

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

Effective: June 14, 2021

In effect until further notice.

*The requirements listed in this document are based on Alaska Public Health Advisory and best practices from the CDC. This COVID-19 Mitigation Plan addresses the practices and protocols to protect employees and the public alike.*

Alaska State Health Advisory No. 1- Keeping Alaskans Safe

*“COVID-19 poses risk to all Alaskans. Containing the virus that causes COVID-19 cannot be done through community measures alone; Alaskans must take individual responsibility to protect themselves, their love ones, and their community. The primary ways to do this are:*

- *Wearing a cloth face covering/mask when in public settings and when you are around people outside your household.*
- *Practicing social distancing by avoiding close contact and minimizing time spent indoors with persons outside your household.*
- *Monitoring your health and staying at home when sick.*
- *Practicing good hygiene by frequently washing your hands and disinfecting high-touch surfaces in your home and workplace.”*

CDC Guidance for fully vaccinated people, updated May 13, 2021

*“Currently authorized vaccines in the United States are highly effective at protecting vaccinated people against symptomatic and severe COVID-19. Additionally, a growing body of evidence suggests that fully vaccinated people are less likely to have asymptomatic infection or transmit SARS-CoV-2 to others.*

- *Fully vaccinated people no longer need to wear a mask or physically distance in any setting, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.*
- *Fully vaccinated people can refrain from testing following a known exposure unless they are residents or employees of a correctional or detention facility or a homeless shelter.”*

The CDC guidelines for protecting the Public Health during this pandemic remain wearing masks, social distancing, good hand hygiene, and getting vaccinated.

This Mitigation Plan, including the Supplement, is effective June 14, 2021, and remains in effect until further notice. It supersedes the COVID-19 Mitigation Plan of March 29, 2021. The Bishop or Canon for Finance and Administration may grant allowances, if necessary.

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

- 1) Individuals are considered Fully Vaccinated for purpose of this plan:
  - a) 2 weeks after their second dose in a 2-dose series OR
  - b) 2 weeks after a single-dose vaccine.
- 2) All Employees working at the Bishop Rowe House, 1205 Denali Way, shall provide a completed COVID-19 Statement of Declaration to the Canon for Finance and Administration to be added to their personal file.
- 3) Non-employees entering the building may be asked if they are fully vaccinated. We will follow the honor system and not require proof of vaccination. Any individual may refuse to share their vaccination status. In doing so, the individual will be considered nonvaccinated for the purpose of this Mitigation Plan.
- 4) Cloth face covering/mask:
  - a) Those who are fully vaccinated, both employees and non-employees, are no longer required to wear face coverings. They may choose to wear a face covering, when engaged with nonvaccinated individuals or if they so choose, due to their own circumstance.
  - b) Any individual, while in the building, may request those within 6ft of them to wear cloth face coverings because the CDC guidelines and/or state/local Public Health Advisories suggest it is necessary due to their circumstance and every effort shall be made to accommodate the request.
  - c) Cloth face coverings are recommended for nonvaccinated individual while in the building, unless for medical or physical reasons a face covering cannot be worn or under the age of 2. Face covering shall be at least two layers of fabric and covers both the nose and mouth.
- 5) Social Distancing (maintain a distance of 6ft or greater from any individual not in their household):
  - a) Those who are fully vaccinated, both employees and non-employees, are no longer required to practice social distancing. They may choose to practice social distancing, when engaged with nonvaccinated individuals or if they so choose, due to their own circumstances.
  - b) Any individual, while in the building, may request those within 6ft of them to practice social distancing because the CDC guidelines and/or state/local Public Health Advisories suggest it is necessary due to their circumstance and every effort shall be made to accommodate the request.
  - c) Social Distancing is recommended for nonvaccinated persons; a distance of 6 feet or greater from any individual not in their household shall be maintained.
- 6) Gatherings
  - a) Employees Only
    - i) Small gatherings among employees are permitted and above listed protocols for face coverings and social distancing shall be followed.

This Mitigation Plan, including the Supplement, is effective June 14, 2021, and remains in effect until further notice. It supersedes the COVID-19 Mitigation Plan of March 29, 2021. The Bishop or Canon for Finance and Administration may grant allowances, if necessary.

- ii) The sharing of food and beverages, such as coffee and tea, is permitted and above listed protocols for face coverings and social distancing shall be followed.
  - b) Employee and Nonemployee
    - i) Every effort shall be made to ensure that benefits and participation shall be equal to all, regardless of their vaccination status.
    - ii) Small gatherings, 5 individuals or less are permitted. Social Distancing protocols listed above must be followed. Therefore, the number of individuals allowed in the gathering may depend on the vaccination status of the individuals and shall not be greater than 5.
    - iii) The sharing of food and beverages is discouraged, as it is difficult to adhere to the face covering protocols listed above when the gathering has a combination of vaccinated and nonvaccinated individuals.
    - iv) If the gathering is a combination of both vaccinated and nonvaccinated individuals, it is recommended that all follow the face covering and social distancing protocols listed above for nonvaccinated individuals.
  - c) Nonemployee Only
    - i) All gatherings, even small ones, of nonemployees only are prohibited at this time.
    - ii) There will be no overnight guests until future notice.
  - d) Employees are encouraged to continue the use of online communication/interaction methods such zoom meetings/online platforms when circumstances avail. We have learned over the duration of the pandemic that these methods of communication/interaction, although do not replace in-person interaction, they are sometimes effective and efficient.
- 7) Hygiene Protocols:
- a) Hand washing with soap and water for at least 20 seconds or using hand sanitizer is recommended often, especially when entering the building and before interaction with individuals not part of your household.
  - b) Hand sanitizer is available in the downstairs kitchen common space and at the entrance to the building and at each employee's workstation.
  - c) Regular cleaning and sanitizing of common surfaces shall continue, increased cleaning and disinfecting are not required.
  - d) Employees are responsible for keeping their personal workspace sanitized regularly.
  - e) Cover coughs and sneezes.
  - f) Noncontact methods of greeting each other shall be practiced.
- 8) Staffing:
- a) Each employee will receive a copy of this COVID-19 Mitigation Plan.
  - b) Reporting of pre-shift screening is no longer necessary. Pre-shift screening is still encouraged.
  - c) Any employee having a fever prior to coming to work or who becomes sick during the day shall remain home or be sent home immediately.
  - d) Employees displaying symptoms of COVID-19 (ie Fever, cough, shortness of breath,

This Mitigation Plan, including the Supplement, is effective June 14, 2021, and remains in effect until further notice. It supersedes the COVID-19 Mitigation Plan of March 29, 2021. The Bishop or Canon for Finance and Administration may grant allowances, if necessary.

muscle and body aches, new loss of taste or smell and other symptoms of COVID-19 found on CDC website) shall stay home. Symptomatic or ill employees must not report to work.

- e) If an employee test positive for COVID-19, that employee shall isolate away from others and NOT come into the building. “Isolate” is the term in association with individuals who are sick with or have tested positive for the virus that causes COVID-19. Isolation means staying home all the time and keeping away from household members as much as possible.
- f) Employees who tested positive or think they had COVID-19 and experienced symptoms shall not return to work until:
  - i) 10 days since symptoms first appeared AND
  - ii) 24 hours with no fever without the use of fever-reducing medication AND
  - iii) Other symptoms of COVID-19 are improving. OR
  - iv) Have been cleared to return to work by a medical professional
- g) Employees who tested positive for COVID-19 but had no symptoms can return to work:
  - i) If they continue to have no symptoms AND 10 days have passed since the date, they had their positive test.
  - ii) If the employee develops symptoms after testing positive, follow the return-to-work steps listed in 8.(f) above
- h) Employees who have a family member at home with COVID-19 or who have been in close contact with someone who has COVID-19, excluding those who are fully vaccinated or who have had COVID-19 in the past 3 months, shall quarantine and monitor their health.
  - i) Stay home for 14 days after last contact with a person who has COVID-19. OR
  - ii) If experiencing no symptoms,
    - (1) May stop the quarantine after day 10 without testing OR
    - (2) May stop the quarantine after day 7 after receiving a negative test result (test must occur on day 5 or later.)
    - (3) After stopping quarantine, the employee shall continue to watch for symptoms until 14 days after exposure.
    - (4) If symptoms appear, immediately self-isolate and follow the protocols listed in 8.(f) above
  - iii) Employees who are fully vaccinated or have had COVID-19 within the past 3 months are not required to quarantine if they show no symptoms.
- i) In addition to the above-mentioned return to work conditions, employees shall follow the advice of their medical professional or public health official to return to work.
- j) All employees shall notify the Bishop and the Canon for Finance and Administration if they are unable to come to work.
- k) All business travel shall be assessed to determine the risks of travel and must be pre-approved by the Bishop or Canon for Finance and Administration.

This Mitigation Plan, including the Supplement, is effective June 14, 2021, and remains in effect until further notice. It supersedes the COVID-19 Mitigation Plan of March 29, 2021. The Bishop or Canon for Finance and Administration may grant allowances, if necessary.

## COVID-19 Mitigation Plan: Part II - General Public (for Posting)

- 1) **\*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.**
- 2) This office at 1205 Denali Way is now open.
- 3) Non-employee entrance to the building:
  - a) Non-employees may be asked if they are fully vaccinated. We will follow the honor system and not require proof of vaccination.
  - b) Any individual may refuse to share their vaccination status. In doing so, the individual will be considered nonvaccinated for entrance into the building purposes.
  - c) Face coverings and social distancing (maintaining 6ft distance with persons not in your household) are recommended for nonvaccinated individuals.
  - d) Vaccinated individuals are no longer required to wear face coverings or practice social distancing.
  - e) Small gatherings, 5 individuals or less, that include member(s) of the staff are permitted. Participation shall be equal, regardless of vaccination status.
    - i) Face covering and social distancing protocols listed above must be followed.
    - ii) The sharing of food and beverages is discouraged, as it is difficult to adhere to the face covering protocols when the gathering has a combination of vaccinated and nonvaccinated individuals.
    - iii) If the gathering is a combination of both vaccinated and nonvaccinated individuals, it is recommended that all follow the face covering and social distancing protocols for nonvaccinated individuals.
  - f) There will be no overnight guests until further notice.
- 4) Hygiene Protocols:
  - a) Hand washing with soap and water for at least 20 seconds or using hand sanitizer is recommended upon entering the building.
  - b) Hand sanitizer is available in the downstairs kitchen common space and at the entrance to the building and at each employee's workstation.
- 5) All social gatherings with persons outside of the staff are to be minimized and the serving food or drink shall continue to be discouraged.

This Mitigation Plan, including the Supplement, is effective June 14, 2021, and remains in effect until further notice. It supersedes the COVID-19 Mitigation Plan of March 29, 2021. The Bishop or Canon for Finance and Administration may grant allowances, if necessary.

## Supplemental to COVID-19 Mitigation Plan

This supplemental deals with more detailed guidelines and expectations for operations during

Effective: June 14, 2021

In effect until further notice.

- 1) Face Coverings and social distancing are no longer required for fully vaccinated individuals.
- 2) Employees shall provide a completed COVID-19 Statement of Declaration to the Canon for Finance and Administration to be added to their personal file.
- 3) Working from home for non-exempt employees shall be on a need basis and must be authorized by either the Bishop or the Canon for Finance and Administration.  
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. Complete the Work at Home Log and turn it in with the period timesheet.
- 4) Access to the building by the public shall be limited and follow the Mitigation Plan.
  - a. The building is now open. Small gatherings are allowed up to 5 persons, the Mitigation Plan protocols must be followed.
  - b. The building shall no longer remain locked during business hours Monday - Friday 9a – 5p, with the following exceptions:
    - i. When the first two offices are vacant (Receptionist Desk and First Office across from the kitchen) and therefore entrance into the building would likely go undetected.
    - ii. When only one person is in the building.
    - iii. When there is concern for an employee's safety.
- 5) It is important to keep common areas clean, although increased cleaning and sanitizing are no longer necessary.
  - a. The kitchen shall be clean. 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.
- 6) The sharing of food and beverages, such as coffee and tea, is permitted among the staff and protocols for face coverings and social distancing shall be followed.
- 7) 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/communication/guidance.html>.
  - i. Practice good hand hygiene, 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 when you cough or sneeze.
  - iv. Practice routine cleaning and disinfecting frequently touched objects and

This Mitigation Plan, including the Supplement, is effective June 14, 2021, and remains in effect until further notice. It supersedes the COVID-19 Mitigation Plan of March 29, 2021. The Bishop or Canon for Finance and Administration may grant allowances, if necessary.

- surfaces.
  - v. Practice social distancing and wear face coverings for nonvaccinated individuals, except among household members.
  - vi. Avoid large gatherings.
- b. 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.

This Mitigation Plan, including the Supplement, is effective June 14, 2021, and remains in effect until further notice. It supersedes the COVID-19 Mitigation Plan of March 29, 2021. The Bishop or Canon for Finance and Administration may grant allowances, if necessary.