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|  | **REQUIRED** | **Y** | **N** |
| **CONTROL** | A copy of the approved comprehensive COVID-19 plan is available at location. |  |  |
| Each office should have a COVID-19 supervisor who is trained and ensures information and requirements. CDC, DOH, OSHA posters shall be visibly posted at each location (indoor and outdoor). These signs should indicate limits on office hours and clarity on what bathrooms are for public use.  |  |  |
| A visitor log should be in place at the office. This should include name, who they are here to see, time in, time out, screening questions (see below). Have containers for “clean” and “dirty” or used pens. These need to be kept private/confidential in a lock box or cabinet daily until further notice. |  |  |
| A health log should be in place for all employees. When arriving at work they must self-screen for signs and symptoms of COVID-19 before beginning their shift. *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 the office should occur through only one entrance. Restrooms should limit no more than 2 people at a time, and individuals waiting to use the restroom must maintain at least 6 feet of distance between each person. |  |  |
| **MITIGATION** | Plan should include “universal face covering is required”. All visitors are required to wear a mask. All personnel are required to wear a mask or facial covering unless in an office by themselves, but must put it on when someone comes to their office.  |  |  |
| The receptionist/person who visitors see upon entering should have some kind of plexiglass/sneezeguard in place. Hand sanitizer and disposable masks for people who forgot theirs are strongly recommended to be available at reception area. Spacing tape should be placed on the floor in case multiple visitors arrive. Spacing tape should also be used to show where six feet away from a desks/offices/cubicles are.  |  |  |
| 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 and ensure cleaning supplies are frequently replenished. Refrigerators, microwaves and coffee makers should all be removed.  |  |  |
| Clean and disinfect high-touch surfaces daily—including personal chairs, tables, armrests, doorknobs, handrails, restrooms and breakrooms— using soapy water, followed by the appropriate disinfectants.  |  |  |
| Increase ventilation (exchange of fresh air). 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 (appendix H-8) found [here.](https://seattlearch.app.box.com/s/ia2ilwb9hrrjgdj2cz4ie22md0jsk6q3) |  |  |
| 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. COVID-19 Ministry Supervisor 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
5. Ed Foster – Director of Property and Construction Services 206-382-2064 edf@seattlearch.org
6. If either Nick or Ed cannot be reach, Nick Altenhofen Insurance Specialist 206-382-4529 nick.altenhofen@seattlearch.org

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