

## **SPECIFIC ST. LUKE'S PROTOCOLS**

### **1. IN-HOUSE WORSHIP SERVICES**

- ❖ We care about your health and you need to care about others so please follow these recommendations.
- ❖ We urge all members who may be at higher risk for severe illness to remain at home and be a participant in our on-line services. People over 65 and people of any age with underlying medical conditions are at higher risk.
- ❖ Please allow plenty of time to be checked in and ushered to your seat. Be patient while we adjust to returning to in-house worship.
- ❖ Entry into the church will be through the front entrance only, one household unit at a time while observing proper 6 foot spacing. All other doors will be used as exit doors only.
- ❖ Floors have been marked to help maintain proper six foot distances between household units.
- ❖ Bring your mask with you and wear it at all times while you are in the building. If you have difficulty breathing while wearing a mask, we encourage you to stay home.
- ❖ Bibles, hymnals and other printed materials have been removed from the sanctuary.
- ❖ Hangers have been removed and you are asked to keep your coats with you.
- ❖ Please limit touching surfaces, equipment or other items while in the building.
- ❖ The water fountain by the church office will be operational for bottle filling only.
- ❖ We urge you to use the hand sanitizer as you enter the church.
- ❖ You will be asked to sign the Event Sign-In Sheet after viewing the Health Screening Checklist for any COVID-19 symptoms. You will be handed a sanitized pen to record your name and telephone numbers. After use, place your pen in the used pen basket.

- ❖ Pews and chairs have been taped or marked to maintain proper distancing so that we are in compliance with the mandated state order. An usher will show you to your seat.
- ❖ Please note that you will not be able to choose where you sit. Seating will be filled from front to back of the church.
- ❖ Singing while wearing your mask is not recommended.
- ❖ Service will end with the reading of the Communion litany. Elements will be distributed to you as you leave the Sanctuary.
- ❖ After the close of the service, please remain seated. Ushers will direct you to the exit doors starting from the front row to the back of the Church.
- ❖ As you exit you will be given the packaged communion elements to use at home.
- ❖ Please maintain proper physical distancing while leaving the Church. Exit using door A by the kitchen, door B facing the east parking lot or door D facing the west parking lot.
- ❖ Please consider using electronic giving for your offering. Just check Simply Giving on our website or call the church office. If you prefer to give in person, place your offering in the designated receptacle as you leave the sanctuary.
- ❖ Food-Coffee fellowship. Unfortunately for now, there will be no refreshments available after the worship service. While we will miss the socialization, we must discourage any visiting or meeting with other members/visitors who are not part of your family while in the building. Physical contact such as hugs or handshakes must be avoided.
- ❖ If during time away from church a member or guest becomes ill with COVID19 symptoms, they should immediately contact their medical provider and the church office. This will help us determine if and where increased cleaning/sanitation procedures are needed. It will also help us determine if the church family should be alerted to a possible problem.
- ❖ Confidentiality will be maintained.

## 2. CHURCH MEMBER MEETINGS

- ❖ Currently, any church group of up to the maximum room occupancy, may utilize the building for their gathering if the following conditions are met.
- ❖ The group must contact the church office for room scheduling.
- ❖ An appropriate room size is available to accommodate the 6 feet spacing rule. See Maximum occupancy chart.
- ❖ The organizing member of the meeting is responsible for the reading and the enforcement of these requirements.
- ❖ Prior to the meeting, all attendees **must review the health screening checklist** before signing in with Name and Phone Number(s). Form to be returned to the office and will be retained for 14 days.
- ❖ Attendees are requested that they wash their hands and use sanitizing lotion when entering and leaving the church or when leaving the meeting for whatever reason.
- ❖ Attendees will be responsible for cleanup and sanitization of the area used. Example: chairs, tables and any other items touched during the course of the meeting must be wiped down with sanitizing cloths.
- ❖ Masks will be worn at all times while in the building.
- ❖ Only store purchased, individually wrapped food and drink items may be brought into the church and eaten. No food or treats are to be passed around or shared. Waste packaging must be disposed in the proper containers. Masks may be removed while eating if proper spacing is maintained and talking is limited.
- ❖ Your cooperation will help keep a healthy meeting environment.

### 3. COMMUNITY MEETINGS

- ❖ Currently, any approved group of up to the maximum room occupancy, may utilize the building for their gathering if the following conditions are met.
- ❖ The group must contact the church office for room scheduling.
- ❖ An appropriate room size is available to accommodate the 6 feet spacing rule. See Maximum occupancy chart.
- ❖ The organizing member of the meeting is responsible for the reading and the enforcement of these requirements.
- ❖ Prior to each meeting all attendees must review the health screening checklist to signing in with their Name and Phone Number(s). Form to be returned to the office and will be retained for 14 days.
- ❖ If confidentiality is required, return the Sign-In Sheet in a sealed envelope marked confidential along with the meeting name and date.
- ❖ If during time between meetings if a group member or guest becomes ill with COVID19 symptoms, they should immediately contact their medical provider and the church office. This will help determine if increased cleaning/sanitation procedures are needed.
- ❖ Attendees are requested that they wash their hands and use sanitizing lotion when entering and leaving the church or when leaving and returning to the meeting.
- ❖ Attendees will be responsible for cleanup and the sanitization of the area used. Example: chairs, tables and any other items touched during the course of the meeting must be wiped down with sanitizing cloths
- ❖ Masks will be worn at all times while in the building.
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#### 4. MAXIMUM ROOM OCCUPANCY

<b>Room</b>	<b>Pews/Tables</b>	<b>Max Occupancy</b>
Sanctuary	22	Up to 88 (in bubble groups)
Fellowship Hall	12 Tables	Up to 72 if in Conference Setup
Great Room	5 Tables	Up to 25 if in Conference Set up
Narthex	N/A	20
Choir Room	N/A	12
Youth Room	N/A	14 (Needs new arrangement)
Children's Ministry	N/A	5
Conference Room	N/A	4 (If empty)
Library	N/A	3
Fire Side	N/A	4

*\*Conference Setup = Chairs with 6 foot spacing throughout.*

*\*Bubble groups (households) = Individuals who have been living together in close community*