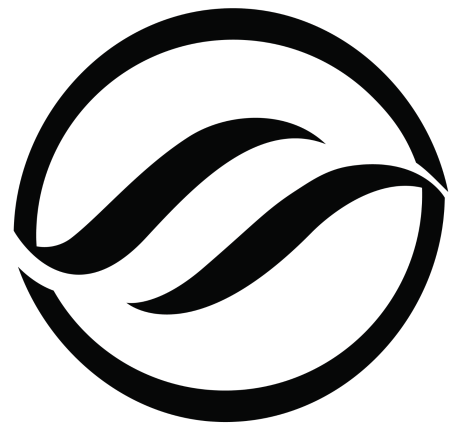


COVID-19 PLAN FOR EXPOSURE CONTROL, MITIGATION, AND RECOVERY
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COVID-9 EXPOSURE CONTROL, MITIGATION, AND RECOVERY PLAN

Communication and training of this plan will be provided to all employees and volunteers in their primary and preferred language

COVID-19 TRAINING FOR PREVENTION OF TRANSMISSION AND CHURCH POLICIES

- Provided training for all employees and volunteers on the signs, symptoms, and risk factors of COVID-19

What is COVID-19 and risks of COVID-19?

- COVID-19 is a respiratory condition caused by a coronavirus
- COVID-19 can affect anyone, and the disease can cause symptoms ranging from mild to very severe.
- Some people are infected but do not have symptoms
- Some can have potentially serious complications, such as trouble breathing and pneumonia and can result in death
- There is greater potential for severe symptoms if you are an at-risk or vulnerable person
 - 60 or older
 - Pregnant
 - Underlying health conditions that put a person at-risk

How is COVID-19 Transmitted?

- There is currently no vaccine to prevent COVID-19
- The best way to prevent illness is to avoid being exposed to this virus
- The virus is thought to spread mainly from person-to-person
- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes or talks
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms

What are the symptoms?

- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
- Symptoms may appear **2-14 days after exposure to the virus.**
- People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue

- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

How can transmission be limited or prevented?

- Know how it spreads
 - Wash hands often
 - Avoid close contact
 - Wear face-coverings when around other people
 - Cover coughs and sneezes
 - Clean and disinfect often
 - Avoid sharing items
 - Monitor yourself for symptoms
 - Self-isolate from others if you have symptoms or have been exposed
 - Get tested if you have been exposed or have symptoms
- Provided initial training for all employees and volunteers on the organizational policies related to COVID-19
 - Will provide ongoing training as needed

PERSONAL PROTECTIVE EQUIPMENT (PPE) UTILIZATION

- Provided training for all employees and volunteers on the use of PPE
 - **Who should NOT use cloth face-coverings:**
 - Children under age 2, or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
 - **Cloth face-coverings are NOT surgical masks or N-95 respirators.**
 - Surgical masks and N-95 respirators must be reserved for healthcare workers and other medical first responders, as recommended in CDC guidance.
 - **Wear your face-covering correctly.**
 - Wash your hands before putting on your face-covering
 - Put it over your nose and mouth and secure it under your chin
 - Try to fit it snugly against the sides of your face
 - Make sure you can breathe easily
 - **Use the face-covering to protect others.**
 - Wear a face-covering to help protect others in case you're infected but don't have symptoms

- Keep the covering on your face the entire time you are on-premises
- **Don't** put the covering around your neck or up on your forehead
- **Don't** touch the face-covering, and, if you do, wash your hands
- The cloth face-covering is not a substitute for social distancing.
- **Take Off Your Cloth Face-covering Once You Are Off Premises**
 - Untie the strings behind your head or stretch the ear loops
 - Handle only by the ear loops or ties
 - Fold outside corners together
 - Wash face-covering after each use:
 - **Washing machine**
 - You can include your face-covering with your regular laundry.
 - Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face-covering.
 - Dry in the dryer using the highest setting
 - **Washing by hand**
 - Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water
 - Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection.
 - Ensure the bleach product is not past its expiration date.
 - Never mix household bleach with ammonia or any other cleanser.
 - Soak the face-covering in the bleach solution for 5 minutes.
 - Rinse thoroughly with cool or room temperature water.
 - Lay flat and allow to completely dry. If possible, place the cloth face-covering in direct sunlight.
 - Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.
- Informed employees, members and visitors of the requirement to wear face-coverings in accordance with the current guidance issued for this location and industry
- Procured face-coverings for all employees and volunteers at no cost and will distribute additional face-coverings as needed (loss, damage, etc.)
- Informed employees and volunteers of the need to clean their face-covering between uses, or to dispose of it between uses (if disposable)
- Gloves will be single-use and instruction to dispose and change after each contact were provided

- Distributed PPE instructions by displaying posters at the entrance and throughout the facility communicating the requirement to wear facial coverings at all times and on the proper use of PPE

PHYSICAL DISTANCING

- Provided training for all employees and volunteers on physical distancing measures in accordance with the current restrictions
 - Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease in 2019 (COVID-19).
 - Social distancing, which is also called “physical distancing”, means keeping space between yourself and other people outside of your home.
 - **To practice social or physical distancing stay at least 6 feet (about 2 arms’ length) from other people at all times.**
 - Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms. Social distancing is especially important for people at higher risk for severe illness from COVID-19.
 - **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- Implemented policies to reduce the number of employees and volunteers in the facility at the same time through remote work options, flexible work hours, staggered shifts, etc.
- Modified workspaces to allow for current distancing guidelines
- Designated a drop-off and pick-up location for transferring items, materials, packages, etc.
- Designated required distancing spacings by markings on the floor and seating areas
- Distributed distancing instructions by displaying posters at the entrance and throughout the facility communicating the requirement

HYGIENE AND SANITATION

- Provided training for all employees and volunteers on hygiene and sanitation procedures
 - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
 - Hand sanitizer is not a substitute for frequent handwashing.
 - **Avoid touching your eyes, nose, and mouth** with unwashed hands.

- Cover coughs and sneezes
 - **If you are around others and do not have on your cloth face-covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
 - **Throw used tissues** in the trash.
 - Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Provided adequate supplies and handwashing stations
 - Single use towels will be provided
- Instructed employees and volunteers to wash their hands for 20 seconds with soap and water at the start and end of their shift, before and after meals, between gatherings, after cleaning, after removing gloves, and frequently throughout the day
- Will provide hand sanitizer stations (with at least 60% alcohol) at the entrance and throughout the facility (not a substitute for handwashing)
- Developed procedures for monitoring the supply of handwashing supplies and hand sanitizer and replenishing supplies as needed
- Developed a plan for cleaning the facility according to CDC guidelines found [HERE](#)
- Posted signs on [how to stop the spread](#), [daily protective measures](#), [handwashing](#), and [how to properly wear a face-covering](#).

SYMPTOM SCREENING AND MONITORING

- Provided training for all employees and volunteers how to screen for symptoms
 - People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
 - Symptoms may appear **2-14 days after exposure to the virus**.
 - All employees and volunteers should self-screen before coming to the workplace and stay home if exhibiting symptoms or have had exposure.
 - At the main entrance ask the following screening questions or display a poster for self-screening:
 - **Have you had in the last 14 days or currently have:**
 - Fever of 100.4 or higher or chills
 - Shortness of breath
 - Cough
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Have you been around anyone with suspected or confirmed case of COVID in the last 14 days?

- If answer is “yes”, instruct them to go home and isolate and contact their health provider for further instructions.
- Communicated with employees, members and visitor the requirement to stay home if they or a member of the same household test positive, have been exposed, or have symptoms of COVID-19.
- Established screenings protocol for employees and volunteers at the start of every shift
 - Common check-in location for screening established
 - Poster of screening requirements displayed at location
 - Will self-identify symptoms before and during each shift, looking for signs of cough, fever, shortness of breath, fatigue, body aches, vomiting and diarrhea, and other symptoms consistent with the CDC and DOH guidelines
 - If they are sick, have been exposed to COVID-19, been exposed to a sick family member, or exposed to an individual who tested positive for COVID-19, will remain home and notify their supervisor
 - If an employee or volunteer reports being sick while at the workplace or is notified that they were exposed to a person who tested positive, they will be sent home immediately.
 - Employees and volunteers will document date, time, and outcome of screening and submit to COVID-19 officer
 - Employees and volunteers who answer yes to any of the screening questions will be instructed to go home and stay home.
- Established screenings protocol for members and visitors at the entrance of the facility
 - Check-in location for screening will be at all entrances
 - Members and visitors will self-identify symptoms prior to entry
 - Poster of screening requirements displayed at all entrances
 - Persons who answer yes to any of the screening questions will be instructed to go home and stay home.

INCIDENT RESPONSE & REPORTING

- Trained employees and volunteers on the response and reporting
- If an employee, volunteer, member, or visitor report being sick or is notified that they have been exposed to an individual who tested positive while on-site, they will be sent home immediately.
 - In the event that they cannot leave premises immediately, they will be isolated in a separate room set up for isolation
- Access to this area will be restricted and allowed only to the exposed individual and the Incident Response & Reporting Lead, following PPE and distancing protocol
- Area(s) where they worked or inhabited will be immediately identified
- The area(s) where they worked or inhabited will be immediately cordoned off and shut down until the areas(s) can be safely disinfected according to the CDC guidance, as follows:

- In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Area(s) will be disinfected according to CDC [cleaning and disinfection recommendations](#) as follows:
 - Clean dirty surfaces with soap and water before disinfecting them.
 - Disinfect using [products that meet EPA criteria for use against SARS-Cov-2](#) [external icon](#), the virus that causes COVID-19, and are appropriate for the surface.
 - Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
 - You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.
- Employees are eligible to utilize all forms of paid sick leave available to them through the organization sick leave policies congruent with [WA State Paid Sick Leave](#) laws for the area in which we are located, [WA State Paid Family & Medical Leave](#), and the [Families First Coronavirus Response Act sick leave](#).
- Employees and volunteers will be trained on respecting health privacy laws
 - How to inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by health privacy laws and the American's with Disabilities Act
 - How to inform members and visitors of their possible exposure to COVID-19 while in attendance at a gathering but maintain confidentiality as required by health privacy laws
- We will contact persons who may have been exposed about the potential exposure as soon as we are made aware of this. Names will not be disclosed when reporting exposure to employees, members, or visitors.
 - Instruct those exposed to stay home and isolate for 14 days and monitor symptoms.
 - For employee exposure, we will instruct them to stay home and isolate for 14 days, monitor symptoms, provide telework options if available, inform on use of paid sick leave policies and eligibility.
- We will work within the guidelines set forth by local, county, and/or state authorities.

EXPOSURE, MITIGATION, AND RESPONSE TEAM

The following individuals are responsible for execution and compliance of this plan

Area of Responsibility	Name	Email	Phone
COVID-19 Compliance Supervisor			
Training & Distribution of Plan for Employees & Volunteers			
Communication of Requirements for Employees, Members, and Visitors			
PPE & Distancing Measures			
Hygiene & Sanitation			
Symptom Screening & Monitoring			
Incident Response & Reporting			