

COVID-19 Community and Faith-Based Organization Guidance



In accordance with **Executive Order 2020-114** businesses or operations that require employees to leave their residence are **REQUIRED** to at a minimum:

- **Develop a COVID-19 preparedness and response plan**

Establish a response plan for dealing with a confirmed infection in the workplace, have available within two weeks of resuming in-person activities. Designate one or more worksite supervisors to implement, monitor, and report on COVID-19 control strategies. See [Guidance on Preparing Workplaces for COVID-19](#) developed by OSHA. See [COVID-19 Preparedness and Response template](#).

- **Train employees**

At a minimum, cover workplace infection-control practices, proper use of PPE, steps for symptomatic employees, reporting unsafe working conditions.

- **Conduct daily entry self-screening protocol for employees**

Take steps to reduce entry congestion and ensure effectiveness of screening (stagger start times, adopt rotational schedule) Sample workplace health screening available in [Re-Engagement Resources for Businesses](#).

- **Provide non-medical grade face coverings**

Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways, when employees cannot maintain 6-ft of distance.

- **Maintain 6-ft distancing**

- Assign dedicated entry point(s) for employees to reduce congestion.
- Provide visual indicators of appropriate spacing for employees outside the building in case of congestion at entry points.
- Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space use, providing visual cues to guide movement and activity.
- Prohibit social gatherings and meetings that do not allow for social distancing or create unnecessary movement in offices.

Questions?

Contact the Health Department of Northwest Michigan at 1-800-386-5959

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In accordance with **Executive Order 2020-114** businesses or operations that require employees to leave their residence are **REQUIRED** to at a minimum:

- **Increase facility cleaning**

- Clean and disinfect high-touch surfaces, and minimize shared items.
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case.
- Institute cleaning and communication protocols when employees are sent home with symptoms.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.

- **Confirmed COVID-19 case protocol**

- Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) when a confirmed case of COVID-19 has visited the worksite.
- If an employee, the employer must immediately contact the local public health department, and within 24 hours must contact any co-workers, contractors or suppliers that came into contact with that person.
- Employer will allow employees with confirmed or suspected COVID-19 to return to work, only after they are no longer infectious according to latest [CDC guidelines](#).

- **Establish a response plan for dealing with a confirmed infection in the workplace**

Include protocols for sending employees home and for temporary closures of all or part of the workplace to allow for deep cleaning.

- **Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community**

- **[CDC's Checklist for Community of Faith](#)**

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In accordance with Executive Order 2020-115 fitness facilities are **REQUIRED** to:

- **Post sign(s) outside of entrance(s) informing individuals not to enter if they are or have recently been sick**
Sample signs are available in [Re-Engagement Resources for Businesses](#).
- **Encourage or require patrons to wear face coverings.**
- **Maintain 6-ft of distance between persons**
 - Establish crowd-limiting measures, meter the flow of patrons through digital queuing, delineated waiting areas, parking instructions, social distance markings on ground or cones to designate social distancing, etc.
 - Use physical dividers, marked floors, signs, and other physical and visual cues to maintain six feet of distance between persons.
 - Limit seating occupancy, to the extent necessary, to enable patrons not of the same household to maintain six feet of distance from others (e.g., stagger group seating upon reservation, close off every other row, etc.).
- **For larger gatherings, establish safe exit procedures for patrons**
 - Dismiss groups based on section, row, etc.
- **To the extent feasible, adopt specified entry and exit times for vulnerable populations, as well as specified entrances and exits.**
- **Train employees who interact with patrons (e.g., ushers and greeters) on how to:**
 - Monitor and enforce compliance with the facility's COVID-19 protocols.
 - Help patrons who become symptomatic.
- **Facility cleaning**
 - Frequently disinfect high-touch surfaces during events or, as necessary, throughout the day.
 - Disinfect and deep clean the facility after each event or, as necessary, throughout the day.
- **Close self-serve food or drink options, such as snacks and drink stations.**

Questions?

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FAQs for Administrators and Leaders at Community- and Faith-Based Organizations

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/community/community-faith-based/faq.html>

Get Prepared

Q. What steps should my organization take to prepare?

A. To help your organization prepare for the possible spread of [COVID-19](#), ensure your emergency operations plan includes [key COVID-19 prevention strategies](#) and covers groups at [increased risk for severe illness](#). This includes, but is not limited to, older adults and people of any age with serious underlying medical conditions, such as heart or lung disease or diabetes.

Be sure all staff, volunteers, and members are familiar with your emergency operations plan. Ensure you know how to contact them with information and updates (such as through text message and websites). Alert local public health officials about large increases in staff or regular member absenteeism, particularly if absences appear due to respiratory illnesses (such as, the common cold and the flu, which have [symptoms](#) similar to COVID-19 (fever, cough, and difficulty breathing). Read [CDC's guidance](#) to learn more about how to get your community- or faith-based organization ready for COVID-19. CDC also has [guidance](#) that covers additional strategies to protect your staff.

Q. How can my organization lower the chance that staff and members will get sick?

A. The best way to prevent COVID-19 is to avoid being exposed to the virus. Start by encouraging your staff and members to use [everyday preventive actions](#) (such as washing hands often, avoiding close contact with people, and covering coughs and sneezes with a tissue or the inside of the elbow). Be sure you have supplies on hand (such as soap, hand sanitizer that contains at least 60% alcohol, tissues, trash baskets) for your staff, volunteers, and those you serve. CDC has posters with messages you can post in your facility for staff about:

- [Staying home when sick](#); and
- How to [avoid spreading germs at work](#).

CDC also has information for members, including:

- [Health promotion materials](#);
- Information on [proper handwashing technique](#); and
- [Tips for families to help children develop good handwashing habits](#).

To help limit the spread of the virus, you should also develop [flexible sick-leave and telework policies](#) so that staff (and volunteers) can stay home when they are sick, when they need to care for a sick household member, or to care for their children in the event of [temporary school dismissals](#). You may also consider replacing in-person meetings with conference calls, video conferencing, or web-based seminars and postponing non-essential meetings and travel.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Q. How should my organization clean the facility to limit spread of the virus?

A. At least once per day, clean and then disinfect surfaces and objects that are touched often. Read [CDC guidance on cleaning and disinfecting](#) to learn more. This guidance includes cleaning objects and surfaces not ordinarily cleaned daily, for example, doorknobs, light switches, and countertops. Clean with the cleaners typically used. Use all cleaning products according to the directions on the label. For disinfection, most common household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#).

Q. Where can my organization find out if the virus has spread to the local community?

A. You can get up-to-date information about local COVID-19 activity by keeping in touch with your local and state [public health officials](#), and keeping up-to-date with the [CDC website](#).

Q. What are things to consider when determining if a group event or gathering needs to be postponed or canceled?

A. Consult with local public health officials and continually assess current conditions. Be sure to regularly review the latest recommendations from the [White House](#) and [CDC](#) for all types of gatherings. When determining if you should postpone or cancel a gathering or event, consider the:

- Overall number of attendees or crowd size.
- Number of people attending who are at higher risk for serious illness.
- How close together attendees will be.
- Potential economic impact to attendees, staff, and the local community.
- Amount of spread in local community and the communities from where your attendees are likely to travel.
- Needs and capacity of the local community to host or participate in your event.

Read [CDC guidance on mass gatherings and large events](#).

Q. How can my organization get involved to help the local community?

A. Leaders should talk to staff and members about their concerns, as well as the potential [fears and anxiety](#) that may result from rumors or misinformation. Be sure to share resources that provide [reliable COVID-19 information](#) and speak out to prevent [stigma and discrimination](#).

Consider how your organization is uniquely able to assist the local community. Determine whether your organization can work with local health departments, if needed, so that your facilities can be used as temporary care facilities; quarantine facilities; or central distribution sites for food, water, supplies, or medicine. Coordinate with local health officials on ways to ensure care and services for vulnerable populations. Congregations and organizations with experience working with underserved communities (e.g., people who are incarcerated, people who are experiencing homelessness, immigrants, refugees, those with limited English proficiency, single-parent families, public housing residents, migrant-, farm-, and other low-wage workers) can work with local health officials to ensure these groups receive appropriate care and services.

Q. Is there information my organization can share with staff and members about COVID-19?

A. Share these resources to help people understand COVID-19 and steps they can take to help protect themselves:

- [How to Protect Yourself](#)
- [Groups at Higher Risk](#)

- [What to Do If You Are Sick](#)
- [FAQs: Pregnant Women and COVID-19](#)
- [FAQs: Coronavirus Disease-2019 \(COVID-19\) and Children](#)
- [Handwashing: A Family Activity](#)
- [Handwashing: Clean Hands Save Lives](#)

Minimal or moderate spread of COVID-19 in the local community

Q. What steps should my organization take to protect staff and members if there is minimal or moderate spread of COVID-19 in the local community?

A. If there is minimal or moderate spread of COVID-19 in your community, you should:

- Continue to encourage [everyday preventive actions](#).
- [Clean and disinfect](#) surfaces daily.
- Use multiple strategies to increase space between people, especially for those who are at high-risk for serious illness (such as putting at least 6 feet of space between desks and between people who are in line).
- Develop ways to continue essential services for clients or members, such as meal, [mental](#) and spiritual and health, and social service programs.
- Cancel large events or modify into smaller gatherings. (see [CDC guidance](#) for more information)
 - Follow the directions of your state and local authorities.
 - Encourage people who are at [high-risk for serious illness](#) not to attend in-person. Instead, offer call-in or online viewing options.
- Postpone or cancel trips that could put staff, volunteers, or members at risk for COVID-19.
- Limit access of non-essential visitors to the facility.

For more information related to group activities or events, read CDC guidance on [mass gatherings and large events](#).

Q. Should my organization cancel or postpone an event if there is minimal or moderate spread of COVID-19 in the local community?

A. To find out if your organization should cancel or postpone a group event or activity, read [CDC guidance on mass gathering and large events](#).

Substantial spread of COVID-19 in the local community

Q. What steps should my organization take to protect staff and members if there is substantial spread of COVID-19 in the local community?

A. If there is substantial spread of COVID-19 in the community, you should:

- Follow the directions of your [state and local authorities](#).
- Cancel in-person community and faith-based group events or gatherings of any size.
- Continue to encourage [everyday preventive actions](#).
- [Clean and then disinfect](#) surfaces daily.
- Develop ways to continue essential services for clients or members, such as meal, mental and spiritual and health, and social service programs.

- Consider closing the facility or limiting access to the facility by non-essential visitors and limit non-essential services.
 - Offer alternative ways (e.g., phone, online) for those at high risk of severe illness to participate.
 - Encourage them not to attend in-person.

For more information related to group activities or events, read [CDC guidance on community events](#).

Q. Should my organization cancel or postpone an event if there is substantial spread of COVID-19 in the local community?

A. You should first follow the directions of your state and local authorities. If authorities do not have specific directions related to cancelling or postponing a group event or activity, read [CDC guidance on community events](#).

Confirmed COVID-19 case within your organization or facility

Q. What should my organization do if a member, volunteer, or a staff member might have COVID-19?

A. If you think someone on your staff or one of your members who has been in your facility might be sick with COVID-19 (see [COVID-19 symptoms](#)):

- Send the sick person home right away or separate them from others (such as in a separate room just for sick people) until they can go home.
 - Give them a clean, [disposable facemask](#) to wear until they can leave, if available. If not available, provide them with a tissue or some other way to cover their coughs and sneezes.
 - Do not use of public transportation, shared rides, and taxis to transport the sick person home.
 - Contact emergency services for those who need emergency care, when needed, and let them know about the person's symptoms.
- Contact local public health officials and communicate with staff, members, and volunteers about possible exposure to the virus.
 - Read [preventing the spread of COVID-19 if someone is sick](#) to learn more.
- Local health officials can offer guidance for closing the facility or restricting access. An initial short-term closure may be recommended to allow time for the local health officials to gain a better understanding of the COVID-19 situation.
 - Implement flexible telework and sick-leave policies for staff, if possible, and provide instructions about how and when to safely return to work.
 - Consider the need to cancel in-person group activities in other locations. Instead use phone and online (live or recorded) meeting and service options.
 - Work with local public health officials to decide when it is safe to re-open the facility and your programs and services.

Q. What is the best way to clean and disinfect rooms and other areas after a confirmed case of COVID-19?

A. CDC has guidance for cleaning and disinfecting rooms and areas where a person with suspected or confirmed COVID-19 has visited. See [Environmental Cleaning and Disinfection Recommendations](#).

How to Protect Yourself and Others

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.