

First Presbyterian Church Bozeman

Plan for Pandemic Response

[First Presbyterian Church Bozeman] adopts this plan to prepare for and respond to a threat of influenza or other pandemic that causes serious widespread illness. The Session appoints [Pastor Jody McDevitt] as Coordinator for the pandemic response plan.

The purpose of this plan is to address the following issues related to pandemics:

- Creating a culture of infection control in the workplace that is reinforced during the annual influenza season, to include, if possible, options for working offsite while ill, systems to reduce infection transmission, and employee, volunteer and church member education.
- Establishing contingency plans to maintain delivery of our ministry in Jesus Christ and services during times of significant and sustained employee, volunteer and church member absenteeism.
- Where possible, establishing mechanisms to allow employees and volunteers to provide ministry and services from home if public health officials advise against non-essential travel outside the home.
- Establishing partnerships with Presbyterian churches within the Yellowstone Presbytery and other members of our Bozeman church community, to provide mutual support and maintenance of essential ministries and services during a pandemic.

The Session also appoints a team of Elder level and other appropriate staff to assist the Coordinator, known as the Pandemic Response Team. The members of this team must include at least one Pastor, Elders from Personnel & Worship, volunteers holding medical or technical experience to serve as Health Officer (physician, nursing, EMT or lab experience), Information Technical Director, one employee, one member at large, and one Deacon. The Coordinator and each Pandemic Response Team member will select a back-up (bu) volunteer/employee to assume their duties in case of their own illness. This person will be kept current on all emergency procedures and this list will be kept with this plan and updated as needed.

Members of this team are:

[Coordinator-Pastor Jody McDevitt, Personnel Elder-Kris Hall (bu Chuck Poremba), Health Officer-John Patterson (bu Suzanne Bratsky), Information Technical Director-Ric Tieman, Worship Elder-Nancy Bast (bu Alison Todd), Employee/Sexton-Larry Growney, Member at Large-Debby Haynes, Deacons' Representative-Craig Miller or John Sacklin]

It is the duty of the Coordinator to:

- Monitor issues and information related to pandemics to keep our plan up to date.
- Recommend any changes to the plan as circumstances warrant.

- Conduct or arrange for employee, volunteer and church member training.
- Communicate with public health agencies, emergency responders and others regarding our plan, and understand their capabilities should an outbreak occur.
- Attend external training/seminars about pandemic influenza outbreaks in order to remain current about the pandemic threat in our community.
- Implement this plan should it become necessary.

Pandemic Response Team members will have the following responsibilities:

- Identify and communicate to the Coordinator which employees, volunteers, suppliers and systems are essential to maintaining operations at their locations.
- Identify and communicate to the Coordinator the names of possible ancillary employees/volunteers who could perform certain job duties in the case of a pandemic (e.g. volunteers, temporary work services, retired elders/chairmen/volunteers).
- Develop and communicate to the Coordinator, an emergency communications plan for their ministries, including identification of key personnel, vendors, and vulnerable church members.
- Develop and submit a plan to continue operations of their ministries with the least possible number of staff/volunteers.
- Ensure that all employees and volunteers in their ministries are adequately trained on emergency procedures in the case of a pandemic and in the prevention of illness.
- Encourage all employees, volunteers and church members to be vaccinated annually for influenza, unless their doctor recommends they not receive vaccine.
- Assist the Coordinator in the implementation of this plan, if necessary, for ministries under their responsibility working from church or home.

Preparation

The Coordinator will maintain a list of contacts in the health profession to provide consultation and advice regarding this plan and its implementation.

The Coordinator will, at least annually prior to the influenza season, provide information to supervising Pastors, who will ensure all employees, volunteers and members receive information regarding those practices that are recommended by public health officials that will reduce the spread of the infection. The Coordinator will also develop a list of recommended infection control supplies (hand soaps, tissues, wipes for PC/piano/organ keyboards, hand sanitizer at entries, toilet seat protectors and so on) and ensure that Pastor instructs Sexton to ensure each location has a sufficient supply of them.

The Coordinator and Personnel Elder will maintain a list of duties and positions for which individual employees are cross-trained within the church. Should staffing levels drop due to an outbreak, supervisors can use this list to fill in positions where needed.

The Coordinator will maintain a list of duties that employees/volunteers can perform from home, as well as any equipment (such as computers, video-conferencing software, cell phones) that may be necessary to perform those duties. Supervisors can then draw on this list to have those duties performed by employees/volunteers from home should it become necessary.

The Coordinator shall recommend to the Session an emergency sick leave policy to be adopted in the event of a pandemic. The policy is to be non-punitive and require employees who have been exposed or who exhibit symptoms of the illness to remain at home.

The Coordinator, Pastor and the member at large/Information Technology Director (this is why I chose Ric) will review/ensure that the church has sufficient IT infrastructures to support employee/volunteer telecommuting and remote access to church computer systems.

The Coordinator and the Personnel Elder will establish the following policies and procedures:

- Flexible work hours, including staggered work hours and telecommuting
- Restricting employee/volunteer/mission travel to affected areas
- Guidance for employees/volunteer/mission returning to the United States from affected areas
- Counseling services for all employees and their families, particularly those affected by illness
- Special procedures/accommodations for employees/volunteers/church members and customers with special needs or disabilities

The Coordinator shall develop a plan to keep employees/ volunteers/church members informed of developments as they occur, including those employees volunteers/church members who remain at home. This could include plans to obtain home e-mail addresses, home and cell telephone numbers for employees volunteers/church members to call to receive recorded messages, pages on the website for employees volunteers/church members, and so on. The plan must also include procedures for responding promptly to employees' volunteers'/church members' questions about such issues as whether to report for work/church services and volunteer shifts and special hours of operations during an outbreak.

The Coordinator and Pandemic Response Team will conduct random drills at all locations to test the effectiveness of our plan.

Should a Pandemic Occur

Should a pandemic occur, the Coordinator will, after consultation with knowledgeable health officials, implement the following steps, as deemed necessary:

- Should our church be required to close, encourage church members, and the public to stay connected to God and our ministry by reading our email newsletter and viewing/listening to church services online (Youtube link?). The

staffing/volunteers to maintain these ministries is to be increased, as necessary, to ensure that individuals using them receive prompt service and response so they will continue to use them.

- Employees/Volunteers with job duties that can be accomplished by telecommuting will be encouraged to work from home unless they have been cross-trained to work in place of an employee/volunteer who is ill.
- The emergency sick leave policy shall be implemented. Pastors or Ministry team leaders will be instructed to send and keep employees/volunteers home if they exhibit symptoms of the illness, working from home if practical. Pastors shall encourage church members who are ill to stay home and participate in our ministries delivered via email and online links. Communications can be made from the pulpit, posters around church, email and church messaging system.
- Team members will contact their key staff/volunteers/vendors to determine the impact of the outbreak on their operations and its effects on our ability to perform functions, and they will communicate the results to the Coordinator. The Coordinator/Pastors and Sexton will make best efforts to obtain extra quantities of any necessary supplies that may be threatened due to the outbreak.
- The Coordinator, with the assistance of team members, will monitor staffing/volunteer levels at all ministries and assist Team Members in finding ways to maintain critical operations in light of any staffing shortage. Should the closing of any locations be a consideration due to inadequate staffing availability, the Coordinator will first contact the [Health Officer] to obtain their advice and consent prior to any closing. Should a location be closed, notices shall be posted prominently at the location informing church members/public/customers of the situation and telling them where and how they can receive the word of Christ and our church ministries. Telephone and other lines of communication must be routed to a location where they will be staffed by employees so church members/customers' attempts to reach us do not go unanswered.
- The Coordinator is to ensure that the church membership and public is kept informed of any changes that affect our ministries. This information is to be included in our newsletter, on our Facebook, Youtube, Rockhaven sites and on the home page (if possible) of our website, in the lobbies of our locations, and in other media as appropriate.
- The Coordinator is to implement the employee/volunteer contact plan to ensure that all employees are kept informed of developments as they occur, including employees/volunteers who remain at home.

Testing Our Plan

The board directs the Emergency Preparedness Coordinator to conduct an annual assessment of our Pandemic Response Plan and submit its findings to the board with the Pandemic Coordinator's and individual managers' responses to exceptions.

The plan is approved by the Session on February 27, 2020.