

COVID-19 Preparedness and Response Plan for St. Mark's Evangelical Lutheran Church – North St. Paul, Minnesota (St. Mark's – NSP) August 20, 2020

This preparedness and response plan was developed to support implementation of public health activities required to minimize the spread of COVID-19 at St. Mark's and was informed by CDC Guidance and in accordance with the Minnesota Department of Health Stay Safe MN Guidelines. This template was designed with basic concepts provided by the ELCA - St. Paul Area Synod and customization specific to St. Mark's according to our unique facility, mission, and activities.

Developed by:

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Team Members: **Michael Ericson, Mary Froiland,
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Approved by:

Beth Ingberg **President, St. Mark's Church Council** **August 20, 2020**

St. Mark's COVID-19 Preparedness Plan

St. Mark's is committed to providing a safe and healthy facility for our staff, members, and visitors. This plan was developed in response to the COVID-19 pandemic to ensure that church leadership, staff, partner organizations and the entire congregation implement strategies and procedures to preserve public health. It is expected that the entire church will have a role in implementing this plan to mitigate transmission of COVID-19 within our facility and our community that would result in a disruption to our mission. Therefore, all persons in our facility will be expected to comply with all aspects of this plan. **The church leadership and council have full support in enforcing the provisions of this policy.**

This plan has been developed with church staff and members through the formation of a dedicated COVID-19 Preparedness Team (Restoration Team), to address St. Mark's overall action steps for building utilization and congregational activities. The Restoration Team members include the lead pastor, staff representative, Church Council and congregational leaders dedicated to ensuring that the safety and well-being of the congregation and community is at the forefront of our plans.

Guidance and recommendations from the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health, the state directives of Minnesota Governor Timothy Walz, local ordinances and direction from the Evangelical Church of America (ELCA) – St. Paul Area Synod have been incorporated into the plan as appropriate including:

- Hygiene, cleaning, and disinfecting;
- Prompt identification and isolation of sick persons;
- Controls for social distancing;
- Housekeeping, including cleaning, disinfection and decontamination;
- Communications and training that will be provided to persons on-site; and
- Management and supervision necessary to ensure effective implementation of the plan.

This preparedness and response plan assume the following:

1. St. Mark's will follow guidance from the Minnesota Governor, the Minnesota Department of Health, and from the Centers for Disease Control and Prevention (CDC).
2. St. Mark's personnel, community members and partner organizations will fall into different disease risk categories and decisions for return to the facility will be made in accordance with medical and public health guidance for risk stratification (e.g. age, health status). St. Mark's role is not to determine the risk level of individuals; rather the church leadership should ensure that individuals can make their own informed choices and be supported.
3. St. Mark's in-person and facility activities resumption will occur in a phased approach and comply with established guidance provided in this plan.

4. The COVID-19 situation will evolve and St. Mark's will remain adaptable and nimble to the dynamic environment. The baseline level of risk for those working and using our facility will change as restaurants and retail businesses reopen, schools reopen, etc., requiring a reassessment of what level of resumption and precautions are appropriate.
5. Those personnel, volunteer and congregational functions that can practically stay at home to complete work or conduct church business remotely will do so until St. Mark's is fully opened to minimize large gatherings.
6. Social distancing, wearing of masks or other appropriate PPE, hand-washing, and disinfection of surfaces are key factors to reducing the transmission of the COVID-19 virus.
7. Large gatherings are unlikely to be safe over the next several months. Worship services, and other large gatherings should be carried out online. Limited, in-person activities will be conducted only with a phased approach where prior approval is required, numbers are controlled according to guidelines, safety precautions are enacted and pre-registration is required to participate.
8. Personal responsibility is key to safe operations and the avoidance of disease transmission. Educational materials will be developed for staff, members, and visitors to the St. Mark's facility.

St. Mark's COVID-19 Plan Management

The COVID-19 church coordinator(s) are Kurt Biedermann (Chair, COVID-19 Restoration Committee) and Heidi McKenzie (Office Administrator) and are responsible for COVID-19 assessment and implementation of this plan with the lead pastor, staff, Church Council and Restoration Team. All staff in the facility will be required to contact the above individuals with any COVID-19 concerns. Infection control and occupational safety and health plans will apply to anyone working in or visiting the church (e.g., all staff, members, and visitors).

- The church has reached out to state and/or local public health officials and occupational safety and health professionals and established ongoing communications to make sure they are getting relevant and up-to-date information concerning COVID19.
 - Jan Malcom, Commissioner, Minnesota Department of Health - 651-201-5810
 - Kathy Hedin, Interim Director, Ramsey County/St. Paul Department of Public Health - 651-201-5414
- The church coordinator(s) and staff leadership are aware of and will follow all applicable regulations and public health agency guidelines.
 - Federal Guidelines: Center for Disease Control and Prevention
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html>
 - State guidelines: Minnesota Department of Health
<https://www.health.state.mn.us/diseases/coronavirus/communities.html>
<https://www.health.state.mn.us/diseases/coronavirus/safefaiht.pdf>
 - City of North St. Paul
<https://www.northstpaul.org/755/COVID-19>
 - Affiliation Guidelines: Evangelical Church of America – St. Paul Area Synod
<https://www.spas-elca.org/resources/for-congregations/covid-19-resources/>
- Facility assessments to identify COVID-19 risks and prevention strategies should be done periodically as part of sound occupational health and public health practice. This plan will be reviewed bi-weekly by the above coordinators and monthly by Church Council to ensure effectiveness.

St. Mark's Facility Public Health Measures

Infection prevention measures are being implemented at our facility in accordance with public health guidance and best practices.

Handwashing

Anyone in the St. Mark's facility is instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on-site, prior to any mealtimes, and after using the toilet. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Hand sanitizer will be made available at all shared (controlled) building entrances, restroom entrances/sinks, sanctuary entrances, meeting rooms and all staff desks.

- "Clean Your Hands!" posters are located in all restrooms providing proper hand washing methods. Posters are available from CDC and state departments of health. Stay Safe MN posters will be positioned throughout the facility.
- In occupied areas, custodial staff are checking and replenishing soap dispensers, paper towels, and hand sanitizer stations according to ascribed work schedules and after any in-person events in heavily trafficked public spaces.

Respiratory etiquette: Cover your cough or sneeze

Everyone is asked to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face—in particular their mouth, nose, and eyes—with their hands. Tissues should be disposed of in the trash and individuals should wash or sanitize their hands immediately afterward. Respiratory etiquette reminders appear on posters and tissues and trash receptacles are readily available.

- CDC "Stop the Spread of Germs" posters are posted in all building lobbies and other common areas.
- Tissues in common areas, including: shared (controlled) building entrances, restroom entrances/sinks, sanctuary entrances, meeting room and all staff desks.
- Anyone entering the St. Mark's facility is expected to wear cloth face coverings (masks) in public settings where social distancing measures are difficult to maintain. Individuals may bring their own mask, or St. Mark's will provide them for staff and guests attending approved church activities.

Social Distancing

Everyone entering the facility is asked to practice social distancing on public health guidance and best practices. These measures may be adjusted according to phases of this preparedness and response plan.

Remote Work and Adjusted Onsite Hours

St. Mark's has implemented the following procedures and practices for remote work and adjusted hours. All staff will meet with their supervisor (Lead Pastor) to determine an individual plan for work location based on responsibilities and risk levels.

- Remote working (telework) is approved and expected for all persons who can accomplish their primary duty functions from home.
- Staff are provided guidance and training to work remotely.
- Equipment is available for staff members to complete their assigned responsibilities and tasks. Equipment questions should be directed to Heidi McKenzie, Office Administrator.
- Flexible hours and staggered shifts are available to minimize the number of persons in the facility at one time.

Onsite Work

Staff, members, and visitors will avoid gathering in groups and in confined areas where six feet separation cannot be maintained. Staff, members, and visitors are required to wear masks at all times. Masks may be removed when staff are in their personal offices and where six feet of separation is feasible.

- Shared staff offices are assessed and, where feasible, staff are reassigned to other working areas or alternate hours to maintain social distancing.
- In areas where shared workspace is in use, sanitizing wipes are available to clean prior to and after use. Wipes must be immediately disposed in the trash after use.
- Staff will avoid using anyone else's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment.
- Common spaces such as break rooms, study spaces, and conference rooms are rearranged to promote social distancing.

Housekeeping

Regular housekeeping practices are being enhanced by St. Mark's staff in accordance with CDC guidance. Frequent cleaning and disinfecting will be conducted in shared spaces (e.g. break rooms) and high-touch areas (e.g. door handles, railings).

- All custodial staff and their supervisors are provided refresher training on proper cleaning techniques, as well as background information on COVID-19.
- All cleaning products meet U.S. Environmental Protection Agency (EPA) requirements.
- If there is a confirmed positive case reported to the St. Mark's staff, the lead pastor, office administrator and lead custodian will coordinate cleaning and disinfecting of that individual's work space.
- Custodial staff will regularly clean public spaces such as building lobbies, restrooms, door handles, handrails, and elevator buttons, and more frequently if deemed necessary.

Screening, Exposure, and Illness Policies

St. Mark's will notify all staff of screening protocols, self-monitoring guidelines, and policies for staff exposed or exhibiting symptoms. The office administrator with the lead pastor will contact all employees directly via phone, text and e-mail. All COVID-19 related updates will be relayed to staff with updates occurring as appropriate.

St. Mark's has leave policies that encourage staff to stay at home when they are sick, when household members are sick, or when they are required by a healthcare provider to isolate or quarantine themselves or a member of their household. These policies include:

- Emergency Leave
- Sick Leave
- Vacation
- Short-Term Disability
- Family Medical Leave Act
- Family First Coronavirus Response Act Emergency Paid Sick Leave (Federal)

Questions on leave policies should be directed to the Personnel Committee with guidance from the lead pastor.

Employee Self-Screening for those Working On-Site

Staff members should conduct self-monitoring for signs and symptoms of COVID-19. Symptoms of the virus often include but are not limited to fever, cough, and shortness of breath. Information on COVID-19 signs and symptoms are available at the [CDC website](#).

Employees feeling ill and/or exhibiting symptoms should not come into the church. Staff must report symptoms immediately to the lead pastor and office administrator via phone, text or e-mail.

- Take your temperature in the morning and when you return home from work. Log those results and report any fever to your supervisor.
- Report any exposure to COVID-19 positive individuals, respiratory symptoms, sore throat, or dry cough to your supervisor.
- If the employee indicates any of these conditions, the supervisor may require that the employee stay home, and the employee should seek guidance from their healthcare provider.

If an employee begins to exhibit symptoms at work:

The employee must notify the lead pastor and/or office administrator immediately, arrange for self- transportation or transportation by a family member to self-quarantine at home. Employee must make arrangements with their health care provider to be tested for COVID-19 in an expedient manner and results reported as quickly as possible.

The entire facility will need to shut down and all events cancelled. Other employees will be required to work remotely until such time as test results from the affected employee are obtained. Lead pastor to notify Church Council president and COVID-19 Preparedness chairperson.

Notification via e-mail will need to go out to the greater congregation advising of facility closure and event cancellation.

Employee reports negative test results outcome:

Notification will be sent first to staff, Church Council and COVID-19 Team chairperson. Janitorial staff will be notified to conduct cleaning and sanitizing, including wipe down of surfaces. Facility can reopen for activities according to restricted guidelines.

Employee reports positive test results:

Notification will be sent first to staff, Church Council and COVID-19 Team chairperson. Facility will remain closed until professional cleaning and sanitizing of affected areas can be conducted according to CDC recommended guidelines.

(See the following guidelines for Confirmed Cases)

Confirmed Cases

If a COVID-19 case is confirmed in a staff member or in a member of their household, the staff member will be asked to remain at home and considered to be in quarantine for no less than 14 days. A facility assessment will begin to determine what additional public health and cleaning measures should be implemented.

St. Mark's will work with Minnesota Department of Health to inform staff members if they have been exposed to a person with COVID-19 in our facility, and Minnesota Department of Health will provide instructions regarding staff self-quarantine measures.

Consistent with compliance with the Health Information Portability and Accountability Act (HIPAA), staff members health status and health information will be protected.

Communications and Training

This preparedness and response plan will be communicated with St. Mark's staff, Church Council and available to St. Mark's congregation and community. This plan will also be shared with the ELCA – St. Paul Area Synod Bishop and Staff and with the Minnesota Department of Health via electronic distribution prior to any reopening for in-person Church activities.

Training and notification of these guidelines will available to staff, organizations and persons using the facility. Electronic delivery of the printed guidelines, training via election meeting platforms and in-person restricted participant training will be made available as each circumstance is presented.

- Enhanced Cleaning Guide (electronic and janitor in-person)
- St. Mark's visitor requirements handout (electronic and posters in facility entrances)
- St. Mark's facility use handout (electronic)
- St. Mark's volunteer participation requirements (i.e. ushers/greeters training)

Facility Use

St. Mark's serves as a gathering place for congregation and community members. Gathering purposes in the congregation include: congregational work, support to social justice missions, celebration events, community meeting, and social engagements. Use of the facility will be based on the phases of this plan and align with state guidance and policies. Priority will be given mission-related activities.

Any group that would like to use the facility while this plan is operational must request use using the Facility Use Form [Appendix A](#). Each request will be reviewed by the pastor and the office administrator of St. Mark's.

If approved, each group utilizing the facility will be required:

- Review training provided by St. Mark's
- Share St. Mark's facility rules with participants
 - Conduct appropriate social distancing
 - Wear masks
 - Wash hands
 - Cover your cough
- Take attendance to include name and contact information (mandatory)

No member of the congregation, organizations or community may use the facility until they have received approval from the lead pastor and the office administrator.

Resources

[Appendix B](#) provides a list of resources to support the church's decisions and activities during the COVID19 pandemic.

[Appendix C](#) provides an overview of the proposed phased church service (in-person) Requirements and Actions.

St. Mark's Congregational Worship, Facility and Engagement Phases

The purpose of this phase approach is to provide guidance and direction for activities at the church. The disease progression is imperfectly known and there may be times where St. Mark's may need to move back and forth between phases.

External Conditions	Church Activities
Phase 0: Hibernation (March 12 -24)	
<p>External Conditions: Cases presenting in the state with limited community spread and testing is limited.</p> <p>Criteria (for phase): Government and organization leaders are initiating plans for social distancing.</p>	<ul style="list-style-type: none"> ● Assess risk to staff and congregation ● Meet with church council to determine facility hibernation plan ● Cancel or postpone facility onsite activities ● Plan for social distancing activities ● Meet with staff and initiate plan for hibernation activities

Phase 1: Stay at Home (March 25 - May 18)	
<p>External Conditions: Government Orders for communities to stay at home. Disease spread is occurring the in the community and hospitalization are increasing. Testing is limited and there are widespread PPE shortages.</p> <p>Criteria (for phase): Government issues to stay at home orders.</p>	<p>Church Activities</p> <p>Worship</p> <ul style="list-style-type: none"> ● Worship services move to online delivery. ● Recording in the sanctuary is limited to critical elements of worship, while maintaining at least 6 ft of space between people. ● Life celebrations (weddings, funerals, baptism) are postponed and all participants notified. <p>Activities on-site</p> <ul style="list-style-type: none"> ● All St. Mark's staff will telework ● Staff may return to the facility to acquire equipment and record worship segments. ● Bible studies and small groups will meet online.

Phase 2: Sunrise (May 18 – Present)

External Conditions:

There are declining case counts and availability of testing is increasing. Contact tracing is in place and PPE is available for social distancing purposes (e.g. cloth masks).

Criteria (for phase):

State provides relaxed guidance for social distancing.

Facilities and core services staff have adequately prepared for return to the facility.

Church Activities

Worship

- Worship is held online.
- Recording in the sanctuary is limited to critical elements of worship, while maintaining at least 6 ft of space between people.
- Life celebrations (weddings, funerals, baptisms) should be kept to less than 10 in attendance and be able to maintain social distancing. Lead pastor approval is required.

Activities on-site

- Bible studies and small groups continue to meet online.
- Office functions are limited to ensure essential operations.
- Church councils and leadership teams of less than 10 might consider meeting in person while wearing masks and maintaining social distancing, or continue meeting online.
- Facility users/renters may be allowed with approval and based on size and mission. Social distancing and public health measures will be enforced.

Phase 3: Sunrise Plus Goal to achieve this phase - TBD – Services, Life Events, Partner Organizations)

External Conditions:

Government leaders continue relaxation of social distancing measures. Cases of COVID-19 continue to decrease and testing is available. PPE is widely available.

Criteria (for phase):

State provides relaxed guidance for social distancing.

Facilities and core services staff have adequately prepared for return to campus

Church has the ability to gradually expand number of people in the church while maintaining social distancing

Church Activities

Worship

- Worship is held online and in-person with social distancing measures implemented per local guidance. Multiple services may be considered to spread out participation.
- Entrance and exit into the church will be designed to avoid gathering.
- Communion/Eucharist may be offered in alignment with public health guidance. Consultation with church association/affiliation authorities will occur prior to offering.
- Group singing may be considered based on recommendations by public health authorities.
- No-touch alternatives for passing the peace, collecting offering, and liturgical resources. Consider removing prayer books and Bibles if you will have multiple services. Use bulletins (do not reuse) or screens as alternatives.
- No fellowship/social hour will be scheduled during this phase. People are encouraged to leave the building after the service (no mingling).

Activities on-site

- Bible studies and small groups meet in person while maintaining some online options for high risk individuals and those who do not feel comfortable being in public. Approval is required.
- Office functions resume as normal, with attention to cleaning.
- Groups, teams, and committees could meet in person. Approval is required.

High risk individuals (people over 60 and those with underlying conditions), whether staff, volunteers, or program participants, should continue to shelter in place during Phase 3.

Social distancing and public health practices (e.g. wearing masks) will be implemented while at church and in community ministry, as is recommended in public spaces.

Phase 4: Normal Operations (FUTURE TBD)	
<p>External Conditions: There are no or minimal state restrictions. Vaccine available. Widespread testing and identification of new COVID-19 cases, with quarantining is occurring.</p> <p>Criteria (for phase): No or minimal state restrictions.</p>	<p>Church Activities Business as usual.</p>

St. Mark's Activities Chart

Churches should provide content aligned to their pre-determined phases.

	Phase 0	Phase 1	Phase 2	Phase 3	Phase 4
Worship Services	Online	Online	Online	In-Person with Social Distancing	Normal
Students	Online	Online	Online	Online	Normal
Ministry Events	Online	Online	Online	In-person with Social Distancing	Normal
Office Staff	Remote	Remote	Remote / Onsite with Social Distancing	Normal	Normal
Community Groups	Online / Postponed	Online / Postponed	In-Person with permission	In-person with permission	Normal
Life Celebrations	Postponed	Postponed	Postponed	In-Person with permission	Normal

Appendix A - Request for Meeting Space

For everyone's safety, the church's intent is to slowly and gradually invite groups back. Decisions for facility use will be based on phases of the St. Mark's Restoration Team preparedness and response plan. To facilitate approval for use of St. Mark's, please complete the following form. Staff will make the decision to grant or refuse the request and notify the contact person in 1 - 2 days.

Event Name _____

Date _____ Group Size _____ (Maximum of 10)

Event Time _____ AM/PM to _____ AM/PM

Frequency _____

Provide a brief summary of the gathering and why it must be done on-site _____

Describe the precautions **you** will take to ensure your health and safety, and the health and safety of those who will participate in the gathering (methods and means for physical distancing, PPE, etc.).

- If you have a temperature of 100.4 or greater, stay home
- Masks must be worn in the building
- Physical distancing (at least 6' apart) must be maintained
- Remain in the room you are assigned
- No preparation on site or sharing of food. Bring your own food and beverage
- Use cleaner and sanitizer provided to clean tables and chairs **before** and **after** your meeting
- Use hand sanitizer when you arrive and when you leave
- Turn in list of persons in attendance to church within 3 days of meeting

Contact Person _____ Phone _____

Email _____

Office Use Only

Assigned Room _____

Approved by _____

Meeting Attendance

Please turn this list into the church office or email to heidime@stmarks-nsp.org within 3 days of your meeting. The information will be used if there is a reported case of COVID-19.

Event Name _____ Event Date/Time _____

Name _____

Phone and/or email _____

Name _____

Phone and/or email _____

Name _____

Phone and/or email _____

Name _____

Phone and/or email _____

Name _____

Phone and/or email _____

Name _____

Phone and/or email _____

Name _____

Phone and/or email _____

Name _____

Phone and/or email _____

Name _____

Phone and/or email _____

Name _____

Phone and/or email _____

Appendix B - Guidance for developing a COVID-19 Preparedness Plan

Federal Guidelines: Center for Disease Control and Prevention for Community Organizations
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html>

State Guidelines: Minnesota Department of Health
<https://www.health.state.mn.us/diseases/coronavirus/communities.html>
<https://www.health.state.mn.us/diseases/coronavirus/safefalth.pdf>

City of North St. Paul
<https://www.northstpaul.org/755/COVID-19>

Affiliation Guidelines: Evangelical Church of America – St. Paul Area Synod
<https://www.spas-elca.org/resources/for-congregations/covid-19-resources/>

General: CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Businesses: CDC Resources for businesses and employers –
www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC General Business frequently asked questions –
www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

Federal OSHA – www.osha.gov

Handwashing: www.cdc.gov/handwashing/when-how-handwashing.html

Respiratory etiquette: Cover your cough or sneeze
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing
www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping
www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19
www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Training
www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
www.osha.gov/Publications/OSHA3990.pdf

Appendix C – Church Service (In-Person) Requirements and Actions

Prior to service (custodial staff, ushers, volunteers, staff)

1. Clean potential high touch areas (door handles, railings, backs of pews, etc.)
2. Post signage (Clean your hands, Social Distancing, Symptoms, Cover your Cough, Stop the Spread)
3. Removal of hymnals, flyers, donation cards, pens, kid bags and toys from Grace Space
4. Rope off restricted areas
5. Rope off every other pew
6. Obtain list of attendees...place for signature/second attestation, temperature recording
7. Place hand sanitizer, extra masks, thermometer, tissues
8. Place arrows and Xs
9. Place offering baskets at exits
10. Pastor and assistants/participants enter church 10-15 minutes prior to service

During Service

1. Communion - TBD
2. Ushers greet, have people sign in, take their temperature. If temperature registers above 100.4, ask person to wait 10-15 minutes then take temperature again. If still above normal, person must be asked to leave.
3. Ushers direct people from East and West entrances and Rees Hall entrance to center sanctuary doors to be seated in spaces along center (Aisle A) from front to back.
4. Ushers close off center sanctuary doors and move to East and West entrance doors. Begin seating people in spaces along either side (Aisles B) from front to back.
5. Seating people along the West wall off the sanctuary would be the last to fill (Aisles C) from front to back.
6. No seating will be available on the aisle between the choir loft and sound booth. This aisle is reserved for clergy, musicians and sound personnel only.
7. Ushers direct people to Rees Hall bathrooms.

After Service

1. Ushers release people by alternating sections one row at a time starting with center Aisle A, next Aisles B, and lastly Aisle C.
2. Direct people to offering baskets and then to exit doors.
3. Ushers/volunteers direct people to exits and discourage congregating in narthex.
4. Custodial staff cleans high touch areas (backs of pews, door handles, railings, etc.)

Staff

1. Minimize number of people in office at one time.
2. Do not come to work if you have been in direct contact with COVID + person or if you, yourself are having symptoms.
3. Ensure supply of hand sanitizers throughout building, office.
4. Limit work space as able (avoid going in place throughout building unnecessarily).
5. Disinfect work space before and after use.
6. Custodial staff will disinfect high touch areas (railings, door knobs, bathrooms, printer buttons, community staplers, pens, paper cutters, phones refrigerators, microwaves, light switches, etc.)
7. Must wear a mask while away from your desk or within 6 feet of someone while sitting at your desk.

To Do:

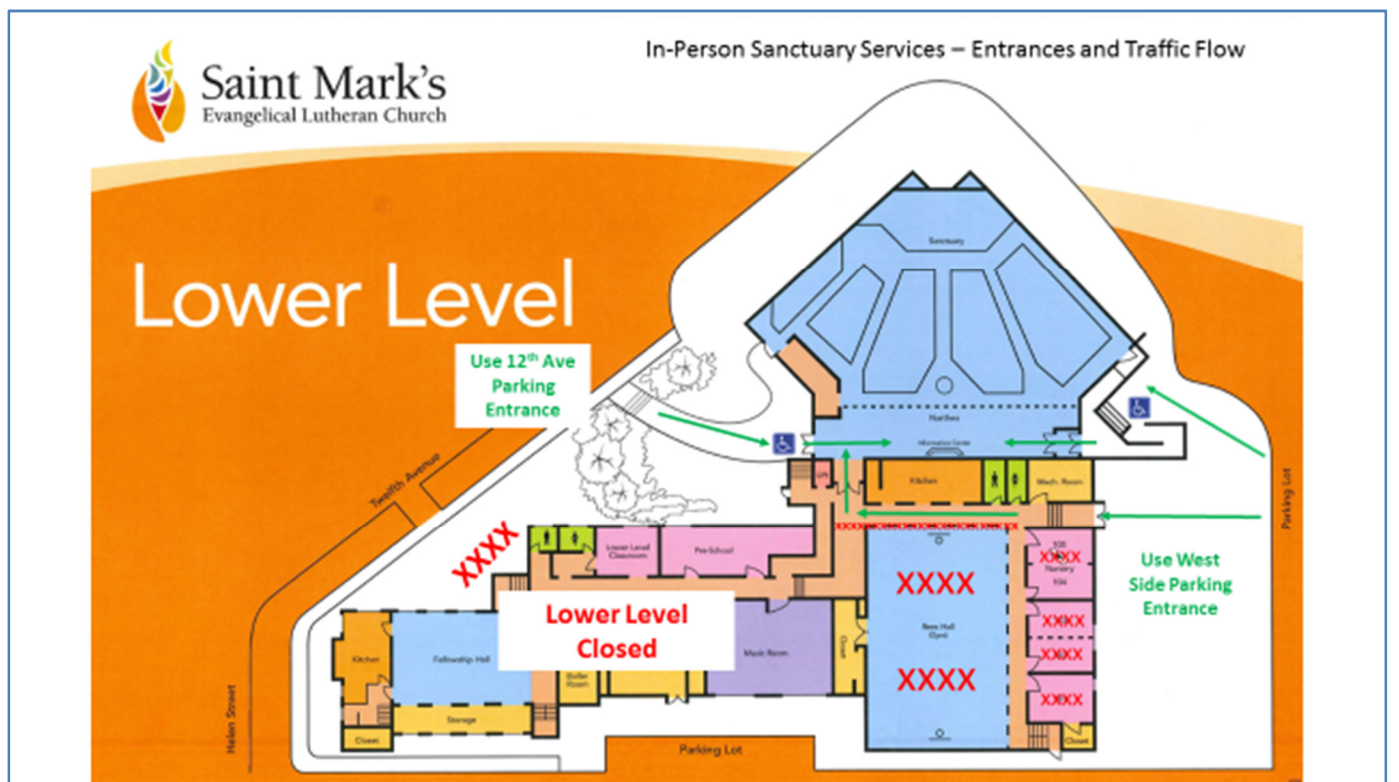
Policy and Procedure for guests (funerals, weddings, baptisms, community groups such as bible studies, quilters, etc.

Plan training for staff

Plan training for usher teams

Create invite/attestation/rules and guidelines

1. Please, please, please do not come if you have come into direct contact with a known COVID-19 diagnosis or if you yourself have any symptoms such as sore throat, temperature etc.
2. To keep you safe and in accordance with Minnesota Department of Health, masks must be worn. If you have a medical condition that prevents you from wearing a mask, please reach out to the lead pastor or COVID team lead prior to the event.
3. To keep you and others safe, please maintain a 6 foot distance.
4. To keep you and others safe, we invite you to visit with friends via phone, ZOOM, or outside maintaining a 6 foot distance after your event.
5. Greet each other with smiling eyes, waves and arms across the chest hugs. Please refrain from shaking hands or close physical contact.
6. Use the hand sanitizer that is available to you frequently.
7. Your temperature will be taken prior to church services (and meetings??). If you are registering a temperature above 98.6, please return home immediately.
8. Please, please, please do not come if you are not feeling well. Even a slight sore throat, a little cough or feeling a little under the weather can be a symptom of COVID. Coming to church anyway can potentially put you and others at a significant health risk. Cases of COVID will likely result in the discontinuation of in person gatherings. So PLEASE stay home if you are ill.



Upper Level



Appendix D: Sample e-mail letter for participating in on campus events:

Please review the following guidelines, prior to attending any upcoming on-campus event.

Health Precautions and Guidelines for Attending an On-Campus Event

We ask that you do not attend on-campus worship if you answer “yes” to any of these questions on the day of the event:

1. Have you been diagnosed with COVID-19 in the last month?
2. Have you had close contact with someone diagnosed with COVID-19 in the last 2 weeks?
3. Have you developed any of the following symptoms in the last 2 weeks?
 - New or worsening cough or shortness of breath?
 - Sore throat?
 - New loss of sense of smell or taste?
 - Do you have a fever of 100.4 degrees or more and/or have you taken medication to reduce a fever in the last 24 hours?
 - Nausea, vomiting, or diarrhea?

INFORMATION FOR VULNERABLE PEOPLE

The best information we have from both public health officials and our own health team of medical professionals concludes that older adults and those with underlying medical conditions may be at greater risk if they contract the virus. Understanding these risks, if you are in one of these vulnerable categories, please make your own decision about whether or not to attend in person worship services.

Due to the need to socially distance and according to the MN Department of Health guidelines, we have established a maximum number of people per service. **Reservations will be required.**

In accordance with the MN mandate, masks are required at all indoor facilities. Staff and volunteers are required to wear face coverings.

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