*Pandemic Property Usage and Employee Protection Policy*

*of*

*Little River Baptist Church, Inc.*

As Believers it is paramount that we act responsibly toward one-another and to our communities at-large. The SARS COVID-19 pandemic that we continue to be faced with, and by all accounts will be exacerbated with the onset of fall, has placed everyone in the position of making daily, indeed hourly decisions about our conduct as part of the larger effort to minimize potential exposures.

The role of the Church in the community can, and should be one of empathy, compassion, and responsibility in our actions.

Surely, over the past few months the ability of the Church to gather has relaxed to some extent. On balance it is our task to gather responsibly and be supportive of our fellow congregants who may feel apprehensive and perhaps uncomfortable joining in services even outside. Inside functions are still not possible.

The Church is also a workplace for those employed, with or without compensation, and therefore subject to the Emergency Temporary Workplace Standard in effect for the Commonwealth of Virginia and local health regulations for the County of Loudoun.

In view of the above, it is essential that the Church establish a firm policy regarding the use of Church property. Therefore, the Board of Directors of Little River Baptist Church (LRBC, Inc. or “the Church”) has adopted the following Pandemic Property Usage and Employee Protection Policy. The aim of the Policy is to 1) ensure a safe workplace for Employees and Officers of LRBC, Inc; 2) be in compliance with the Governor’s Emergency Temporary Standard, CDC and other guidance; 3) establish prudent and responsible practices, administrative and engineering controls, and other safeguards regardless of any laws, standards, or guidance if such measures are deemed inadequate or insufficient in fulfilling our obligations.

Policy approved 09/2020 by the Little River Baptist Church Board of Directors

**Access to Church Property**

1. Access to the outside areas of the church, including pavilion, parking lot, lawn and play area shall remain accessible to the public, as there are no current administrative or engineering controls in place to limit access. At present non-LRBC, Inc. (“Outside Groups”) are required to sign a “Hold Harmless” agreement before using the pavilion for their activities.
2. Access within the building shall be restricted to essential personnel, on an as-needed entry only. The Pastor, Church Secretary and Music Minister (“Employees”) and Committee Chairs shall be authorized to utilize the building in a limited capacity under this section. All Committee Members shall get approval from their Committee Chair prior to entering the building. Everyone entering the building shall wear the appropriate Personal Protective Equipment (“PPE”). Upon entering the building, everyone shall “Self-Check” their temperature, using the digital thermometer located at each point of entry. Anyone entering the building shall complete the Entry/Exit Log located at each point of entry.
3. Access to the building beyond those groups stipulated in #2 above shall be approved in advance by the Pastor and the LRBC, Inc. Board of Directors Chairman (“Board Chair”) who, together, shall act as representatives for LRBC, Inc. for administration and enforcement of this Policy. Such requests shall be submitted to either the Pastor or Board Chair electronically or in writing not less than ten (10) days in advance of need, except in cases of emergency. Outside Groups hosting non-LRBC functions shall complete and submit a Building Use Application.
4. The Pastor and Board Chair shall confer and assess any administrative or engineering controls to be enacted, including consultation with other members of the Board and the Building and Grounds Committee, as necessary. In cases of emergency, the Pastor or Board Chair shall be immediately notified by text or phone call.
5. All occupants of the building shall wear a suitable face covering described as cloth or other material capable of restricting moisture droplets from being expelled into the air. Approved masks shall be worn at all times while inside the building. These shall be supplied for LRBC, Inc. activities in the building, if a patron does not have a suitable face covering. Outside Groups shall supply their own face coverings. Each person entering the building shall apply hand sanitizer prior to entering and upon exiting the building.
6. An LRBC, Inc. Church Member (“Sponsor”) shall be present during events held inside the building by Outside Groups to ensure that proper SARS COVID-19 safety protocols are being followed. Restrictions are listed on the Building Usage Application. The Sponsor shall be notified regarding approval of the request and a copy of the Building Use Application kept on file with the Church. Outside Groups shall bring their own masks.
7. No eating or drinking shall be allowed inside the Church building while the SARS COVID-19 safety protocols are in place, as it would necessitate the removal of required masks.
8. All occupants shall maintain a six (6) foot distance from one another at all times unless it is unavoidable. In such cases, contact of less than the minimum distance shall be for brief periods only. Each room within the building that has been designated as “Suitable for Gatherings” shall have the maximum capacity of that room listed on the Building Usage Application and shall also be posted on the entry door of each room. The maximum capacity for each room is as follows:
* Social Hall – 20 people
* Sanctuary – 35 people
* Blue Room – 6 people
* Individual Classrooms -- 3 people
1. Cleaning of the building shall be the responsibility of the building occupants at the conclusion of their business. All areas visited where contact was made with any surface, including bathroom facilities, shall be properly cleaned and sanitized prior to leaving the area. Suitable, approved cleaning and sanitizing supplies shall be provided for this purpose.
2. Anyone exhibiting symptoms of SARS COVID-19 as described in Appendix A; anyone with a temperature above 99.0 degrees Fahrenheit, anyone who has tested positive for SARS COVID-19; or anyone who has been in contact with someone who has tested positive for SARS COVID-19 shall not be permitted to enter the building for the timeframes described in Appendix B.
3. Anyone who is in a high-risk category such as the elderly or individuals with underlying health conditions should avoid entering the building unless it is essential to do so.
4. A contactless thermometer shall be provided for checking temperatures upon entry. All entrants to the building shall have their temperature taken. The thermometer shall be cleaned and sanitized after each use. Suitable, approved cleaning and sanitizing supplies shall be made available for this purpose.

**Training of Employees**

1. All employees of LRBC, Inc. shall be provided with adequate information to understand the methods of transmission, avoidance strategies, use of PPE, symptom recognition and detection, and reporting requirements.
2. Employees shall acknowledge that such information has been provided.
3. Employees are expected to promptly read the training materials, in no case later than five (5) days from receipt. If special accommodations are required for the employee to fulfill this obligation, they should immediately notify the Pastor or Board Chair.
4. Employees shall have the opportunity and be encouraged to ask questions of the Pastor or Board Chair to ensure their understanding of the training materials.
5. The training shall be in the form of printed material emailed to the employee by the Pastor or Board Chair.
6. A record of the training acknowledgement shall be retained in the employee’s personnel file.

**Incident/Exposure Management**

1. In the event a single employee or member tests positive for SARS COVID-19, the Pastor and Board Chair shall authorize a LRBC, Inc. designated employee or member (“SARS COVID-19 Coordinator”) to notify each Committee Chair and initiate a One Call notification.
2. In the event that three or more employees or members tests positive for SARS COVID-19, the Pastor and Board Chair shall authorize the SARS COVID-19 Coordinator to notify the proper community health organizations of the positive test results.
3. In the event anyone who entered the building tests positive for SARS COVID-19 within ten (10) days, the SARS COVID-19 Coordinator shall notify all employees, Committee Chairs and ministry partners; then initiate a One Call notification to all LRBC members and attendees. Signs shall be posted on all doors indicating “No Entry due to potential SARS COVID-19 exposure” along with the date(s) of exposure. The Entry/Exit Logs shall be examined to determine if the infected person(s) entered the building prior to testing positive for SARS COVID-19. No names shall be disseminated.
4. In the event anyone who entered the building soon thereafter tests positive for SARS COVID-19, the entire building shall be locked down until such time as a SARS COVID-19 certified company (“Cleaning Contractor”) completes a professional, detailed cleaning and sanitizing of all areas affected in the building. The Cleaning Contractor shall wear proper PPE and use EPA approved disinfectants against SARS COVID-19 and notify the SARS COVID-19 Coordinator once the task is completed, including submission of signed paperwork to be kept of file with the Church.
5. At the conclusion of cleaning and sanitizing by the Cleaning Contractor, the SARS COVID-19 Coordinator shall notify Committee Chairs and ministry partners of the mitigation and initiate a One Call to notify members and attendees it is safe to enter the building again. “No Entry” signage will be removed from all entry doors.

**LRBC, Inc. Building Use Application**

Please complete the following form and submit in writing or electronically to either Pastor Daniel Hough or Board Chair Brad Stevens no less than ten (10) days prior to requested use.

Group Requesting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Requested: \_\_\_/\_\_\_/20\_\_\_ From time \_\_\_:\_\_\_ am/pm To \_\_\_:\_\_\_ am/pm

List any additional dates/times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Persons Attending: \_\_\_\_\_

Indoor Space (check any, as applicable):

Sanctuary (35 max) \_\_ Social Hall (20 max) \_\_ Blue Room (6 max) \_\_

Other Designated Classroom (3 max) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Note: no food or drink may be consumed indoors during SARS COVID-19)

Outdoor Space: Pavilion (45 max) \_\_

Primary POC name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POC mobile phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POC home phone (if different) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POC email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Sponsor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor mobile phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor home phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Sponsor will review Church policy with you. The requesting Group POC and Sponsor are responsible for abiding by LRBC, Inc. use policy and cleaning any spaces used upon completion. Cleaning supplies are located in the janitor’s closet.

**Appendix A – Symptoms of SARS COVID-19**

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

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

When to seek emergency medical attention

Look for emergency warning signs\* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

* Trouble breathing
* Persistent pain or pressure in the chest
* New confusion
* Inability to wake or stay awake
* Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Appendix B – Isolation Timeframes**

Per CDC guidelines, all three of these conditions must be met before someone is no longer required to isolate and may re-enter the Church building:

* Ten (10) days after SARS COVID-19 type symptoms first appear AND;
* Twenty Four (24) hours with no fever whilst no longer partaking of fever reducing medication AND;
* Other SARS COVID-19 type symptoms are improving.

**Appendix C – Employer Guidance**

**VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY (DOLI)**

**VIRGINIA OCCUPATIONAL SAFETY AND HEALTH (VOSH) PROGRAM**

**VOSH Emergency Temporary Standard for the COVID-19 Pandemic**

***Guidance for Employers and Employees***

In the face of the devastating impact of the COVID-19 pandemic, the Virginia Safety and Health Codes Board has adopted an **Emergency Temporary Standard, Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19 16VAC25-220**, to protect employees and employers from the spread of COVID-19. This new standard will keep Virginians safe and healthy at work, customers confident in the safety of Virginia’s business establishments, and employers open for business.

**Key Information**

Up-to-date information on the new Emergency Temporary Standard (ETS) can be found at www.doli.virginia.gov. Outreach, education, and training materials will be available on or before July 27, 2020.

The ETS will take effect immediately upon publication, which is anticipated to occur during the week of July 27, 2020. The ETS applies to all private, state, and local government employers and employees covered by VOSH jurisdiction. The ETS will expire six months from the effective date, but the Safety and Health Codes Board will be considering the adoption of a permanent replacement standard during that same time period.

The VOSH Program will be conducting compliance inspections under the ETS. To better understand and voluntarily comply with the ETS, contact DOLI to request **free, confidential** consultation and training services.

**Nine Steps to Achieve Compliance**

**STEP 1:** Assess your workplace for hazards and job tasks that could potentially expose employees to the SARS-CoV-2 virus or COVID-19 disease. Employers must classify each job task according to the hazards employees are potentially exposed to and ensure compliance with the applicable sections of the ETS for “very high,” “high,” “medium,” or “lower” risk levels of exposure. Tasks that are similar in nature and expose employees to the same hazard may be grouped for classification purposes.

❖ **LOWER RISK**: Lower risk jobs are those that do not require contact inside six feet with persons known to be, suspected of being, or that may be infected with the SARS-CoV-2 virus. These individuals have minimal occupational contact with other employees or the general public, or could achieve minimal occupational contact through the implementation of work practice controls.

❖ **MEDIUM RISK**: Medium risk jobs are those that require more than minimal occupational contact, contact inside six feet with other employees or other persons that may be, but are not known or suspected to be, infected with the SARS-CoV- 2 virus. These may include, but are not limited to, waiters, grocery store workers, agricultural workers, construction workers, domestic service workers, hairdressers, fitness instructors, workers in poultry and meat processing facilities, manufacturing workers, and healthcare workers in settings without known or suspected sources of SARS-CoV-2.

❖ **HIGH RISK**: High risk jobs are those with a high potential for employee exposure inside six feet to known or suspected sources of SARS-CoV-2 virus. These include hospital workers, first responders, medical transport providers, mortuary services workers, medical and dental staff, non-medical support staff, long term care facility staff, home healthcare workers, etc.

❖ **VERY HIGH RISK:** Very high risk jobs are those with a high potential for employee exposure inside six feet to known or suspected sources of SARS-CoV-2 virus during the performance of specific medical (e.g., aerosol generating procedures), postmortem, or laboratory procedures with specimens from a known or suspected source of the SARS-CoV- 2 virus.

**STEP 2:** Establish and implement a system for employee self-assessment and screening for COVID-19 signs and symptoms (see specific requirements by risk classification).

**STEP 3:** Provide flexible sick leave policies, telework, staggered shifts, and other administrative/work practice controls when feasible to reduce or eliminate contact with others inside six feet. Encourage employees to report symptoms by ensuring they are aware of any company sick leave policies and alternative working arrangements, as well as the paid sick leave available through the Families First Coronavirus Response Act (FFCRA).

**STEP 4:** Establish and implement procedures that will prevent sick employees and other persons from infecting healthy employees:

1. Implementing engineering or work practice controls that eliminate or significantly reduce employee exposure to the SARS-CoV-2 virus.

2. Ensuring that employees observe physical distancing while on the job and during paid breaks.

3. Requiring employees to comply with the safety and health practices outlined in the ETS related to protective gear, sanitation, disinfection, and hand-washing.

4. Providing personal protective equipment to employees and ensuring its proper use when other work place controls such as engineering controls, work practice changes, and social distancing do not provide sufficient protection.

**STEP 5:** Establish and implement procedures to ensure employees known or suspected of having COVID-19 do not come to work, as well as procedures for them to return to work. This return to work policy must include:

1. Prohibiting employees known or suspected of having COVID-19 from reporting to work until they have been cleared to return through either a symptom-based or test-based strategy.

2. If a test-based strategy is not used, consultation with appropriate healthcare professionals concerning when an employee’s symptoms indicate it is safe for them to return to work.

**STEP 6:** Establish and implement a system for notifying employees, building owners, and other employers of workplace exposures to the virus and suspected or confirmed cases so that they can take personal actions to protect their health and safety.

**STEP 7:** Ensure that you are in compliance with the anti-discrimination provisions in the new ETS. This includes refraining from discharging or in any way discriminating against an employee because they have raised a reasonable concern about infection control regarding the SARS-CoV-2 virus or COVID-19 disease in the workplace with you, other employees, a government agency, or to the public through any form of media.

**STEP 8:** If you are an employer with eleven or more employees and jobs classified as medium risk; or an employer with any number of employees and jobs classified as high or very high risk, you must prepare an Infectious Disease Preparedness and Response Plan and train employees on the practices within 60 days of the effective date of the ETS.

**STEP 9:** Employers with medium, high, and very high risk workplaces must provide COVID-19 training to employees within 30 days of the effective date. Lower risk places of employment must provide employees with basic written or oral information on COVID-19 hazards and measures to minimize exposure. An acceptable workplace poster will be made available free of charge by VOSH at www.doli.virginia.gov.

Please consult the actual ETS as well as outreach, education, and training materials available at [www.doli.virginia.gov](http://www.doli.virginia.gov).

**Appendix D – Hazard Assessment Certificate Instructions**

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 **COVID-19 Hazard Assessment Certificate Instructions**

**§16VAC25-220, Emergency Temporary Standard for COVID-19 Infectious Disease Prevention**

**VOSH Outreach, Education and Training**

This document address COVID-19 Hazards employees may be exposed to. It will serve as the Hazard Assessment Certification document required to satisfy the requirements of 16VAC-25-220

Based on the hierarchy of controls, PPE is a last resort. Personal protective equipment alone should not be relied upon to provide protection against COVID-19 but should be used in conjunction with engineering controls, administrative controls, and procedural controls.

**General Guidelines**

The Hazard Assessment can be conducted for an area, a job category or for an individual by selecting and filling in the appropriate box. The assigned evaluator shall include their name, department/division being assessed, and the date. Completed assessments must be accessible to employees and inspectors and updated when needed.

**HAZARD ASSESSMENT INSTRUCTIONS**

**STEP 1: INFORM AFFECTED EMPLOYEES OF THE PROCESS:**

Affected employees from each work area that is being assessed should be involved in the process. Discuss the reasons for the survey and the procedures being used for the assessment. Review the job procedures, potential hazards and the PPE currently in use.

**Step 2: Review data:**

Reports of work‐related injuries or illnesses, near‐miss events and reported safety concerns are sources of data that can provide helpful information for assessing hazards.

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**Step 3: Conduct a walk**‐**through survey:**

The purpose of the survey is to identify sources of hazards to employees. Observe the following: layout of the workplace, location of the employees, work operations, hazards and places where PPE is currently used including the device and reason for use. Using the form, check the type of hazard(s) present within each section (organized by body part).

**Step 4: Determine the hazard risk level**

Use the definitions below to select the appropriate hazard risk level.

**A. Very high Exposure Risk** - Job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of COVID-19 during specific medical, postmortem or laboratory procedures.

Examples:

1. i. Aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on a known or suspected COVID-19 patient or person known or suspected to have COVID-19
2. ii. Collecting or handling specimens from a known or suspected COVID-19 patient or person known or suspected to have COVID-19 (e.g., manipulating cultures from patients known or suspected to have COVID-19 patients)
3. iii. Performing an autopsy, which generally that involves aerosol-generating procedures, on the body of a person known to have, or suspected of having, COVID-19 at the time of their death

**B. High Exposure Risk** – Jobs that have high potential for exposure inside six feet to known or suspected sources of COVID-19.

Examples:

i. Healthcare delivery and support staff (hospital staff who must enter patients’ rooms) exposed to known or suspected COVID-19 patients

ii. Medical transport (ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles

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iii. Mortuary workers exposed to known or suspected COVID-19 patients

**C. Medium Exposure Risk** – Jobs that require more than minimal occupational contact inside six feet with other employees, other persons, or the general public who may be infected with SARS-CoV-2, but who are not known or suspected to be infected with the SARS-CoV-2 virus.

Examples:

i. Schools

ii. High population density work environments (e.g., poultry, meat, other food processing; manufacturing, etc.)

iii. High-volume customer facing retail settings (grocery stores, restaurants, bars, etc.)

iv. Mass gathering venues (e.g., sports, entertainment, movies, theaters, etc.)

**D. Lower Exposure Risk** - Jobs that do not require contact inside six feet with persons known to be, or suspected of being, or who may be infected with SARS-CoV-2. Employees in this category have minimal occupational contact with other employees, other persons, or the general public, such as in an office building setting; or are able to achieve minimal occupational contact through the implementation of engineering, administrative and work practice controls.

Examples:

i. Remote workers (i.e., those working from home during the pandemic)

ii. Office workers who do not have contact inside 6 feet with coworkers, customers, or the public

iii. Manufacturing and industrial facility workers who do not have inside 6 feet with coworkers, customers, or the public

**Step 5: Determine Controls to protect against COVID-19:**

After considering and/or planning for engineering and administrative controls, select the PPE which provides at least the minimum level of protection required to protect employees from the hazards. Using the form, note the appropriate controls in the boxes.

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**Step 6: Make Document Accessible:**

Once completed, signed and dated, store the form either electronically or as a hard copy in a location easily accessible to employees and inspectors.

**Step 7: Reassess the workplace as necessary by identifying and evaluating:**

1. New equipment and processes

2. Accident records

3. Suitability of previously selected PPE

See the attached Hazard Assessment

