

# **COVID-19 Preparedness Plan for Christ Lutheran Church**

Christ Lutheran Church is committed to providing a safe and healthy workplace for our pastor, staff and the members of our congregation. To keep us all safe and healthy, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All are responsible for implementing this plan. Our goal is to decrease the potential for transmission of COVID-19 in our church and community, and that requires full cooperation among our pastor, staff and the members of our congregation. Only through this cooperative effort can we establish and maintain the safety and health of everyone.

We encourage everyone to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our businesses, Minnesota Department of Health, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. If staff or congregation members are sick, they should stay home.
2. Six feet of physical distance should be maintained between all individuals or family groups.
3. Hygiene and source controls (face coverings – masks or shields)
4. Church building and ventilation protocols
5. Church cleaning and disinfection protocols
6. Communications, training and supervision practices and protocols
7. What congregation members and visitors can do to minimize transmission of COVID-19

## **1. Policies and procedures that assist in the identification of sick pastors and staff members and ensure sick pastors and staff members stay home**

All pastors and staff members have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Individual pastors or staff members should let the pastor or office know if they are experiencing symptoms whether at home or at work. If they start to experience symptoms while here, they should go home.

Christ Lutheran Church has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. In the event of a statewide/global pandemic or other equivalent, Christ Lutheran Church will implement relevant standards for sick leave as required by the state, without loss of pay. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

Christ Lutheran Church has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Either a pastor or staff member will let other pastors or staff members know that they have been exposed. The privacy of workers' health status and health information will be maintained as far as is possible.

## **2. Physical distancing – maintaining six feet of physical distancing**

Physical distancing of at least six feet will be implemented and maintained between any and all people in our building through the following engineering and administrative protocols: In the office, a distance of 6 feet from the secretary's desk has been marked on the floor.

Physical distancing of six feet will be implemented and maintained between staff and members of the congregation in the building and outside if there should be an outdoor service. Within the entry area and the narthex, floors will be marked with 6 feet spacing. There will be signs as people enter the building to remind them to keep an appropriate physical distance from other individuals or family groups. Within the sanctuary, people will be seated using every-other pew and separated from members not in their group. Family groups will be allowed to sit together.

For outdoor worship services, people will be encouraged to bring their own chairs and to put them at appropriate distances.

### **3. Hygiene and source controls (face coverings – masks or shields)**

Staff and members of the congregation must wear face coverings (masks or shields) whenever more than two or three are gathered in the same room in the building. Good hand sanitation needs to be practiced. If people entering the building for a worship service don't wear a face covering, disposable masks will be provided. There will be hand sanitizer available throughout the church.

### **4. Church building and ventilation protocols**

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. The church building has not been shut down and continues to meet all normal operating requirements.

### **5. Church cleaning and disinfection protocols**

Regular housekeeping practices are being implemented, including routine sanitizing of the building and frequent sanitizing of high-touch areas.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

### **6. Communications, training and supervision practices and protocols**

Christ Lutheran Church has a small staff who talk frequently to each other. These protocols have been developed and communicated to the staff as all have learned more about the COVID-19 virus. It will be communicated to the congregation members and visitors by posting on the church website, by signs posted in key locations in the building, by posting the entire Plan on bulletin boards, by being given to each pastor and staff member. This Christ Lutheran Church COVID-19 Preparedness Plan has been certified by the church council and will be updated as needed.

### **7. What congregation members and visitors can do to minimize transmission of COVID-19**

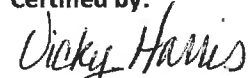
All people attending church or entering the building for any purpose are encouraged to check themselves for symptoms before they come. If they have symptoms or have been exposed to anyone with COVID-19, they should stay home.

All congregation members and visitors must wear face coverings except during communion. Physical distancing of six feet or more must be maintained between family groups or individuals. Cantors and worship leaders will stand at least 12 feet from the congregation.

Bulletins and communion elements will be distributed by an usher upon entry to the sanctuary. Offerings will be left in the offering plate placed near the back of the sanctuary.

After the worship service, the congregation will be ushered out of the sanctuary to help maintain physical distance.

Certified by:



Vicky Harris, president of Christ Lutheran Church Council

Revision 3; dated March 10, 2021