

COVID-19 Exposure Control, Mitigation, and Recovery Plan

During this time of Coronavirus and restrictions set in place by King County, Washington State, and Northwest Coast Presbytery, Calvin Presbyterian needs to set forth a plan for building use. The plan will shift as King County enters each phase. The goal of this document is to lay out the COVID-19 plan for the use of the building for Calvin Presbyterian Church (Calvin PC). This document also lays out the rules of use for staff, members, and others while in the building. Failure to comply with the rules and policies of building usage, will result in immediate termination of use after requests to comply have been made.

The current Facility/Hospitality Director for Calvin PC is Christi Nixon. Please communicate with her about any questions, concerns, or COVID-19 exposure concerns. Phone: 206-542-6181 x104 and Email: Hospitality@calvinpc.org

Symptom Monitoring Requirements: people are required to do a COVID-19 screening before entering the building (Please see attached). They will also be required to take their temperature upon entering the building and recording it on the tracking sheet (please see attached for a sample of the tracking sheet).

Hygiene Requirements: Upon entering the building, people are required to wash their hands with soap and water, or use hand sanitizer.

PPE Utilization Requirements: Everyone entering Calvin PC will be required to wear face coverings. If they determine to be alone in the room they are in, they may remove their face covering. If a person is preparing food (example: Communion elements) they are required to wear a face covering and gloves. When serving food, that person is also required to wear a face covering and gloves.

Physical Distancing Requirements: While in the building, people are required to be socially distant, at least 6 feet apart for those not in the same household, and not physically touch others, except in the case of an emergency. If for some reason that social distancing is not possible, face coverings must be worn and time spent next to each other should be limited as much as possible. There will also be requirements for movement around the building and restroom use for each room. (Please see attached)

Covenant of Care During COVID-19: This document is meant to communicate with people coming into Calvin PC building that they care of others and Calvin PC cares for them. Each person entering the building will be required to sign the covenant. Calvin PC wants to have an abundance of compassion for those who are coming to our building whether they are guests or members. (please see attached).

Sanitation Requirements: After the building has been occupied, the building/rooms used will be sanitized with a bleach solution (1-part bleach to 9-parts water) or disinfectant wipes will be used. The bleach solution will be administered using a sprayer and left to sit for 10 minutes. The furnace fans, which have MERV 8 filters, will be on 30 minutes before room use, during room use, and 30 minutes after room is clear of all people. If a chemical cleaner is not able to be used then the room/item used will be left untouched for 5 days.

Incident Reporting Requirements: (The following reasons are when a report must be made to Facilities/Hospitality Director.)

- Person who is in the building that is suspected positive COVID-19 or verified positive COVID-19:
 - Fever of 99.4°F or higher (measured by the non-contact thermometer)
 - Having any of the common symptoms of COVID-19
 - The person is in the building at time of discovery of symptoms
 - If a person was in the building within 2 weeks of a positive COVID-19 test (viral or antibody test)

- Calvin Reporting to King County:
 - Calvin PC has received a report of a person being positive for COVID-19

Disinfection Procedures: The area will be closed to everyone who is not cleaning. Caution tape and closed signs will be used to close the area(s). Once the area is closed off the building will be closed and people will be asked to leave the building. While people are exiting the building, the exposed area will have one person assigned to assure no one will enter that area. The person who is cleaning will wear an N-95 mask, gloves, shoe coverings, and clothes covering (if a covering is available). A fresh bleach solution (1-part bleach to 9-parts water) or disinfectant wipes will be used. The bleach solution will be administered using a sprayer and left to sit for a minimum of 10 minutes. All touch points in the room(s) where the person was will be cleaned with the bleach solution or disinfectant wipes. The furnace fans, which have MERV 8 filters, will be turned on and continue to run for several hours after room is cleaned. If a chemical cleaner is not able to be used then the room/item used will be left untouched for 5 days.

Covid-19 Safety Training Requirements: Staff, Deacon, Elders, Volunteers, and COVID-19 Group Supervisors will be required to go through a safety training for COVID-19 and the building procedures and policies before they are allowed to supervise people or lead groups in the building.

Exposure Procedures: All people exposed will be instructed to:

1. Wash hands and any other exposed skin
2. Go home and wash clothes immediately
3. Take an immediate shower and wash themselves with hot water and soap
4. Enter immediate quarantine from everyone (family, people in the household they live in, and friends included)
5. Call their doctor to schedule a COVID-19 test (or go to a testing facility)
6. Report exposure to Hospitality/Facility Director as soon as possible by phone call/text/email/verbal
7. Contact their medical provider with questions and further follow-up

Calvin PC will immediately close the building and disinfect the areas affected. Hospitality/Facility Director will follow up with anyone exposed. Hospitality/Facility Director will contact King County to report exposure and those exposed. All staff will be informed of the exposure to the building. All programing in the building will be canceled until it is determined to be safe to re-open the building. [More information can be found here.](#)

Post Exposure Incident Project-wide Recovery Plan: If there is an incident in the building of someone having a health issue, or a temperature of 99.4°F or higher, (temperature based on a non-contact infrared Forehead thermometer) people involved will be instructed to contact the Hospitality/Facility Director. If the person is able to leave on their own power, they will be asked to leave immediately. If they need medical attention, 911 will be called. They will be **asked** to take a COVID-19 test ([free COVID-19 testing location link here](#)) and report the results to Hospitality/Facility Director. If a test is taken and reported as positive, the building will be closed and a deep cleaning of the entire area will be done. If, at the time of the incident, there are signs and symptoms of COVID-19 suspected, the building will be closed and the area will be and disinfected immediately. If a person contacts Calvin PC with a test result that is positive, the Hospitality/Facility Director will then refer to the tracking documents and determine who was in the building on the same day as the COVID-19 positive person. Hospitality/Facility Director will then contact each person and let them know that they potentially were exposed to COVID-19. Hospitality/Facility Director will also contact Public Health - Seattle and King County ([report online here](#) or call 206-477-3977) to make sure that a report was made and cooperate fully with Public Health as needed.