

Our Lady of the Lake Church – COVID-19 Preparedness Plan

Version 4 – Updated August 13, 2020

Our Lady of the Lake is committed to providing a safe and healthy workplace for our staff, volunteers, and visitors. To ensure a safe, healthy environment, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing this plan, and volunteers and visitors will be asked to help as well. Our goal is to mitigate the potential for transmission of COVID-19 on our campus, and that requires full cooperation among our staff and management, volunteers, and visitors.

Management and staff are responsible for implementing and complying with all aspects of this Preparedness Plan and they have the full support to enforce this policy.

Our staff and volunteers are our most important assets. We are serious about safety and health and keeping staff working at Our Lady of the Lake. Staff involvement is essential to develop and implement a successful COVID-19 Preparedness Plan.

We have asked a team of staff members to assist in developing this COVID-19 Preparedness Plan. Original team members included Fr. Tony O’Neill, Rhonda Eurich, Roger Koch, Anna Schmidt, and Charlotte Nee. Fr. Peter Richards joined the team on July 1, 2020 when Fr. Tony O’Neill was reassigned to another Parish.

Areas of planning worked on by staff teams included:

- Cleaning and Sanitizing Routines for Church, PACE Center, and Parish Offices Roger Koch
- Review cost impacts when opening Rhonda Eurich
- Liturgies / Size of gatherings, Access Points Fr. Peter Richards, Roger Koch, Char Nee
- Volunteers Fr. Peter Richards, Char Nee
- Messaging Anna Schmidt

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

- hygiene and respiratory etiquette to prevent infection and spread of COVID-19;
- prompt identification and isolation of sick persons;
- steps to take to promote and assist with social distancing;

- housekeeping – cleaning, disinfecting and decontamination;
- communications to staff and volunteers to implement the plan;
- management and supervision necessary to ensure effective implementation of the plan.

As an employer, Our Lady of the Lake requires our employees to do the following:

1. Stay home if ill, and monitor health. All employees are required to immediately report **any** illness to Rhonda Eurich at 612-269-4617 before they come to work.
2. At the direction of the Parish Administrator, staff will be instructed on return to work and remote work at home policies. Staff may be asked to assist with public and drive-in Masses and cleaning procedures to ensure the health and safety of our parish family.
3. If you will be working on premises and you answer yes to any of the following conditions, you must contact Rhonda Eurich, Parish Administrator, at 612-269-4617 prior to coming to work:
 - A fever (100°F or higher), or a sense of having a fever?
 - A cough that you cannot attribute to another health condition?
 - Shortness of breath that you cannot attribute to another health condition?
 - A sore throat that you cannot attribute to another health condition?
 - Chills?
 - Muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
 - Loss of sense to taste or smell?

Note: this list is not all inclusive. Other less common symptoms have been reported, including nausea, vomiting, or diarrhea. As new symptoms are identified by the CDC and the MDH, the list above will be adjusted.

4. An employee that develops a temperature of 100°F or higher at work will be asked to go home, self-monitor, and not to return until they are sure they don't have COVID-19. Employees who are ill need to work with Rhonda Eurich to determine when they can return to the campus. Rhonda will work with the Minnesota Department of Health for assistance in making this determination. Generally, employees will be asked to quarantine at home for 14 days.
5. Wash hands with soap and water upon arrival at OLL and frequently while in the workplace. Hand sanitizer will also be readily available.
6. Practice social distancing of 6ft or more.
7. Effective July 25, 2020 at the direction of the state of Minnesota, face masks are now required in all public spaces unless you are alone in your office.
8. Avoid in-person meetings, especially in small spaces / small offices.
The Church Office will be open from 8:30 – Noon Monday through Thursday. There is a sign on the front door indicating delivery instructions of Amazon/FedEx/Mail/UPS/deliveries and entrance to the Church (you must be wearing a mask, you are required to use hand sanitizer upon entry, and contact information is required for "Contact Tracing".)
9. If you schedule a meeting, please provide the guest with the following guidelines in advance.
 - a. Asking them to sanitize their hands.
 - b. Wear face masks; if they don't have face masks, they will be provided.
 - c. Share their name and contact information including a phone number and an email.

10. The receptionist will maintain a log of any visitors, vendors, and volunteers who come into our campus buildings, including the date and time of their visit, their name(s), contact info and who they are visiting. This information is being recorded in the event someone becomes ill and contact tracing is necessary by OLL for the protection of its staff and visitors. Sign-in sheets will be required for meetings (blank sheets can be found in the Fireside Room, Fr. Jager Room, and the Presentation room.) They are to be completed and returned to the Church Office.

Health screening and policies for employees exhibiting signs and symptoms of COVID-19

Staff members have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff's health status prior to entering the workplace and for them to report when they are sick or experiencing symptoms.

Staff will be asked to notify Rhonda Eurich if they are sick, experiencing symptoms while at home, or if a family member or someone they have been in contact with has developed COVID-19 symptoms.

If a staff member or a volunteer becomes sick or experiences symptoms while at OLL, they will be isolated and sent home to self-monitor their health and asked to stay in touch with the Parish Administrator about their health.

Our Lady of the Lake asks that staff stay at home when they are sick, when household members are sick with any COVID-19 type symptoms, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees with underlying medical conditions or who have household members with underlying health conditions are encouraged to continue to work from home if possible.

If you have questions related to leave time, please contact Rhonda Eurich for assistance.

In the workplace where exposure to COVID-19 may occur, prompt identification and isolation of potentially infectious individuals is a critical first step in protecting employees and others. OLL will inform staff if an employee or their household member has tested positive for COVID-19, without disclosing any identities. COVID-19 cases reported to the Parish Administrator will be kept confidential and limited to the Parish Administrator, the immediate supervisor, and Pastor. A private log will be kept to track infections and help with contract tracing.

An employee that has tested positive for COVID-19 will be asked to provide a list of individuals they came in contact with at OLL over the past 14 days. Employees that had close contact will be notified and asked to stay home and self-monitor for 14 days.

Masks

Effective July 25, 2020, the state of Minnesota signed an executive order that Masks are to be worn in all public spaces and businesses. Church and school staff employees do NOT need to wear masks if they are at their desk as long as they are 6 feet away from other people. All church and school staff are required to wear them when walking around the office, to the restrooms, to the copy machine, etc.

Children under the age of 2 should not wear masks. Children age 2 – 5 are encouraged to wear masks. Children age 6 and older are now required to wear masks in public spaces.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Staff is instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially upon arriving and before departing from the campus, prior to and after any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands immediately upon entering the facility. Hand-sanitizer dispensers (that have greater than 60% alcohol) are also available for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

All restrooms and kitchens have soap and hot water available. Hand sanitizer dispensers are available:

- Entry to the Parish Office
- Entries to the Church
- In all public meeting rooms
- Entrance to Our Lady of the Lake School

All hand sanitizer stations will be monitored to ensure that dispensers are full and available at all times for use by staff, vendors, guests, and volunteers. Maintenance will order supplies of hand soap and hand sanitizer for use in all restrooms and kitchens for their use and safety.

Respiratory etiquette: Cover your cough or sneeze

Staff, volunteers, and visitors are being 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 supported by making tissues and trash receptacles available to all.

Staff will be oriented to these new instructions prior to their return to work on the campus.

Any staff with visitors is responsible for instructing guests or volunteers on these requirements. Posters will be put up at building entrances, in all kitchens, restrooms and public spaces, and in any waiting spaces.

Increase social distancing: Staff should be at least six feet away from each other

Staff will be encouraged to eat lunch in their office or to use rooms where social distancing is possible.

Staff will stay six feet apart from others if possible. Masks should be worn in all common areas. They are not required if you are alone in your office. If it becomes absolutely necessary to be within six feet of each other, masks are always required.

Indoor Meetings

The following groups are permitted for in person meetings and gatherings: Church groups, Church affiliated councils (KC and CCW only), School groups, and Faith Formation groups.

Other groups are **not** permitted to meet inside the facility at this time.

Requirements:

25% room capacity up to a maximum of 250 people

You must social distance.

You must wear a mask.

You must complete a facility scheduling form to schedule your room.

All participants are required to sign-in.

Groups should clean any used spaces after the meeting.

Outdoor Meetings

For groups that do not fall into the above listed approved categories, virtual meetings are encouraged. If you must meet outside, the following requirements must be followed:

Requirements:

You must social distance.

Masks are encouraged.

You must complete a facility scheduling form to schedule the parking lot.

These policies will be revisited regularly as more information becomes available about COVID-19.

Increase physical space between staff, volunteers, visitors and vendors, such as using partitions, and step up cleaning and disinfecting throughout the campus.

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, interior and exterior doors and handles, light switches including restrooms, and meeting rooms.

Parish and School Staff should frequently clean and disinfect their own high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Spray disinfectant and cloths are available in the Church and School Office.

Our regular maintenance staff will disinfect all high traffic areas using a CDC/EPA approved disinfectant specific to killing COVID-19. In the event of a worker diagnosed with COVID-19, an intense cleaning of all places the worker entered will be conducted. Their office will be closed and locked for three days prior to maintenance entering the room. Once the three days have elapsed, maintenance will completely disinfect all surfaces, floor, desk, phone, chair, etc., and the office will remain closed.

Worker Hygiene and Source Control

1. Staff will be encouraged to regularly wash their hands with soap and water throughout the day. Handwashing and hand-sanitizer facilities are readily available and stocked.
2. OLL will provide recommended protective supplies, such as non-surgical facemasks, gloves, and disinfectant, as needed for a staff member's job.
3. Handwashing and "cover your cough" signs have been posted at building entrances, in all kitchens, restrooms and public spaces.
4. Cooking food on-site and sharing by staff is prohibited at this time.

Cleaning and disinfection protocols

1. Maintenance team members will routinely clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, machinery, tools, controls, etc. as described below. At least daily, clean all high touch items (door knobs, doors, handles, light switches, surfaces, tables, etc.)
 - Interior and exterior doorknobs and light switches
 - countertops
 - drawer and cabinet handles
 - toilets, faucets, and sinks
 - microwaves, handles, controls, door
 - refrigerators, handles controls, door
2. Ensure availability of hand sanitizer and approved cleaning products.
3. If a worker becomes ill, maintenance will lock the individual's office and wait three days before entering to decontaminate. Maintenance team members with proper protective gear will decontaminate the workplace of a worker who becomes ill with COVID-19.
4. Staff is asked to assist and to clean and disinfect areas where they work. (If you touch it, clean it!)
5. All management, staff, and volunteers who come onto the campus will be trained in these protocols.

Communications

Key messages for communicating this plan include:

- Stay at home if you are ill.

- If you come to Our Lady of the Lake, we want you to stay safe and healthy.

Plans, timelines and messaging are being developed to communicate this plan to staff, volunteers, parishioners and vendors and any ministry participants that might be invited to the campus during the pandemic.

- An instructional video for those who want to attend Mass was prepared and distributed prior to reopening for public participation.
- Information will be posted on our website, emailed periodically, and included in bulletin mailings.

Staff Communications and Training

An updated copy of the Preparedness Plan will be communicated to OLL staff on August 4, 2020.

The original Preparedness Plan was communicated to OLL Parish Council and Finance Committee in June.

If staff doesn't have masks, they will be provided.

Managers and supervisors are to monitor how effectively the Preparedness Plan requirements are being implemented and notify the COVID-19 Coordinator with any issues that need to be addressed to ensure safety for OLL Staff, volunteers, and visitors.

This Preparedness Plan has been certified by Our Lady of the Lake Church and was posted throughout the workplace. It will be updated as necessary.

Certified by:

Fr. Peter Richards

Pastor

Our Lady of the Lake Plan to Reopen for Public Masses

- The Holy water fonts will remain empty.
- The church can hold approximately 150-175 people for Mass while observing social distancing and 50% capacity protocols. We will therefore not allow more than 150-175 people to attend Mass unless the Governor and/or Archbishop provides new directives.
- People will enter through the PACE Center Door 8 for Mass.
- For their safety and that of others we will ask guests
 - to stay at home if any member of the household is showing any symptoms of illness of any kind
 - to sanitize their hands upon entering Our Lady of the Lake Church
 - to wear their mask throughout Mass
- Guests will only be able to sit in clearly marked, designated spots throughout OLL. They will be asked to go to their pew directly upon entering.
- PACE bathrooms will be available for emergency situations.
- For the reception of Holy Communion:
 - Sanitizing stations will be set up near the communion station so guests can sanitize their hands before going to communion.
 - Guests will be asked to wear masks while going to communion.
 - Pews will be dismissed to ensure Social Distancing as they walk up to communion.
 - In addition to the celebrant, a second person will hand out communion.
 - Communion ministers will sanitize their hands before Communion.
 - Communion ministers will wear masks while distributing Holy Communion
 - Communion will only be received in the hand
 - Should someone present themselves wanting to receive on the tongue the communion ministers will sanitize their hands after giving communion
 - Guests wear their masks till they step away after receiving communion. Then they consume the host and put their masks back on.
 - Communion ministers sanitize their hands after distributing communion.
- After Mass people are asked to leave the church immediately.
- Guests will be asked not to socialize on Our Lady of the Lake campus.

Saturday Mass

- Guests attending Saturday Evening Mass and Sunday morning Mass must pre-register and enter through the Glass PACE Door 8. No loitering or socializing will be allowed on Our Lady of the Lake Premises.
- Access to the church will be 15 minutes before Mass begins (4:45)
- Volunteers will be at the door to let the guest in and confirm their registration, all the while observing social distancing. Others will be present to assist in seating.
- After Mass people are asked to leave the church immediately. They will leave through Door 8.
- A collection basket will be placed at the exit of the church with a clear sign, and this will be staffed by an usher. A second person will need to accompany the emptying of this basket and securing the collection.

Sunday Mass

- We will continue to celebrate outside for our Drive-In Mass on Sunday at 10:30am, but are adding the 8:30 Church Mass back to the schedule effective August 2, 2020. The drive-in Mass will be cancelled if lightning is imminent. This Mass will also be livestreamed.
- To protect people's health and well-being, we encourage people in vulnerable categories to participate in Mass via livestream or to attend the drive-in Mass.
- Worship aids are now printed for all Masses.
- A collection basket will be attended as you exit.

Daily Mass

- Daily Masses do not require preregistration. Parishioners may seat themselves in a designated section and pew.
- After Mass people are asked to leave the church immediately. They will leave through Door 8.

Weddings & Funerals

- Will follow all Mass protocols with seating, social distancing. There will be NO serving of food or drinks before or after weddings or funerals. For funerals, social distancing is required for visitation.

Confessions

Confessions will be heard on Tuesday at 6:00pm and Saturday at 4:00pm in the Church Library.

Sacrament of the Sick

Requests will be handled on a case by case basis by Fr. Peter Richards.

Choir

Due to the documented health issues with transmission of COVID 19 with choir rehearsals and singing, only a limited number will be allowed to sing at Mass at the present time. Six feet social distancing is inadequate for singing. We anticipate that choir will be one of the last groups to return because of the serious health risks for singers.

Volunteer Code of Conduct – Our Lady of the Lake

“At this time, as indications emerge for a way out of quarantine, we pray that the Lord will grant us the grace of prudence and obedience to these indications, so that the pandemic does not return.”

- Pope Francis via Twitter, April 28, 2020

During the extraordinary time of this COVID-19 pandemic volunteers coming to Our Lady of the Lake are asked to adhere to additional standards and protocols for the safety of all persons on campus and for the common

good. These prudent actions are at the very heart of our mission to seek the well-being of our parish community.

In an abundance of caution, and following the recommendations of the CDC and MDH, we recommend anyone in these categories should refrain from in person volunteer ministry at this time, with our deep gratitude and utmost respect.

1. Minors under the age of 18.
2. Adults over the age of 65.
3. Persons in a higher-risk category or serious underlying conditions including high blood pressure, chronic lung disease diabetes, obesity, asthma, and those whose immune systems are compromised due to chemotherapy for cancer and other such conditions requiring therapy.
4. Anyone who has experienced symptoms including cough, cold, flu, fever of 100°F or more, shortness of breath, sore throat, or a loss of taste or smell.
5. Anyone in regular contact with a person in high risk category who might bring COVID-19 back to this person.
6. Anyone not currently comfortable with in-person volunteerism for any reason.

Everyone has different parameters and standards for their personal safety in these unprecedented times, and volunteers may opt out of any service for any reason. We respect your personal decisions and honor your safety decisions. Any volunteer serving Our Lady of the Lake agrees to the policies set forth in this procedure.

Standards for All Personal Interactions

1. Volunteers will sign in for possible contact tracing efforts if needed in the future.
2. Volunteers are on campus for scheduled volunteer activities only. Using OLL spaces for socializing is not currently permitted, even outdoors.
3. Volunteers will practice social distancing and remain at least six feet away from any other person while on campus.
4. Volunteers will wear face masks whenever in public areas of the campus, as their role and responsibilities allow. This is now mandated by the state of Minnesota effective July 25, 2020.
5. Volunteers will wash their hands with soap and water upon arrival and before departing, and before and after eating or after using the toilet, and will use hand sanitizer frequently, especially after touching their face, coughing/sneezing, etc.
6. Volunteers will be attentive to the surfaces and items they touch, keeping physical contact to a minimum as much as possible.
7. Volunteers will alert staff to any concerns or areas in need of cleaning.
8. Volunteers understand that each person has different parameters and standards for personal safety and will respect the wishes of others for distance and caution.
9. Volunteers will articulate their concerns directly and compassionately, should another party infringe upon their personal comfort zone. Clear but caring communication is appreciated. (i.e.: I would feel better if you would step back.)
10. Volunteers will accept redirection and concerns about personal safety with compassion and respect.

Reporting Misconduct

1. Please share with your volunteer coordinator or any staff person if you have concerns.
2. Staff will do their best to rectify the situation as quickly as possible.

Acknowledgement and Consent

I am a volunteer serving Our Lady of the Lake and have read this Pandemic Code of Conduct for Volunteers and I agree to abide by it.

Our Lady of the Lake Obligations for Volunteer Re-Engagement

Just as volunteers have obligations for the safety and well-being of themselves and others, OLL has an obligation to its volunteers, staff, and other constituents to be prepared as much as possible before re-engaging volunteers and other people on campus.

Our Lady of the Lake is our spiritual home - a place of welcome. We want each person who enters OLL to feel safe.

Our Lady of the Lake will follow all state health and safety guidelines and Archdiocesan directives.

We have enhanced our regular cleaning practices.

All these new measures are to help you practice social distancing and stay healthy while at Mass.

Guidelines include:

- If you are ill or anyone in your household is ill, you should not come to the Our Lady of the Lake campus. People with any COVID-19 symptoms (cough, fever, shortness of breath, etc.) should not attend.
- Attendance capacity will be limited to ensure social distancing and pre-registration will be required.
- Restricted access entrances/exits
- Limit movement flow within the church
- Practice social distancing – maintain distance of 6ft at all times
- Sanitize hands upon entering
- Wear mask throughout Mass
- No food or beverages served
- No passing of objects or physical contact between households
- No socializing after Mass

May 19, 2020

Our Lady of the Lake School OLL+ Summer Program 2020 Update

(OLL+ updated July 27 due to State of Minnesota Executive Order concerning Masks, all children age 6 and over must wear a mask/shield, as well as all staff members, while in the building.)

We are excited that we will be able to offer our summer program this year. The program will start on Monday, June 8, 2020. Of course, with the COVID-19 pandemic, this year's program will be a little different. We want everyone to have a great time over the summer but do it safely. There are some things each parent will need to know to make sure each child will have a good time and be able to participate in all activities. In addition to following MDH guidelines, several safety measures will be put into place:

- First, our new hours will be 7 AM to 5:00 PM due to the extra cleaning and setup that we will need to do.
- Drop off and pick up will be different. Parents will not be allowed in the building. Drop off will be at the front door.
- A staff member will take each child's temperature when entering. If a child's temperature is over 100.4, they will not be able to attend. (MDH guidelines we are following are attached)
- Each child will have to wash their hands when they arrive.
- Masks are optional for children. Staff may choose to wear a mask – it is not mandatory.
- Each child will have their own locker to store their belongings. There will be no sharing of lockers or going into each other's lockers.
- All water fountains in the building will be turned off. Each child will need to bring their own water bottle filled for the day.
- All children will be given individual bags with school supplies to avoid sharing items.
- Children will be kept in the same groups each day so that contact will be limited to one group, and no changing rooms will be allowed.
- Preschool nappers will be able to bring a blanket for nap time. The blanket will stay on their cot and not leave the nap room. On Friday, the blanket will be sent home for cleaning.
- Toys and surfaces will be sanitized continually during the day. Toys will not be allowed to be brought from home.
- There will be no field trips that will be taken outside of the building. If possible, we will have in-house field trips.

In addition to myself, our staff this year will include Mahalia Reagan, Jayden Rice, and Carrie Catania. I am excited to have them as part of the team.

The summer program will be held in the OLL+ rooms on the first floor. We will be serving breakfast each day until 8:15 AM. Breakfast options will be posted weekly. For lunch, there will be a choice of hot lunch provide by Westonka School District (at no additional charge), or you can choose to bring a cold lunch and drink daily. Also, we will provide a morning and afternoon snack.

For outside water days, we are asking for each child to have a beach bag with the items listed on the OLL+ camper checklist. If a child does not have the necessary items, they will not be able to participate. Sunscreen should be applied every day at home. We can no longer apply sunscreen to your child.

We are requesting each student to bring an extra set of clothes (see checklist) in case your child needs a change of clothes. This bag will be kept at school.

I know there are a lot of changes and precautions with this year's program. I appreciate your patience and cooperation through unusual times. If you question, please feel free to call or text me at any time at 630-699-8702.

We are looking forward to a great summer.

Sincerely,

Debbie Antoskiewicz

Debbie Antoskiewicz
OLL+ Summer Program Director

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.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

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf