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|  | **REQUIRED** | **Y** | **N** |
| **CONTROL** | A copy of the approved comprehensive COVID-19 plan is available at location. |  |  |
| COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters shall be visibly posted at each location (indoor and outdoor). |  |  |
| Inform all employees, members, and guests that they must self-screen for signs and symptoms of COVID-19 before arriving at the location. Temperature of 100.4°F will not be permitted.  *The following is a simple screening questionnaire that can be used in the church/office setting to screen persons for COVID-19. In order to successfully pass screening, a person must be able to answer “No” to each of these 6 questions. A “Yes” to even one question is a failed screening.*  *In the last 14 days, have you:*  *1. Been in close contact with a person with suspected or confirmed COVID-19?*  *2. Had a temperature at least 100.4°F?*  *3. Had new or increased shortness of breath or difficulty breathing?*  *4. Had a new cough?*  *5. Had at least two of the following symptoms together:*  *o Chills o Muscle pain o Headache o Sore throat o New loss of taste or smell o Diarrhea o Vomiting o Runny nose/congestion o Fatigue* |  |  |
| Access to through the front doors of church. Other access points should be kept closed. |  |  |
| **MITIGATION** | Plan should include “universal face covering is required” (whether indoor or outdoor). Parishes should post signage alerting people that masks are required. |  |  |
| Physical distancing must be observed from the time people drive onto your campus to the time they get into their cars when Mass is over. Plan should include that the Pastor / celebrant will be at least 12 feet from others when not wearing a mask. |  |  |
| Please provide access to restrooms, provided that access is controlled and limited to no more than 2 people at a time. Individuals waiting to use the restroom must maintain at least 6 feet of distance between each person. |  |  |
| Soap and running water shall be abundantly provided at locations for frequent handwashing.  Disinfectants must be available to employees, members, and visitors throughout the location (indoor and outdoor) and ensure cleaning supplies are frequently replenished. |  |  |
| Clean and disinfect high-touch surfaces daily—including personal work stations, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms and breakrooms— using soapy water, followed by the appropriate disinfectants. Clean and disinfect tops of pews and door handles in church space once daily. |  |  |
| Increase ventilation rates where feasible. Evaluate ventilation and utilize U.V. filters w/ higher MERV rating. |  |  |
| **EXPOSURE** | Public Health contact information should be posted and should be the same as in the County (appendix H-8) resource we gave out. |  |  |
| 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. Gather information related to the date, time on site and people with whom the person had interactions. 2. Contact your local health department to determine next steps with both persons 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. 4. If related to Clergy – Nick Schoen – Office of the Vicar for Clergy 206-382-2060 [nicholas.schoen@seattlearch.org](mailto:nicholas.schoen@seattlearch.org) 5. Ed Foster – Director of Property and Construction Services 206-382-2064 [edf@seattlearch.org](mailto:edf@seattlearch.org) 6. If either Nick or Ed can not be reach, 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.** |  |  |