

NorthCreek COVID-19 Prevention Plan

NorthCreek is committed to providing a safe and healthy workplace for all our staff members and those that visit us. As such, we have developed the following COVID-19 Prevention Plan in response to the COVID-19 pandemic. All staff members are responsible for implementing and following this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation from us all.

Our COVID-19 Prevention Plan follows Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and Contra Costa Health Services (CCHS) guidelines and addresses:

- Employee training on preventing the spread of COVID-19
- Individual control measures and screening
- Hygiene and respiratory etiquette
- Cleaning and disinfecting protocols
- Physical distancing guidelines
- Additional resources

Note that this is somewhat of a fluid document. As the guidelines change, the plan will change accordingly and you'll be notified.

Employee training on preventing the spread of COVID-19

The virus is thought to spread mainly from person-to-person, between people who are in close contact with one another (within about 6 feet), through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Older adults and people who have severe underlying chronic medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

For additional information regarding COVID-19, its symptoms, and prevention, you are strongly encouraged to visit the [CDC's COVID-19 website](#). We have also posted signs at entrances and around the campus that contain information on stopping the spread.

Individual control measures and screening

Staff members can help prevent the spread and/or risk of catching the virus by self-monitoring for signs and symptoms of COVID-19. These symptoms include a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, and pain or pressure in the chest. If you are experiencing any of these symptoms, you should not come to work. We would recommend that you contact your physician and also notify your supervisor.

If possible, self-screening for these symptoms should be done at home before coming to work. A temperature of 100.5 or greater constitutes a fever that should prevent you from coming to work. If you are unable or forget to screen before leaving your home, you need to check in at either the school office or church office to have your temperature checked and answer a few health questions before starting your workday.

Additionally, if you start experiencing any of these symptoms while on campus, please isolate yourself immediately, call Greg, Esther, or myself, and begin making a list (mental or otherwise) of the people you interacted with, places you went, etc. while on campus. We will contact county health officials for direction at that point on getting you home and those you may interacted with notified.

Regarding face coverings, Health Order COVID19-08 states that we must require our staff members, contractors, and volunteers to wear a face covering at the workplace and when performing work off-site any time the staff member, contractor, or volunteer is:

- interacting in person with any member of the public;
- working in any space visited by members of the public, such as by way of example and without limitation reception areas, service counters, public restrooms, waiting rooms, service areas, and other spaces used to interact with the public, regardless of whether anyone from the public is present at the time;
- working in any space where food is prepared or packaged for sale or distribution to others;
- working in or walking through common areas such as hallways, stairways, and elevators;
- in any room or enclosed area when other people (except for members of your own household or residence) are present.

For clarity, a face covering is not required when a person is in a personal office (a single room) when others outside of that person's household are not present as long as the public does not regularly visit the room. But that individual must put on a face covering when coworkers are nearby, when being visited by someone, and anywhere members of the public or other coworkers are regularly present.

When working outside alone or physically distanced from other staff members or volunteers, face coverings are encouraged but not required. And for those who have health conditions for which wearing a face covering represents a health risk, the covering is not required. Those individuals, however, are encouraged to get something from their physician to that end.

Finally, NorthCreek has leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. These policies can be found in the employee handbook. The Families First Coronavirus Response Act (FFCRA) and Emergency Family and Medical Leave Expansion Act (EFMLEA) are also available to those who are affected by a COVID-19-related illness.

Hygiene and respiratory etiquette

Staff members are encouraged to wash their hands for at least 20 seconds with soap and water or use hand sanitizer frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom. Visitors to the campus should also wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at building entrances and other locations around the campus so they can be used for hand hygiene in place of soap and water.

Staff members and visitors should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and should avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette is demonstrated on posters at building entrances.

Cleaning and disinfecting protocols

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces and areas in the work environment, including restrooms, lunchrooms, and meeting rooms by B&G and/or our janitorial crew. Frequent cleaning and disinfecting will also be conducted in high-touch areas, such as door handles, railings, copy machines, etc. However, each staff member is being asked to care for their respective workspace.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications. Contact Keith or Mark, respectively, to obtain general cleaning supplies. Susie will provide some direction on how to care for keyboards, monitors, etc.

In addition, when possible, avoid the shared use of items such as staplers, pens or pencils, or other office supplies or equipment.

Physical distancing guidelines

Social distancing of six feet is to be maintained whenever possible. We have not employed the specific use of physical partitions or floor markings as we don't expect lines or a high volume of traffic in the office. But should it become necessary and/or when in person services resume, we will be looking at the possibility of establishing directional hallways and passageways and designating separate routes for entry and exit into rooms, office spaces, etc.

Additional distancing practices:

- the redesign of office spaces, if needed and practical, to allow for six feet between staff members
- decreasing conference room and meeting room capacity
- restricting common area use, such as the lunchrooms, to allow for physical distancing
- limiting the number of individuals using the elevator at the same time
- no handshakes, fist bumps, hugs, or other physical contact
- continuing the use of Zoom and/or other mediums for non-essential personal meetings

We will also continue to utilize telework options and modified work schedules to help limit the number of staff members on campus at any one time.

Thanks again for your cooperation and adherence to these protocols and guidelines. Please don't hesitate to contact me if you have any questions.

Jim Daggs
Executive Pastor

Additional Resources

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19)

<https://www.cdc.gov/coronavirus/2019-ncov>

California COVID-19

<https://covid19.ca.gov>

California Department of Public Health (CDPH): COVID-19

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

Contra Costa Health Services (CCHS): COVID-19

<https://www.coronavirus.cchealth.org>

CDC: General Business Frequently Asked Questions

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>