunteers on these and other elements of the COVID-19 prevention plan
- ◆ staying home if experiencing any cold/flu symptoms,
- ◆ coughing and sneezing into elbow.

This document provides guidance for Parish services which do not, in general, require close interpersonal contact. This guidance is intended to support a safe, clean environment for employees, volunteers and parishioners. Parishes can provide services while maintaining appropriate physical distancing from those whom we serve.

Additionally, this guidance applies to those employees or volunteers who may provide some kind of pastoral care or service to individuals in private residences or community facilities.

The guidance is not intended to revoke or repeal any employee or volunteer rights, either statutory or regulatory, and is not exhaustive. It does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.

Our Parish of HOLY SPIRIT CATHOLIC CHURCH, SANTA ROSA, CA adopts this as the written, worksite-specific COVID-19 prevention plan:

- ◆ We have performed a comprehensive risk assessment of all work areas, and have designated the pastor as the proper person to implement the plan.
- ◆ The contact information for our County Health Department is (PHnurse@sonoma-county.org (707)565-4567). We will communicate information about COVID-19 outbreaks at our site to County Health.

- ◆ We will train and communicate with employees and volunteers, by way of this document, about the existence and content of this Plan.
- ◆ We will regularly monitor and evaluate for compliance with the plan and document and correct deficiencies identified.
- ◆ We will inquire about any COVID-19 illness and determine if any work-related factors could have contributed to the infection. We will update the plan as needed to prevent further cases.
- ◆ In the case that some employee tests positive for the virus, we will notify County Health Officials, identify anyone who had close contact (within six feet for 15 minutes or more) with an infected employee or volunteer and take steps to isolate COVID-19 positive employee(s), volunteers and close contacts.
- ◆ We will adhere to the guidelines below. We recognize that failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Providing this Information to Employees Constitutes the Mandated Training

- ◆ Employees and Volunteers are responsible for Basic information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus. (CDC Posters Recommended: Higher Risk Individuals (Includes: Mayor riesgo) / Stop the Spread of Germs / Detenga la propagacion de gérmenes). See: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
- ◆ Employees and volunteers commit to self-screening at home, including temperature and/or symptom checks using the CDC guidelines (CDC posters recommended: Symptoms of Coronavirus / Síntomas de la enfermedad del coronavirus 2019 / Feeling Sick? / ¿Se siente enfermo?). See: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
- ◆ Employees and volunteers acknowledge that they are not to come to work or to volunteer, or provide services in another establishment or residence, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19 or is experiencing symptoms consistent with possible COVID-19 infection.
- ◆ Employees and Volunteers are to seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- ◆ Employees and volunteers acknowledge the importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds or using hand sanitizer with at least 60% ethanol or 70% isopropanol.
- ◆ Employees and volunteers acknowledge the importance of physical distancing, both at work and off work time (see Physical Distancing Guidelines section below).
- ◆ Employees and volunteers acknowledge that with proper use, face coverings:
 - ◆ Do not protect the wearer and are not personal protective equipment
 - ◆ Can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - ◆ Require washing or sanitizing hands before and after using or adjusting face coverings.
 - ◆ Requires avoiding touching the eyes, nose, and mouth.
 - ◆ Should be washed or sanitized after each shift.

◆ Employers are to ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Employers or Office managers should discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.

◆ Employers must make available to employees, information on employer or government-sponsored leave benefits (Employee Posters should already be posted).

The CDC posters, “Stop the Spread of Germs,” “Symptoms of Coronavirus,” and “Face Coverings and Social Distancing” are on display in the parish office lobby and are displayed outside church before each Mass. Given the limited number of parishioners/visitors who are only Spanish speaking, signage is in English only.

Individual Control Measures and Screening

◆ Self-screening must be done at home, which is an approved alternative to providing it at the parish. Employees and volunteers must certify that screening was performed prior to leaving home for their shift. The Office Manager is to document this daily. Apps may be available for this purpose from the County. *A visitors’ log in the parish lobby, below the Symptoms of COVID-19 sign asks visitors whether their temperature is below 100.4 and whether they have COVID-19 symptoms.*

◆ Workers and volunteers who are sick or exhibiting symptoms of COVID-19 are to stay home.

◆ Employees and volunteers should provide their own face coverings. Parishes should have a small supply if visitors arrive without face coverings or if an employee or volunteers forgets to bring their own. The responsibility for wearing the mask rests with the employee or volunteer. Gloves, as needed, are to be provided by the parish. *Face coverings and gloves are available at church for visitors and volunteers cleaning between Masses.*

◆ Employers are to provide entryway hand sanitizing stations for any employees, volunteers or visitors who come to the Office *Hand sanitizer is provided in the parish office lobby, as well as the conference room and individual employees’ workstations.*

◆ Employers or volunteers who may have repeated contact with unsanitized surfaces should consider wearing disposable gloves to supplement frequent handwashing or use of hand sanitizer; examples are for workers or volunteers who handle contributions, who clean frequently touched items or who are in charge of monitoring Church premises.

◆ On-line giving should be promoted *Holy Spirit Parish is researching on-line giving options available through Parish-soft. The parish mail drop slot continues to be available.*

◆ Face coverings are required when working in an indoor space and strongly recommended when employees are in the vicinity of others. Employees and volunteers are strongly recommended to have their own face coverings and required to wear them when engaging with parishioners in the Parish Office, Churches, residences, or parking lots. Face coverings must not be shared.

◆ Employers must take reasonable measures, including posting signage in strategic and highly-visible locations, to remind the public that they should use face coverings and practice physical distancing. *The CDC reminder sign about face coverings and social distancing is on display in the parish office lobby and on the table at the entrance to church.*

Cleaning and Disinfecting Protocols – Pastor or Office Manager Responsibility

◆ Perform thorough cleaning in high traffic areas such as reception areas, waiting rooms and lobbies, front desk check-in areas, break rooms and lunch areas, changing areas, and areas of ingress and egress including stairways, stairwells, and handrails. Frequently disinfect commonly used surfaces including counters, door handles, light switches, phones, toilets, and handwashing facilities. *During this time of modified shelter-in-place under Sonoma County Health Department directives, there are no areas of high traffic, classes or large in-person meetings in the parish office. Parish offices are thoroughly cleaned once a week. Other rooms used for small meetings are cleaned after use.*

◆ Regularly clean and sanitize shared equipment, including but not limited to time clocks, landline phones, handles, hoses, spray nozzles, washers and dryers, any machinery or tools, and any other equipment between each use or when it is transferred to a parishioner, volunteer or employee. *Shared equipment (copier, stapler, tape dispensers) is cleaned between use by the last party using the shared equipment.*

◆ Avoid sharing phones, tablets, laptops, desks, pens, other work supplies, wherever possible. Never share face coverings.

◆ All dirty linens should be placed in a covered, non-porous container and washed at a high temperature. All properly cleaned linens should be stored in closed cabinet or covered shelving until used. Ensure employees performing this function have the proper protective equipment. *The only dirty linen from cleaning the church pews, chairs and commonly touched surfaces in church is placed in a plastic bag and laundered with bleach. The cleaning towels used by the housekeeper are laundered at the end of her shift.*

◆ Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be fulfilled during working hours as part of the employees' job duties. *Employees clean their workstations at the end of the day, and intermittently as needed.*

◆ Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. Provide additional sanitary facilities, where feasible, if several workers need to use the restroom at the same time, e.g., during scheduled breaks. *Hand sanitizer, paper towels, soap are supplied in the parish office and stored in the conference room.*

◆ Place signage in workspace and common areas, including lobbies, waiting rooms, and reception areas, emphasizing basic infection prevention measures, including posting hand-washing signs in restrooms. (See: **PARISH VISITOR SIGN** and CDC: Wash Your Hands / Lávate las manos!). See: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc> *The CDC's "Wash Your Hands" poster is on display in each of the parish office restrooms.*

◆ When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves or other protection as required by the product instructions. *Personnel who clean offices weekly wear gloves. An outside cleaning service thoroughly disinfects the church weekly.*

◆ Discontinue the use of shared food and beverage equipment in employee breakrooms (including shared coffee brewers). *The coffee brewer and microwave in the conference room have no shared use.*

◆ Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas. *Each employee's office has a window which opens to allow for proper ventilation.*

Physical Distancing Guidelines – Pastor or Office Manager

◆ Implement measures to ensure physical distancing of at least six feet between and among workers, volunteers and parishioners. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and/or employees should stand). *The reception area in the parish office is separated from the lobby by glass. There is very low foot traffic in the parish office during this time of modified shelter-in-place.*

◆ Take measures in parish lobbies or other areas where physical distancing cannot be maintained to minimize exposure between workers, volunteers and parishioners, such as Plexiglas or other barriers. Especially where barriers are not feasible, employees and volunteers are to wear face coverings and parishioners who come to the office are to wear face coverings as well. *There is low foot traffic in parish office; the CDC face coverings and social distancing sign is on display in the parish office lobby.*

◆ Offer employees who request it, modified duty options that minimize their contact with parishioners and other employees.

◆ If feasible and appropriate for the parish, implement an appointment system to help with scheduling and reduce walk-in parishioners. Consider staggering appointments to reduce reception or arrange for people to wait outside in order to avoid area congestion. *Appointments are arranged by telephone or email to the parish office and are staggered to avoid congestion in the lobby.*

◆ Consider entry queuing systems that do not disrupt foot traffic or violate physical distancing requirements. Any area where parishioners or employees wait in line should be clearly marked for appropriate physical distancing. *Low foot traffic in parish office; not considered necessary.*

◆ Provide clearly designated entrances and separate exits to help maintain physical distancing and direct foot traffic, if possible. Wherever possible, doors should be left open if they do not open and close automatically. *Low foot traffic in parish office; not considered necessary.*

◆ Stagger shifts split or rotate work schedules, and stagger employee breaks, in compliance with wage and hour regulations, to minimize employee overlap and maintain physical distancing protocols. *Low foot traffic in parish office; not considered necessary.*

◆ Reconfigure reception and waiting areas, lobbies, workstations, and employee breakrooms, if possible, to allow for at least six feet of distance between customers and employees. *There are no high traffic areas during this time of modified shelter-in-place, no on-site classes or group meetings.*

◆ Discourage employees from congregating in high traffic areas such as bathrooms, hallways, passageways, etc. *Low foot traffic in parish office; not considered necessary.*

◆ Require employees to avoid handshakes and similar greetings that break physical distance. *The CDC reminder sign about face coverings and social distancing is on display in parish office lobby.*

◆ Hold meetings over the phone or via webinar for employees wherever possible. When not possible, adjust staff meetings to ensure physical distancing and use smaller individual meetings at facilities to maintain physical distancing guidelines. *Adult faith formation class and youth group meetings are held on-line.*

- ◆ Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation to limit transmission of the virus. *Employees/ volunteers meeting to count parish collections or for other purposes are stationed six feet or more apart.*
- ◆ Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade coverings and seating that ensures physical distancing. *Employees may take lunch breaks at their desks.*

Additional Considerations for Employees or Volunteers who Enter Homes:

- ◆ Priests, employees or volunteers who must enter private residences or public buildings to engage in pastoral duties must wear face coverings while on the premises and utilize personal hand sanitizer. Employer, if possible, should make these supplies available.
- ◆ **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness and should be restricted from volunteering.
- ◆ Contact parishioners in advance, ideally the day of the appointment, to confirm the appointment and ask if any member of the household or personnel on-site is exhibiting any symptoms, has been sick or is currently sick, or whether anyone on the premises has been exposed to someone who has been sick. If the customer answers in the affirmative for any of those questions, reschedule the appointment at least 10 to 14 days in the future.
- ◆ During the advance call, request customers use face coverings during the appointment and emphasize the importance of maintaining a safe distance of at least six feet from the worker entering the residence or building.
- ◆ Follow a process workflow (See Process Workflow below) with questions and talking points for employees and volunteers to use either immediately before or upon arrival at a home to identify suspected COVID-19 concerns. The workflow should give workers the flexibility to gauge the situation and determine whether they can safely enter the residence or building.
- ◆ Encourage employees or volunteers to follow carefully the process workflow prior to making a commitment to engage in a pastoral visit. Pastors should encourage the employee or volunteer NOT to enter a residence if they have any fear or anxiety about the possible presence of COVID-19 infection.
- ◆ Limit exposure for employees or volunteers who enter private residences or buildings in order to bring Holy Communion to sick or shut-in persons by implementing a virtual parishioner service provision. This could include phone consultations, prayer or support through video calls prior to arrival to bring Holy Communion.
- ◆ When going to a private residence, employees and volunteers must minimize contact with personal belongings in the home. Similarly, in public buildings, employees and volunteers should limit their interaction in the facility and avoid touching surfaces where possible.
- ◆ Conduct virtual safety briefings weekly, or as needed, prior to employees or volunteers going on pastoral visits and develop internal communications that can be regularly updated on the use of protective equipment and other mitigation requirements.
- ◆ After completion of a visit at a home, employees or volunteers must remove all PPE (if utilized) and face coverings and wash their hands and face. Face coverings must be washed before being reused or used in another home visit.

Generally, only the pastor makes calls on parishioners in their homes and he follows the above protocols. Should the pastor ask a lay volunteer to accompany him on a call to a single person, that volunteer will read, be familiar with and comply with these requirements.

Eucharistic minister visits to our homebound parishioners have been discontinued during this time of modified shelter in place, until restrictions are lifted by Sonoma Health health officials and the Diocese of Santa Rosa.

NOTE: The CDC's website has a number of flyers useful for posting in parishes and for general information for our parishioners in both Spanish and English. Pastors may find these useful. The link below houses all of the flyers:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

PROCESS WORKFLOW PREPARATION FOR A HOME VISIT:

BEFORE GOING TO ANY HOME great care should be taken to assure that there is no COVID-19 contamination in the residence.

NOTE: Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes who seem to be at higher risk for developing more serious complications from COVID-19 illness should not be volunteering for home visit duties at this time.

What you need to ask on the day of the Home Visit:

Since more serious symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19 without showing serious illness.

- **ASK:** Does anyone in the house show any of the following symptoms at the present time:

Cough / Shortness of breath or difficulty breathing / Fever Chills /
Muscle pain / Sore throat / New loss of taste or smell

Since anyone can have mild symptoms and remain infectious for up to two weeks,

- **ASK:** Has anyone in this house had any of the following symptoms in the past week?

Cough / Shortness of breath or difficulty breathing / Fever
Chills / Muscle pain / Sore throat / New loss of taste or smell

This list is not all of the possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

- **ASK:** Are you experiencing, or have you experienced any health or virus concerns either now or over the past two weeks?
- **ASK:** Have you or any member of your family had contact with any person diagnosed with COVID-19 in the past two weeks?

If the answer to all these questions is in the negative then, utilizing the cautions of social distancing, brief time of presence, mask and subsequent hand washing the Pastoral Visit may proceed.

Generally, only the pastor makes calls on parishioners in their homes and he follows the above protocols. Should the pastor ask a lay volunteer to accompany him on a call to a single person, that volunteer will read, be familiar with and comply with these requirements. Once restrictions are lifted by Sonoma Health health officials and the Diocese of Santa Rosa, Eucharistic Ministers to the Homebound will follow this guidance.

PREPAREDNESS CHECKLIST FOR PARISH OFFICES

- ✚ The document has been personalized for this Parish *Yes, as evidenced by this document.*
- ✚ COPY of the Parish Office COVID-19 Prevention Plan is Distributed to EVERY Employee and Volunteer (This constitutes Training) *Distributed to employees and volunteers in June 2020.*
- ✚ Mechanism for daily screening of every employee and volunteer is in place *A visitor's log is located below the COVID-19 Symptoms flyer in the lobby and records whether the visitor's temperature is below 100.4 and whether they have any COVID-19 symptoms.*
- ✚ Mechanism is in place for documenting employee / volunteer daily screening *A visitor's log is located below the COVID-19 Symptoms flyer in the lobby and records whether the visitor's temperature is below 100.4 and whether they have any COVID-19 symptoms.*
- ✚ *List here if an App is available and used A manual visitors' log is retained instead of using Sonoma County's App*
- ✚ Checklist for assigning duties regarding cleaning and disinfecting is in place *Employees clean their workstations, parish office restrooms and common areas as needed.*
- ✚ Checklist for documentation of areas cleaned and / or disinfected is in place *Not considered necessary given the few numbers of employees and low foot traffic*

- † Sufficient supply for hand sanitizer and disinfectant is on hand and available for staff
Sanitation supplies are stored in the conference room.

- † All required signage is in place in high visibility areas, inside and outside. This includes employees, volunteers and any visitors. *CDC signs in place in the parish office lobby include: “Stop the Spread of Germs,” “COVID-19 Symptoms” and “Face Coverings and Social Distancing;” CDC hand washing signs are on display in each parish office restroom.*

- † Physical distancing and masking protocols are clearly communicated to employees and volunteers *The CDC flyer on Face Coverings and Social Distancing is on display in the parish office lobby.*

- † Other Parish Specific Preparedness items