

IPC Comprehensive Plan 2/2021

COVID Control, Mitigation & Recovery Plan

The following is a plan created by the leadership of IPC to be used both by the IPC congregation as well as tenants and other groups that use the building. We anticipate this plan will change and need updating.

About COVID-19

- Infection with COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal.
- Symptoms typically include fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
- According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.
- The virus is thought to spread mainly from person-to-person, including:
 1. Between people who are in close contact with one another (within about 6 feet).
 2. Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 3. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.
 4. People are thought to be most contagious when they are most symptomatic. Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

What are the general COVID Control and Mitigation Requirements

- All groups larger than 5 people shall designate a COVID Supervisor for their Group. It shall be the responsibility of the site supervisor to ensure that all persons in their gathering are following these guidelines.
- The COVID Supervisor shall ensure that all persons are complying with this plan and the IPC Meeting Checklist.
- COVID Supervisor shall either fill out the IPC Meeting Checklist for each group meeting or designate a person in the group to fill out the IPC Meeting Checklist for each group meeting.

What is our Personal Protective Equipment (PPE) plan?

- All persons must bring their own PPE.
- Face coverings that cover their nose & mouth (cloth or purchased masks) are required at all times.
- Do Not share or misplace face coverings
- Ensure that face coverings have been cleaned and are in good working order

How will we ensure on-location physical distancing?

- All persons must maintain a six-foot clearance from other persons. Persons of the same family household may sit/stand next to each other.
- Social Distancing posters shall be posted in all areas where groups will be gathering.
- The COVID Supervisor shall help to maintain social distancing and inform the group of the social distancing informational posters.

How will we ensure appropriate hygiene?

We will post, in areas visible to all persons, required hygienic practices, including...

- Do not touch your face with unwashed hands or with gloves.
- Wash hands often with soap and water for at least 20 seconds.
- Use hand sanitizer with at least 60% alcohol.
- Clean and disinfect frequently touched objects and surfaces such as seats, keyboards, telephones, handrails, machines, shared tools, and door knobs.
- Cover your mouth and nose with your elbow when coughing or sneezing
- Other hygienic recommendations by the U.S. Centers for Disease Control (CDC)

How will we ensure appropriate sanitation?

- Soap and running water are abundantly provided in all restrooms. All persons shall be encouraged to wash their hands regularly, before and after going to the bathroom, and after coughing, sneezing, or blowing their nose.
- Eating within the church building shall be discouraged.
- Preparing or serving food within the church shall be discouraged with exception of Prime Time.
- Hand sanitizing stations are located throughout the building. (list the areas) Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.

How will we conduct symptom monitoring?

- Our greatest concern is the health and safety of our entire community. As information regarding the COVID-19 outbreak and regional response measures continues to evolve, we will strive to provide the most current, consistent, and transparent communications regarding this situation and its impact on our community and guests. This plan was created to address both the prevention of infection and the proper response should it occur
- The COVID Supervisor shall notify all group members prior to arriving that they must prescreen their health:
 - Any individual with a temperature of 100.4 or higher must stay home
 - Anyone diagnosed with COVID-19 or has symptoms must stay home
 - Any individual who has knowingly been in close contact with someone diagnosed w/ COVID-19 must self-quarantine for 2 weeks and must be symptom free prior to coming to IPC.

How will we handle incident reporting, should it be necessary?

- Persons experiencing symptoms or testing COVID 19 positive within 2 weeks of meeting as a group shall immediately notify the COVID Supervisor. The COVID Supervisor shall immediately notify Pastor Tad Monroe and Debby Davenport. Debby Davenport shall immediately notify Tacoma Pierce County Health Department.

What are our location disinfection procedures?

- Each group using the IPC building shall clean and disinfect all frequently touched areas after each gathering including but not limited to objects and surfaces such as seats, microphones, pulpit, door-knobs, and railings.

How shall we conduct necessary COVID-19 safety training?

All guests using the building are responsible for training their own employees/guests. This training shall include, but is not limited to all the items on the IPC meeting checklist (*Attachment 1*)

What are our exposure response procedures?

- Each group that uses the IPC building shall designate a COVID Supervisor. The name and contact information of this person shall be known by Debby Davenport.
- The supervisor is responsible for ensuring all guidelines from the IPC building checklist are followed.
- He/she shall maintain a list of all those who attended the gathering as well as how to contact them if needed.
- In the event of a known exposure, the supervisor shall immediately notify Tad Monroe and Debby Davenport as well as Tacoma Pierce County Health Dept.

What is our post-exposure incident project-wide recovery plan?

- In the event of an exposure, all of those who were present where the virus was present shall be notified of their potential exposure. This will be done by or under the supervision of either the individual COVID supervisor and/or Pastor Tad Monroe and Debby Davenport.
- Upon experiencing an exposure, the building will be shut down until sanitation is completed, the building will be reopened and tenants will be notified.

A copy of the plan must be available at the location for inspection by state and local authorities.

IPC Meeting Checklist

Please complete this checklist every time you meet. Leave it on this clipboard with the registry of names of those who attended the meeting. If any items that IPC is to provide are missing, please notify Debby Davenport. We appreciate you adhering to these guidelines. Thank you.

	Action
1	Who is your designated COVID- 19 Supervisor?
2	Is there a copy of the IPC Comprehensive COVID-19 Plan? A copy of this plan must be available for inspection by state and local authorities.
3	Are necessary COVID-19 safety and information posters visibly posted? <i>(Provided by IPC)</i>
4	Is everyone wearing a face mask before, during and after our gathering?
5	Is everyone refraining from physical contact?
6	If there is food, is it being served individually and not communally?
7	No choirs. If there is singing, people must do so with their masks on and at least 6 feet apart. Those in the same family may sing closer together.
8	Is access to the restroom controlled to no more than two at a time? Are those waiting maintaining six feet of distance?
9	Is there soap and running water available to everyone?
10	Is there disinfectant available in at least two locations of the gathering space?
11	Are all parties sitting at least 6 feet apart? Those in the same family may sit closer together.
12	Are tissues and trash cans available in at least two locations of the gathering space?
13	<ul style="list-style-type: none"> • Was everyone informed prior to arriving that they must prescreen their health? • Any individual with a temperature of 100.4 or higher must stay home • Anyone diagnosed with COVID-19 or has symptoms must stay home
14	Were all “high touch areas” cleaned and disinfected after the gathering? Areas include such areas as door-knobs, railings, podium and seat backs.
15	Did we maintain a log of the names of everyone who attended? This log must be maintained for at least four weeks.