

COVID-19 Preparedness Plan for Mount Carmel Ministries

Version 1.8

July 25, 2020

This plan has been prepared by Tim Peterson, Interim Executive Director of Mount Carmel Ministries, following the directions provided by the State of Minnesota. He is the designated Plan Administrator for this COVID-19 Preparedness Plan.

This plan is being updated on an on-going basis with input from employees and recommendations from the health authorities. We are discussing our response to the COVID-19 at every weekly staff meeting and at other times, as necessary.

Mount Carmel Ministries is committed to providing a safe and healthy place for all our workers and guests. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All Mount Carmel staff are responsible for implementing this plan. All Mount Carmel guests are responsible for participating in our efforts. Our goal is to mitigate the potential for transmission of COVID-19 at Mount Carmel, both among staff and with our guests.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Modifications and additions made in response to the facemask requirement going into effect on Saturday, July 25, 2020

The Governor has announced a change to his emergency executive order regarding the use of facemasks. The changes in this COVID plan related to the facemasks are added here at the beginning of the plan. This has been done to make it easier for staff to recognize what specifically has been changed.

The full text of the executive order regarding facemasks is considered to be a part of Mount Carmel's plan, and relevant portions of the executive order can be found at the end of this section. Here are a few summary points as they relate to Mount Carmel:

1. These rules go into effect on Saturday, July 25.

2. Facemasks are required whenever people are in the chapel or in the public areas of the lodge. They are not required when people are in their individual cabins or lodge rooms.
3. Masks are required for all staff and guests, with the following exceptions:
 - a. Children under 2 should not wear facemasks.
 - b. Children between 2 and 5 are not required to wear masks. These children are encouraged to wear facemasks, but only if they can do so properly.
 - c. People with medical reasons for not wearing a facemask are not required to wear a facemask.
 - d. If wearing a facemask could cause a safety hazard, the wearing of the facemask is not required.
 - e. Facemasks can be temporarily removed while eating or drinking.
 - f. Facemasks can be temporarily removed by a person speaking or singing to a group while indoors.
 - g. Facemasks are not required while outdoors and not in close contact with others. But people should always have a facemask on them for situations where they come in close contact with others.
 - h. Facemasks are not required while working in an office, if working alone.
4. Mount Carmel staff are required to enforce the facemask requirement for all staff and guests:
 - a. If someone is not wearing a facemask in a situation where it is required, all staff members are required ask the person to put on a mask.
 - b. Masks will be available at the front desk, in the office, and in the chapel to offer to people who are not wearing a mask.
 - c. Guests will be asked when checking in if there is anyone if their group that will not be wearing a mask for a medical reason. People are not to be asked regarding the specific reason for the medical exemption. A list of guests claiming a medical exemption will be given to all the full-time and summer staff, so that they will not be repeatedly asking those guests to wear a mask.
 - d. If someone refuses to wear a mask when they are required to do so, the Executive Director should be immediately informed. The Executive Director will follow up on those situations., in accordance with the guidelines provided by the State of Minnesota.

Communicating these rules to Mount Carmel guests

The following text will be used to communicate this information to all guests coming to Mount Carmel:

Mount Carmel is complying with the State of Minnesota Governor's Executive Order regarding the use of facemasks. Please ask any of our staff for clarifications. The full text of the Executive Order is available online from the State of Minnesota and relevant portions are included in Mount Carmel's COVID Response Plan, which is available on Mount Carmel's website.

- Masks must be worn at all times in the chapels.
- Masks must be worn at all times in public areas of the lodge, except when eating or drinking.
- Masks are not required in lodge rooms or in individual cabins.
- Facemasks are not required while outdoors and not in close contact with others. But people should always have a facemask on them for situations where they come in close contact with others.
- Children under 2 should not wear facemasks.
- Children between 2 and 5 are not required to wear masks. These children are encouraged to wear facemasks, but only if they can do so properly.

- People with medical reasons for not wearing a facemask are not required to wear a facemask.
- If wearing a facemask could cause a safety hazard, the wearing of the facemask is not required.
- Facemasks can be temporarily removed while eating or drinking.
- Facemasks can be temporarily removed by a person speaking or singing to a group while indoors.
- Facemasks are not required while working in an office, if working alone.
- Mount Carmel is required by the government to enforce these rules both for our own staff and for our guests.
- Mount Carmel staff have been instructed to remind guests to follow these rules.
- Any guest who has a medical reason for not wearing a facemask is asked to make that known when checking in, and the staff will be instructed not to be reminding those guests about masks.
- We ask guests to provide their own masks, but we will have masks available for individuals who do not have one.

Requiring cooperation from people who have a contract to host an event at Mount Carmel

All individuals, groups, or organizations who have signed a contract to use Mount Carmel's facilities will be asked to sign the following statement:

Mount Carmel Ministries is complying with the State of Minnesota Governor's Executive Orders regarding COVID, including the requirement to use facemasks indoors. We expect all individuals and organizations using Mount Carmel to also comply with these Executive Orders.

Here are the expectations we are communicating with our guests regarding masks. We ask you to communicate similar expectations to everyone attending your event at Mount Carmel. Please refer to the information on the Minnesota government websites for more complete information about the requirement to use facemasks and other regulations regarding COVID.

- Masks must be worn at all times in the chapels.
- Masks must be worn at all times in public areas of the lodge, except when eating or drinking.
- Masks are not required in lodge rooms or in individual cabins.
- Facemasks are not required while outdoors and not in close contact with others. But people should always have a facemask on them for situations where they come in close contact with others.
- Children under 2 should not wear facemasks.
- Children between 2 and 5 are not required to wear masks. These children are encouraged to wear facemasks, but only if they can do so properly.
- People with medical reasons for not wearing a facemask are not required to wear a facemask.
- If wearing a facemask could cause a safety hazard, the wearing of the facemask is not required.
- Facemasks can be temporarily removed while eating or drinking.
- Facemasks can be temporarily removed by a person speaking or singing to a group while indoors.

If Mount Carmel Ministries does not actively enforce the Executive Order, Mount Carmel Ministries could be fined up to \$25,000 and have its licenses revoked. As a result of these penalties, we must require that everyone using Mount Carmel to also cooperate in enforcing the Executive Order.

We encourage you to have masks to distribute to anyone who comes to your event without having a mask.

We ask you to not allow anyone in the chapel or the public areas of the lodge who is required to wear a mask and refuses to do so.

COMMITMENT TO ENFORCE THE COVID REGULATIONS

We agree to abide by the executive orders issued by the Governor of the State of Minnesota regarding the COVID epidemic and to require all our guests to abide by these regulations to the best of our ability. We acknowledge that a refusal to enforce this provision will result in the immediate cancellation of this contract and the revoking of permission to use Mount Carmel's facilities.

Signature _____

Portions of the Executive Order

Here are the relevant portions of the Executive Order from the Governor of the State of Minnesota. These portions are copied from the State of Minnesota website <https://www.leg.state.mn.us/archive/execorders/20-81.pdf>

For these reasons, I order as follows:

1. Paragraph 3 of Executive Order 20-74 is rescinded as of Friday, July 24, 2020 at 11:59 p.m. All other provisions of Executive Order 20-74 remain in effect.

2. Beginning on Friday, July 24, 2020 at 11:59 p.m., Minnesotans must wear a face covering in indoor businesses and indoor public settings, as described in this order and the related industry guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), as well as any other guidance referenced in this order. Workers must also wear face coverings outdoors when it is not possible to maintain social distancing. When leaving home, Minnesotans are strongly encouraged to have a face covering with them at all times to be prepared to comply with the requirements of this Executive Order.

3. Definitions. For purposes of this Executive Order, the following terms are defined as follows:

- a. A "face covering" must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering. Minnesotans are encouraged to refer to CDC guidance on How to Make Cloth Face Coverings, available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-gettingsick/how-to-make-cloth-face-covering.html>. Medical-grade masks and respirators are sufficient face coverings, but to preserve adequate supplies, their purchase and use is discouraged for Minnesotans who do not work in a health care setting or in other occupations that require medical-grade protective equipment (e.g., certain construction occupations). Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.
- b. "Business" and "businesses" are broadly defined to include entities that employ or engage workers, including private-sector entities, public-sector entities, non-profit entities, and state, county, and local governments.
- c. "Worker" and "workers" are broadly defined to include owners, proprietors, employees, contractors, vendors, volunteers, and interns.

d. "Social distancing" means individuals keeping at least 6 feet of distance from other individuals who are not members of their household.

e. "Household" means a group of individuals who share the same living unit.

8. Exempt individuals. The following individuals are exempt from face covering requirements of this Executive Order:

a. Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible.

b. Children who are five years old and under. Those who are under two-yearsold should never wear a face covering due to the risk of suffocation. Those who are at least two are encouraged to wear a face covering if they can do so in compliance with CDC guidance on How to Wear Cloth Face Coverings, available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-gettingsick/how-to-wear-cloth-face-coverings.html> (i.e., without frequently touching or removing the covering).

c. Individuals at their workplace when wearing a face covering would create a job hazard for the individual or others, as determined by local, state or federal regulators or workplace safety and health standards and guidelines.

9. Situations where face coverings are mandatory. Except for individuals who are exempt under paragraph 8 of this Executive Order, and except for the circumstances described in paragraphs 10 through 12, Minnesotans are required to wear a face covering:

a. In an indoor business or public indoor space, including when waiting outdoors to enter an indoor business or public indoor space.

i. This requirement does not apply in living units except that (1) workers entering another person's living unit for a business purpose are required to wear a face covering when doing so; and (2) visitors, patients, residents, or inmates of hospitals, shelters or drop-in centers, long-term care facilities, residential treatment facilities, residential programs licensed under Minnesota Statutes 2019, Chapter 245D, or correctional facilities must wear a face covering even when in a living unit if required by the facility.

ii. This requirement also does not apply in a private vehicle that is being used for private purposes.

b. When riding on public transportation, in a taxi, in a ride-sharing vehicle, or in a vehicle that is being used for business purposes.

c. In any other business, venue, or public space which has opted to require a face covering when it would not otherwise be required by this Executive Order.

d. For workers only, when working outdoors in situations where social distancing cannot be maintained.

e. When applicable industry guidance, available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>) specifically requires face coverings. In some instances, face shields may be required in addition to or instead of face coverings or may be allowed as an alternative to face coverings.

10. Circumstances where mandatory face coverings may be temporarily removed. Face coverings required under Paragraph 9 of this Executive Order may be temporarily removed under the following circumstances:

a. When participating in organized sports in an indoor business or indoor public space while the level of exertion makes it difficult to wear a face covering.

b. When exercising in an indoor business or public indoor space such as a gym or fitness center, while the level of exertion makes it difficult to wear a face covering, provided that social distancing is always maintained.

c. When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (Minnesota Statutes 2019, Chapter 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.

d. During practices or performances in an indoor business or indoor public space when a face covering cannot be used while playing a musical instrument, provided that social distancing is always maintained.

e. During activities, such as swimming or showering, where the face covering will get wet.

f. When eating or drinking in an indoor business or indoor public space, provided that at least 6 feet of physical distance is maintained between persons who are not members of the same party.

g. When asked to remove a face covering to verify an identity for lawful purposes.

h. While communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.

i. While receiving a service—including a dental examination or procedure, medical examination or procedure, or personal care service—that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering. Workers performing services for an individual who is allowed to temporarily remove their face covering under this provision must comply with face covering requirements in the applicable industry guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).

j. When an individual is alone, including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained, a vehicle, or the cab of heavy equipment or machinery, or an enclosed work area. In such situations, the individual should still carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.

k. When a public safety worker is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, in situations where wearing a face covering would seriously interfere in the performance of their public safety responsibilities.

11. Situations where face coverings are strongly encouraged. I strongly encourage Minnesotans to wear face coverings in the following situations:

- a. During indoor or outdoor private social gatherings (e.g., when visiting at a private home with friends or relatives who do not reside in the same household), particularly in settings where it is difficult or impossible to maintain social distancing.
- b. When riding in a private vehicle with a person or persons who do not reside in the same household.
- c. Inside your home, if you are infected with COVID-19 or experiencing COVID-19 symptoms and reside with others who could be infected.
- d. When participating as an athlete in indoor or outdoor organized sporting events, to the extent possible, where social distancing is not being maintained.
- e. Except for workers required to wear face coverings under paragraph 9.d, in any outdoor business or public outdoor space when it is not possible to consistently maintain social distancing, such as when entering or exiting a business, being seated, moving around in a space with others present, using the restroom, ordering food, or waiting in line.

Inclusion of face covering requirements in businesses' COVID-19 Preparedness Plans. All businesses must update their COVID-19 Preparedness Plans to include the face covering requirements of this Executive Order, including those that have been incorporated into the Industry Guidance applicable to their business available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>), inform their workers how their plan has been updated, and make the revised plan available to their workers. The Industry Guidance applicable to the business may include face covering requirements that are more protective than those of this Executive Order, consistent with applicable law.

14. Notice of face covering requirements. Businesses must post one or more signs that are visible to all persons—including workers, customers, and visitors—instructing them to wear face coverings as required by this Executive Order.

15. Implementation of face covering requirements by businesses.

- a. Businesses must require that all persons, including their workers, customers, and visitors, wear face coverings as required by this Executive Order.
- b. When possible, businesses must provide accommodations to persons, including their workers and customers, who state they have a medical condition, mental health condition, or disability that makes it unreasonable for the person to maintain a face covering, such as permitting use of an alternate form of face covering (e.g., face shield) or providing service options that do not require a customer to enter the business.
- c. Businesses may not require customers to provide proof of a medical condition, mental health condition, or disability, or require customers to explain the nature of their conditions or disability.
- d. Businesses must follow the requirements of other applicable laws with respect to whether a business may require a worker to provide documentation of a medical condition, mental health condition, or disability related to their inability to wear a face covering and what the business may ask regarding the condition or disability.

e. Nothing in this Executive Order requires businesses or their workers to enforce this requirement when it is unsafe to do so, or authorizes them to restrain, assault or physically remove workers or customers who refuse to comply with this Executive Order.

f. Nothing in this Executive Order authorizes businesses or their workers to violate other laws, including anti-discrimination laws.

Procedures for conducting public worship at Mount Carmel

On the Day of Pentecost, Sunday, May 31, 2020, Mount Carmel started having public worship. Here are the procedures that we are following to ensure the safety of these worship services, in accordance with the guidelines from the State of Minnesota:

1. We will worship outdoors unless there is rain. When we worship outdoors we will limit the number of the participants to 250 individuals.
2. If there is rain, we will worship in the chapel. If we are worshipping in the chapel we will limit the number of the participants to one half the capacity of the chapel – 150 individuals.
3. If we are worshipping indoors, we will not have any congregational singing. Singing by soloists or groups will be done in a way that does not project aerosols from the singers on to the congregation.
4. We strongly encourage all people attending worship to wear masks or face coverings. When worshipping inside facemasks will be worn by everyone required to wear a facemask by the Governor’s Executive Order.
5. Whether inside or outside, the seating will be arranged so as to ensure that people have a 6 foot separation between families.
6. When coming to or leaving worship people must maintain a 6-foot separation between families.
7. We will not use hymnals or hymn sheets. We will hand out single-use bulletins and songsheets.
8. We will not pass offering plates. There will be a plate in the back of the worship area where people can put their offering.

The following information will be included in e-mails and letters promoting the worship. The same information will be handed out each Sunday at worship:

Coronavirus Information for Sunday Worship at Mount Carmel

We would like everyone to be able to be with us for worship, but we have to ask you to stay away if there is an indication that you could be infected with the coronavirus. We ask you not to come to worship if:

1. You have a temperature over 99.5 degrees, OR
2. You have any of the COVID symptoms: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, OR
3. You have been exposed to someone with COVID or who has COVID symptoms

The State of Minnesota encourages everyone who is at higher risk for severe illness with the coronavirus to stay home and not attend worship. The State of Minnesota defines “at-risk persons” as people who are:

- i. 65 years and older.

- ii. Living in a nursing home or a long-term care facility, as defined by the Commissioner of Health.
- iii. Any age with underlying medical conditions, particularly if not well controlled, including:
 - a. People with chronic lung disease or moderate to severe asthma.
 - b. People who have serious heart conditions.
 - c. People who are immunocompromised (caused by cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune weakening medications).
 - d. People with severe obesity (body mass index (BMI) of 40 or higher).
 - e. People with diabetes.
 - f. People with chronic kidney disease undergoing dialysis.
 - g. People with liver disease.

While you are at worship, we ask you to follow the normal procedures for preventing the spread of COVID:

1. We ask you to stay at least 6 feet away from people not in your family, both at worship and coming and going to worship.
2. If you start to feel sick, we ask that you leave.
3. Use proper cough/sneeze etiquette.

We strongly encourage all people attending worship to wear masks or face coverings. When inside all participants required by the State of Minnesota to wear a facemask must do so.

We are planning to worship outside. Please dress accordingly. We often have a cool breeze coming from the lake. In case of rain, we will have worship in the chapel.

Procedures for informing guests about Mount Carmel COVID policies

We are sending the following information to everyone attending Family Camp and Adult Camp before they arrive. We are also providing this information to them in their welcome packet:

How We Are Adjusting Mount Carmel Family Camp for COVID-19

Please note that our policies have been changing and we know that they will continue to change as we receive new information from the Center for Disease Control, the Minnesota Department of Health, and local health authorities. These are the policies that are in effect as of June 17, 2020:

1. **We're going outside!** We will be meeting outside more often than we have in other years. Because there can be cool days at Mount Carmel, even in the middle of the summer, we ask you to bring warm clothes so you can be outside for gatherings.
2. **Please bring face masks or face coverings!** The rules and guidelines about face coverings have changed many times. We don't know what the rules will be the week that you are at camp, but please have them ready to use.
3. **Please help us in preventing COVID-19 from coming!** As much as possible, we want to prevent anyone from being exposed to COVID-19 while at Mount Carmel. We are asking all guests and staff to consider the following questions before they come. We will be asking these same questions when you arrive at Mount Carmel and we will be taking your temperature with a touch-less thermometer.

- The following symptoms have been associated with COVID-19. Have you had any of these symptoms in the last 14 days? (List copied from CDC website on 5/26):
 - __Fever (the State of Minnesota considers this to be a temperature greater than 99.5 degrees)
 - __Chills
 - __Shortness of breath
 - __Difficulty breathing
 - __Fatigue
 - __Muscle or body aches
 - __Headache
 - __Loss of taste
 - __Loss of smell
 - __Congestion
 - __Runny nose
 - __Nausea
 - __Vomiting
 - __Diarrhea
 - Have you been exposed to anyone who has been diagnosed with COVID-19?
4. **Full Refunds!** We ask that if there is an indication that you could have COVID-19 or have been exposed to someone with COVID-19 that you not come to Mount Carmel. We will provide a full refund for anyone who cannot come.
 5. **People at risk.** The State of Minnesota encourages everyone who is at higher risk for severe illness with the coronavirus to stay home and not attend worship, Bible studies, or other church meetings. We have many of these events at Family Camp. It is possible for you to come to Family Camp at Mount Carmel and not attend these meetings. However, you would miss a large part of the benefit of being at Mount Carmel. The Center for Disease Control (May 14, 2020 guidelines) defines “at-risk persons” as people who are in one of the following groups:
 - iv. 65 years and older.
 - v. Living in a nursing home or a long-term care facility, as defined by the Commissioner of Health.
 - vi. Any age with underlying medical conditions, particularly if not well controlled, including:
 - a. People with chronic lung disease or moderate to severe asthma.
 - b. People who have serious heart conditions.
 - c. People who are immunocompromised (caused by cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune weakening medications).
 - d. People with severe obesity (body mass index (BMI) of 40 or higher).
 - e. People with diabetes.
 - f. People with chronic kidney disease undergoing dialysis.
 - g. People with liver disease.
 6. **Physical distancing.** The State of Minnesota encourages everyone to maintain a 6-foot distance between people who are not in the same household, whether inside or outside.
 7. **Eating.** We can eat in our dining room, but only to 50% capacity. We are encouraging people to eat outside. We will not have a salad bar or buffet. All food will be served by members of the staff. Guests

may choose to bring their own food and prepare it in their cabins. Guests may also choose to have their meals delivered to their cabins.

8. **Sunday brunch.** We will not be having a Sunday brunch. Instead, a normal breakfast and lunch will be served on Sundays. We are having one worship service, outside at 9AM. And we will be serving our famous Mount Carmel Caramel Rolls and coffee after worship.
9. **We are allowed to gather in groups for worship and teaching.** When outside we can have 250 people together at a time. When inside we are limited to 50% of the stated capacity of the room. For the chapel that is a limit of about 150 people.
 - a. Proper physical distancing must be maintained when gathered in a group.
 - b. Our worship and morning praise times will be held outdoors if it is not raining.
 - c. If rain moves us indoors, we will not have singing at our worship.
 - d. Some teaching sessions will be held indoors, and some will be held outdoors.
10. **Hand washing.** Everyone is expected to wash hands frequently and follow proper coughing/sneezing etiquette.
11. **Beach rules.** The beach will be open. Physical distancing rules will also apply in the beach area. The raft will be limited in the number of people who can be on it at a time (because of physical distancing). And we may have to limit the length of time that people are on the raft so that everyone can get a turn. We will not be using the slide or the lily pad this year. Boats will be available. There will be procedures for sanitizing boats and life jackets. Both of our saunas are closed for the summer (sorry!)
12. **Group sports and activities** will have precautions for maintaining the 6-foot distance between participants. We will have the Romans and Christians game – with some fun modifications.
13. **Trading Post.** Appointments will be set up for people to shopping in the Trading Post (our bookstore), so that we won't have a crowd of people in the Trading Post at the same time.
14. **Canteen.** We will be having canteen as usual, but we will not use cash. Instead purchases will be written down and we will ask people to pay at one time at the end of the week.
15. **Summer Staff.** Yes, we have our summer staff – and they are all excited to meet you and welcome you to Mount Carmel! Unfortunately, our international summer staff members were not able to come this year because of travel restrictions. We will miss them and are looking forward to having international staff next year.
16. **If sick.** We ask staff not to come to work and we ask guests not to come to Mount Carmel if they are sick with any illness. If anyone gets sick while at Mount Carmel, we ask that they not take part in activities until they have recovered from their illness.
17. **Temperature taking.** Mount Carmel has purchased 5 touchless thermometers. We are asking our staff to take their temperature every day. Every day we will be taking the temperature of all youth and children when they arrive at their groups. We ask all our guests to let us take their temperature when they first arrive. An elevated temperature is one of the symptoms associated with COVID-19.
18. **COVID-19 symptoms.** If a guest starts to show symptoms of COVID-19 when they are Mount Camp, we will ask that person to isolate themselves and seek to have a COVID-19 test.
19. **COVID-19 after you get home.** If a guest or staff member has left Mount Carmel but has any COVID-19 symptoms within 48 hours after departure, we will ask that person to have a COVID-19 test and report to us if they have a positive result. If a person has COVID-19 symptoms, it is thought that they could be contagious up to 48 hours before symptoms appear.
20. **Contact tracing.** If a person tests positive to COVID-19 in a time where they could have infected people at Mount Carmel, we will do the following:
 - a. Keep that person's identity confidential.

- b. Ask that person to help us identify any staff or other guests at Mount Carmel that they were close to during the time they were contagious, so that those people can isolate themselves and not be a danger to others.
 - c. Inform all guests and staff who were at Mount Carmel during that period that there was a person with COVID-19 at Mount Carmel.
21. **Personal liability for COVID-19 infection.** We will follow appropriate procedures to try to prevent the spread of COVID-19 at Mount Carmel. But we ask all staff and guests to realize that there is a possibility of being exposed to COVID-19 at Mount Carmel.
 - a. The only way to guarantee a person is not exposed to COVID-19 at Mount Carmel is to not be at Mount Carmel.
 - b. If people who are at a higher risk for having a severe case of COVID-19 choose to come to Mount Carmel, we ask that they take extra precautions to ensure their own personal safety.
 - c. We will be asking all our guests to sign a statement releasing Mount Carmel from any liability if they contract COVID-19 while they are at Mount Carmel.
22. **Please be understanding – things can change.** Thank you for your cooperation with all of this. We are trying to find the best way to handle all these situations. We will be learning as we go along. We don't know how the epidemic will proceed and how the State of Minnesota will modify its guidelines. We thank you for your flexibility and your cooperation. Working together we believe that we can make Mount Carmel a blessing for many people this summer!

Procedures for handling a COVID-19 exposure at Mount Carmel

This section describes procedures for identifying an exposure to COVID-19 and what will be done when an exposure is identified – both for the person with COVID-19 and for the individual or individuals who have been exposed to the virus by the person with COVID-19.

#1 Procedures to identify a situation where COVID-19 exposure has taken place at Mount Carmel

Current medical evidence indicates that a person can transmit COVID-19 for up to 48 hours before they exhibit any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>). Mount Carmel is going to monitor the COVID-19 status of all staff members and guests, as follows:

1. Ask all staff and guests to report any known exposure to a person with COVID-19.
2. Monitor the temperature of all staff members on a daily basis and of all guests at the time of their arrival of Mount Carmel.
3. Ask all staff and guests to report if they have developed COVID-19 symptoms while at Mount Carmel or in the 48-hour period after they have left Mount Carmel.
4. Ask anyone who has developed COVID-19 symptoms to immediately be tested for COVID-19.

The staff monitoring is going to be facilitated with an automated e-mail sent to each staff person every morning. This e-mail will have a link to the following survey:

Name_____

Temperature_____

Have you had any of these symptoms in the last 24 hours? Answer realistically in order to provide an up-to-date log of information (Symptoms updated from CDC website on 5/26):

Fever

Chills

Shortness of breath

Difficulty breathing

Fatigue

Muscle or body aches

Headache

Loss of taste

Loss of smell

Congestion

Runny nose

Nausea

Vomiting

Diarrhea

None

#2 Procedures to follow when COVID-19 exposure has taken place.

The following procedures will be followed when it has been determined that COVID-19 exposure has taken place at Mount Carmel:

1. The identity of the person identified with COVID-19 will be kept confidential.
2. All staff and guests present at Mount Carmel at the time of the exposure will be informed about the presence of someone with COVID-19 at Mount Carmel.

3. The person who has been identified with COVID-19 will be asked for assistance in determining the specific individuals at Mount Carmel who have been exposed by them, based on the standards listed below.
4. If the person with COVID-19 is still at Mount Carmel, they will be asked to strictly isolate themselves until they leave Mount Carmel or until they meet the CDC standards for being removed from isolation.

#3. Standards for identifying persons who have been exposed to COVID-19

The Center for Disease Control has published the following guidance for determining if a person has been exposed to COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>. Note in particular the two footnotes defining “close contact” and “a prolonged period of time”

- Household member
- Intimate partner
- Individual providing care in a household without using recommended infection control precautions
- Individual who has had close contact (< 6 feet)** for a prolonged period of time ***
 - **Data are limited to define of close contact. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether the individual was wearing a facemask (which can efficiently block respiratory secretions from contaminating others and the environment).
 - *** Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure from 10 minutes or more to 30 minutes or more. In healthcare settings, it is reasonable to define a prolonged exposure as any exposure greater than a few minutes because the contact is someone who is ill. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.

NOTE THE SIGNIFICANCE OF THIS SECTION: If we can avoid having “close contact for a prolonged period of time” in all of our interactions at Mount Carmel, then we will not need to isolate any staff or guests if we do have someone that tests positive for the disease. So – that needs to be the goal for all interactions. As was discussed in the meeting today, if we have summer staff that have traveled away from Mount Carmel and then come back, it would be good to have them stay in a room by themselves for 14 days and for them to be more conscious about physical separation, so if it did happen that they had the illness, there would not be a need to isolate anyone else.

#4. Procedure to follow for staff persons or guests who have been exposed to COVID-19

People who have been exposed to COVID-19, based on the criteria in the previous section, will be asked to leave Mount Carmel or isolate themselves in their cabins.

See the following CDC guidelines for those who have been exposed from

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html> :

- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)

Policies for employees

Staying away from work when sick is of the greatest importance and is more significant than any other work goal.

Mount Carmel Ministries has implemented 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. There is no limit on leave that is available to employees during the COVID-19 epidemic, on account of their own sickness or the sickness of family members.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility.

There will be hand sanitizer available in all primary work areas, such as the office and the kitchen, and at the entrance to the lodge and the chapel.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

This information will be reinforced in staff meetings and by all those managing other employees.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Workers are encouraged to work from home when possible
- Employees are instructed to maintain a six-foot separation, both inside and outside, with other employees and with guests
- Employees are instructed not to ride together in cars or trucks
- Employees are asked to bring all concerns about these policies to the Executive Director
- These policies will be discussed at every staff meeting
- Each staff member will develop a plan for how these policies will be implemented in their area of work

Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Dining hall

People can eat in the dining hall. The limit is 50% of the normal dining hall capacity. People are encouraged to eat outdoors and many picnic tables have been moved to the area of the dining hall. There will no salad bars or buffets. Guests will have the option of having their food delivered to their cabin.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

Here is the cleaning schedule:

- In the office one time a week all the garbage and recyclables will be taken out, and the floors will be vacuumed. Hard surfaces in common areas of the office will be sanitized.
- It is up to each person in the office to sanitize their own personal workspace with either a Chlorox wipe or peroxide cleaner.
- Downstairs bathrooms will be sanitized everyday that includes faucets, toilet handles, switches.
- Downstairs bathrooms will be deep cleaned one time a week.
- Areas of Lodge downstairs to be sanitized every day are doors, glass, handrails, switches, water fountains
- Other downstairs lodge cleaning will happen one time a week (i.e. vacuuming)

- Areas of the Lodge upstairs to be sanitized every day are doors, glass, switches, water fountain, coffee bar, and tables used.
- One time a week the floors, rugs will be cleaned and garbage will go out.

Here are the chemicals we are using and who is using them:

- Ecolab Peroxide Multi Surface Cleaner and Disinfectant (45 second kill time)
- Clorox wipes
- Norwex cloths for glass
- Ecolab toilet bowl cleaner
- Ecolab floor cleaner in Lodge
- If someone were to be infected with COVID-19 we would have to identify where that employee worked and not go into those areas for 24 hours, then follow up with a deep cleaning with chemicals listed above or ½ bleach to gallon of water.

Here is our cabin cleaning protocol:

- Bathroom
 - Toilet with peroxide cleaner
 - Toilet Bowl cleaner inside
 - Inside of shower with peroxide cleaner
 - Replace shower curtain
 - Sink with peroxide cleaner
 - Mirror with peroxide cleaner
 - Use peroxide cleaner on garbage can (in and out) baseboard heater, towel bars
 - Door handle, light switch use Clorox wipe (leave it wet from wipe)
 - Pink Pods will be used to mop the floor, with the bucket and mop.
- Bedroom
 - Take all linens out and bring to lodge if there are still some left behind
 - Sweep under bed, and under dressers then the rest of the floor gets swept or vacuumed.
 - Use peroxide cleaner on all nightstands, dressers, lamps, picture frames, windowsills, inside window glass, mirrors, baseboard heaters.
 - Use a Clorox wipe for light switches and doorknobs (leave it wet)
 - Place what is going to be used by guests on the bed, put the mattress pad on and leave everything else folded on the bed.
 - Use a pink pod to wash the floor.
- Living Room
 - Use peroxide cleaner on all end tables, lamps, windowsills, inside windows, baseboard heaters
 - Sweep under couches, or futons then sweep or vacuum the rest of the floor and rugs.
 - Use Clorox wipe on all light switches, and door handles (including screen door handles) leave it wet.
 - Use pink pod to wash floor
- Kitchen
 - Use the peroxide cleaner on top of the dining table and chairs, and kitchen counter
 - Use the peroxide cleaner inside and outside of the fridge and microwave
 - Outside of oven (all parts or cooktop)

- If dishes were used, put them in a tote and bring them to the lodge and wash in the kitchen dishwasher. Heidi will instruct you if they need to go back out to the cabin or down to the lodge storage room.
- Use peroxide cleaner on windows, windowsills, baseboard heaters, garbage can (in and out including the lid)
- Use Clorox wipe on all kitchen cabinet knobs and light switches
- Sweep or vacuum floor and use a pink pod to wash floor
- Outside
 - Sweep deck off and front of cabin siding and windows
 - Use peroxide cleaner to wipe off the deck furniture

Program Director's COVID Plan

1. Overall Strategy

Our goal this summer during family camps is to celebrate the family unit more than ever before. We approach summer curriculum and planning as a system of cohorts rather than the normal individual approach. There are some areas such as childcare that do not allow for that approach; however, we will reduce risk as much as possible.

2. Summer Staff / Camp Counselors

A. Reduced Contact Period

Each summer staff member will remain physically separate for two weeks upon their arrival at camp. Meals will be plated for staff and they will remain 6 feet apart during meals. When possible, staff will eat outside. During these two weeks they will sleep in their own room and follow strict social distancing. If staff must get closer than 6 feet away in their isolation period, they must wear cloth masks. Cloth masks are personally provided and cleaned by summer staff. Cloth masks will not be shared. Communal laundry facilities are available. Any staff training conducted will be non-contact and the extended teaching periods will be in rooms with high ceilings and adequate social distancing. Staff will be assigned their chair and desk for the two-week period. The staff lounge will remain locked during this period. Staff have been informed of these guidelines before their arrival. At the end of the two-week period social distancing requirements will be loosened. Female staff will transition to two in a room with shared bathroom. Male staff will remain in their single rooms. The summer staff will function as a cohort, but with reduced capacity in the lounge, strong discouraging of spending extended periods gathered in smaller spaces, restriction of physical contact, and daily health checks.

B. Daily Screen

All Mount Carmel Staff will complete a daily health screen. A google form is distributed each morning to staff emails in which staff will input their temperature and check for any of the following symptoms:

- | | |
|-------------------------|------------------|
| 1. Fever | 8. Loss of taste |
| 2. Chills | 9. Loss of smell |
| 3. Shortness of breath | 10. Congestion |
| 4. Difficulty breathing | 11. Runny nose |
| 5. Abnormal fatigue | 12. Nausea |
| 6. Muscle or body aches | 13. Vomiting |
| 7. Headache | |

If staff experience these symptoms outside of their normal presenting contexts, they are responsible for reporting them to the Program director directly. If staff temperature is above 99.8F they are responsible for reporting that to the Program director directly. Summer staff coordinators will review the survey results on Tuesdays and Fridays. The program and executive directors will provide next steps should the need for Covid19 testing be discerned.

C. Outbreak Strategy

If a summer staffer is tested for coronavirus they will isolate in their cabin until a negative test result is rendered. They will not enter the chapel or lodge for any reason and will have their food delivered to their cabin. If they chose to return home during the test waiting period that will be permitted. Should their test result return positive, anyone they have had close contact with will be tested.

If a guest or staff member tests positive for coronavirus the guests will be informed of the positive case. The guest and their family will be required to leave camp. Those who they were in close contact with will be tested.

3. Worship Gatherings:

The procedures in the COVID-19 preparedness plan will be followed and enforced by all staff.

4. Boats and Beach Recreation:

A. Boat Checkout

All normal boat checkout requirements will be continued. Those under 12 must be accompanied by a parent. Those between 12-14 can boat alone with signed permission of a parent. 14 and up can take a boat out alone.

The boathouse will be locked to guests. Lifejackets will be issued to guests by summer staff upon request. Lifejackets will be sanitized using a chlorine pool in which they will soak for 15 minutes after

each use and then be hung to dry. Paddles will be issued to guests by summer staff. After each use paddles will be sanitized using the yellow spray. Yellow spray is noted in the cleaning procedures. After each boat use the boat will be sanitized using yellow spray. There will be a boat staffer at the canteen/boathouse and one near the boats.

B. Raft

The raft will be limited to either one family or to four physically distanced individuals. Time on the raft will be limited to 15 minutes. Lifeguards will approve travel out to the raft. Communication between lifeguards will be done via walkie-talkie.

C. Beach

The beach will be open, but physical distancing between nonfamily members will be required in and out of the water. The slide will not be used this summer. The lily pad will not be used this summer. Camp will not provide beach toys this summer.

D. Basketball, Volleyball, and Tennis

Basketball will be available for checkout from the canteen. Only one family at a time will be allowed to use the basketball. Basketball will be sanitized between families using yellow spray.

Volleyball will only be permitted one family unit at a time. Volleyballs will be sanitized between family use.

Tennis will be permitted one family at a time. Tennis balls will be sanitized using yellow spray between family uses.

5. Age Group Procedures

A. Nursery Procedures

Nursery staff will follow standard COVID19 guidelines as much as possible. Facilities will be cleaned before and after each use using yellow spray on surfaces and objects that are frequently touched, especially toys and games. This will include doorknobs, light switches, sink handles, countertops, the cribs, chairs, and Lego table. Toys that cannot be sanitized will not be used.

Parents will be asked if their child is showing any COVID19 symptoms. A list of symptoms will be provided. A visual inspection will be made of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath. The child's temperature will be taken. If a child presents with one of these symptoms they will not be permitted to the nursery. Dropoff and pickup will be staggered to avoid gatherings of adults in the hallway outside the nursery. Hand hygiene stations will be set up at the entrance of the nursery, so that children can clean their hands before they enter. Hand sanitizer with at least 60% alcohol will be provided next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use. Sign in stations will

be provided outside the nursery. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children.

When diapering a child, both the changer and the child's hands will be washed before beginning and gloves will be worn. Procedures are posted in all diaper changing areas. Steps include:

1. Prepare: put on cloth mask and gloves
2. Clean the child
3. Remove trash (soiled diaper and wipes)
4. Replace diaper
5. Wash child's hands
6. Clean up diapering station
7. Remove gloves and wash hands

When washing, feeding, or holding a child:

1. Nursery staff should wash their hands, neck, and anywhere touched by a child's secretions.
2. If possible, childcare providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands. Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
3. Parents will be strongly encouraged to provide Infants, toddlers with extra clothing.
4. Nursery staff should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing with a bottlebrush, soap, and water.

Elementary Procedures:

Parents will be asked if their child is showing any COVID19 symptoms. A list of symptoms will be provided. A visual inspection will be made of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath. The child's temperature will be taken. If a child presents with one of these symptoms, they will not be permitted to the youth group that day. Dropoff and pickup will be staggered and outdoors to avoid gatherings of adults. Hand hygiene stations will be set up at the entrance of the nursery, so that children can clean their hands before they enter. Hand sanitizer with at least 60% alcohol will be provided next to meeting location.

All singing will take place outdoors with as much physical distancing as possible. Physical distancing will be strongly encouraged by staff and followed as much as possible. Any game, activity, or Bible lesson which can occur outdoors will take place outdoors. Hand sanitizer will be provided by summer staff throughout the morning.

Middle School/High School Procedures:

Parents will be asked if their child is showing any COVID19 symptoms. A list of symptoms will be provided. A visual inspection will be made of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath. The child's temperature will be taken. If a child presents with one of these symptoms, they will not be permitted to the youth group that day. Hand hygiene stations will be set up at the entrance of the nursery, so that children can clean their hands before they enter. Hand sanitizer with at least 60% alcohol will be provided next to meeting location.

Hand sanitizer will be provided before any touch activities. All singing will take place outdoors with as much physical distancing as possible. Physical distancing will be required by staff and followed as much as possible. Any game, activity, or Bible lesson which can occur outdoors will take place outdoors. Hand sanitizer will be provided by summer staff throughout the morning.

Adult teaching procedures:

Adult teaching will take place in the chapel sanctuary. Adults will sit no closer than 6 feet apart. The guest teacher will be the only one to use the wireless ear microphone that day. Tech staff will wear gloves when handling guest microphone. Handheld microphone will be on a stand rather than passed around. This microphone will be handled using gloves by the tech team.

6. Common Space Procedures:

- A. Lodge
- These guidelines can be found in the covid19 preparedness plan.

B. Canteen Procedures

Guests will order canteen items through a walk-up window in the lodge. While waiting in line families will maintain proper distancing. Staff will sanitize their hands before handling each item. Cash will not be used. Instead a tab will be kept for each family. Popcorn machine attendant will also be wearing gloves.

C. Game Area

The games in the bottom of the chapel will be moved to the boathouse portion of the youth chapel. On nice weather days, the foosball tables and ping-pong table will be moved outdoors. Guests who desire to play foosball and ping-pong will be able to outdoors. Paddles and balls can be checked out at the canteen during the afternoon.

D. Main Chapel

The chapel will be open for guests to come and go. Social distance guidelines are posted in key locations

around the chapel. The coffee bar area will have sanitizer and a posted sign requesting that guests use sanitizer before proceeding to touch the handles.

E. Lakeside Chapel

The upstairs of the Lakeside Chapel will be open for guests to use. The bathroom cleaning schedule is noted below. The stairs leading from upstairs to downstairs will be roped off with a sign explaining the boat house is staff only.

F. Sauna

The Sauna will be closed until the end of the coronavirus epidemic. The door will be screwed shut.

7. General Cleaning and Sanitization Plan

Cleaning logs will be posted in each bathroom with time date and signature.

Chapel 7:00AM-8:00AM

Bathrooms Upstairs-Full Clean

- Clean the sinks, countertop, mirror, clean toilets and urinal (with yellow spray, toilet bowl cleaner)
- Take garbage out if it's half full or more
- Stock with TP, Kleenex, automatic paper towels (keys are above coffee machine)
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes
- Sweep and mop bathroom floors (Sanitizing Wash 'N Walk)

Bathrooms Downstairs-Full Clean

- Clean bathrooms (yellow spray, toilet cleaner, Sanitizing Wash 'N Wall)
- Nursery bathroom will be cleaned (yellow spray, toilet cleaner, Sanitizing Wash 'N Wall)

Gathering Areas

- Sweep and mop tile by both entryways and vacuum rugs (Sanitizing Wash 'N Walk)
- Coffee bar needs to be wiped off (yellow spray), and items need to be replenished (cups, powered creamer, sugar packets, stir sticks, boxes of tea and xpress napkins in the napkin holder)
- Take garbage out and wipe lids off (yellow spray)

- Straighten rows of chairs
- Dust mop wood floor, and spot clean with the wet bona mop if needed
- Go downstairs and do a walkthrough of the bathrooms and other rooms looking for garbage or dishes that go back to the lodge, also put back any books or game pieces
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Youth Chapel

- Clean bathroom in youth chapel (using yellow spray, toilet bowl cleaner) sweep
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Lodge

- Take down chairs in dining center
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Lodge 9:30Am-11:45AM

Dining Area/Library/Fireplace

- If the kitchen has not gotten around to wiping the table yet do so by getting the pantastic and sanitizer water buckets, this should be done before sweeping
- Clean the insides of the coffee machine and juice machine. Bring the pieces and stainless-steel grates to the dishwasher and the kitchen will wash them.
- Wipe the drain area out (yellow spray) and put some clean water down the drain to flush it out. After everything is put back wipe the counter off (yellow spray)
- Sweep/dust mop floors and straighten chairs out in dining area. Then spot mop with the wet mop looking for spills of coffee/juice/food (bona)
- Take the garbage out by dirty dish bin, bring in any dirty dishes to the kitchen and wipe off the dirty dish bin cart (yellow spray)
- Check other garbage's in lodge if they are more than ½ full or smell then change them
- Vacuum rugs by entry ways (only if not being occupied) dust walls and corners of entryway
- Use norwex cloths on glass doors where there is smudges and fingerprints throughout lodge
- Clean fireplace and library by wiping down tables (yellow spray) and straightening out chairs and couches, dirty dishes can go to dishwasher and magazine can be laid out nicely on coffee tables.
- Clean other surfaces (windowsills, bottom trim) yellow spray
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Bathrooms

- These were cleaned at 7AM so now they need to be checked and clean what is necessary (yellow spray)
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

RV/Campground Bathrooms

- There will be cleaning and stocking supplies and keys in the middle storage room
- Sweep all the floors
- Clean the sinks, toilets, urinals, showers and mirrors (yellow spray, toilet cleaner)
- Replace any empty toilet paper or hand towels
- Empty garbage if more than half full
- Clean other surfaces such as handles on shower/restroom doors and entryway doors
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes
- Mop if needed but that is done on Friday cleaning in the afternoon (Sanitizing Wash 'N Wall)

9:45AM-11:45AM Continued

Downstairs Lodge Bathrooms

- Clean the sinks, toilets, urinals, shower and mirrors (yellow spray, toilet cleaner)
- Change garbage if more than half full (check smaller garbage's in woman's restroom)
- Fill multifold paper towels, replace empty toilet paper rolls, have one extra on back of toilet
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes
- Mop floor (Sanitizing Wash 'N Wall)

Downstairs Lobby

- Vacuum rugs and carpet
- Use norwex cloths on glass door
- Check garbage in corner, change liner if it is more than half full or smells
- Clean hand railings, benches, door handles, windowsills (yellow spray)
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Laundry Room

- Empty lint screen of dryers
- Clean surfaces of washer and dryers, wipe off counter (yellow spray)
- Check garbage and if more than half full change the liner
- Sweep and mop (Sanitizing Wash 'N Wall)
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Monday

- Mop canteen room
- Make sure to get underneath things as best as you can
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Tuesday

- Clean office downstairs
 - Take out garbage and recycling
 - Vacuum
 - Clean tables not being use
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Wednesday

- Clean youth chapel bathroom and other areas upstairs if it's not being used (yellow spray, toilet cleaner)
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Thursday

- Sweep screened in porches, get the cobwebs in the corners and the ones hiding underneath the picnic table, clean up any food or drink spills
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Friday

- Dust the ceiling, walls and window ledges for bugs then sweep and mop the tile (Sanitizing Wash 'N Wall)
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Afternoon Hospitality

Lodge/Chapel 1:00PM-4:00PM

Youth Chapel

- One person goes over to youth chapel and clean the bathroom (yellow spray, toilet cleaner, Sanitizing Wash 'N Wall)
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Lodge

- Most of this shift is spent in the chapel after lunch cleanup
- Sweep and spot mop (Sanitizing Wash 'N Wall)
- Take all lunch garbage out
- Clean coffee bar area including the microwave inside and out, wiping (yellow spray) all the counter space off and taking the small garbage out
- Use norwex on any of the glass doors or windows
- Vacuum the rugs by front door (only if guests aren't occupying the area)
- Check the library for any cups/mugs or garbage, push in chairs and wipe off surfaces (yellow spray)
- Straighten up fireplace area
- Do a check of the bathrooms and clean what is needed, making sure multifold are full and toilet paper holders are full
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Chapel Upstairs

- Bathrooms were cleaned at 7am so check them and clean and stock what is necessary (yellow spray)
- Vacuum all the rugs and entryways and the steps with the backpack vacuum
- Sweep the tile floors
- Clean glass doors inside with norwex (located in drawer under coffee machine)
- Clean glass doors outside with paper towel and cleaner (yellow spray) FIRST, then use norwex
- Take coffee machine apart and clean, then finish by wiping down (yellow spray) counter area and sink. Bring mugs back to lodge, stock all coffee bar items
- Take garbage out to dumpster by RV area
- Use dry Bona to the chapel floors and then spot mop with the wet Bona mop
- Straighten all the chairs

Chapel Downstairs 1:00PM-4:00PM

- Clean bathrooms (yellow spray, toilet cleaner, Sanitizing Wash 'N Wall)
- Nursery bathroom will be cleaned (yellow spray, toilet cleaner, Sanitizing Wash 'N Wall)
- If coffee is on and being used take the Machine apart and clean and put back together (yellow spray)
- Wipe down the counter area, sink and three bistro tables, stock the coffee bar items and bring back to lodge any mugs or snacks (yellow spray)
- Take the garbage out if its half full or more or smells
- Use norwex on all the glass doors that have smudges of the inside
- Put pieces to pool table, ping pong table etc.. away where they belong
- Go into the Tiered classroom, Elijah room, meeting room and library. Wipe down any surfaces (tables) (yellow spray) and vacuum. If there are items left behind put in lost and found, or put back where they go
- Inside the elevator on the control panel switch the elevator hold to ON now it will not move, then go in and vacuum the floor, use only stainless-steel cleaner on the inside stainless walls, otherwise the other cleaner can be used on the other walls (yellow spray). Then flip the switch to OFF and the door will close.
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

RV/Campground Bathrooms

- There will be cleaning and stocking supplies and keys in the middle storage room
- Sweep all the floors
- Clean the sinks, toilets, urinals, showers and mirrors (yellow spray, toilet cleaner)
- Replace any empty toilet paper or hand towels
- Empty garbage if more than half full
- Clean other surfaces such as handles on shower/restroom doors and entryway doors
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes
- Mop if needed but that is done on Friday cleaning in the afternoon (Sanitizing Wash 'N Wall)

Dinner Clean Up

- Wash and sanitize all tables and chairs with red and green. Put chairs on top of tables
- Weep and Mop all floors
- Take out coffee and juice pieces and was in the kitchen dishwasher
- Wipe down coffee bar counters (red and green)
- Clean all kitchen dishes
- Do full clean of men's and women's bathroom. Using yellow spray, toilet cleaner, and MOP Sanitizing Wash 'N Wall)
- Kitchen garbage, garbage around lobby and coffee area. Take all garbage outside
- Get a cart and bring it to the lodge. Bring garbage and recycling to the dumpster by the campground
- Glass-front door and back door norwex
- Vacuum entry way and back door rugs
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Friday Afternoon Cleaning-Chapel Upstairs

- All of the chairs get stacked and moved off to the sides (please use chair mover)
- The rug under the piano bench gets shook out outside and then all the wood floors get swept of dust mopped. Then the entire wood floor gets washed with a wet bona mop, and the chairs get put back
- Back room gets vacuumed and the bathroom gets a full clean
- Sound booth gets vacuumed and the counter gets wiped off (yellow spray), and the garbage gets taken out.
- Vacuum the entry rug by sound booth
- Glass door gets cleaned with norwex
- Coffee bar area gets a good clean, and items replenished (yellow spray)
- Vacuum all the rugs
- Dust mop the gathering floor getting under couch and tables and in the corners then wet mop with bona mop
- Elevator gets cleaned with stainless steel cleaner on the stainless inside and out, also vacuum the elevator floor
- Main entry tile will get swept and mopped (Sanitizing Wash 'N Wall) making sure to get behind doors, in the corners and under things
- Bathrooms will get a full clean, and all toiletries stocked, and garbage taken out (yellow spray, toilet cleaner, Sanitizing Wash 'N Wall)
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Friday Afternoon Cleaning- Chapel Downstairs

- Vacuum the steps with the backpack vac, and wipe down the sides of the steps
- Vacuum the hallway and get in the corners with a hand duster to get cobwebs and spiders
- All the glass on the doors get cleaned with norwex
- Nursery gets picked up and vacuumed; bathroom gets cleaned and garbage gets taken out
- Storage room gets picked up and organized (yellow spray, toilet cleaner, Sanitizing Wash 'N Wall)
- Coffee bar area gets a full clean, and bring back any dishes to the lodge (yellow spray)
- Other rooms get vacuumed and surfaces get cleaned
- Downstairs bathrooms will get a full clean
- Games pieces get put away
- All window stills get wiped off (yellow spray)
- All garbage gets taken out and the lids wiped off (then tend to get sticky) yellow spray
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Lodge Rooms

- Collect garbage and used linens, check in drawers and under beds for items left behind
- Use roller on the tile floor
- Clean the toilet, shower, sink and mirror out (yellow spray, toilet cleaner, Sanitizing Wash 'N Wall)
- Stock with towels per how many can stay in the room
- Stock
 - Bathmat
 - Bar soap
 - Full hand soap
 - Makeup remover
 - Nightlight
 - Cups per how many stays in room
 - 2 toilet paper on back of toilet (triangle fold the roll of TP)
 - line garbage with an extra bag
- Mop Floor (pink pod)
- Dust
 - Headboards
 - Dressers
 - lamp shades
 - clock
 - blinds
 - Windowsills
 - Table
 - chairs
- Windows should be shut and locked with blinds down and twisted open, clock set for the right time, books and binders on the table neatly, binders should have copy of current messenger, maintenance form, catalog, and pen or pencil. Everything else can go to front desk to be reused.

- Beds made with fitted sheet then flat sheet, blanket pillows and bed spread
- Vacuum the room
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Lodge Hallway

- Vacuum hallway from lodge room 10 to tile floor leading to dining room
- Dust windowsills in hallway and norwex any smudges on glass
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Cabin Cleaning

- **Bathroom**
 - Toilet with peroxide cleaner
 - Toilet bowl cleaner inside
 - Inside of shower with peroxide cleaner
 - Replace shower curtain
 - Sink with peroxide cleaner
 - Mirror with peroxide cleaner
 - Use peroxide cleaner on garbage can (in and out) base board heater, towel bars
 - Door handle, light switch use Clorox wipe (leave it wet from wipe)
 - Pink Pods mixed with yellow spray will be used to mop the floor, with the bucket and mop
- **Bedroom**
 - Take all lines out and bring to lodge (if there are still some left behind)
 - Sweep under bed, and under dressers then the rest of the floors gets swept or vacuumed
 - Use peroxide cleaner on all nightstands, dressers, lamps, picture frames, windowsills, inside window glass, mirrors, baseboard heaters
 - Use Clorox wipe for light switches and doorknobs (leave it wet)
 - Place what is going to be used by guest on the bed, put the mattress pad on and leave everything else folded on the bed
 - Use a pink pod to wash the floor
- **Living Room**

- Use the peroxide cleaner on top of the dining table, chairs and kitchen counter
 - Use the peroxide cleaner inside and outside of the fridge and microwave
 - Use the peroxide cleaner to clean outside of oven and all part of the cooktop
 - If dishes were used, put them in a tote and bring them to the lodge (wash in the kitchen dishwasher). Heidi will instruct you if they need to go back out to the cabin or down to the lodge storage room
 - Use peroxide cleaner on widows, windowsills, baseboard heaters, garbage can (in and out including the lid)
 - Use clorox wipe on all kitchen cabinet knobs and light switches
 - Sweep or vacuum floor and use a pink pod mixed with yellow spray to wash floor
- **Outside Cabin**
 - Sweep deck off and front of cabin siding and windows
 - Use peroxide cleaner tow wipe off the deck furniture

Housekeeping/Hospitality

Saturday

- Check and clean if needed any Lodge Common Areas- front door glass, vacuum rugs, straighten fireplace and library
- Check the bathrooms clean and stock what is needed (yellow spray, toilet cleaner, mop)
- Help campers move in for the week
- Be checking in with the front desk for other tasks she may have for you
- Help with supper cleanup
- Check the bathrooms once again after supper clean and stock what is need
- Help staff at canteen

Housekeeping/Hospitality

Sunday

- 8:00-8:30 Lodge touchup, vacuum rugs, front door glass, check bathrooms
- 8:30- Worship greeters for both services, hand out bulletins, help collect offering during each service
- Between each service collect the extra bulletins from the seating, straighten chairs
- Check upstairs bathroom clean (yellow spray, toilet cleaner, mop)
- Clean and stock the coffee bar for the next service
- Chapel cleaning after 10:30 service
- Vacuum rugs
- Use dry bona Swiffer or dust mop on chapel floor
- Use wet bona pad and bona cleaner on the spots on the chapel floor
- Empty garbage
- Clean all the smudges on the glass doors and windows
- Check bathrooms again and clean what is needed
- When all is done in the chapel come back to the lodge and after the brunch guests are gone
- Clean the upstairs bathrooms, vacuum the rugs, clean the glass, straighten up other areas as needed
 - Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Friday Afternoon Cleaning – Lodge Upstairs

- All tables wiped off and chairs put up on tables (red and green)
- All garbage goes out
- Dust mop/sweep all tile floors in the Lakeside room, conference room, main dining area and canteen
- Clean coffee bar (yellow spray)
- Clean and stock the bathrooms (yellow spray, toilet cleaner, mop)
- Clean coffee bar
- Clean and stock the bathrooms
- Vacuum all the rugs and carpet throughout the lodge including library and fireplace (don't forget back of the lodge rug by the outside door)
- Wipe off any surface or table throughout the lodge including library and fireplace
- Use norwex of the glass doors and windows that have smudges on them
- Clean staff fridge out of old food, and clean up any spilled food or drinks
- Put mats back in kitchen if not down so already
- Wipe down all surfaces in staff fridge room and sweep and mop
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Fridge Afternoon Cleaning- Lodge Downstairs

- Put laundry carts in storage room along with any other dirty laundry that belongs in cart
- Sweep the tile and Vacuum the rugs and steps
- Use norwex on glass doors
- Check garbage's and empty
- Bathrooms were cleaned in the morning; they need to be checked and clean what is needed
- Laundry room washers and dryers wipe down, check garbage, sweep floor, mop if needed.
- Wipe off any surfaces that is touched (doors, light switches, handles) with Clorox wipes

Cleaning Supplies

Yellow Spray- Peroxide - 45 sec germ kill time

Clorox Wipes- Alkyl C12-18 Dimethyl benzyl Ammonium Chloride-10 sec germ kill time

Sanitizing Wash 'N Walk- enzyme CDC approved

Norwex- microfiber – kills germs

Bona- PH neutral formula - 10 min germ killer

Toilet Bowl Cleaner- Phosphoric acid CDC approved

Red- Oasis 146 Multi-Quat Sanitizer

Green- Pantastic

Dish Washer Cleaner- Keystone apex dish machine detergent

Pink tablets- “Reliance floor cleaner”

Communications and training

This Preparedness Plan was communicated by e-mail to all workers on April 27, 2020, and was discussed in a staff meeting on that date, and necessary training was provided. Additional communication and training will be ongoing, with discussions each week at the staff meeting, and will be provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effectively the program has been implemented by reporting at the weekly staff meeting in their area of work. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by Mount Carmel Ministries management and was posted throughout the workplace on April 27, 2020. It will be updated as necessary.

Updates were discussed at a staff meeting on May 11, 2020, and e-mailed to all staff on that date.

Minor updates were made on May 12, 2020, and e-mailed to the staff.

The plan was updated on May 30, 2020, with procedures for worship gatherings.

The plan was updated (Version 1.4) on June 1, 2020, and e-mailed to the staff.

Minor updates were made on June 2, 2020 (Version 1.5).

The plan was updated (Version 1.6) on June 20, 2020, with procedures and cleaning plan from the Program Director and copy of letter being sent to all Family Campers. Version 1.6 was also e-mailed to the staff on June 20, 2020, and was discussed at the staff meeting on June 22.

Certified by:

Tim Peterson

Interim Executive Director

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

Appendix B – COVID-19 Preparedness Plan template and instructions

Executive Order 20-40, issued by Gov. Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency establish a “COVID-19 Preparedness Plan.”

A business’s COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate.

Your COVID-19 Preparedness Plan must include and describe how your business will implement at a minimum the following:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. housekeeping, including cleaning, disinfecting and decontamination;
5. communications and training for managers and workers necessary to implement the plan; and
6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

This document includes a sample COVID-19 Preparedness Plan that meets the criteria listed above. No business is required to use this model. If you choose to use this model, you must adapt it to fit the specific needs of your business.