

# COVID-19 Preparedness & Response Plan

## Phase 2

Pioneer Memorial Church

### Summary

The Pioneer Memorial Church Safety Committee has reviewed guidelines set forth by state, federal, and Church officials related to the reentry and use of the Pioneer church facility during the COVID-19 pandemic. The following information is an update to Phase 1 of its Preparedness and Response Plan and is intended to be implemented as Phase 2 of this multi-phase reentry approach. It is effective June 22, 2020 through the commencement of Phase 3, and is anticipated to last 3 weeks. A COVID-19 Reentry Task Force has been created to prepare plans for Phase 3, which is scheduled to begin July 11 (opening the church for members to attend church services in person).

### Updates

All recommendations in Phase 1 continue to be implemented with the following updates:

- All drinking fountains through the facility will be disconnected from use.
- Pioneer will service members at the facility through the Main Entrance as follows:
  - Office hours are Monday - Thursday 9:00 AM - 1:30 PM and Friday 9:00 AM - 12:00 PM.
  - Guests will be asked to wait to be served at the bottom of the stairs to avoid too much traffic at once.
  - Tithes and offerings may be dropped in the provided secure wall-mounted receptacle.
  - Staff office space should be accessed by staff only. Visitors are asked to connect with the Receptionist before moving about the building.
  - Social distancing reminders will be posted.
  - A self-serve table will be available at the base of the stairs for accessing quarterlies and other Sabbath School materials.
- No public dining or serving until further notice (potlucks, funeral dinners, etc.).
- Pioneer encourages the practice of frequent and proper hand hygiene for all who enter the facility (*see Figure 1*).
- A self-screening survey should be used for assessment prior to entry into the facility (*see Reference 1*).
- All volunteers accessing the building must wear a protective face covering per CDC guidelines<sup>1</sup> (*see Figure 2 for proper use*) when in common areas or in the presence of others and maintain 6 feet of physical separation (social distance<sup>2</sup>) where ever possible.
- Time inside as well as movement about the building should be minimized as much as possible.
- Meetings will continue to be held remotely when possible.

## Sabbath Church Services (June 27, July 4)

- All Sabbath morning participants should enter through the main entrance and maintain social distancing standards unless currently living together in the same household.
- Sanctuary access is reserved for participants and crew only during Phase 2. Members will continue to watch church services from home.
- Pioneer will minimize the number of production crew within closed working spaces.

## Resources & References

1. Cloth Face Coverings (CDC)  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
2. Social Distancing Guidelines (CDC)  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

## Reference 1: Facility Self-assessment Questionnaire

If you answer “Yes” to either of the following questions, you may not enter the Pioneer facility and should notify your supervisor at your earliest convenience:

1. Have you had any of the following symptoms in the last 24 hours:

- 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

Yes

No

2. Have you been exposed to any individual in the last 14 days you suspect may, or has been confirmed to have, COVID-19?

Yes

No

Figure 1: Hand Hygiene

# CLEAN HANDS ARE SAFER HANDS

FOLLOW THESE 4 STEPS TO MAKE SURE YOUR HANDS ARE SAFE

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## WET

Wet hands with clean, running water and apply soap.



## LATHER

Rub hands together to lather soap. Don't forget the backs of your hands, between fingers, and under nails!



## SCRUB

Scrub at least 20 seconds (hum "Happy Birthday" song twice).



## RINSE

Rinse hands under clean, running water.



## DRY

Dry hands using a clean towel.



## Figure 2: Proper Use of a Disposable Respirator

### How to Properly Put on and Take off a Disposable Respirator

WASH YOUR HANDS THOROUGHLY BEFORE PUTTING ON AND TAKING OFF THE RESPIRATOR.

If you have used a respirator before that fit you, use the same make, model and size.

Inspect the respirator for damage. If your respirator appears damaged, DO NOT USE IT. Replace it with a new one.

Do not allow facial hair, hair, jewelry, glasses, clothing, or anything else to prevent proper placement or come between your face and the respirator.

Follow the instructions that come with your respirator.<sup>1</sup>

#### Putting On The Respirator



Position the respirator in your hands with the nose piece at your fingertips.



Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.



The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.

#### Checking Your Seal<sup>2</sup>



Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.



Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.



If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.



If you cannot achieve a proper seal due to air leakage, ask for help or try a different size or model.

#### Removing Your Respirator



DO NOT TOUCH the front of the respirator! It may be contaminated!



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Discard in waste container. WASH YOUR HANDS!

Employers must comply with the OSHA Respiratory Protection Standard, 29 CFR 1910.134 if respirators are used by employees performing work-related duties.

<sup>1</sup> Manufacturer instructions for many NIOSH approved disposable respirators can be found at [www.cdc.gov/niosh/nppl/topics/respirators/disp\\_part/](http://www.cdc.gov/niosh/nppl/topics/respirators/disp_part/)

<sup>2</sup> According to the manufacturer's recommendations

For more information call 1-800-CDC-INFO or go to <http://www.cdc.gov/niosh/nppl/topics/respirators/>



NIOSH  
DHHS (NIOSH) Publication No. 2010-133