



Communicable Disease Prevention Plan (Also referred to as a COVID-19 Safety Plan) For LPD Staff, Projects, and Missionaries April 2022

With the long-term present of COVID-19 and seasonal flus and colds we ask that all staff, missionaries, and projects adhere to this policy. This document will be updated as changes are necessary. LPD missionaries will be informed and required to ensure their ministry is adhering to the most updated copy of the CDPP or Covid-19 Safety Plan and orders/guidelines from public health.

Level 1 Elimination

- A. **Physical Distancing:** Plan all indoors events/meetings to allow the necessary distancing and consider the flow of guest, volunteer, and staff. Use floor markings when necessary. All speakers and worship teams must be 2 meters from guests during meetings of more than 12 individuals. Assign occupancy limits to spaces used/rented when needed.
- B. **Work from Home:** Staff are to work from home when feeling unwell.

Level 2 Engineering

- C. **Ventilation:** Ensure there is proper ventilation. If there is no HVAC system, a cross breeze must be created with at least two windows/doors being open.
- D. **Physical Barriers:** Plexiglass can be used for extra protection when physical distancing is not possible.

Level 3 Administration

- E. **Sick:** If anyone is sick, they should stay home even if the symptoms are mild. Health Check signs should be posted at all entrances. Staff to obtain covid-19 safety test to have on hand.
- F. **Employee care:** All employees may work from home if unwell and qualify for sick pay up to 5 days per calendar year. Employees also qualify for paid leave if necessary for obtaining the first 3 shots of the COVID-19 vaccine.
- G. **Travel:** When more than one household is traveling together ensure proper ventilation during drive time. Masks and physical distancing are recommended.
- H. **Food/Drink:** When preparing food and drink for gatherings mask wearing is required.

For self serve settings:

- a. Start the self-serve with hand washing/sanitization and sign requiring hand sanitation.
- b. Clean all serving utensils or containers touched by guest regularly.
- c. Provide a buffer between the guest and food so they are not standing over it.
- d. Plates, glasses, and utensils are to be picked up by the guest without touching the rest.

For non-self serve settings:

- a. Servers will wear masks, avoid touching their face, and wash their hands.
- b. Provide a buffer between the guest and food so they are not standing over it
- c. Plate/mug/glass will be picked up by server and filled before handed over to the guest. Utensils and other small items can be passed over as needed. Server is to avoid physical contact when serving items to guests.
- I. **Community Items:** Avoid having guests pass items from one to another:
 - a. **Offering:** Use a hands-free drop box method (no passing of the basket)
 - b. **Communion:** Use [Prefilled Communion Cups with Wafers](#) only and do not pass the trays
 - c. **Bulletins:** Can be handed out by ushers/greeters if they keep their hands clean
 - d. **Displays and book signing:** Hands should be washed/sanitized before touch anything. Great care should be taken to avoid coughing/sneezing on the items.

Level 4 Using Masks

- J. **Masks:** Please wear masks as per public health recommendations/orders.



Communicable Disease Prevention Plan (Also referred to as a COVID-19 Safety Plan) For LPD Staff, Projects, and Missionaries

April 2022

Level 5 Cleaning

- K. **Hygiene:** Wash hands regularly, avoid touching your face, and provide alcohol-based hand rubs (ABHR) for meetings if handwashing is not possible. Post handwashing signs in restrooms. Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough. Please do not share food, drinks, utensils, and so forth. Avoid handshaking during the respiratory season.
- L. **Cleaning:** Clean all areas regularly and increase cleaning intervals when mass gatherings are taking place, with special attention to high touch areas. If more than one service takes place in one day, ensure the space is empty for cleaning and airing out.