

Episcopal Diocese of Alaska Reopen Bishop Rowe House, 1205 Denali Way
COVID-19 Mitigation Plans

Effective: May 11, 2020

In effect until further notice.

The requirements listed in this document are based on Alaska Public Health Mandates and best practices for Non-Essential Non-Public-Facing Businesses. This COVID-19 Mitigation Plan addresses the practices and protocols to protect employees and the public alike. The requirements in this plan that are an official Public Health Mandate are marked with an asterisk ()*

Alaska State Health Mandate 016-Reopen Alaska Responsibly Plan-Phase I-A
“Everyone shares in the obligation to keep Alaska safe and continue to combat the spread of COVID-19. As a result, businesses and employees must, to the extent reasonably feasible, continue to take reasonable care to protect their staff and operations during this pandemic. Meanwhile, all Alaskans have an obligation to help promote public health and fight this pandemic by continuing to follow public health guidance regarding sanitizing, handwashing, and use of face masks. Those that are at high risk of infection are encouraged to continue to self-quarantine, to the extent possible, and strictly follow social distancing mandates and advisories.” **Attachment H Non-Essential Non-Public-Facing Businesses**

COVID-19 Mitigation Plan: Part I - Employees/Staff

- 1) Social Distancing:
 - a) *Cloth face coverings must be worn by all employees, when outside their personal workspace, or when interacting with fellow employees unless for medical or physical reasons a face covering cannot be worn.
 - b) *Any high-risk employee will be provided and alternate workspace and/or special accommodations at the employee’s request to avoid contact with, and mitigate the risk of, the employee’s exposure to colleagues and others at the business.
 - c) *The current office layout provides at least 15ft separation between occupied, desks, cubicles, or open workspaces, thereby giving employees above and beyond the 6ft apart guideline.
 - d) *Eligible employees are encouraged to work from home whenever possible. Recognizing not all tasks are suitable for remote work opportunities.
 - e) As much as possible, employees are encouraged to remain within their own workspace and use phone, email, zoom meetings and other means beside “in-person” interactions with fellow employees.
 - f) * ALL persons MUST maintain a distance of 6 ft or greater from any individual.
- 2) Hygiene Protocols:
 - a) *Hand washing with soap and water for at least 20 seconds is required
 - i) when entering the building and, if possible, before any common surfaces are touched.
 - ii) when leaving one’s designated workspace and before and after touching any common surfaces and before and after any item is passed between employees.
 - b) *There are number of areas throughout the building that one can wash hands.
 - i) The downstairs bathroom, at the beginning of the hall at the entrance.

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- ii) The downstairs kitchen sink
 - iii) The upstairs hall bathroom sink
 - iv) The upstairs apartment kitchen sink
 - v) The upstairs apartment bathroom
- c) *Hand sanitizer is available in a limited quantity in the downstairs kitchen common space. Additional hand sanitizer will be provided, as it becomes available and we are able to secure more.
 - d) *Common surfaces and daily touch-points (workstations, equipment, screens, doorknobs, light switches, bathrooms) must be wiped down with disinfectant cleaning supplies daily; if you have touched or used a common surface be responsible and wipe it down.
 - e) *Employees are responsible for keeping their personal workspace and daily touch-points (workstations, equipment, screens, doorknobs, light switches) sanitized daily.
 - f) Employees are discouraged from using other employee's or common space, phones, desks, offices or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- 3) Staffing:
- a) *Each employee will receive a copy of this COVID-19 Mitigation Plan and training will be provided regarding these requirements.
 - b) * As pre-shift screening, employees' temperatures shall be taken each workday as employees enter the building. Due to lack of supplies for in-house thermometers, employees shall take their temperatures at home before they come into the office. Thermometers have been ordered and when they arrival, temperatures will be taken at the office upon employees' arrival.
 - c) *Each employee shall provide their pre-shift temperature to the Canon for Finance and Administration, for maintaining a staff screening log.
 - d) Any employee showing a fever at the pre-shift screening or who becomes sick during the day will immediately be separated from other individuals and sent home.
 - e) *No employee displaying symptoms of COVID-19 (ie Fever, cough, shortness of breath, chills or all over body aches) will provide services to customers. Symptomatic or ill employees may not report to work.
 - f) *No person may work within 72 hours of exhibiting a fever.
 - g) Based on CDC guidelines and State Health Mandates and alerts:
 - i) Employees who have symptoms (ie. Fever, cough, shortness of breath, chills or all over body aches) or are feeling ill must stay home until at least 3 days (72 hours) have passed since resolution of fever without the use of fever-reducing medications and symptoms of respiratory symptoms (e.g. cough, shortness of breath) have greatly improved or gone and at least 7 days have passed since symptoms first appeared.
 - ii) Employees who are well but who have a sick family member at home with COVID-19 should remain at home until the same requires as listed for employees who have symptoms.
 - iii) In addition to the above-mentioned return to work conditions, employees confirmed or presumed to have COVID-19 must receive written permission from their medical professional to return to work.
 - h) All employees shall notify the Bishop and the Canon for Finance and Administration if they are unable to come to work.
 - i) All employees will continue to be paid at their full rate of compensation and will not have to

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use accrued sick leave for COVID-19 related absences until such time as the State/Local Health Mandates are lifted. This will be re-evaluated by June 30, 2020.

- j) All business travel is currently suspended until further notice.
- 4) Cleaning and Disinfecting:
- a) *In lieu of performing CDC compliant weekly cleaning and disinfecting, the office, 1205 Denali Way, will shut down for a period of at least 72 consecutive hours per week to allow for natural deactivation of the virus. Upon reopen after the 72 consecutive hours employees shall preform comprehensive disinfection of all common surfaces.
 - b) The building at 1205 Denali Way will be closed Thursday 10p – Monday 8a. This time period may change with at least 48-hour notice and is in effect until suspended. During these 72+ consecutive hours of shut down, NO ONE shall enter the building, to ensure the time for natural deactivation of the virus.
 - c) *When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
 - i) In lieu of performing CDC cleaning and disinfecting, the office, 1205 Denali Way, will shut down for 9 days to allow for natural deactivation of the virus, followed by employees performing a comprehensive disinfection of all common surfaces. NO ONE shall enter the building during these 9 days to ensure the time for natural deactivation of the virus.

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COVID-19 Mitigation Plan: Part II - General Public

- 1) *Signage of Part II – General Public Mitigation Plan shall be posted at the entry to the building, 1205 Denali Way.
- 2) ***ANY PERSON WITH SYMPTOMS (ie. Fever, cough, shortness of breath, chills or all over body aches) CONSISTENT WITH COVID-19 MAY NOT ENTER THE PREMISES.**
- 3) This office at 1205 Denali Way is **CLOSED**; limiting general public entrance to:
 - a) US Postal personnel and delivery persons that are able to keep 6ft distance and are only dropping off or picking up delivers and mail.
 - b) All others BY APPOINTMENT ONLY, if an in-person meeting with a staff member is absolutely necessary. Other electronic/digital means of communication (ie. zoom meetings, teleconference, phone calls, email) should be used first.
 - c) General Public is limited to no more than 3 persons in the building at any time, unless

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otherwise cleared by the Bishop or the Canon for Finance and Administration.

d) There will be no overnight guests until further notice.

4) Social Distancing & Hygiene Protocols:

- a) *Cloth face coverings must be worn by members of the general public upon entering the building, except for delivery and US postal personal that are able to keep 6ft distance and are only dropping off or picking up deliveries and mail.
- b) *Six-foot distancing must always be maintained between non-household members and all other individuals while in the building.
- c) *Hand washing with soap and water for at least 20 seconds is required
 - i) when entering the building and, if possible, before any common surfaces are touched.
 - ii) when leaving a designated workspace and before entering another; and after touching any common surfaces and before and after any item is passed between individuals.
- d) *There are number of areas throughout the building that one can wash hands.
 - i) The downstairs bathroom, at the beginning of the hall at the entrance.
 - ii) The downstairs kitchen sink
 - iii) The upstairs hall bathroom sink
 - iv) The upstairs apartment kitchen sink
 - v) The upstairs apartment bathroom
- e) *Hand sanitizer is available in a limited quantity in the downstairs kitchen common space. Additional hand sanitizer will be provided, as it becomes available and we are able to secure more.
- f) *Public Health Mandates for All Social Gatherings prohibit serving food or drink. Given this Mandate and the extraordinary challenges of maintain social distancing, face covering, and sanitization protocols in an unstructured setting, no food or drink will be consumed or served until further notice.

Supplemental to COVID-19 Mitigation Plan

This supplemental deals with more detailed guidelines and expectations for operations during
Reopen Alaska Phase I

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- 1) The office at 1205 Denali Way will shut down (be closed) from Thursday 10p to Monday 8a each week (72+ consecutive hours) to allow for natural deactivation of the virus. This time period may change with at least 48-hour notice and is in effect until suspended. During these 72+ consecutive hours of shut down, NO ONE shall enter the building, to ensure the time for natural deactivation of the virus.
- 2) Employees will work from home on Fridays.
- 3) Notice will be given to our US postal person that we will resume mail delivery Monday – Thursday.
- 4) The phone message will be reset to normal message, except for Fridays within the next couple of weeks.
- 5) To ensure common surfaces and daily touch-points (equipment, copier, fax machine, postage meter, doorknobs, light switches, bathrooms, downstairs kitchen surfaces, water facet and knobs, chapel surfaces if used) are wiped down with disinfectant cleaning supplies daily, the schedule below will be in place until further notice. If an employee is not able to cover the day they are assigned, they will need to arrange for a co-worker to swap or cover those days.
 - a. Melissa - Mondays beginning and end of the day; Wednesdays end of day
 - b. Lynnette – Tuesday end of day; Thursday end of day
 - c. Suzanne – upstairs; because upstairs is rarely accessed by anyone other than Suzanne the common surfaces are to be wiped down at the end of the day at least twice a week and after anyone other than Suzanne comes upstairs.
- 6) Guidelines/Expectations for working from home
 - a. Check email and respond to emails, at least twice a day, preferably more.
 - b. Be available for text and phone calls.
 - c. Work on projects that can be done from home
 - i. Updating website.
 - ii. Building databases, such as constant contact
 - iii. Creating communications and documents
 - iv. Attending webinars, zoom meetings, teleconferences, etc
 - v. Take home items to sort and organize
 - vi. Watch website training videos as they become available
 - vii. Providing administrative support, such as sending mass emails, posting to the website and periodically the various Facebook pages, when possible.
 - viii. Other
 - d. Although, not all positions lend themselves to working from home easily, the expectation is that employees will work a full eight hours (or as close to it as possible). This is on the honor system.

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- e. During Phase I access to the building by “general public” should be kept to the minimum and follow the Mitigation Plan. Employee’s household members are an exception, as long as, there are no more than 2 household members at a time and the household members limit themselves, as much as possible, to the employee’s personal workspace.
- f. It is important to keep common areas as clean as possible, including the kitchen. No dirty (used) dishes, pots/pans, silverware or food shall be left out overnight. Employees shall clean and put away items used directly after they are used, the items are not to be left in the sink, stovetop, table, countertop or other common surface.
- g. Coffee, tea and other beverages may only be made in individual size servings. To that end, the one-serving (Keurig) Coffee maker will be available in the downstairs kitchen. The electronic tea pot may be used to heat water only (no tea). Before the Keurig, electric tea pot, stovetop kettle, etc. are touched or utilized, the individual must wash their hands.
- h. All employees are encouraged to practice CDC guidelines to reduce the spread of COVID-19, summarized below. For full guidelines see <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
 - i. Wash hands often with soap and water for at least 20 seconds. (Singing the doxology, silently in your head, takes about 20 seconds) Use hand sanitizer with at least 60% alcohol if soap and water are not available.
 - ii. Avoid touching your eyes, nose and mouth with unwashed hands.
 - iii. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissue in the trash immediately and wash hands as prescribed in (i) above.
 - iv. Clean and Disinfect frequently touched objects and surfaces.
 - v. Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
 - vi. Maintain six-foot distancing from others when possible, except among household members.
- i. Any and all questions and/or concerns regarding this Mitigation Plan and the additional Supplement are welcome and should be addressed to either Bishop Mark or Canon Suzanne.

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