

**Covid-19 Preparedness
and
Church Re-Opening Plan**
For
St. Luke's Lutheran Church
1701 W. Old Shakopee Road
Bloomington, Minnesota 55431

Introduction:

The following is St. Luke's Lutheran Church's COVID-19 Preparedness and Church Re-opening Plan (hereinafter, "Plan") to re-open the Church to indoor services in accordance with Stay Safe MN Industry Guidance for Safely Reopening: Faith-Based Communities, Places of Worship, Weddings, and Funerals.

See attachment #1. Updated (09/18/2020)

<https://www.health.state.mn.us/diseases/coronavirus/safefait.pdf>

This Plan also takes into account the Governor's Emergency Executive Order 20-81 concerning the required wearing of face coverings in all indoor public spaces. which went into effect at 11:59p.m. on July 24, 2020. **See attachment #2 (Dated 07/22/2020)**

https://mn.gov/governor/assets/EO%2020-81%20Final%20Filed_tcm1055-441323.pdf

The re-opening Task Force was authorized by the Church Council to investigate, develop and implement protocols for the safe resumption of in-person, indoor worship services (includes weddings and funerals) and gatherings within the Church (bible studies, youth meetings, outside community groups, etc.).

The Church Council has assigned the Task Force to monitor, execute and initiate changes to the approved Plan, as needed. Once approved by the Task Force, the chairperson of the Task Force will make the changes to the document and will forward copies of the changes to the appropriate individuals.

The **Master Printed Plan** shall be made available in a 3-ring binder which will be kept in the Church Office for use by the staff and for viewing by parishioners (members of St. Luke's Lutheran) and other users of the Church building. The term "visitor" or "guest" means a person who is not a member of St. Luke's Lutheran.

Members of the Task Force may have working copies for reference use but the Master plan is kept in the church office.

All plan pages will be numbered and include the current version. Example –
Original: August 22, 2020 or Revision 1: October 1, 2020

When changes are approved by the Task Force, a page listing the change(s) will be kept in front of the Master Plan until the plan can be updated in total. Notice of the change(s) made will be emailed to:

- the Council President,
- Pastor,
- Vicar,
- Hand Bell/Choir Director
- and individuals on the Office Staff.

When all the Master Plan changes have been entered into the body of the Plan a new revision number and effective date for the revised master pages will be added and printed. Once the revised copy has been received in the office, St. Luke's web page can then be updated.

Please Note: The Master Plan found in the office will have all attachments listed in the body of the plan are printed out and included. If you are reading this from the web page and want to refer to or print the documents, go to the web pages highlighted in blue.

Staff and worker protection and protocols

Faith Leaders, Staff and Volunteers, including those responsible for using the facility for support groups or other activities, are all considered “Staff” in this document. Contractors, subcontractors, vendors, delivery personnel, part time or temporary staff, are to be considered staff and are required to be covered by the Preparedness Plan.

Portions of this plan are cross-referenced to the State Guidelines. **Attachment #1** The letter is followed with the applicable numbered item. For example (A.1) refers to Item 1 under the heading, “Ensure sick workers stay home”

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STAFF PROTECTIONS AND PROTOCOLS

A. ENSURE SICK STAFF STAY HOME

1. Each staff member shall conduct a health screening protocol at the start of each shift, using the symptoms found on the STAY SAFE Visitor and Employee Health Screening Checklist. **See attachment #3 (Dated 05/05/2020)**

https://staysafe.mn.gov/assets/visitor-and-employee-health-screening-checklist_English_tcm1152-437882.pdf

a. Staff or visitors must be able to answer “no” to each of the following questions. Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

2. Staff with any COVID-19 symptoms shall be sent home immediately or isolated in a closed room until they can be sent home. Staff members who have been in close contact with a household member with COVID-19 should not work on-site until their quarantine periods are finished.

a. See list of symptoms listed above at 1-a

b. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea

c. See attached MDH guidance If You Are Sick: COVID-19. **Attachment #4 (Updated 10/20/2020)**

<https://www.health.state.mn.us/diseases/coronavirus/sick.html>

3. When a staff member experiences COVID-19 symptoms, has tested positive, or have been in close contact with a person with symptoms, or who has tested positive, that individual may only return after the required isolation period has taken place. See attached MDH: [What to Do if an Employee has COVID-19](#). See **Attachment #5 (Dated 08/03/2020)**

<https://www.health.state.mn.us/diseases/coronavirus/sickemployee.pdf>

4. The Senior Pastor (or named liaison) will be the individual who will gather and maintain contact information, from staff members or parishioners who may be ill and will communicate to others while maintaining the privacy of the affected individual(s).

a. Any sick staff member will periodically communicate their condition to the named Liaison via email or telephone.

5. The staff return to work sickness protocol after an illness is suspected or confirmed to be COVID-19 is as follows: If you live with someone who has COVID-19 or COVID-19 symptoms:

- Even if you test negative, stay home for 14 days.
- If you get sick, follow the attached MDH Guidance: [COVID-19: When to Return to Work](#) See **Attachment #6 (Dated:10/26/2020)** also refer to **Attachment # 4**

<https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf>

6. For individuals at higher risk or who are more vulnerable to severe illness if exposed to or contract COVID-19, refer to CDC's "[People with Certain Medical Conditions](#)". See **Attachment 7 (Updated 10/16/2020)**

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

See partial listing of conditions at: IN HOUSE WORSHIP SERVICES. Page 21m,
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B. SOCIAL DISTANCING – STAFF MUST BE AT LEAST 6 FEET APART

1. Maximize remote working if possible.
2. If at all possible, limit the number of individuals who visit the church or work in the Church Office or other workspace at any one time. If not possible then safe distancing and wearing of a mask is required.
3. Evaluation of traffic patterns and “choke points” to reduce crowding at entrances, in hallways, break areas, other common areas with adjustments made.

Ensure 6 feet of distancing in all inside or outside areas.

Designate one way entrances and exits.

4. Limit the number of people in restrooms, break areas and meeting to maintain proper 6 feet distancing.
5. Staff and other collective meetings: Staff is encouraged to hold meetings via video conferencing. When face to face meetings must be held, they should be held in larger rooms that allow for 6 feet social distancing.

C. STAFF HYGIENE AND SOURCE CONTROLS

1. Hand washing/sanitizing: The facility is supplied with adequate handwashing and/or hand sanitizer facilities. Staff shall wash/sanitize their hands on a regular basis throughout their work shift especially when entering-exiting the premises, before and after eating or drinking, using restroom facilities, devices or equipment used by others. Appropriate posters will be placed in or immediately outside of each restroom. **See attachment #8**

Current restrooms are “non touch” for flushing, soap, water, and towel dispensing. Hand washing signage will be posted. There will be a sanitization station immediately inside or outside of each door along with an adequate supply of sanitizer, towels, and receptacle for the used towels.

2. Adequate time and facilities are available for handwashing with sanitizing stations available at the open building entrances and rest rooms.

3. Adequate supplies of face coverings, gloves, disinfectants are provided for the tasks available.

4. Tissues for proper cough and sneeze etiquette will be provided along with suitable no-touch trash bins.

❖ Posting of “hand-washing” and “cover your cough” signs will be placed throughout the building. **See attachment # 8**

5. Wearing of Face coverings: Staff shall wear face coverings when working in an indoor setting and in outdoor settings where 6 feet distancing cannot easily be maintained. “How to Select, Wear, and Clean Your Mask”. **See attachment # 11 (Dated 8/27/2020)**

<https://www.cdc.gov/coronavirus/2019-ncov/preent-getting-sick/about-face-coverings.html>

The following are exempt from wearing a face mask: Individuals with a medical condition, a mental health condition, or disability making it unreasonable to wear a mask. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe.

- ❖ Face coverings may be temporarily removed for eating or drinking provided safe distancing is maintained.
- ❖ Staff should maintain an adequate number of face coverings in the work place and should be changed when they become saturated, dirty, or otherwise compromised.
- ❖ Reusable cloth face coverings should be laundered before each daily use.
- ❖ If an individual is working in a room alone, that individual may remove the mask but must replace it if other individuals come into that space.

6. Adequate protective supplies will be provided when required, including non-medical source control face coverings, gloves, disinfectant, guards and shields to protect staff against the transmission of COVID-19 while working.

7. St. Luke's will abide by Executive Order: 20-54 which forbids discrimination or retaliation against any staff for wearing personal protective equipment. **See attachment # 9 (Dated 05/13/2020)**

<https://www.leg.mn.gov/archive/execorders/20-54.pdf>

8. Adequate paper towels and waste receptacles will be available in each restroom along with waste receptacles.

9. Community water-fountains will not be available for general use. The touchless water bottle filling station on the water fountain by the church office may be used for bottle filling only.

D. BUILDING AND VENTILATION PROTOCOLS

General Building conditions

1. The church has not been shut down completely so no cleaning action is needed for services to begin again.
2. The church is monitored for rodents and insects.
3. Not applicable at this time but if the facility were to be shut down for a lengthy period of time this provision would be reviewed. (Ref: CDC Guidance for Reopening Buildings After Prolonged Shutdown or reduced rations.) **Not attached.** <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>
4. Property committee is responsible to determine how often to change air filters and to improve ventilation and exchanges for air from outside to the extent possible.

Day-To-Day Operations

1. Continuously maximize fresh air into work and communal spaces. Eliminate air recirculation as much as possible.
2. Minimize air flow from blowing across people.

E. WORK AND GATHERING SPACE CLEANING AND DISINFECTION PROTOCOLS

1. A documented sanitation schedule and checklist will be written, identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitation occurs. This document will be attached when completed. **See St. Luke's Protocol #7 on page 29.**
2. Offices, restrooms, common areas shared electronic equipment, instruments etc., will be routinely cleaned and disinfected.
3. All high touch areas such as doorknobs, door plates, push-bars, countertops, handles, pews, chairs and other surfaces will be cleaned frequently.
4. Not applicable. St. Luke's does not have community use vehicles.
5. Electronic devices (e.g., light-switches, circuit breakers) should not be sanitized with a liquid agent. If possible, cover light-switches with a poly-covering that allows use of the switch without touching the switch itself.
6. If a staff, member, or visitor becomes ill with OVID-19, IMMEDIATE cleaning, and disinfecting of work and or gathering space will occur following CDC's Cleaning and Disinfecting Your Facility guidance. Document found at (www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html). **See attachment 12 (Revised 7/28/2020)**
7. Disinfectants used must be appropriate and sufficient for effectiveness and safety. Acceptable products are found on EPA's List N: Disinfectants for Use Against SARS-cov-2. (www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2). **Not attached.**
8. Trash must be disposed of and not allowed to accumulate. Staff involved in handling and disposing of these materials should be limited. Always use special caution when handling these materials.

F. DROP-OFF, PICK-UP AND DELIVERY PRACTICES AND PROTOCOLS

1. Receiving Package Deliveries: All postal and courier deliveries arrive at North parking lot and use door A for entrance to the building. A door buzzer button is available that will buzz in the church office and allow the door to be unlocked. 6-feet or greater must be maintained during interactions while receiving or exchanging deliveries.

The Veep food drop off receptacle is located inside of door A which is located ear the kitchen area. Members will need to press the buzzer for admittance.

2. Utilize contactless methods whenever possible.

3. n/a

4. All persons involved in the process of drop-off, pick-up and delivery must wear face coverings when entering and for the duration of the encounter.

5. Staff shall minimize, as much as they can, the unnecessary exchanging or sharing of scanners, pens, or other tools. Sanitizing of writing instruments as well hand washing/sanitization should occur after each occurrence.

G. Communications and training practices and protocols

1. Training: This plan is to be made available to the Staff, Church Council, and all committees of the Church for reference and the training of their people. All leadership and staff must be trained regarding Covid-19 exposure, as well as applicable policies, procedures, practices, and protocols. Individuals may use an electronic copy of this Plan for use as a training document.
2. Posting: This plan is subject to update at any time and should be reviewed frequently by those whose positions of responsibility are impacted. Portions of the Plan may be posted where needed and a copy may be posted on the website.
3. Staff compliance: It is very important that the leadership of the congregation and staff continue to be encouraged to follow the plan and to ensure they understand, comply, and follow the established rules and practices.
4. St. Luke's will communicate via written word, web site, email or other means the required rules, protocols and practices that must be followed if they are to enter and use the facility.
5. Staff shall be provided with and use personal protective equipment necessary to perform their work.
6. Signage reminders to maintain social distancing, handwashing, use of face coverings etc., shall be posted though out the facility. Other appropriate signage other than the sample attachments may be used. **See attachment # 8.**
7. Staff must ensure they comply with and follow established rules, protocols, and practices.
 - ❖ Staff is encouraged to provide periodic, ongoing reminders to members and others of the protections and protocols regarding COVID-19. Especially prior to larger gatherings such as worship services, funerals, and weddings.

H. SINGING and PLAYING BRASS and WOODWIND INSTRUMENTS

Currently, the various choirs of St. Luke's Lutheran as well as Brass or Woodwind Instruments, are not allowed to rehearse or perform in the building.

Individual musicians such as individual singers, organist, pianist, and drummer who perform or rehearse for our services must adhere to the following requirements at a minimum.

REQUIREMENTS

1. Require attendees, staff, and performers to wear face coverings when required: **Emergency Executive Order 20-81 SEE ATTACHMENT 2**
 - a. Vocal performers may temporarily remove face coverings during indoor musical performances when a face covering cannot be worn due to the nature of the performance, provided that social distancing is always maintained. Face shields could be considered as an alternative in these situations. Vocal performers must wear face coverings during indoor practices.
 - b. Does not apply.
 - c. Consider using face coverings designed for singers whenever possible.
2. Maintain physical distance of at least 6 feet between performers and encourage more distance if possible.
3. Live music events are only permitted by musicians who are contracted, hired, affiliated with or organized by the faith-based organization. Impromptu performances by others are not permitted.
4. Performers must have a dedicated space within the venue while performing, and it must be separated from the attendees by a distance of at least 12 feet.
5. Review ventilation quality when determining location of practices and performances.
6. Congregational singing or group singing or chanting by attendees is **NOT RECOMMENDED** in indoor services.

RECOMMENDATIONS

1. Use pre-recorded or streamed music as an alternative to live performances.
2. Reduce the number of singers and performers in ensembles whenever possible.
3. Give preference to outdoor rehearsals and performances.
4. Avoid shared equipment and follow manufacturer's instructions to clean thoroughly between uses. Disposable microphone covers are also an option.
5. Use plexiglass barriers between performers and between performers and attendees whenever possible.
6. Reduce rehearsal and performance times.

See [Music Activities and Performances During COVID-19](#) See **attachment 15 (Dated 8/27/2020)**

<https://www.health.state.mn.us/diseases/coronavirus/musicguide.pdf>

I. Helping members, visitors, and guests minimize transmission

1. Communications via posted signage, emails, church web site, and St. Luke's on-line services will be used to remind people that if they do not feel well or have any of the listed COVID-19 symptoms, they must NOT attend services, events or other activities at the facility. If they know they have been exposed, have a positive test, or been exposed to someone who has COVID-19, they should stay home.

- ❖ All events will utilize the **Health Screening Checklist** prior to individuals being allowed into the facility as well as the **Attendance Sign-In Sheet**. See **attachment #3**.
- ❖ https://staysafe.mn.gov/assets/visitor-and-employee-health-screening-checklist_English_tcm1152-437882.pdf

2. To ensure all participants maintain a distance of at least 6 feet from people not in the same household which is defined as a house and its occupants. Entrances, exits, seating and floor spacing will be marked.

3. If members, visitors, or guests begin to feel unwell while in the facility that individual and household group must leave immediately.

4. Members, guests and visitors will be reminded to wash and/or sanitize their hands upon entry into the facility and to regularly wash and/or sanitize their hands while at the facility.

5. Members, guests and visitors are required to wear face coverings while in the facilities unless they are exempted from Executive Order 20-81. **See attachment #2.** https://mn.gov/governor/assets/EO%2020-81%20Final%20Filed_tcm1055-441323.pdf

6. Children who are five years old and under are exempt and those under two years old should never wear a face covering due to the risk of suffocation.

Other recommendations

Items listed numbers 1-14 are covered elsewhere in this Plan.

I.a ACCOMODATIONS FOR PHOTOGRAPHY

- ❖ Standing close together for pictures is a high-risk activity.
- ❖ Consider using a longer lens to increase distance between the photographer and the people being photographed.
- ❖ When possible, group pictures should be taken outside.
- ❖ If indoors use a space large enough where individuals may be separated to minimize crowding and maintain proper spacing while wearing masks.
- ❖ When gathering together for the photo, individuals should continue to wear their masks and remove them only when the photographer is ready to take the picture.
- ❖ Individuals should face forward in the same direction.
- ❖ They should then return to safe distancing as soon as possible.

J. MANAGING ACCESS AND OCCUPANCY

1. Occupancy numbers must be reduced to accommodate for the required social distancing of at least 6 feet between people who do not live in the same house.
2. Occupancy for Indoor settings must not exceed 50% of the total occupancy, with a maximum of 250 people in a single self-contained space. The maximum at outdoor gatherings must not exceed 250 people. St. Luke's occupancy will be less and will conform to the minimum 6 feet spacing requirement. **See Specific St. Luke's Protocol #4 for Maximum Room Occupancy. Page 27**
3. We will use separate entrance and exit doors and will limit the number of persons entering the building at the same time. We will have sidewalks appropriately marked for 6 feet spacing. Persons living in the same household do not need to maintain the 6 feet spacing between themselves.
4. Parking lot services. Refer to MDH Guidance for Vehicle Gatherings, Parades, and Drive -ins. **See attachment #13 (dated 9/3/20)**
<https://www.health.state.mn.us/diseases/coronavirus/vehiclegather.pdf>

K. ADDITIONAL PROTOCOLS FOR THE USE OF FACE COVERINGS

1. Face coverings must be worn by staff, members, and visitors in accordance with Executive Order 20-81. Cloth face coverings are not a substitute for maintaining a physical distance of 6 feet from other people. **See attachment #2A**
2. It is the policy of St. Luke's that all staff, members, and visitors bring their own face coverings, however, extra face coverings will be available to anyone who does not have one with them. All must accept and wear a covering to enter the facility unless they meet the exemption listed in the Executive Order.
3. We will make accommodations for those who cannot wear a face covering due to a medical condition, mental health condition or disability. Example: If possible, place the individual(s) in a seating in an area with greater than 6 feet separation. Use of face shields will be permitted for those individuals.
4. The following are exempt from wearing a face mask: Individuals with a medical condition, a mental health condition, or disability making it unreasonable to wear a mask. This includes, but is not limited to individuals who have a medical condition that compromises their ability to breathe.

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

L. OTHER IMPORTANT CONSIDERATIONS

1. St. Luke's takes into consideration the characteristics of our community and its members.
2. Various methods of communications will be used to strongly urge staff and members who may be at higher risk to stay at home and not participate in any group gatherings involving people outside their immediate household.
3. It is important to respect individuals who make the decision to not attend services in person. As a church we will continue to maintain contact with those individuals via virtual on-line services, phone calls and other communications.
4. St. Luke's will continue to monitor the situation and if restrictions are lifted on a state-wide level or community level, the church staff and church council may decide to maintain or adjust the protocols in this document.
5. It must be remembered that the nature of the COVID-19 Virus is easily spread in large group gatherings no matter how much planned social distancing is implemented.
6. In-person services may be stopped at any time if there is evidence of COVID-19 spreading within our membership. It will remain so until it is safe to return.
7. We will not resume in-person services and ceremonies until adequate protective measures, as written in this Plan, have been implemented.
8. Pastoral staff and home visit team – refer to MDH Guidance for Caring for People in Their Homes. **See attachment #14 (Dated 7/22/2020)**

<https://www.health.state.mn.us/diseases/coronavirus/visitingathome.pdf>

SPECIFIC ST. LUKE'S PROTOCOLS

1. IN HOUSE WORSHIP SERVICES

In the book of Matthew, Jesus said the 1st commandment is the Greatest Commandment. "You shall love the Lord your God with all of your heart and with all of your soul, and with all your mind.' This is the greatest and first commandment. And a second is like it: `You shall love your neighbor as yourself."

- ❖ 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. Adults of any age are at an increased risk for illness complications if you have:
 - Cancer
 - Chronic kidney disease
 - COPD
 - Heart conditions
 - Type 2 diabetes mellitus
 - You smoke
 - COVID-19 is a new disease and limited data and information exists for the following:
 - Asthma
 - Hypertension
 - Liver disease
 - Pregnancy
 - Type 1 diabetes mellitus
- ❖ 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 between household units. All other doors will be used as exit doors only.
- ❖ Floors have been marked to help maintain proper six feet 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 and leave 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.
- ❖ Masks are to be worn throughout the service. Singing by the congregation is not recommended. However, prayers and responses may be spoken.
- ❖ When Communion is offered, the service will end with the reading of the Communion litany. Elements will be distributed to you as you leave the Sanctuary for use at home.

- ❖ 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.
- ❖ Please maintain proper physical distancing while leaving the Church. Exit using door A by the kitchen, door B facing the east 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 on the **Event Sign-In Sheet** with Name and Phone Number. (Provided by church office) Form must 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 and returning to the meeting.
- ❖ 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 the meeting, **all attendees must review the Health Screening Checklist** before signing in on the **Event Sign-In Sheet** with Name and Phone Number. (Provided by the church office) Form must 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.
- ❖ 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.

4. MAXIMUM ROOM OCCUPANCY

Room	Pews/Tables	Max Occupancy
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*

5. CHOIR-BELLS-MUSICIANS

Singing and instrumental music produced by woodwind or brass instruments are believed to be higher risk activities due to the aggressive expelling of respiratory droplets. These aerosols can hang in the air for hours.

- ❖ Currently no outside groups are allowed to perform.
- ❖ Church choir groups are not currently rehearsing in house or singing during services.
- ❖ Smaller singing ensembles or soloists may rehearse in the sanctuary while maintaining distancing of 8-12 feet. Masks to limit expelling of respiratory aerosols should be worn during the rehearsal.
 - These smaller groups of up to 4 singers may sing during services provided they maintain a minimum social distancing of 6 feet from each other and a minimum of 12 feet from the congregation.
 - It is recommended that plexiglass barriers be used between performers and between attendees whenever possible.
- ❖ Recommended rehearsal times should be reduced to no more than 30 minutes.
- ❖ Bell ringing will be allowed to rehearse and perform during services provided ringers can maintain safe distancing and will continue to wear their masks.
- ❖ The organist, pianist, drummer, and other instrumentalists must maintain the minimum six feet distancing and continue wearing their face mask.
- ❖ All musicians are responsible for cleaning and sanitizing their own equipment or the microphones they use.
- ❖ A safer alternative for services, would be to use video performances of these groups.

6. **ALL OTHER CLERGY LED ACTIVITIES**

- ❖ The pastor will continue to officiate all areas of the church such as baptism, communion, confirmation, weddings, and funerals. The practicing of laying on of hands will be done by the participants themselves.
- ❖ Proper procedures for distancing, wearing of masks and the use of sanitizing lotions will be followed.
- ❖ A baptism service may be held at a time other than a regular service to accommodate the family. A video may be available to be shown during a regular service

7. **BUILDING CLEANING PROTOCOL**

The building is currently being cleaned on a minimum use status.

A more detailed protocol will be available as services resume.

8. KITCHEN FOOD/BEVERAGE GUIDELINES

- ❖ Requests for food services in the fellowship hall must be submitted through the church office and be approved by the Task Force.
- ❖ Currently no food is to be prepared in our kitchen.
- ❖ A catering service may be employed to prepare and dispense food and beverages such as coffee, juice, milk, water. The service must follow state and local guidelines. These guidelines will be posted in the kitchen area.
- ❖ The catering service will be responsible for the kitchen area cleanliness and sanitation for both pre and post serving of food using “food safe” disinfectants.
- ❖ Proper hand washing technique is to be observed. Gloves are not a substitute for good hand washing.
- ❖ Hands and exposed portions of a worker’s arms are to be washed 20 seconds prior to donning single-use disposable gloves. This will be repeated whenever the gloves are replaced.
- ❖ Masks are to be worn at all times by the catering service or any kitchen helpers.
- ❖ Masks are to be worn at all times except when seated for the meal.
- ❖ Safe distancing must be maintained.
- ❖ Non catered events may be held if store purchased-individually wrapped servings-of food and beverages are provided.
- ❖ All event helpers will follow the hand washing procedure listed and wear a mask at all times. They will serve and dispense all food and beverages including refills of beverages.
- ❖ Kitchen helpers will be responsible for the cleanliness and sanitation of the area for both pre and post serving.
- ❖ Our Kitchen Coordinator, Diane LaFontaine, will receive certification training in food safety and will serve as the official trainer of others as needed.

Original Approval for Re-Opening Plan dated August 22, 2020

The COVID-19 Preparedness and Church Re-Opening Plan (referred to as the Plan) has been prepared and reviewed by the Task Force for St. Luke's Lutheran Church and submitted to the church Council for initial approval.

The Task Force will continue to monitor, approve and make any subsequent additions or other changes to the Plan as needed. Notice of the change(s) made will be emailed to the Council President, Pastor, Vicar, Hand Bell/Choir Director and individuals on the Office Staff.

Task Force members:

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Submitted by:

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Task Force Chairperson