

## APPENDIX H-7

### COVID -19 SAFETY PLAN

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The Department of Labor & Industries (L&I) requires employers to provide a safe and healthy workplace and to implement the Governor's proclamation to ensure coronavirus prevention. This site is committed to follow to same procedures for parishioners, volunteers and students.

**We must ensure social distancing for all; frequent and adequate handwashing; and that sick people stay home. As both an Employer and Church, we will provide basic workplace hazard education about coronavirus and how to prevent transmission in the language best understood by all.**

This site specific COVID-19 Safety Plan is developed as a result of State of Washington Proclamation by the Governor 20-25.4 which amends Proclamations 20-05, 20-25, 20-25.1, 20-25.2 and 20-25.3. Additional information related to this proclamation are in the following documents:

- Safe Start Washington – Phased Reopening County by County May 31, 2020  
<https://www.governor.wa.gov/sites/default/files/SafeStartPhasedReopening.pdf>
- Safe Start – Washington's Phased Reopening – May 29, 2020 (summary document)  
[https://www.governor.wa.gov/sites/default/files/Safe%20Start%20-%20Washington%20Phased%20Reopening\\_FINAL.pdf](https://www.governor.wa.gov/sites/default/files/Safe%20Start%20-%20Washington%20Phased%20Reopening_FINAL.pdf)

In order to administer the COVID-19 Safety Plan for this location, the State of Washington has issued the following documents:

- Phase 1 and 2 Religious and Faith Based Organizations COVID-19 Requirements  
[https://www.governor.wa.gov/sites/default/files/COVID19Phase1and2ReligiousAndFaithBasedGuidance.pdf?utm\\_medium=email&utm\\_source=govdelivery](https://www.governor.wa.gov/sites/default/files/COVID19Phase1and2ReligiousAndFaithBasedGuidance.pdf?utm_medium=email&utm_source=govdelivery)
- Phase 2 Professional Services COVID-19 Requirements  
<https://www.governor.wa.gov/sites/default/files/COVID19Phase2ProfessionalServicesGuidance.pdf>

Additional Resource:

- Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces <https://www.lni.wa.gov/forms-publications/F414-164-000.pdf>

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This Site specific COVID-19 Safety Plan has four elements: COVID-19 Supervisor, Control, Mitigation and Exposure.

## **COVID 19 SUPERVISOR**

The Supervisor for this site is the Safety Program Manager. In the event it is not possible for the manager to be present on site when occupied, they can delegate the supervisor duties to another person(s) as long as the Safety Program Manager is available by phone. The supervisor duties include:

- Assure implementation and compliance with the COVID-19 Safety plan and retain plan in Safety and Accident Prevention Program Appendix H.
- Modify the plan for any site specific items.
- The supervisor is expected to be a “Competent Person.” This is someone who has knowledge, responsibility and authority to make necessary safety changes. For example, if someone is not 6 feet apart, they have the ability to make changes.
- Communication is done through our values of the Archdiocese. We listen, we educate, we are firm and we protect people.

## **CONTROL**

### **TRAINING**

#### **Supervisor**

- Attend the Archdiocesan COVID-19 Supervisor Training.
- Assure all employees and parishioners/volunteers who organize or assist in parish activities (i.e. liturgical ministers, ushers, greeters, hospitality ministers, office help, etc.) are trained

**Note:** Supervisor Training Certificate retained in employee personal file or volunteer record file.

#### **Employees**

- Employees must review the Archdiocesan Basic Employee Training on the COVID-19 Infection Prevention.
- Record of this training is documented in Appendix B – 3 and retained employee personal file.

#### **Parishioners or Volunteers**

- All Parishioners or Volunteers who organize or assist in parish activities (i.e. liturgical ministers, ushers, greeters, hospitality ministers, office help, etc.) must review the Archdiocesan Basic Employee Training on the COVID-19 Infection Prevention.

### **HEALTH SCREENING**

- Everyone must self-screen for signs and symptoms of COVID-19 before arriving at the location.

**Note:** Request employees, parishioner, and visitors to take their temperature before coming to the site. Any individual with a temperature of 100.4°F will not be permitted to attend the service or attend work at the organization.

- Any individual with a household member who has been diagnosed with COVID-19 or with symptoms of COVID-19 (including a fever above 100.4°F) may not attend the site.
- 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

### **Procedures to Address Sick Employees**

- Require sick workers to stay home or go home if they feel or appear sick.
- Identify and isolate workers who exhibit signs or symptoms of COVID-19 illness.
- Follow cleaning guidelines after reports of an employee with suspected or confirmed COVID-19 illness.
- Keep workers away from areas being deep cleaned.

### **RESTROOMS**

- Provide access to restrooms, provided that access is controlled and limited to no more than 2 people at a time. Individual waiting to use the restroom must maintain at least 6 feet of distance between each person.

### **SIGNAGE**

- Provide accessible and visible signage in compliance with your local Health Department. This signage is placed at main entry points and throughout the campus.  
**Note:** See Appendix H-8 for local health department contacts
- Include Name and Phone number of Site Specific COVID-19 Supervisor

### **ROUTINE AND FREQUENT CLEANING IS REQUIRED**

- Establish a housekeeping schedule to address regular, frequent, and periodic cleaning.
- Provide appropriate and adequate cleaning supplies for scheduled and, when necessary, spot cleaning and cleaning after a suspected or confirmed COVID-19 case.

## **MITIGATION**

### **Mandatory Social Distancing**

This site must ensure that everyone keeps at least six feet away from coworkers and the public, when feasible. Other prevention measures are required such as use of barriers to block sneezes and coughs, and ventilation improvements when social distancing isn't feasible. Supervisor may need to place markings to establish social distancing.

## Personal Protective Equipment

Personal protective equipment may be helpful when social distancing and other protective measures are infeasible or not effective.

- Face shields can prevent direct exposure to sneezes or coughs; they also provide protection from cleaning chemicals and disinfectants.
- Approved respirators such as N95s are not normally recommended, but may be appropriate where workers must remain in very close proximity to others. In the event N95's or other type of respirator protection is needed, contact the Office of Property and Construction Services to update Safety and Accident Prevention Program Appendix 9.
- Loose-fitting face masks or cloth face covers (e.g., scarves and homemade masks) are worn by all as a best practice measure to prevent the wearer from transmitting droplets from coughs and sneezes; but they do not prevent inhalation of fine aerosols and are not protective in close proximity.

**Note:** Phase 1 and 2 Religious and Faith Based Organizations COVID-19 Requirements (5-27-2020) require face coverings.

- You should not touch their mouth, nose, eyes, and nearby surfaces when putting on, using, and removing PPE and masks.

## Routine and Frequent Cleaning is Required

Employers must:

- Ensure floors, counters, and other surfaces are regularly cleaned with water and soap, or other cleaning liquids to prevent build-up of dirt and residues that can harbor contamination.
- Make sure high-touch surfaces are properly disinfected on a frequent or periodic basis using a bleach solution or other EPA-approved disinfectant (see link to CDC cleaning guidelines below).
- Ensure employees follow effective cleaning procedures and use protective gloves and eye/face protection (e.g. face shields and/or goggles) when mixing, spraying, and wiping with liquid cleaning products, like diluted bleach.
- Make sure shared work vehicles are regularly cleaned and disinfected.
- Keep Safety Data Sheets (SDSs) for all disinfectants on site.
- Don't mix chemicals — many are incompatible; and be sure to dilute and use chemicals per manufacturer specifications.

## Ideas for all workplaces:

- Follow cleaning guidelines set by the CDC.  
[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)
- Be sure to wash and rinse visible dirt/debris from equipment, tools, and other items before disinfecting.
- Cover fabric and rough surfaces with smooth materials so they are easier to clean.
- Provide alcohol based sanitizers around the facilities.

## **EXPOSURE**

In the event an employee, or anyone else has come onto the site, and later reports testing positive for COVID-19, follow these procedures:

1. Supervisor gathers information related to the date, time on site and people with whom the infected person had contact.
2. Contact your local health department to determine next steps with those who had contact with the individual and recommendations on cleaning.
3. Contact the Archdiocese to discuss Health Department requirements and next steps for communication, building cleaning, etc.
  - a) If related to Clergy – Nick Schoen – Vicar of Clergy Chief of Staff (206-382-2060) [nicholas.schoen@seattlearch.org](mailto:nicholas.schoen@seattlearch.org)
  - b) Ed Foster – Director of Property and Construction Services (206-382-2064) [edf@seattlearch.org](mailto:edf@seattlearch.org)
  - c) If either Nick or Ed cannot be reached, contact Nick Altenhofen Insurance Specialist (206-382-4529) [nick.altenhofen@seattlearch.org](mailto:nick.altenhofen@seattlearch.org)

**Note: If unable to reach via phone, send a message via e-mail.**