

Mount Si Lutheran Church Health Protection (HPCON) Measures

The following measures represent a variety of methods by which to reduce the transmission of COVID-19 at MSLC (Sanctuary, Fellowship Hall, and in the workplace), but there may be additional actions or restrictions members, employees, and visitors must abide by, specified by the State of Washington and/or MSLC Council. This list should not be considered an exhaustive catalog of all the ways in which to protect oneself. Each person is responsible for making individual choices and taking the initiative to reduce the spread of COVID-19. When in doubt or if there is a lack of clear guidance, a rigorous application of common sense should be used by all.

HPCON 0 (zero): Normal/Baseline Operations

This is the routine condition with little to no threat of COVID transmission.

Personnel Safety:	Measure 1. Employ normal hygiene and cleaning measures Measure 2. Routine cleaning of spaces performed thru Janitor Measure 3. Normal PPE precautions
Personnel Accountability and Communications	Measure 4. Develop and refine Health Protection Condition (HPCON) definitions and measures
Alternate Work Arrangements	Measure 5. Ensure sufficient resources and training to permit widespread telework if required Measure 6. Maintain telework agreements for all staff Measure 7. Staff practice telework on a recurring basis to maintain proficiency
At Work In-Person Contact:	No restrictions
Close Quarter Spaces	No restrictions
Physical Access to MSLC	No restrictions

HPCON A: Unusual health risk or disease (WA State Phase 4)

Consider implementing this level if local COVID-19 transmission is prominent and sporadic.

All measures from HPCON 0 in addition to the following:		
Personnel Safety:	Measure 8.	Enhanced personal hygiene
	Measure 9.	Health Screening: Conduct daily self-assessments in accordance with CDC, WA State guidelines a. Report to supervisor b. Isolate or quarantine as appropriate
Personnel Accountability and Communications	Measure 10.	Post materials to increase awareness of health risks and current HPCON level
	Measure 11.	Distribute materials and training electronically regarding HPCON framework, levels and measures
	Measure 12.	Conduct in person or remotely (Constant Contact) to discuss health risk. Consider inviting a medical authority or

	healthcare provider to address specific concerns
Alternate Work Arrangements	Measure 13. Increase telework opportunities to at least one day per week for staff.
At Work In-Person Contact:	Measure 14. Follow social distancing guidance from CDC and WA State Health Authorities
Close Quarter Spaces	Measure 15. Congested workspaces: a. Identify congested workspaces b. Develop plans for how to disaggregate staff if needed
Physical Access to MSLC	No Additional Restrictions

HPCON B: Outbreak or heightened exposure risk (WA State Phase 3)

Consider implementing this level if sustained transmission is no longer evident, but there remains evidence of continued COVID-19 transmission in the local community.

All measures from HPCON A in addition to the following:	
Personnel Safety:	Measure 16. PPE: a. Consider additional guidance on PPE usage if appropriate and recommended by CDC or WA Health Authorities b. Procure face masks & other PPE Measure 17. Internal/External: Wear cloth face masks in accordance with State/Local recommendations Measure 18. Cleaning: Conduct enhanced cleaning/disinfecting of high use areas/objects. Purchase & distribute supplies Measure 19. Management of High Risk Staff/Members/Visitors: a. Identify members in high risk categories or those who cohabitate with high risk individuals b. Encourage telework and/or identify alternate work strategies. Target no more than 2 days per week in the office. c. Develop online methods for Sunday Service, Bible Study, Council/Committee meetings d. Follow CDC or WA Health Authority guidance
Personnel Accountability and Communications	Measure 20. Conduct regularly scheduled Virtual meetings as appropriate Measure 21. Alert staff and members regarding implementation of HPCON B Measure 22. Engage with staff, committees, individuals to assess barriers to productivity, guidance gaps, resolve issues, and assess well-being/coping
Alternate Work Arrangements	Measure 23. Implement disaggregated workforce schedule Measure 24. Do not exceed 2 in office (for longer than 1/2 hour) any given day
At Work In-Person Contact:	Measure 25. Social Distancing: a. Maintain at least 6-ft social distancing b. Limit in-person attendance at meetings and gatherings to 5 or less

	<p>c. Issue additional online capabilities to facilitate day-to-day business with social distancing</p> <p>Measure 26. Contact Tracing:</p> <p>a. To the maximum extent possible, adhere to detailed work schedules</p> <p>b. Maintain attendance records for all in-person gatherings to enable rapid contact tracing capability</p>
Close Quarter Spaces	<p>Measure 27. Maximum occupancy of specific spaces: Post “max-occupancy” signs outside of common spaces:</p> <p>a. Kitchen (4 max)</p> <p>b. Elevators (1 max)</p> <p>c. Sanctuary (25 max)</p> <p>d. Fellowship Hall (25 max)</p> <p>e. Sunday School classrooms (5 max)</p> <p>Measure 28. Congested Office spaces:</p> <p>a. Proactively de-conflict congestion in Office spaces</p> <p>b. Employ additional shift work, flex hours, telework</p> <p>c. Physical reconfiguration of spaces as needed</p>
Physical Access to MSLC	<p>Measure 29. Visitors: Limit visitors to minimize exposure risk. Council approval required</p> <p>Measure 30. Restrooms: Remain open on an as needed basis</p> <p>Measure 31. Distribute notices to AA, BSA Scouts, Men’s Bible Study</p>

HPCON C: High morbidity epidemic or contamination (WA State Phase 2)

Consider implementing this level if widespread COVID-19 transmission is no longer evident, but there remains evidence of sustained COVID-19 transmission in the local community.

All measures from HPCON B in addition to the following:	
Personnel Safety:	<p>Measure 32. PPE:</p> <p>a. Wear cloth face masks (or higher level of protection) in all designated spaces and situations that do not allow for adequate social distancing in addition</p> <p>b. Carry face masks at all times and be prepared to don</p>
Personnel Accountability and Communications	<p>Measure 33. Alert staff and Members via Constant Contact regarding implementation of HPCON C</p>
Alternate Work Arrangements	<p>Measure 34. High-risk Employees: Implement full-time alternate work strategy</p> <p>Measure 35. Minimize work place presence. Do not exceed 1 employee in office spaces any given day</p>
MSLC In-Person Contact:	<p>Measure 36. Social Distancing: Strict adherence to Daily Work Schedule and attendance rosters to permit contact tracing in the event of potential positive case</p> <p>Measure 37. Contact Tracing: Maintain Individual 14 day running Contact Log documenting date and location of personnel that employee came in close contact with (< 6ft) while not</p>

	wearing face mask
Close Quarter Spaces	Measure 38. Minimize use of shared work spaces Measure 39. In small enclosed spaces (i.e. kitchen, offices) limit to 1 person at a time
Physical Access to MSLC	Measure 40. Visitors: No visitors allowed. Waivers require Executive Committee approval. Measure 41. Official Business: Essential business only Measure 42. Sanctuary Doors Locked: Online Services only Measure 43. Out Doors: Consider Outside Services Measure 44. Restrooms: Closed

HPCON D: High morbidity epidemic or contamination (**WA State Phase 1**)

Consider implementing this level if members(s) are infected with COVID-19, but how or where they become infected may not be known; the spread is ongoing and includes Snoqualmie Valley communities.

All measures from HPCON C in addition to the following:	
Personnel Safety	Measure 45. Shelter-in-place Measure 46. Follow additional guidance from Federal, State and Local authorities
Personnel Accountability and Communications	Measure 47. Self-screening and reporting Measure 48. Additional guidance passed via Constant Contact, telephone tree, and other IT means
Alternate Work Arrangements	Measure 49. Everyone works from home, no exceptions
In-Person Contact	Measure 50. Conduct all meetings virtually
Physical Access to MSLC	Measure 51. All access prohibited, all doors locked with 'No Entry' signage