

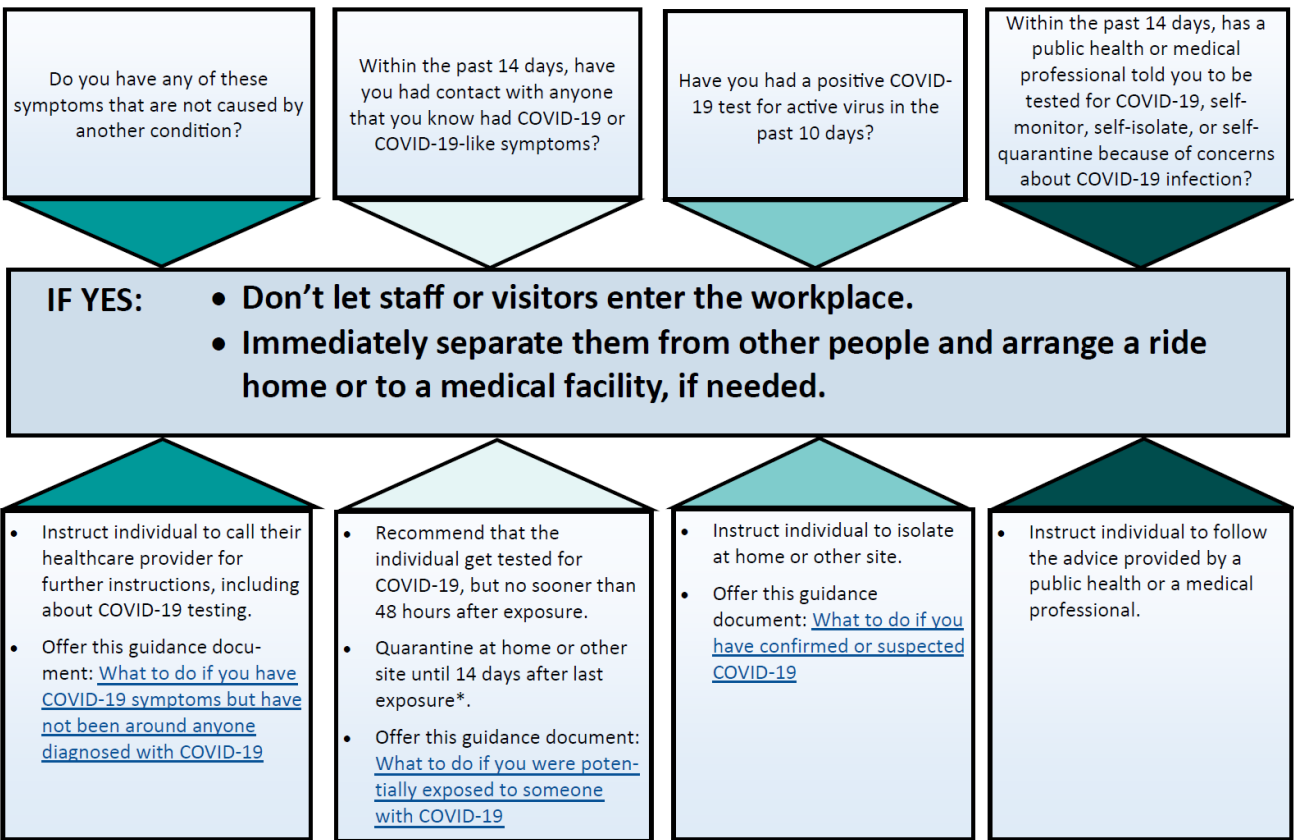


COVID-19 Safety Policy

Revision: July 31, 2020 (Effective Immediately)

Contents

| | |
|---|----|
| ADJUSTMENTS TO POLICY:..... | 2 |
| SOURCES OF AUTHORITY & GUIDANCE: | 2 |
| CAMPUS-WIDE POLICY..... | 3 |
| General Precautions..... | 3 |
| Maintaining Safe-Distancing and Personal Protective Equipment (PPE)..... | 3 |
| Facility Usage Requests:..... | 4 |
| CORPORATE WORSHIP & GATHERINGS..... | 4 |
| Preparation of Facility for Outdoor Gatherings. | 5 |
| When An Individual Becomes Sick In Our Facility | 5 |
| When a Confirmed Case of COVID-19 Has Been Present In Our Facility | 6 |
| EMPLOYEES, VOLUNTEERS, CONTRACTORS AND THE WORK ENVIRONMENT | 6 |
| General Precautions:..... | 6 |
| Sick Individuals Should Stay Home: | 7 |
| Individuals Sick at Work:..... | 7 |
| Individuals with Sick Family Members:..... | 7 |
| People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months. | 7 |
| What counts as close contact?..... | 7 |
| Stay home and monitor your health | 8 |
| Actions if an Individual is Suspected or Confirmed to Have COVID-19 Infection: | 8 |
| PHYSICAL FACILITY RECOMMENDATIONS:..... | 9 |
| Building Ventilation..... | 9 |
| Building Supplies to Promote Safe Environment | 9 |
| Routine Cleaning Recommendations..... | 9 |
| Enhanced Cleaning Recommendations in Cases of COVID-19 in the Facility | 10 |
| FLOW: BLC ACTIONS IF AN INDIVIDUAL ANSWERS “YES” TO THESE QUESTIONS..... | 10 |



*Employees working in [essential businesses](#) may return to work provided they do not have symptoms and the workplace received permission from the local health department. Contact your local health department for more information.

ADJUSTMENTS TO POLICY:

- As per the BLC By-Laws, Article II, E-4, the Executive Director will be responsible for policy creation and adjustments - The Executive Director shall: 4. "take all necessary means to ensure a safe environment for our church membership and visiting community as they engage on our properties."
- If you feel that there should be adjustments to this policy, please contact the Executive Director. Mark Jaeger can be reached at [mjaeger@gobl.org] or in the office by appointment. Mobile (262) 389-2171
- The Executive Director will work with staff, Properties Committee and BOD Directors to ascertain the feedback of our membership. This feedback will be an important part of policy adjustments in areas we have latitude.
- Any policy change will be immediately relayed to the BoD and Staff Directors for further coordination with their ministry teams and event groups.
- Significant Policy change involving corporate worship or adjustment to facility usage will be announced to the congregation as quickly as possible.

SOURCES OF AUTHORITY & GUIDANCE:

- BLC will follow State, County, and City mandates. Any mandates in-force are incorporated within this policy and updated as changes occur. In the absence of such orders, we will continue to follow this policy until further notice.
- Leadership maintains the connection with county and state authorities to determine current mitigation steps and levels of COVID-19 cases in our community. This information will help to inform policy adjustments on a localized basis.

- BLC will utilize the [CDC Guidance for Businesses and Employers Responding to Coronavirus Disease](#) as a primary source of reference for the procedure and best practices. Additional guidance comes from the [Waukesha County Health Dept.](#) and [CDC Interim Guidance for Places of Faith](#). Other links are also included in this document when specific policy requires reference to be in compliance.

CAMPUS-WIDE POLICY

General Precautions

- All individuals who enter our facility are required to follow official government orders, CDC Guidelines and Waukesha County Health Dept. orders for proper COVID-19 safety.
- Individuals who are uncomfortable about attending should worship at home through our online streaming resources. BLC will continue to live-stream 8:00 am, and 10:30 am services.
- Congregants at [higher risk for severe illness](#) (including older adults and people with underlying medical conditions) should consider worshipping remotely
- Individuals who don't feel well or answer "yes" to the following questions should not visit BLC's campus:
 1. Do you have any of these [symptoms](#) that are not caused by another condition?
 - Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Recent loss of taste or smell • Sore throat • Congestion • Nausea or vomiting • Diarrhea
 2. Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like [symptoms](#)? Contact is being 6 feet (2 meters) or closer for more than 15 minutes with a person, or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on).
 3. Have you had a positive COVID-19 test for active virus in the past 10 days?
 4. Within the past 14 days, has a public health or medical professional told you to obtain a COVID-19 test, self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

The CDC provides information on symptoms to recognize and a self-check tool for COVID-19 at the following links: <https://www.youtube.com/watch?v=7zzfdYShvQU>
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#>

Maintaining Safe-Distancing and Personal Protective Equipment (PPE)

- In accordance with Governor Evers declaration of a public health emergency ([Executive Order #95](#)) in the State of Wisconsin and the subsequent issuance of [Emergency Order #1](#), the use of face coverings will be required on Brookfield Lutheran Church's campus from [September 30, 2020 through January 30](#) for all individuals age 5 and up. [Emergency Order #94](#) is also of relevance to the *Actions Every Wisconsinite Should Take to Protect their Family, Friends, and Neighbors from COVID-19*
- The use of face coverings is also in alignment with recommendations of the CDC - "[Considerations for Wearing Cloth Face Coverings](#)." [Children younger than 2 years old should not wear a face mask](#). BLC will have extra masks available at the entrances and sanitizing stations for those entering our main facility.
- Facility/room occupancy limits will be set on the availability of space to adequately allow for the safe distancing of 6-feet.
- Family units that dwell together may be in close proximity. Non-family groups and individuals should observe a six-foot safe distance.
- Unless participating in BLC official programming, children must stay with their parents at all times.
- Outdoor spaces will be considered as an individual "facility space" for the purposes of enforcing this policy

Facility Usage Requests:

- Facility Use Requests should be requested via email to Gerrie Marincic [gmarincic@gobl.org]. Approval must be obtained by the associated Staff Director and the Executive Director.
- The usage schedule must be immediately placed in our Planning Center Resources Calendar, so proper setup and cleaning support can be scheduled.
- Any unscheduled events will be evaluated for compliance with this policy and may be asked to relocate or reschedule if there is a conflict of policy or another scheduled event.
- All events and programs must have a designated leader who is responsible for ensuring proper adherence to BLC's COVID-19 Safety Policy and assurance of the facility usage terms.
- If Facility Use Requests are made by non-members and approved, a waiver must be signed by each of the non-member event participants that releases BLC from any liability related to the potential contraction of COVID-19
- BLC requires the use of facemasks, particularly cloth masks, to reduce the potential spread of COVID-19. This is in alignment with Wisconsin [orders](#) and recommendations of the CDC.
- Unless participating in BLC official programming, children must stay with their parents at all times.
- BLC will have bleach wipes available for sanitation. Following any events, the spaces used must be wiped down. This includes chairs, tables, door handles, and hard surfaces that may have been touched. Group Leaders of events using the space are responsible for ensuring compliance with this requirement.
- BLC Facilities Manager will ensure our cleaning crews will diligently work to keep the facility clean and disinfected to the greatest extent possible.
- BLC Facilities Manager will schedule facility-wide spray sanitation of all rooms and surfaces at an interval following the facility use pattern. Proper event scheduling is an important part of maintaining the sanitizing schedule.

CORPORATE WORSHIP & GATHERINGS

- BLC Facilities Manager will organize a facility-wide sanitization process to adequately prepare the building for higher capacity events and corporate worship. This process will take all necessary guidance from the [CDC](#) and [Waukesha County Health Dept.](#)
- Traditional Services will be conducted at 8 am in the Sanctuary. Worshipers should be directed through the Main Entrance doors.
- Contemporary worship will be conducted in the Worship Center. Worshipers should be directed through the Worship Center Entrance doors.
- Gatherings of 10 or more people should be held in the Fellowship Center as a first priority and the larger, lower-level classrooms as a second option. Use of these areas must be properly scheduled.
- Food Service utilizing the BLC kitchen should not be conducted until further notice. Groups may choose to bring refreshments or snacks. However, they should observe safe handling techniques at all times and avoid any physical contact that could transmit viruses. Further, food service should not be conducted without a written guideline that observes the safest food handling practices for the specific event being planned. This policy must be reviewed and approved by the Executive Director 2-weeks prior to any event. For guidance in preparation of such a policy, the event leader/coordinator should utilize any CDC or Waukesha County Health Dept. resources available. <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/food-and-COVID-19.html>
- Facility-wide sanitization will occur no more than two-days following any Sunday Worship Service or a higher capacity event with >10 people.
- The Facilities Manager reserves the option to re-arrange seating configuration or partition off certain areas to suggest proper distancing and facility safety.
- [During worship services, ushers should direct families to the appropriate seats. Consideration for social distancing between family units and the need for a safe environment need to be constantly coordinated.](#)

- Sanitizing stations will be set up to accommodate participants as they walk into the facility. This setup must include signage that suggests best practice sanitization recommendations and any other instruction for safe facility participation.
- Garbage containers will be placed by the exit doors with signage to clearly indicate “Disposal of Personal Protective Equipment. Every effort should be made to communicate that participants should deposit their PPE in these bins and be watchful that gear is not discarded outside the building as they depart.
- Upon dismissal of any service or event, ushers or group leaders should dismiss by row. This is intended to maintain adequate social distancing.
- Worship Center double exit doors on the Southwest corner of the facility should be used to increase exit flow.
- Inflow traffic uses the right door. The left door is used for exit. [The center door may be utilized to increase the flow of exit traffic at the close of worship](#)
- During Sunday Worship, the Education Wing will be opened for families participating in formal educational classes or studies. During off-hours for formal classes, the Education Wing should be closed off with physical barriers and signage to indicate “no entry.”
- The Nursery and Library may be opened October 4, 2020 and will adhere to strict sanitation practices at all times.
- We will closely monitor and limit paper handouts, bibles, hymnals, or bulletins to prevent physical contamination. There will be exceptions for limited connection cards and pew bibles in the Sanctuary.
- We will not use offering plates for tithes. A collection box or plate should be placed at the entrances to the Sanctuary and Worship Center for participants to deposit offerings.
- Weather permitting, our designated entrances should utilize the auto-door opener feature in the lock open position. This is to avoid people touching handles or crash bars. Additionally, ushers and greeters should coordinate the posting of at least one individual to hold doors open for people entering. This is preferable to continuous contact from each individual entering our building.
- The Main Entrance should be available for the 8 am service and then locked 30 minutes after service end (9:30 am). The Worship Center Entrance should be available for the 10:30 service and then locked 30 minutes after service end (12:00 pm)
- Parking Lot Attendants should place signage at the entrance curbs, which notify worshipers when the Main Entrance or Worship Center entrance is closed. Signage should include arrows pointing toward the open entrance being used.

Preparation of Facility for Outdoor Gatherings.

- Safe distancing and sanitation should continue to be observed to the fullest extent possible. Facemasks should also be required if an individual’s proximity will be less than six feet apart.
- The Activity Center and Parsonage may be used but must be reserved prior to any such use. Sanitizing will be conducted on a demand basis, so the schedule is critical to the readiness of the facility.
- Portable restrooms, wash stations, and sanitizing stations must be provided for an ongoing activity such as Upward Ministry events or other public events with 25 or more participants. Any access to building facilities must be formally requested and approved by the Executive Director prior to the event.
- Food service should not be conducted without a written policy that guides the safest food handling practices for the specific event being planned. This policy must be reviewed and approved by the Executive Director 2-weeks prior to any event. For guidance in preparation of such a policy, the event leader/coordinator should utilize any CDC or Waukesha County Health Dept. resources available. <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/food-and-COVID-19.html>

When An Individual Becomes Sick In Our Facility

- Separate anyone who exhibits [symptoms](#) of COVID-19 during hours of operation. They should be brought to the Safety Office, which is just inside the main entrance. A Safety Team member or the Executive

Director [262.389.2171] should be sought out or called immediately to take responsibility for the individual.

- The Safety Team or Executive Director will make arrangements for safely transporting anyone who becomes sick at the facility to their home or a healthcare facility.
- Close off areas used by the [sick](#) person and do not use the area until after cleaning and disinfection.
- Advise staff and congregants with [symptoms](#) of COVID-19 or who have tested positive for COVID-19 not to return to the facility until they have met CDC's [criteria to discontinue home isolation](#).

When a Confirmed Case of COVID-19 Has Been Present In Our Facility

- If a sick employee or visitor is confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations. [CDC cleaning and disinfection recommendations](#).
- Notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with staff and congregants about potential exposure while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) or other applicable laws and in accordance with religious practices.
- Advise those with exposure to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- Advise staff and congregants with [symptoms](#) of COVID-19 or who have tested positive for COVID-19 not to return to the facility until they have met CDC's [criteria to discontinue home isolation](#).

EMPLOYEES, VOLUNTEERS, CONTRACTORS AND THE WORK ENVIRONMENT

As the risk of COVID-19 transmission remains, leadership will take precautions for the protection of our staff, members, and visitors. For purposes of this policy, "individuals" will mean anyone who is employed, contracted or volunteers for BLC and it's recognized groups or committees. [Infection Prevention in the Workplace](#)

General Precautions:

- Leadership recognizes that some individuals may prefer to continue working from home until certain safety factors are met. BLC will continue to allow work from home for individuals as long as performance and check-ins to their supervisor are satisfactory.
- Special considerations will be given to individuals that have high-risk medical conditions. This may include enhanced work at home setup or altered hours to be in the facility during non-peak hours. Employees should talk with the Executive Director if such conditions exist.
- Altered work hours will be encouraged to reduce the total number of individuals in our office at a given time. A mix of set office hours and work-at-home time will be encouraged.
- Meetings and vendor appointments should be scheduled via video conference or telephone whenever feasible. This is intended to reduce the number of non-staff personnel in the office spaces.
- BLC will make hand sanitizer and bleach wipes available. Each individual should consider keeping these supplies in their offices or cubicles and use them frequently to promote good hygiene. Surfaces such as workstations, keyboards, telephones, handrails, and doorknobs should be cleaned frequently
- Physical contact and shaking hands should be avoided. The practice of social distancing should be used at all times.
- Avoid using other individual's phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
- Wash hands often. The CDC suggests hand sanitization at these key times:
 - Before and after work shifts
 - Before and after work breaks
 - After blowing their nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After putting on, touching, or removing cloth face coverings

- Avoid touching eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer containing at least 60% alcohol.

Sick Individuals Should Stay Home:

- Individuals who have [symptoms](#) should notify their supervisor and the Executive Director immediately and stay home.
- Sick individuals should follow [the CDC-recommended steps](#). Individuals should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Individuals who are well but who have a sick family member at home with COVID-19 or [symptoms](#) should notify their supervisor and the Executive Director, and follow the procedures under “Employees with Sick Family Members” in this Policy.

Individuals Sick at Work:

- Individuals who appear to have [symptoms](#) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.
- If necessary, safe transport to their home or a healthcare facility will be provided for an individual who becomes sick while at work.
- Once home, If the individual continues to exhibit symptoms related to the COVID-19 virus, they are to stay at home for the duration of these symptoms and seek treatment from their doctor before returning to work.
- Sick individuals should follow [the CDC-recommended steps](#). Individuals should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved **or**
 - A COVID-19 Test has been taken, and the results are confirmed to be negative.

Individuals with Sick Family Members:

- Individuals who are well but who have a sick family member at home with COVID-19 or [symptoms](#) should notify their supervisor and the Executive Director, and follow [CDC recommended precautions](#). They should not return to work until the following conditions are met:
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved **or**
 - A COVID-19 Test has been taken, and the results are confirmed to be negative.
 -

People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.

- People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)

- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

Actions if an Individual is Suspected or Confirmed to Have COVID-19 Infection:

- Individuals with [symptoms](#), or who have tested positive with COVID-19 or [symptoms](#) should notify their supervisor and the Executive Director, and follow [CDC recommended precautions](#). They should not return to work until the following conditions are met:
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved **or**
 - A COVID-19 Test has been taken, and the results are confirmed to be negative.

In most cases, BLC will not need to shut down our facility.

- If it has been less than 7 days since the sick individual has been in the facility, any areas used for prolonged periods of time by the sick person will be closed off:
 - Wait 24 hours before cleaning and disinfecting to minimize the potential for other individuals being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
 - During this waiting period, open outside doors and windows to increase air circulation in these areas.

Follow the CDC [cleaning and disinfection recommendations](#):

- Clean dirty surfaces with soap and water before disinfecting them.
 - To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and is appropriate for the surface.
 - Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
 - You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.
- If it has been 7 days or more since the sick individual used the facility, additional cleaning and disinfection are not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
 - Determine which individuals may have been exposed to the virus and may need to take additional precautions:
 - Inform individuals of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) .
 - BLC will follow the guidance on [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#). As an employer in critical infrastructure, BLC also has an obligation to manage potentially exposed individual's return to work in ways that best protect the health of the individual, their co-workers, and the general public.

PHYSICAL FACILITY RECOMMENDATIONS:

Building Ventilation

- Increase ventilation rates.
- Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
- Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person.
- Disable demand-controlled ventilation (DCV).
- Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold or hot weather.
- Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
- Check filters to ensure they are within service life and appropriately installed.
- Keep systems running longer hours, continuous when the building is occupied, to enhance air exchanges in the building space.

Building Supplies to Promote Safe Environment

- Provide tissues and no-touch trash cans.
- Provide soap and water in the workplace. If soap and water are not readily available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Ensure that adequate supplies are maintained.
- Ideally, place touchless hand sanitizer stations in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other work areas where they are likely to be seen.
- Discourage handshaking. Encourage employees to use other non-contact methods of greeting.
- Direct employees to visit CDC's coughing and sneezing etiquette and clean hands webpage for more information.

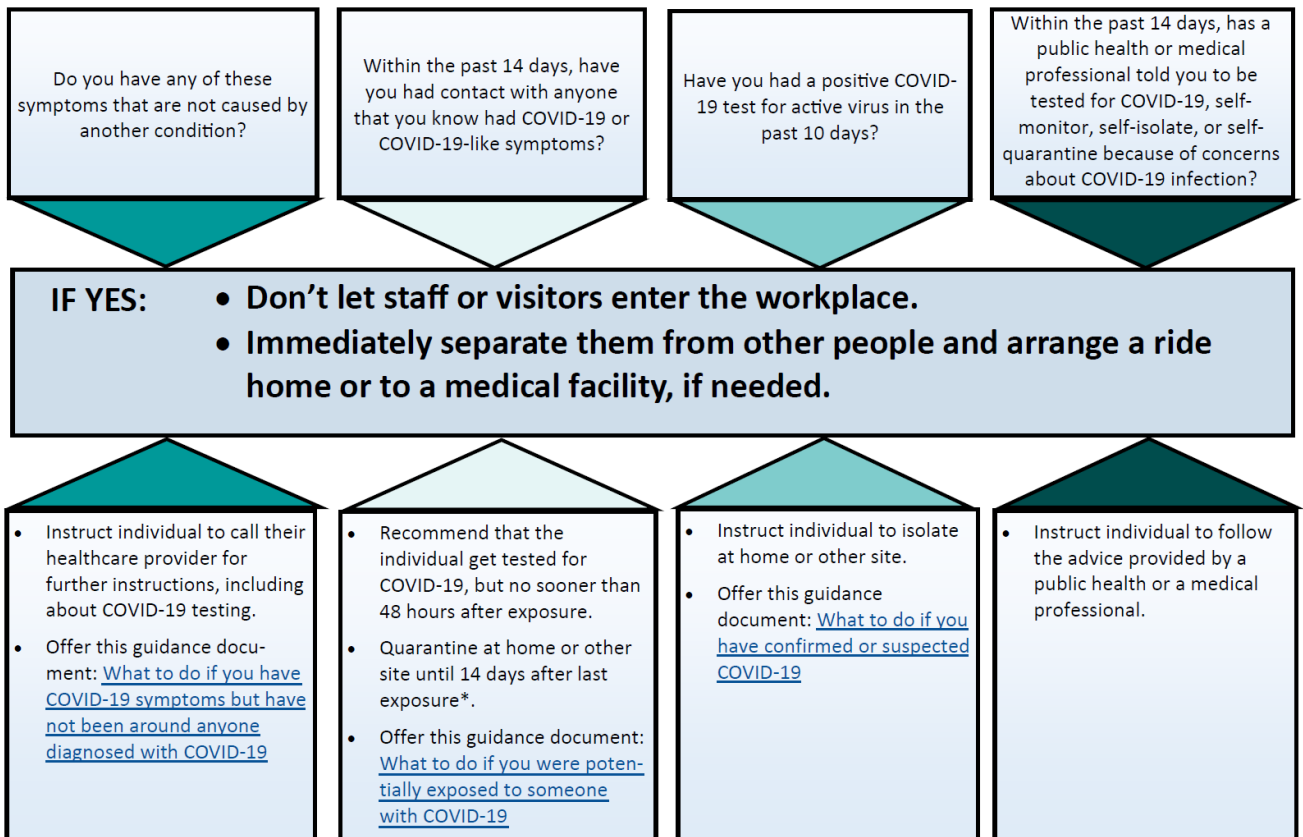
Routine Cleaning Recommendations

- Follow the [Guidance for Cleaning and Disinfecting](#) to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to COVID-19.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - If surfaces are dirty, clean them using a detergent or soap and water before you disinfect them.
 - For disinfection, most common, EPA-registered, household disinfectants should be effective. A list of [products that are EPA-approved for use against the virus that causes COVID-19](#) is available on the EPA website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time).
- Discourage workers from using each other's phones, desks, offices, or other work tools and equipment, when possible.
- Provide disposable disinfecting wipes so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use.

Enhanced Cleaning Recommendations in Cases of COVID-19 in the Facility

- If a sick employee or visitor is suspected or confirmed to have COVID-19, follow the [CDC cleaning and disinfection recommendations](#).

FLOW: BLC ACTIONS IF AN INDIVIDUAL ANSWERS “YES” TO THESE QUESTIONS



*Employees working in [essential businesses](#) may return to work provided they do not have symptoms and the workplace received permission from the local health department. Contact your local health department for more information.