

# Redeemer Covid-19 Preparedness Plan

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## Contents

<b><i>The COVID-19 Preparedness Plan for Redeemer Lutheran Church</i></b>	<b>5</b>
Introduction	5
Health Screening and Illness Policies for Staff	6
Health Screening and Illness Policy for Congregation Members and Visitors	6
Handwashing	7
Housekeeping	8
Building and Ventilation	10
Communications plans	10
Training	11
<b><i>Appendix A—POLICIES and PLANS</i></b>	<b>12</b>
<b><i>GENERAL POLICIES AND PLANS</i></b>	<b>12</b>
<b><i>Indoor Worship Protocol</i></b>	<b><i>Redeemer Lutheran</i></b>
<b><i>Church</i></b>	<b>13</b>
General Guidelines for Your Safety	13
Before Arriving for Worship	15
Arriving for Worship	15
During Worship	16
After Worship	17
<b><i>Phase II: Outdoor Worship</i></b>	<b>18</b>
Hybrid Outdoor Worship Diagram	19
Personal Meditation/Prayer in the Church Sanctuary	21
<b><i>COVID Protocol for Youth Ministry at Redeemer Lutheran Church</i></b>	<b>22</b>
General Guidelines for Student and Volunteer Safety	22
<b><i>SUNDAY SCHOOL POLICY</i></b>	<b>24</b>
Before Arriving for Sunday School	24
Arriving and Departing Sunday School	25
<b><i>CONFIRMATION POLICY</i></b>	<b>28</b>
Before Arriving for Confirmation	28
Arriving and Departing for Confirmation Classes	28
During Confirmation	29
<b><i>Health Policies</i></b>	<b>31</b>
Health Screening and Illness Policy For Congregation Members and Visitors (page 1 of 2)	31
Health Screening and Illness Policy For Congregation Members and Visitors (continued)	32

Food and Drink Policy _____	33
Parish Nurse Office Visits _____	34
Sharing Medical Equipment _____	35
To Return Medical Equipment _____	36
<b><i>Building Use</i></b> _____	<b>37</b>
Redeemer Office Opening to Public _____	37
GROUP USE POLICY _____	38
<b><i>GROUP PLANS and POLICIES</i></b> _____	<b>39</b>
ALTAR GUILD _____	39
COVID-19 Plan for: J.O.Y. ChristCare Group _____	41
COVID-19 Plan for: Proverbial Women _____	42
Document 3- COVID-19 Plan for: Redeemer Small Group Bible Studies _____	44
Library Committee _____	46
Library Maintenance _____	47
Rochester Servant Event Limited ADDition _____	48
Tuesday Morning Men’s Bible Study _____	49
<b><i>STAFF POLICY AND PLANS</i></b> _____	<b>50</b>
Health Screening Policy for Staff _____	50
COVID-19 Illness Policy for Staff _____	51
Sick Leave and Extended Family Leave Policy _____	52
Working from Home Policy _____	53
<b><i>APPENDIX B: DOCUMENTS &amp; FORMS</i></b> _____	<b>54</b>
CALCULATED ROOM CAPACITY _____	54
RETURN TO WORK FORM COVID-19 DIAGNOSIS OR EXPOSURE (page 1 of 2) _____	55
RETURN TO WORK FORM COVID-19 DIAGNOSIS OR EXPOSURE (page 2 of 2) _____	56
COVID-19 Preparedness Training Form _____	57
TEMPLATE FOR TEAM PLANS _____	58
CHECKLISTS _____	59
<b><i>Appendix C – Guidance for Developing a COVID-19 Preparedness Plan</i></b> _____	<b>69</b>
Businesses _____	69
Employees exhibiting signs and symptoms of COVID-19 _____	69
General _____	69
Handwashing _____	69
Housekeeping _____	69
Respiratory etiquette: Cover your cough or sneeze _____	70

**Social distancing**\_\_\_\_\_ **70**

**Training**\_\_\_\_\_ **70**

# The COVID-19 Preparedness Plan for Redeemer Lutheran Church<sup>1</sup>

## Introduction

**Redeemer Lutheran Church** is committed to reopen for the Sacraments, Worship, Bible Study and Ministry in a way that will provide a safe and healthy environment that best meets the needs of our staff, our family of believers, and our community. To ensure that, we, the Transition Team of Redeemer Lutheran Church, under the guiding scripture of Colossians 3:12-14 and Philippians 2:3-4, have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The Transition Team members are responsible for implementing this COVID-19 Preparedness Plan; and with our staff, congregation members, and visitors are responsible for complying with all aspects of the plan. The designated Plan Administrator, Lowell Dale ([lcdale1953@gmail.com](mailto:lcdale1953@gmail.com); 507-421-4059) will supervise the evaluation, monitoring, execution and updating of the Preparedness Plan. Our goal is to mitigate the potential for transmission of COVID-19 in our church and communities, and that requires full cooperation among our staff, congregation members and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our congregation and staff.

All of the members of our staff are our most important assets. We are serious about safety and health and keeping our staff actively carrying out the mission of Redeemer Lutheran Church. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process with regular updates and discussions as well as review and feedback from them regarding this plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Visitor controls and protections for drop-off, pick-up and delivery;
- Housekeeping, including cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to the staff; and
- Management and supervision necessary to ensure effective implementation of the plan.

### **(Appendix A)**

Our staff are at low to medium hazard risk as defined by OSHA, and our Plan is based on these hazard designations:

**Medium exposure risk** jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

**Lower exposure risk (caution)** jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

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<sup>1</sup> Per Minnesota Department of Health Guidelines

(see : <https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>;  
<https://www.osha.gov/SLTC/covid-19/environmental-services.html>)

It is expected that our staff, congregation members and visitors will follow current general CDC guidelines “How to protect yourself and others”: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

- Clean hands frequently
- Avoid touching eyes, nose, mouth
- Avoid close contact with others
- Stay at home if ill
- Cover mouth and nose with cloth face cover when around others
- Cover cough and sneeze
- Clean and disinfect frequently touched surfaces daily

The Plan outlined below provides additional guidance to further protect our staff, our congregation members, and our visitors (includes non-congregation members, community members utilizing our facility, vendors, delivery persons, etc.). All church related groups and activities are expected to establish policies addressing the safe resumption of their activities. Those policies and protocols in Appendix B will be reviewed and approved by the Transition Team and will be in compliance with the Preparedness Plan prior to resumption of those groups or activities.

Note that this document will remain a work in progress. Guidelines related to COVID-19 change frequently as more is known about transmission of the virus and its prevalence in our community. We can expect the plan will change over time in response as well. The Preparedness plan will be reviewed periodically (at least a minimum of once a year or as needed).

## **Health Screening and Illness Policies for Staff**

Health screening protocols and illness policies have been developed for staff. This includes criteria on when they may return to work after illness and expanded sick leave and extended leave of absence policies. **(Appendix B)**

## **Health Screening and Illness Policy for Congregation Members and Visitors**

To enhance the safety of our congregation members, staff and visitors, all will be asked to complete a self-assessed health screening prior to entering the facility for any activity. **(Appendix B)**

## Handwashing

Basic infection prevention measures are being implemented at all times. Staff are 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 work day, prior to and after any mealtimes and after using the toilet. All congregation members and visitors to the facility will be asked to wash their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) will be available that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

**Necessary hand washing and/or sanitizer facilities will be provided, supplied and maintained:** Each staff member will be provided with a personal hand sanitizer dispenser for use in their offices. Congregation members are encouraged to bring their own supply of hand sanitizer with them. In addition, dispensers will be available at each entry, at the main office desk and at various locations throughout the facility for general use. Staff are responsible for requesting refills of their dispensers as needed. The custodian will be responsible for maintaining general use dispensers.

**Hand hygiene will be strongly encouraged after any face-to-face interactions:** Staff, congregation members, and other visitors should wash their hands immediately after any interaction, either with soap and water or with approved hand-sanitizer.

## Respiratory etiquette: Cover your cough or sneeze

Staff, congregation members, and other visitors are being instructed 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. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

## Respiratory etiquette: Masks

Staff are encouraged to wear cloth face masks when outside of their office or whenever interacting face-to-face with others. All congregation members and visitors over the age of two years will be required to wear a face mask when within the facility unless a medical condition prohibits use. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and visitors. Individual cloth masks will be available for those without. Signs will be posted at each facility entrance and at various locations within the facility.

## Social distancing

**Social distancing is being implemented in the workplace through the following controls:** Telework, flexible work hours, and staggered office hours to reduce the number of staff in the workplace at one time have been implemented and will be adjusted over time as social distancing guidelines are updated. **(Appendix B: Working from Home policy, 4/22/2020).**

Staff will assemble together for worship practice, live stream service and congregational services when resumed. All other meetings will be done with Zoom or similar meeting software until restrictions on larger gatherings are eased. Whenever together the staff is to practice social distancing and stay 6 feet

apart (as much as possible). A policy has been developed and implemented that details how the office will function within the constraints of the plan (**Appendix B: Policy for Opening the Office**)

Deliveries of packages and mail are to be left outside of the office door and any communication with the office will be accomplished through the glass window. Packages should be opened using disposable gloves and packaging materials immediately disposed of. Hands should be then thoroughly washed with soap and water or hand-sanitizer.

## **Protective supplies**

Individual hand-sanitizer dispensers will be provided to each staff member with additional dispensers distributed throughout the facility. Disposable gloves will be provided and kept at key locations for use as needed. Disposable tissue will be provided to each staff member and additional boxes of tissue distributed throughout the facility. Staff will be responsible for providing and care of their own cloth face masks, although the church will have a limited number of cloth face masks available if needed. All congregation members and visitors in the facility will be requested to wear a face mask. If they do not have one, the church will provide a cloth face mask which the congregation member/visitor will then have the responsibility for its proper care, cleaning and reuse.

## **Physical changes in the workplace and shared facility space**

Staff will work primarily in their offices or from home. Congregation members and visitors will be asked to communicate through the office glass windows and enter the office only if necessary, to carry out their business.

Worship space and other shared areas will be adjusted to limit number of occupants to no more than recommended by the current Minnesota Department of Health guidelines and/or maintain social distance of at least 6 feet between households. (**Appendix C: List of rooms and capacity**)

### **Visitor interactions will be safely conducted:**

Congregation member and visitor access will be restricted as defined by the current Minnesota Department of Health guidelines. Policies related to the office and adjacent areas have been or will be established. (**Appendix B: Policy for Opening the Office**)

Specific policies for maintaining social distancing and other safety measures when attending worship services, funerals, weddings and other church activities will be developed and implemented upon approval of the Transition Team (**Appendix B--TBD**). Individual staff will maintain a log of significant interactions (>15 minutes) with congregation members and visitors, groups will be encouraged to maintain logs of participants for contact tracing.

## **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including



restrooms, break rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Staff are asked not to use other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them **before** and **after** use. Disposable wipes will be available so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees **before** and **after** each use.

**Sanitation schedule and checklists for documentation** will be established for each area and activity within the church building. This will include identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitation occurs; and will be described within the policy/protocol for each activity held in the church).

**Routine cleaning and disinfection schedule and checklist** of the workspace during the workweek will also be established. This will include the following:

- High touch areas such as door knobs, light switches and bathrooms should be routinely cleaned twice a day by the custodian and as needed if soiled. Adherence to the cleaning schedule will be documented via a posted schedule of cleaning time and initials in each bathroom and other public areas as appropriate.  
**(Appendix C: Example: ServiceMaster Covid-19 High Touch Cleaning Checklist)**
- The main Office desk will be cleaned daily by the custodian and as felt necessary after interactions with visitors or congregation members by the secretary or other staff member. Documentation of this cleaning, including time and initials, will be available for review.
- Staff will be responsible for cleaning shared equipment such as copy machines and fax machines **before** and **after** use with appropriate supplied cleaning materials
- Staff will be responsible for cleaning and disinfecting their offices as needed, especially if used to meet with others

**Products used to clean the workplace:** Any appropriate EPA cleaner as identified at their website:  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

## Disinfecting the workplace if staff, congregation member or visitor is diagnosed with COVID-19

- An isolation room, designated as the “Care Room” is located adjacent to the office and will be used to isolate ill children or adults until they can be safely taken home or to a medical facility. Appropriate PPE (mask, face shield, gloves) will be available to any person attending the ill.
- Close off areas visited by the ill persons. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Custodian will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

## Building and Ventilation

Assessment of the general state of the building and ventilation system will be performed and documented. (**Appendix C: Document--TBD**)

Protocols to address guideline recommendations and maintain safe day-to-day operation of the ventilation system will be established. (**Appendix B--TBD**)

## Communications plans

- **Staff concerns:** The administrative pastor will be accessible to all staff members who have questions or concerns related to the Plan or its implementation. Redeemer Personnel and Staffing Committee members will also be available to staff and the administrative pastor for consultation as needed
- **Staff Updates:** Weekly updates on progress or changes to the plan will be provided to the staff at their regular meeting. More urgent updates will be provided in person and/or via email.
- **Congregation members:** Communication to the congregation members at large will be through the various established communication platforms. Information may include the following:
  - Education on steps being taken for protection of staff and congregation members
  - Policies and protocols so members are aware of expectations
- **Visitors, community members utilizing church space, special event participants (e.g. weddings and funerals):** Specific policies will be established and communication plans developed that inform regarding compliance to our Preparedness Plan. (**Appendix B--TBD**)
- **Provide signage or instructions for staff, congregation members and visitors, including:**
  - **Handwashing:**  
<https://www.health.state.mn.us/people/handhygiene/wash/fsgermbuster.html>
  - **Cover your cough:** <https://www.health.state.mn.us/people/cyc/cycpgeneng.pdf>
  - **Stop the Spread:**  
<https://www.health.state.mn.us/diseases/coronavirus/materials/preventsymp.pdf>

## **Training**

This Preparedness Plan was communicated in writing and to all staff at the staff meeting of May 12, 2020. Additional communication and training will be ongoing through further review of the Plan documents and as a regular agenda item for the regularly scheduled staff meetings.

All church leadership and volunteers (including greeters, ushers, childcare, etc.) will be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols. **(Appendix C: Documentation of Training—TBD)**

The Preparedness Plan will be posted in easily accessible locations throughout the facility and on the Redeemer Lutheran Church website for review by leadership, congregation members and visitors.

This COVID-19 Preparedness Plan has been certified by **Redeemer Lutheran Church council** and will be posted throughout the workplace and the website upon approval of the church council. It will be updated as necessary.

**Certified by:** Grant Wilson

**Title:** President, Church Council

**Date:** September 1, 2020

# **Appendix A—POLICIES and PLANS**

## **GENERAL POLICIES AND PLANS**

# Indoor Worship Protocol

## Redeemer Lutheran Church

Safety protocols have been developed to comply with governmental regulations and recommendations in an attempt to minimize the chances of anyone contracting the COVID-19 virus at our services. We have considered issues of reverence, sanitation, social distancing, and amount of time spent in the church as we developed these protocols. It is important to recognize that *all* of us must follow *all* of the steps outlined in order to truly minimize the risk to ourselves, our fellow congregation members, and the members of our community. These protocols will be reviewed periodically and adjusted as needed.

### General Guidelines for Your Safety

It is expected that our staff, congregation members and visitors follow current general CDC guidelines “How to protect yourself and others”:

- Clean hands frequently
- Avoid touching eyes, nose, mouth
- Avoid close contact with others
- Stay at home if ill
- Cover mouth and nose with cloth face cover when around others
- Cover cough and sneeze
- Clean and disinfect frequently touched surfaces daily

We have developed specific policies related to these general guidelines for worship at Redeemer including the following:

### Staff and Volunteers

Staff and volunteers are instructed to wash their hands frequently (soap, water, and/or hand sanitizer), cover their coughs and sneezes, and maintain 6 feet of social distance between themselves and anyone who is not of their household.

Staff or volunteers who have tested positive for COVID-19, or who have been in close contact with a person who has tested positive for COVID-19 may not come to church until their quarantine period has ended.

Staff and volunteers will stay home if they are ill, or if someone in their household is ill, including showing any symptoms of COVID-19. If they develop COVID-19 symptoms while at the church they will be sent home immediately.

## Cleaning

Office, restrooms, common areas, shared electronic equipment, and frequently touched surfaces (pews, railings, doors and door handles, etc.) will be routinely cleaned and sanitized. This includes all areas of the church used before, during and after services.

## Hand sanitizer

Hand sanitizer and tissues are available throughout the church building but we request you bring your own if possible. ***Please sanitize your hands on your way into the building and on your way out.*** Signs will be posted at each facility entrance and at various locations within the facility.

## Masks

Out of love and care for our fellow congregation members and worship participants and to respect our local leaders, Redeemer is requiring that a face mask be worn when inside our church. Exemptions are for children under two years of age and those with a medical condition that precludes use. If you do not have one, the church will provide a cloth face mask which you will then have the responsibility for its proper care, cleaning and reuse.

## Restrooms

*Please refrain from using the restrooms unless there is an urgent need.* The number of people in the restroom at one time will be limited to TWO. Maintain 6 feet of social distance outside of the restroom when waiting. Please use hand sanitizer before entering and after leaving the bathroom. To make sure bathrooms are not a gathering space for students, there will be a volunteer bathroom monitor outside of bathrooms.

## Capacity and Overflow

The stated capacity of our sanctuary and chapel is 435 people. State guidelines as of June 10, 2020, limit us to 50% of our capacity, or up to 217 people per service. However, social distancing requirements may mean that our actual capacity is closer to 140, depending on the size of the family units attending. This has required us to close off every other pew in the sanctuary and remove chairs from the chapel.

Overflow seating on Sunday mornings will be in the South Fellowship Hall where the service will be viewed on television screens. Ushers will direct you to the appropriate stairwell or elevator to access the Fellowship Hall. Households may move chairs together; however spacing between households should be at least six feet.

## Hymnals and Bibles

Hymnals, Bibles, prayer card, and other materials have been removed from the pews for the time being. As in the past, we will project the entire order of service on the screen.

## Before Arriving for Worship

Screen yourself and all family members for symptoms of COVID-19 and please do not attend if anyone in your household has any of these symptoms:

- Cough
- Shortness of breath or rapid breathing
- Sore throat
- Runny nose
- Nasal congestion
- Diarrhea
- Nausea and/or vomiting
- Chills
- Muscle aches
- Loss of taste or smell
- Fever of 100F (37.8C) or greater

In addition, if anyone in your household is ill, has been diagnosed with COVID-19, or suspected of having COVID-19 in the last 14 days or may have been in contact with anyone diagnosed with COVID-19 or if they are showing any symptoms of COVID-19, we would ask that you all stay home. If students become ill while at the church, parents will be contacted and asked to take the student home or to a medical facility immediately. ***If in doubt about you or your child's health, please stay home.***

Please know the risks and choose wisely and appropriately whether or not you ought to attend services. Persons over 65 and those with underlying health conditions (such as heart disease, lung disease, diabetes, etc.) are at greater risk of severe illness or death from COVID-19. Worship services will continue to be livestreamed on Facebook and YouTube for those who choose to stay home.

## Arriving for Worship

We would ask that you plan to arrive 10 to 15 minutes prior to the start of the service. This will give us all time to avoid congestion in the narthex, get seated comfortably under the new rules of social distancing, and reflect and rejoice on our opportunity to worship together again. Wear your name tags! We may not recognize each other with our masks! To minimize congestion at the name boards, we encourage you to take your name tag with you when you leave but keep them handy to wear at each service you attend.

## APPENDIX A: POLICIES and PLANS

Please enter the church through the main doors only (from the parking lot). We will try to provide touchless entry. Doors will be propped open when appropriate, or held open by a greeter, elder or usher. Access through the 7<sup>th</sup> Avenue door (Door #3) will be reserved for those with special needs. The office door (Door #2) will be locked.

Masks are required. If you do not have one, a cloth mask will be provided to you which you will then have the responsibility for its proper care, cleaning and reuse.

Hand sanitizer will be available near entrances to the building and sanctuary. Worshipers are asked to use either their own hand sanitizer or that available at the church when entering *and* leaving the building.

Please do not shake hands, hug, or touch people in greeting before or after the service. Do your best to maintain social distancing. Please do not congregate in the narthex, stairs, or walkways, but proceed immediately to the sanctuary.

An usher or elder will direct you to a specific pew or chair. This is to maximize the number of people in the sanctuary and chapel while maintaining social distancing requirements. If there is a line forming for being ushered in, please be patient and try to maintain 6 feet of social distance from the household in front of you.

If you are directed to the Fellowship Hall and need to use the elevator, please limit the number of people in the elevator to 3 singles or 2 couples or one family group of 3 or more.

Bulletins and communion elements will be distributed by the ushers as you enter the sanctuary.

## **During Worship**

### **Liturgy**

This service will be a pared down version of our livestream service giving us the opportunity to take Communion together. Initially, Communion will be offered at every service to give everyone an opportunity to partake given the limits on attendance at each service. As we begin the indoor worship schedule, this will be approximately a 30 minute service, expanding as we feel able to do so. The congregation will participate in liturgy responses and prayers while wearing your mask.

### **Singing**

The current medical evidence suggests that congregational singing indoors could increase the risk of spreading the virus; thus, for now, congregational singing will be minimized. Music will be provided by individual or small group ensembles and/or a cantor. As more scientific evidence becomes available, we pray that we will be able to introduce more congregational singing into our worship services.

### **Children's Message**

The Children's Message will still continue and we cannot wait to have children in our building again! These will be done at each service. We will have children stand and stay in the pew with their family during the Children's Message.



## Offering

We will not pass the offering plate during the service. There will be houses in the narthex by both entrances to the sanctuary marked “Offering” where you can place your offering upon entering the sanctuary or as you leave.

## Friendship Pads

We will no longer keep the friendship pads in the pews to sign in. Instead, you will receive a “Connect Card” from the ushers when you enter the sanctuary. Please fill this out and place it in the empty pew rack in front of you during in the service. Every time! Signing in is a great way to help our pastors and elders care for our congregation. This has always been a good tool for spiritual care. During this pandemic, having a record of who attended worship is important for other communication purposes as well.

## Communion

Communion, when offered, will be done as a family of believers. You will be able to pick up individually packaged Communion elements as you enter the sanctuary. We will all take the Lord’s Supper at the exact same time as directed by the Pastor during the worship service. What a great picture of our unity! If you are unable to open the individual packaged Communion elements please let an usher know and they will bring an open one to you in your pew. Dispose of the empty Communion ware in the receptacle located in the pew’s hymn book rack.

## Our Children

There will be no drop off nursery available for now. If you feel the need to take your children out of the sanctuary during worship, the narthex and Room 101 (adjacent to the nursery) will be available. For all, we ask that extra grace and care are given to children and their families. Remember, children in our sanctuary are a REALLY good thing! Let us encourage their presence even if they are antsy and having a hard time with their masks.

## After Worship

***Please remain seated after the worship service.*** The ushers will direct you on how to exit the sanctuary. This is to avoid congestion and maintain social distancing.

The pastors will take the opportunity to ***briefly*** greet worshipers in the narthex or outside after most services. Please do not shake hands, hug, or touch people in greeting after the service. Do your best to maintain social distancing. Please do not congregate in the narthex, stairs, or walkways, but proceed immediately outside to greet one another at a safe distance.

## Phase II: Outdoor Worship

*Psalm 133:1 "How good and sweet it is when brothers and sisters dwell in unity."*

One of the biggest ways that our Family of Believers expresses our unity—through corporate worship—has changed. We have not been able to gather much in person, and so we have expressed our unity in Christ through other ways like livestream worship, calling check-ins, and other “high fives.”

We are entering “phase II” of our re-opening process and we are overjoyed and grateful to God for providing us this opportunity for outdoor worship and to again express our unity by gathering together. And yet, for now, it must still be a little different. We have different life circumstances that require different comfort levels in public gatherings, but we can be unified by something greater in our desire to worship together. We have an opportunity to display the goodness and the beauty of having unity in our Savior Jesus Christ in a very tangible way. So, this outdoor worship plan extends the opportunity for people across different comfort levels to worship together.

The first time we gather for outdoor worship, we will be using what we have termed the “hybrid” model. That means that as we gather for worship we can host 22 cars, with some room for overflow, which will allow you to keep your windows up or roll them down depending on the needs of your personal circumstance. At the same time, we will also be able to host 55 socially distant units sitting 9-10 feet apart, who walk into the parking lot, bringing their lawn chairs, to worship our Savior together. What a picture! This is what it means to walk together as the body of Christ, to dwell together in the unity of the Spirit, to love each other, and to show forth the goodness and beauty of the Lord who draws near to us even though we are so often distant from Him. May God bless you as you look forward to continuing to be a beloved and precious part of our family of believers and the body of Christ beyond our four walls. Since we are all learning during this time, please bear with us as we will, no doubt, learn as we go and be able to make things better with every service that we experience and offer.

Yours in Christ,

Pastor Ben, Michael, Pastor Adam, April, Josh, and all leadership at Redeemer

## Hybrid Outdoor Worship Diagram



### Hybrid Outdoor Worship

- Services are Thursday at 6 PM and Sunday at 10 AM. They start July 16<sup>th</sup> and 19<sup>th</sup>.
- Service length will be about 30 minutes.
- Mostly spoken worship service, with some special music and one congregational hymn.
- Communion will take place at every service.
- In case of rain, we will cancel and put out a notice.

### Arrival

- **Cars**
  - 22 cars backed into alternating spots around the outside of lot. (green boxes).
  - Overflow parking in designated area (blue box).
  - enter/exit only from 6<sup>th</sup>.
  - please come between 5:35 and 5:50 PM (Thursday) and 9:35 and 9:50 AM (Sunday).
  - Cars may be left running in order to keep AC functioning.
  - FM radio station will be provided upon arrival and communicated before if you desire to keep windows up and worship that way.
- **Pedestrians**
  - please arrive and park in the street parking around the church no earlier than 5:50 PM (Thursday) and 9:50 AM (Sunday). You will be walking into lot with lawn chairs.
  - Orange space will fit about 55 socially distant units (55-220 people) in lawn chairs.

## APPENDIX A: POLICIES and PLANS

- Filling in orange space by rows starting in northeast corner (designated on diagram).
- Bulletins and communion elements- distributed by the ushers who are at the entrance.
- Ushers will greet and direct cars as well as help seat pedestrians.
- Ushers will be masked and will also collect offering at this point if you desire to give.
- Masks are required when entering and walking to your spot. You may remove them as long as you are in your socially distant worship spot. If you need to move about for any reason, or cannot socially distance, masks should be up.
- Keep driving lanes clear (green arrows).

### **During**

- If you need to use the restroom, enter through Door number 2 (marked on diagram). Please remember to put your mask up when moving to and from the restroom and while in the building.
- Room 102 available for nursing mothers, if needed.
- Nursery will be closed and unavailable.
- Car may be left on so air conditioning can work. Windows rolled down, or kept up, if so desired.
- Masks are required when entering and walking to your spot. You may remove them as long as you are in your socially distant worship spot. If you need to move about for any reason, or cannot socially distance, masks should be up.
- Communion will be done during the service in your car/worship spot. The elements will be provided upon entry. We will all commune at the same time in our socially distant spots.

### **Departure**

- For the closing song, masks should be worn and then kept on as we are leaving the parking lot.
- Offering can be handed to usher if not done at beginning.
- When service is over, pedestrians will be ushered out first.
- Cars will be ushered out last via the same driveway they came in on (6<sup>th</sup> Ave).
- We want to ensure safe departure for both pedestrians and vehicles. Please leave the parking lot area in a timely manner.

## Personal Meditation/Prayer in the Church Sanctuary

**Event/ Group name and reason you want to be in the building:** Personal meditation/ prayer

**Inside Space that will be used:** Church Sanctuary

**People involved:** Congregation Members

**Dates:** Ongoing

**Communication Plan:** Posted on Redeemer website; weekly ministry update; email notices.

### **General Precautions:**

- Members will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present they should not enter the church building.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building.
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

### **Precautions specific to your team's work:**

- The Sanctuary will be open for individual prayer and meditation during open business hours Monday - Friday (currently 7:30 a.m. to Noon). Please call ahead to ensure the Office is open and let them know you will be in the building (507-289-5147).
- Enter the church through the North East door (Door #2) by the church office.
- Use hand sanitizer on entry to the Church and on Exit.
- Please use the designated pews in the Sanctuary and practice social distancing.
- Parents, please keep children of all ages with you, and let them know they are to respect other people's space.
- Minimize touching of surfaces, avoid use of restrooms unless necessary.

**Date Approved:** June 15, 2020

# COVID Protocol for Youth Ministry at Redeemer Lutheran Church

Safety protocols have been developed to comply with governmental regulations and recommendations in an attempt to minimize the chances of students and volunteers contracting the COVID-19 virus as they come to Sunday School. These protocols are in accordance with Redeemer's COVID-19 Preparedness plan and in union with the Indoor Worship Policy.

It is imperative that **all** students, parents, and volunteers' partner and covenant to follow the steps outlined below, to minimize the risk to ourselves, our fellow congregation members, and the members of our community. These protocols will be reviewed periodically and adjusted as needed. Please also be on the lookout for upcoming instruction videos on what you can expect for 2020 Sunday School.

## General Guidelines for Student and Volunteer Safety

It is expected that our staff, volunteers, and students follow current general CDC guidelines "How to protect yourself and others":

- Clean hands frequently
- Avoid touching eyes, nose, mouth
- Avoid close contact with others
- Stay at home if ill
- Cover mouth and nose with cloth face cover
- Cover cough and sneeze
- Clean and disinfect frequently touched surfaces daily

We have developed specific policies related to these general guidelines for In-Person Sunday School at Redeemer including the following:

### Staff and Volunteers

Staff and volunteers are instructed to wash their hands frequently (soap, water, and/or hand sanitizer), cover their coughs and sneezes, and maintain 6 feet of social distance between themselves and anyone who is not of their household.

Staff or volunteers who have tested positive for COVID-19, or who have been in close contact with a person who has tested positive for COVID-19 may not come to church until their quarantine period has ended.

Staff and volunteers will stay home if they are ill, or if someone in their household is ill, including showing any symptoms of COVID-19. If they develop COVID-19 symptoms while at the church they will be sent home immediately.

## APPENDIX A: POLICIES and PLANS

Staff and volunteers will undergo training prior to starting the activity year. This training will include strategies for helping students maintain social distancing, student engagement and redirection, and cleaning helps.

Staff and volunteers will ensure that attendance is taken with each activity to maintain the ability to contact trace should a COVID-19 case arise.

### **Cleaning:**

Classrooms, restrooms, common areas, and frequently touched surfaces (railings, doors and door handles, etc.) will be routinely cleaned and sanitized. This includes all areas of the church used before, during and after education programs. Students Grade 1 and older will partner with teachers to sanitize hard surfaces in their classrooms for the final 5 minutes of class time.

### **Hand sanitizer:**

Hand sanitizer will be available near entrances to the building, but we request you bring your own if possible. Students are asked to use either their own hand sanitizer or that available at the church when entering *and* leaving the building. If a student would leave the classroom for any reason (i.e. bathroom use), they must sanitize hands upon arrival back in classroom. Signs will be posted at each facility entrance and at various locations within the facility.

### **Face Masks:**

Out of love and care for our fellow congregation members and worship participants and to respect our local leaders, Redeemer is requiring that a face mask be worn when inside our church. Exemptions are for children under two years of age and those with a medical condition that precludes use. If you do not have one, the church will provide a cloth face mask which you will then have the responsibility for its proper care, cleaning, and reuse. This includes all students, teachers, and staff. Parents in transition are asked to wear one, as well.

### **Restrooms:**

*Please refrain from using the restrooms unless there is an urgent need.* The number of people in the restroom at one time will be limited to TWO. Maintain 6 feet of social distance outside of the restroom when waiting. Please use hand sanitizer before entering and after leaving the bathroom. To make sure bathrooms are not a gathering space for students, there will be a volunteer bathroom monitor outside of bathrooms.

### **Regarding Outside Food & Drink and Toys:**

We are asking students to refrain from bringing in outside food and drink and toys from home (sanitization risk). Food and drink will not be provided in classrooms. The pop machine will be unplugged and unavailable.

# SUNDAY SCHOOL POLICY

## Before Arriving for Sunday School

Prior to Sunday School starting there will be a registration for students. Parents will choose between in-person instruction or virtual connections for their students.

### For those attending in-person

Screen yourself and all family members for symptoms of COVID-19 and please do not attend if anyone in your household has any of these symptoms:

- Cough
- Shortness of breath or rapid breathing
- Sore throat
- Runny nose
- Nasal congestion
- Diarrhea
- Nausea and/or vomiting
- Chills
- Muscle aches
- Loss of taste or smell
- Fever of 100F (37.8C) or greater

In addition, if anyone in your household is ill, has been diagnosed with COVID-19, or suspected of having COVID-19 in the last 14 days or may have been in contact with anyone diagnosed with COVID-19 or if they are showing any symptoms of COVID-19, we would ask that you all stay home. If students become ill while at the church, parents will be contacted and asked to take the student home or to a medical facility immediately. ***If in doubt about you or your child's health, please stay home.***

A nurse will be available during Sunday School to assist teachers with any students that become ill during that time. The nurse will assess how ill the student is, contact the parents and care for that child until parents arrive. The care room is located immediately adjacent to the church office as you enter door #2.

Please know the risks and choose wisely and appropriately whether or not you ought to have your student attend Sunday School. Persons with underlying health conditions (such as heart disease, lung disease, diabetes, etc.) are at greater risk of severe illness or death from COVID-19. A Virtual Option will be given for those students and volunteers wishing to stay home. We ask that parents connect with Josh Heirigs (Director of Youth and Education) if a student is unable to join in-person Sunday School due to a COVID-19 exposure or diagnosis so he can connect you to a virtual classroom.



## Arriving and Departing Sunday School

In an effort to alleviate congestion and maintain social distance between students the following will happen:

**Use of parking lot/ parent vehicles:** We are asking parents to arrive in Redeemer's parking lot by 9:15am in order to safely walk students to the appropriate entry doors for arrival. Parents may walk their students to their entry door for drop off. For the safety of all, **parents should not enter the church building.** We ask parents and students to be masked during this transition across the parking lot and remain socially distant from one another. We also ask parents to be present in the parking lot for drop-off and pick-up as punctually as possible.

**Staggered start/end times:** This will be noted by signs at the appropriate times for students to start coming into the appropriate doors.

### Grades 5- High School

- 9:15-9:20 a.m.- enter in through Main Narthex Door (Door #3). Following three weeks of teacher guided, socially distant escorting, students will go to room location without parents and on own.
- 9:20-9:55a.m. Classroom instruction time
- 9:55-10a.m. Cleaning time
- 10-10:05 a.m. Departure time through Main Narthex Door (Door #3). Students will depart with teacher in a socially distanced line (Teacher at front and back). There will be designated spots for each class outside to socially distance stand for those unable to be picked up right away by a parent. Teachers would then continue back inside to make sure classrooms are cleaned further (if needed).
- Classroom Locations- 5/6<sup>th</sup> grade- Youth Room (L-5), 7<sup>th</sup> Grade- East side of South Fellowship Hall, 8<sup>th</sup> Grade- West Side of South Fellowship Hall, High School- North Fellowship Hall.

### Grades 1-4

- 9:20-9:25 a.m. enter in through Office Door Entry (Door #2). Following three weeks of teacher guided, socially distant escorting, students will go to room location without parents and on own.
- 9:25-10 a.m. Classroom instruction time
- 10-10:05 a.m. Cleaning time
- 10:05-10:10 a.m.- Departure time through Office Door Entry (Door #2). Students will depart with teacher in a socially distanced line (Teacher at front and back). There will be designated spots for each class outside to socially distance stand for those unable to be picked up right away by a parent. Teachers would then continue back inside to make sure classrooms are cleaned further (if needed).
- Classroom Locations: 1/2<sup>nd</sup> Grade- L-2, 3/4<sup>th</sup> Grade- L-3.

### **Age 3- Kindergarten**

- 9:25-9:30 a.m. enter in through Main Narthex Door (Door #3). Teachers and other escorts will be there to escort students to class (one teacher would remain in the room).
- 9:30-10:05 a.m. Classroom instruction time
- 10:05-10:10 a.m. Flex time (possible cleaning, extra instruction on distancing/ masking).
- 10:10-10:15- Departure time through Main Narthex Door (Door #3). Students will depart with teacher in a socially distanced line (Teacher at front and back). There will be designated spots for each class outside to socially distance stand for those unable to be picked up right away by a parent. Teachers would then continue back inside to make sure classrooms are cleaned further (if needed).
- Classroom Locations: Age 3- Room 101 (next to Nursery), Age 4/Preschool- Room 102, Kindergarten- Choir Room (203).

### **Parking Lot Safety**

There will be a team of Parking Lot Attendants to help ensure safety of students, but parents, *please pay careful attention* to where students are as they are crossing parking lots to get to vehicles. Keep children's safety paramount.

### **Regarding Social Distancing during this time**

Please do not shake hands, hug, or touch people in greeting. Students will maintain social distance from one another. Parents in parking lot please follow suit. Students will go directly to class without detour as monitored by staff and volunteers.

### **During Sunday School**

#### **Seating**

In classrooms, to the extent possible, desks or tables will be spaced 6 feet apart. Students sitting at tables should be facing the same direction to the maximum extent possible—or at least in an alternating pattern so that they are not directly across from each other. Group instruction on a carpeted area may take place if students have assigned spots with spacing between them. Most learning will take place from desk and/or table spaces. Floor tape and other markers will be used to indicate walking direction and spacing.

#### **Supply Use**

In classrooms, students will use individual supplies and teachers will avoid the use of community supplies as much as possible. Students will be taught not to share supplies without proper sanitation.

## **Singing**

The current medical evidence suggests that group singing indoors could increase the risk of spreading the virus; thus, for now, students will NOT be singing in classrooms.

## **Exposure Time**

In an effort to limit exposure time, we will be limiting Sunday school to a 40 minute time frame of interaction and learning.

*\*This plan is subject to change based on pandemic conditions. Communication will be sent out when changes occur.*

# CONFIRMATION POLICY

## Before Arriving for Confirmation

Prior to Confirmation starting there will be a reach out from staff to parents. Parents will choose between in-person instruction or virtual connections for their students. Virtual connections will receive a recorded instruction of the in-person instruction.

### For those attending in-person

Screen yourself and all family members for symptoms of COVID-19 and please do not attend if anyone in your household has any of these symptoms:

- Cough
- Shortness of breath or rapid breathing
- Sore throat
- Runny nose
- Nasal congestion
- Diarrhea
- Nausea and/or vomiting
- Chills
- Muscle aches
- Loss of taste or smell
- Fever of 100F (37.8C) or greater

In addition, if anyone in your household is ill, has been diagnosed with COVID-19, or suspected of having COVID-19 in the last 14 days or may have been in contact with anyone diagnosed with COVID-19 or if they are showing any symptoms of COVID-19, we would ask that you all stay home. If students become ill while at the church, parents will be contacted and asked to take the student home or to a medical facility immediately. ***If in doubt about you or your child's health, please stay home.***

Please know the risks and choose wisely and appropriately whether or not you ought to have your student attend Confirmation. Persons with underlying health conditions (such as heart disease, lung disease, diabetes, etc.) are at greater risk of severe illness or death from COVID-19.

## Arriving and Departing for Confirmation Classes

For the safety of all, **parents should not enter the church building.** We ask parents and students to be masked during this transition across the parking lot and remain socially distant from one another. We also ask parents to be present in the parking lot for drop-off and pick-up as punctually as possible.

**Students will enter the building through the main narthex doors and go directly to classrooms.**

- Year 1 will be located with DCE Michael Harvey as instructor in Choir Room.
- Year 2 will be located with Pastor Ben Loos as instructor in the South Fellowship Hall.
- Year 3 will be located with DCE Josh Heirigs as instructor in the North Fellowship Hall.

## **Times**

- Confirmation Classes will start at 6:15pm and end at 7pm. Please do not arrive more than 15 minutes before class. Students will depart the church led by their instructor to the parking lot in a socially distanced line.

## **Other Notes**

- Students will remain socially distanced and masked as they head to classrooms.
- Target Starting day - Wednesday September 16<sup>th</sup>.

**Regarding Social Distancing during this time:** Please do not shake hands, hug, or touch people in greeting. Students will maintain social distance from one another. Parents in parking lot please follow suit.

**Parking Lot Safety:** Parents, *please pay careful attention* to where students are as they are crossing parking lots to get to vehicles. Keep children's safety paramount.

## **During Confirmation**

### **Seating**

In classrooms, to the extent possible, desks or tables will be spaced 6 feet apart. Students sitting at tables should be facing the same direction to the maximum extent possible—or at least in an alternating pattern so that they are not directly across from each other.

### **Supply Use**

In classrooms, students will use individual supplies and teachers will avoid the use of community supplies as much as possible. Students will be taught not to share supplies without proper sanitation.

## **Singing**

The current medical evidence suggests that group singing indoors could increase the risk of spreading the virus; thus, for now, students will NOT be singing in classrooms.

## **Exposure Time**

In an effort to limit exposure time, we will be limiting Confirmation to a 45 minute time frame of interaction and learning.

*\*This plan is subject to change based on pandemic conditions. Communication will be sent out when changes occur.*

# Health Policies

## Health Screening and Illness Policy For Congregation Members and Visitors (page 1 of 2)

**Before entering the facility, all visitors and congregation members are asked to assess for the following signs/symptoms of possible COVID-19 and refrain from entering if any are positive:**

- Fever of 100F (37.8C) or greater
- Cough
- Shortness of breath or rapid breathing
- Sore throat
- Runny nose
- Nasal congestion
- Diarrhea
- Nausea and/or vomiting
- Chills
- Muscle aches
- Loss of taste or smell

**Congregation members and visitors will also be asked not to enter the facility:**

- If they have been diagnosed with COVID-19 within the last 14 days
- If anyone in their household has been diagnosed with COVID-19, or suspected of having COVID-19, in the last 14 days
- Within the last 14 days they, or a household member, may have been in contact with anyone diagnosed with COVID-19 or suspected of having COVID-19

**Those at high-risk for severe illness from COVID-19 are encouraged to stay home:**

- 65 years and older
- Live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - Chronic lung disease or moderate to severe asthma
  - Serious heart conditions
  - Immunocompromised
    - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
  - Severe obesity (body mass index [BMI] of 40 or higher)
  - Diabetes
  - Chronic kidney disease undergoing dialysis
  - Liver disease

## Health Screening and Illness Policy For Congregation Members and Visitors (continued)

(Page 2/2)

### **If a member or visitor tests positive for COVID-19**

- it is their personal decision to contact the Administrative Pastor; however, they are not obligated to do so
- **Any information about the identity or condition of the person with COVID-19 cannot be shared with any other individual unless permission is given by the individual to do so.**
- Redeemer is not obligated to inform other church members or report it to anyone, but if it chooses to provide the congregation awareness of the situation it may do so. **However, identification of the person is not allowed**

NOTE: Public Health will complete an interview with the positive individual and collect names and contact information for those who are at risk of infection because of the contact with that COVID positive person. Public Health will then contact those at risk and give directions on the need for quarantine. If Public Health is informed by the individual that they attended a church activity, they would be alerted to monitor for a cluster to develop.



## Food and Drink Policy

Until notified by the MN Department of Health:

- Water-fountains will not be available for use
- Food should not be shared communally
- Coffee Machines will not be available for use

**Approved: 7/6/2020**

## Parish Nurse Office Visits

**Event/ Group name and reason you want to be in the building:** Parish Nurse

**Inside Space that will be used:** Parish Nurse Office

**People involved:**

Parish Nurses: Kathy Zarling 507 285 0889; Stephanie Fisk 507 244 0814; Jan Dicke 507 358 4751

Congregation Members

**Dates:** Ongoing

**Communication Plan:** Posted on Redeemer website; reviewed at time appointment made

**General Precautions:**

- Members will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present they should not enter the church building.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

**Precautions specific to your team's work:**

- Visits are available by appointment only. Call the church office (**507 289 5147**) or one of the Parish Nurses to schedule the appointment.
- Enter the church through the North East door (Door #2) by the church office
- Use hand sanitizer (your own or as provided by the church) on entering.
- A mask is required to enter the parish nurse office.
- Only 3 people are allowed in the Parish Nurse office (including the Parish Nurse) at one time.
- Please clean hands with hand sanitizer as you exit the building.
- Parish nurse will clean and disinfect all surfaces and equipment used with appropriate cleaner and disinfectant after each visit
- Parish Nurse will maintain a log of all visits: Date, names of visitors, name of Parish Nurse

**Approval Date:** June 15, 2020

## Sharing Medical Equipment

**Event/ Group name and reason you want to be in the building:** Parish Nurse

**Inside Space that will be used:** Area adjacent to church office; 2<sup>nd</sup> floor storage room

**People involved:**

Kathy Zarling 507 285 0889; Stephanie Fisk 507 244 0814; or Jan Dicke 507 358 4751

**Dates:** Ongoing

**Communication Plan:** Posted on the Redeemer website; reviewed verbally at the time the appointment is made

**General Precautions:**

- Members will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present they should not enter the church.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

**Precautions specific to your team's work:**

**To Pick-up Medical Equipment**

- Call the church office (**507 289 5147**) or one of the Parish nurses to request medical equipment and to schedule an appointment to pick up the medical equipment
- Parish Nurse will retrieve requested equipment from the storage room, clean and sanitize it with specified cleaning solution, and place near the pew outside of the church office
- Member to enter through the North East door of the church (Door #2)
- A face mask should be worn when in the building
- You may not enter the church office or Parish Nurse office without an appointment
- Use hand sanitizer (either your own or as provided by the church) on entering
- The equipment will be near the pew by the office door
- Use hand sanitizer as you exit the church
- Parish Nurse will maintain a log of the date equipment was picked up, what medical equipment was picked up, who picked up the medical equipment

## To Return Medical Equipment

- Call the church office (**507 289 5147**) or one of the Parish nurses to schedule an appointment to return the medical equipment.
- Clean the medical equipment prior to returning
- Member to enter through the North East door of the church (Door #2)
- A face mask should be worn when in the building
- You may not enter the church office or Parish Nurse office without an appointment
- Use hand sanitizer (either your own or as provided by the church) on entering
- Leave the medical equipment near the pew by the office door
- Use hand sanitizer as you exit the church
- Parish Nurse will retrieve equipment, clean and sanitize it with specified cleaning solution, and return it to the storage room
- Parish Nurse will maintain a log of the date equipment was returned, what medical equipment was returned, who returned the medical equipment

**Approved Date:**

**June 15, 2020**

# Building Use

## Redeemer Office Opening to Public

**Event/ Group name and reason you want to be in the building:** Office Staff/Visitors

**Inside Space that will be used:** Redeemer Staff Office Area

**People involved:** Redeemer Staff; Congregation Members; Visitors

**Dates:** Ongoing

**Communication Plan:** Posted on Redeemer website; weekly ministry update; email notices.

**General Precautions:**

- Members will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present, they should not enter the church building.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building.
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Frequent handwashing with soap and water or alcohol-based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

**Precautions specific to your team's work:**

- Visits are available by appointment only. Call the church office (**507 289 5147**) or one of the Staff to schedule the appointment. A log of visitors with office appointments will be kept in the event of a need to contact them.
- Enter the church through the North East door (Door #2) by the church office for appointments or drop off/pick up of items.
- Drop off and pick up of items will be available from 7:30 a.m. to Noon and will utilize the pew outside the office to avoid unnecessary entry of the office space.
- Open areas will be limited to the first floor entry area, the office, and bathrooms.
- Room 102 is available for appointment by staff only.
- Staff will work primarily in their offices or from home.
- Visitors and/or congregation members will be asked to communicate through the office glass windows and enter the office by appointment only as necessary to carry out their business.
- Social distancing will be practiced – maintain physical distance of 6 feet between staff and public for all interactions. The Office hub where Chris's desk is located will accommodate 2 individuals in addition to Chris at one time; others will need to wait in the hallway until someone leaves.

**Date Approved:**                      **June 9, 2020**

## **GROUP USE POLICY**

### **General Responsibilities:**

- The Plan Administrator can be contacted at
  - Email: lcdale1953@gmail.com
  - Phone: 507-421-4059
- Redeemer is not responsible for the health of anyone other than our staff and then only to the extent that we provide them with a safe working environment.
- Each group member should read their specific group's "Team Template".
- Groups must follow all COVID-19 guidelines as defined by the Preparedness Plan, especially hand sanitizing, social distancing, and the wearing of masks while in the building except when needing to communicate with a deaf or hearing-impaired person or persons.
- Gathering time in the building should be limited to no more than 90 minutes unless special circumstances require additional time, and is approved by Plan Administrator.
- Redeemer expects the Group to sanitize the areas they have used prior to leaving the building.

### **Group Leader Responsibilities:**

- Contact the Church Office for hard copies of the Preparedness Plan, the Template for Teams--COVID-19 form, and the COVID-19 Preparedness Training form. Electronic copies are located on the Redeemer website under the **COVID Plans** tab. <http://www.redeemer-rochester.com/>
    1. Read the **Redeemer COVID-19 Preparedness Plan** (pages 1-9).
    2. Complete the "**Template For Teams—COVID-19** document
    3. Complete the **COVID-19 Preparedness Training** document
  - Send the documentation to the Plan Administrator. This is a one time requirement for groups/teams. Any questions related to completing the form or the approval process can be forwarded to the Plan Administrator.
  - Once approved, contact the Church Office for assignment of a room most closely sized for your group.
    - Email: office@redeemer-rochester.com
    - Phone: 507-289-5147
- Room availability is dependent on the following:
- Redeemer Groups will have first priority in scheduling
  - No group may use a room that has a capacity smaller than the anticipated group size.
  - A room will be vacant for at least 60 minutes between separate group activities
- Complete an **Attendance Log** for each meeting. Attendance logs need only be retained for 2 weeks.
  - Following the meeting, sanitize the area used following the directions on the room **Cleaning Checklist** posted by the door, then complete and sign the **Checklist**.

**Approved Date:**

# GROUP PLANS and POLICIES

## ALTAR GUILD

**Event/ Group name and reason you want to be in the building:** Altar Guild needs to clean in the Chancel and Chapel in preparation for in person Worship, as well as care for our legacy plants, removing and cleaning that area, repotting and re-stringing our climbing plants.

Change Paraments as needed for the Church year

**Inside Space that will be used:** Narthex, Sacristy and Chancel area of Sanctuary, Chapel, Downstairs Banner Room

**People involved:** Shelly Potter, Caroline Ferdig, Eileen Miller; Sue Blood

**Dates:** Monday September 7; 9am to noon, then weekly as needed

**Communication Plan:** NA

### **General Precautions:**

- Attendees will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present, they should stay at home and not participate.
- A log will be kept of all those that are on the Redeemer campus for this event/group.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Before we leave the building and as often as called for by approved cleaning procedures, we will wipe designated surfaces with approved cleaning products (refer to checklist for details)
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

## APPENDIX A: POLICIES and PLANS

### **Precautions specific to your team work**

Since our work may be done at times the Office is close, please call ahead, during office hours to alert the Staff you will be in the building (507-289-5147). Use card key access to enter if coming during the off hours, use hand sanitizer prior to entering Narthex door, go directly to Sacristy to complete the necessary duties.

- Use hand sanitizer on entry to the Church and on Exit.
- Practice social distancing when working with others in the Sacristy.
- Use soap and water to wash your hands or hand sanitizers before beginning work.
- Rubber gloves should be used for any Communion tray set up.
- If you are needing to pull or return Banners to the Banner Room, use the stairway by the office.
- Before leaving the Sacristy wipe down the counters with disinfectant or soap and water, take home any towels or linens to be laundered.
- Sanitize your hands before leaving the Sacristy
- Exit via the same exterior door as you entered (we use closest doors during off hours for our safety)



## COVID-19 Plan for: J.O.Y. ChristCare Group

**Event/ Group name and reason you want to be in the building:**

J.O.Y. ChristCare group – first monthly meeting in SEVEN (7) months!

**Inside Space that will be used:**

Room 102

**People involved: (possible maximum – not all may choose to attend)**

Rich/Molly Gommels; Jim/Jolene Heining; Mike/Joan McCormick; Bob/Ardis Jenkins; Kurt/Jan Rump; Steve/Sharon Thede

**Dates:** 2<sup>nd</sup> Monday of each month beginning October 11, 2020

**Communication Plan:** Will send email containing General Precautions as listed below & directing them to read appropriate documents on Redeemer website.

**General Precautions:**

- Attendees will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present they should stay at home and not participate.
- A log will be kept of all those that are on the Redeemer campus for this event/group.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Before we leave the building and as often as called for by approved cleaning procedures, we will wipe designated surfaces with approved cleaning products (refer to checklist for details)
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

**Precautions specific to your team's work:**

None at this time.

**Date Approved:** 10/5/2020

## COVID-19 Plan for: Proverbial Women

### **Event/ Group name and reason you want to be in the building:**

Proverbial Women is a Christ Care Group that meets monthly for bible study, prayer and fellowship. We are single professional women with eyes on Jesus as Our Savior. Our goal is to focus on Him in every aspect of life as mothers, daughters, sisters and women advocating for all people in our community to know Jesus.

**Inside Space that will be used:** We need a room with a table and chairs for 8 women.

**People involved:** Megan Grudem, Virginia Miller, Shanna Britt, Mary Henkel, Donna Kratke, Kris Otto, Brooke Kubasch, Ellen Blanco

**Dates:** First Tuesday of every month from 7 – 8:30 pm

**Communication Plan:** Email Covid-19 plan for Redeemer and Group Plan for all to read and be knowledgeable about. All communication through email.

### **General Precautions:**

- Attendees will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present they should stay at home and not participate.
- A log will be kept of all those that are on the Redeemer campus for this event/group.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Before we leave the building and as often as called for by approved cleaning procedures, we will wipe designated surfaces with approved cleaning products (refer to checklist for details)
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

### **Precautions specific to your team's work:**

Meeting time limited to 90 minutes.

Everyone will bring their own drink.

We will all help clean the room when finished.

**Date Approved: 10/4/2020**

APPENDIX A: POLICIES and PLANS

## Document 3- COVID-19 Plan for: Redeemer Small Group Bible Studies

### **Event/ Group name and reason you want to be in the building:**

Redeemer "Small Group Ministry" includes existing and soon to be formed Bible Study small group. Redeemer is intentionally investing in small groups as a way to help people Grow in Christ, Share His Love and Encourage others. As weather gets colder Small Groups will be encouraged to use the digital platform, but some are unable. Also, there is an innate human need created in us by God to be in community face to face. Redeemer has some important assets in these Covid times compared to the typical home. Redeemer has put more thought and preparation than the individual homeowner into Covid mitigation, Redeemer has larger spaces to use, and better ventilation than a typical home. It would be important that Redeemer allows these blessings to be used for ministry!

### **Inside Space that will be used:**

Small Groups will be using rooms that are appropriately sized for socially distant small groups. Rooms 102, Fellowship Halls, Choir Room, L-2, L-3. Possibly: Upper Room, 100, Youth Room, L-1

### **People involved:**

Specific Small Groups: There will be paperwork that will allow us to know who is in each Small Group. It will depend on the facilitator of the Small Group to keep that up to date.

### **Dates:**

Dates of small group meetings must be communicated to the office on a first come first served basis. Cancellations **must** be communicated to the office as well.

### **Communication Plan:**

This plan and the Redeemer Preparedness Plan will be shared with each small group leader by way of e-mail or hard copy. The leader will be responsible for sharing this information with group members.

### **General Precautions:**

- Attendees will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present they should stay at home and not participate.
- A log will be kept of all those that are on the Redeemer campus for this event/group. Each group leader will maintain this log and share it with the ChristCare Equipper Team.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.

## APPENDIX A: POLICIES and PLANS

- Before leaving the building and as often as called for by approved cleaning procedures, the group will wipe designated surfaces with approved cleaning products (refer to checklist in each room for details)
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

### **Precautions specific to your team's work:**

- Groups must contact the church office to arrange for a room to use. Rooms will be given that meet the size of your group or larger to allow for appropriate social distancing.
- Groups MUST communicate with the church office regarding reserving rooms and CANCELATIONS.
- The Nursery is not available for use. If a group needs a room for children, make sure to arrange for one through the church office.
- Rooms may not be set up for your group when you arrive as room may be used for a variety of uses. Groups should be prepared to set up rooms and reset rooms back to the way they found them.
- While room usage has been approved for 90 minutes, we would ask that you keep meetings to 60 minutes whenever possible to allow other groups a chance to meet as well.
- Rooms will be unoccupied for 60 minutes in between uses.
- Drinking fountains will not be available, but water bottle fillers will still work.
- Please leave doors open as much as possible and opening windows is encouraged when temperature allows.

**Group Leaders please share this document with your group members.**

## Library Committee

**Event/ Group name and reason you want to be in the building:** Redeemer Church Library

**Inside Space that will be used:** The library and library alcove.

**People involved:** Congregational members and their household unit.

**Dates:** Ongoing

**Communication Plan:** Publish this plan in the Resource and Ministry Updates. Also, post the library use guidelines as outlined below.

### **General Precautions:**

- Attendees will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present, they should stay at home and not participate.
- A log will be kept of all those that are on the Redeemer campus for this event/group.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Before we leave the building and as often as called for by approved cleaning procedures, we will wipe designated surfaces with approved cleaning products (refer to checklist for details)
- Frequent handwashing with soap and water or alcohol-based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

### **Precautions specific to your team's work:**

1. Library will be open during Office hours. If time allows; please call ahead to ensure the Office is open and let them know you will be in the building (507-289-5147).
2. Please screen yourself for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, and stay home if any are present.
3. Use the Church Office entrance.
4. Wear a personal facemask when in contact with other individuals is possible (entryway, office space, hallways, Library).
5. Use hand sanitizer on entry to the Church and on Exit. Also, before and after handling books.
6. Practice social distancing while browsing and checking out.
7. Parents, please keep children of all ages with you, and let them know they are to respect other people's space.
8. Use disinfectant wipe on the check-out desk and any other furniture you touch (if available).
9. Exit through the Church Office entrance.
10. Return books to the box on the pew by the office.

**APPROVED:**                      **6/22/2020**

## Library Maintenance

**Event/ Group name and reason you want to be in the building:** The Library Committee will meet once a week.

**Inside Space that will be used:**

The Redeemer Library behind the Sanctuary and the alcove next to the Library area.

**Outside Space that will be used:** None

**People involved:** The Library Committee

Karen Gerke 507-696-5337; Jolene Heining 507-202-2546; Kay Fockler 507-288-0668; Vicki Rud ; Jean Ostgulen 507-438-9423; Dee Christenson 507-282-9108

**Dates:** Ongoing.

**Communication Plan:**

**General Precautions:**

- Attendees will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present, they should stay at home and not participate.
- A log will be kept of all those that are on the Redeemer campus for this event/group.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Before we leave the building and as often as called for by approved cleaning procedures, we will wipe designated surfaces with approved cleaning products (refer to checklist for details)
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

**Precautions specific to your team's work:**

1. Books will be quarantined for one week after being returned.
2. Pick up the box of returned books by the office and put it under the library desk.
3. Shelve books from the previous week's returns.
4. Process cards of books checked out this week.
5. Unpack new books, order books, recycle books, etc.
6. Discuss plans and other library business.

**Approved:** 6/22/2020

## Rochester Servant Event Limited ADDition

### **Event: Rochester Servant Event: Limited ADDition**

**Inside Space that will be used:** Room 101, Narthex, Parking Lot entry, Restrooms

**Outside Space that will be used:** Parking Lot porch, sidewalk, drive

**People involved:** RSE: LA Planning Team Members

**Dates:** June 19-21, June 27-28, July 11-12, July 18-19, July 25-26

### **General Precautions:**

- Members will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present, they should not enter the church building.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building.
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Frequent handwashing with soap and water or alcohol-based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

### **Precautions specific to your team's work:**

- All those staffing the room and all those picking up supplies will be signed in on a log.
- All tools and supplies will be wiped down using approved methods after initial load in, and when they are returned
- We will use appropriate loading procedures (No Touch / Limited Touch)
- All high touch surfaces will be wiped down with approved cleaning products

**Date Approved:** June 8, 2020



## Tuesday Morning Men's Bible Study

**Event/ Group name and reason you want to be in the building:** The Men's Bible Study would like to meet face-to-face to enable more participation in the Study. The study is delving into the Scripture Readings for the coming Sunday.

**Inside Space that will be used:** We require a space that would accommodate 20. We also need a TV/Internet set up for watching videos.

**People involved:** The group is mainly adult men but women are welcome.

**Dates:** Tuesdays from 9 AM to 10 AM

**Communication Plan:** A weekly email with the readings for the coming Sunday will be sent out.

**General Precautions:**

- Attendees will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present they should stay at home and not participate.
- A log will be kept of all those that are on the Redeemer campus for this event/group.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Before we leave the building and as often as called for by approved cleaning procedures, we will wipe designated surfaces with approved cleaning products (refer to checklist for details)
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

**Precautions specific to your team's work:**

- Room should be unoccupied for 30 minutes in between uses.
- We would prefer to meet in either the North Fellowship Hall or the Choir Room.
- Attendees will be allowed to bring their own beverage.
- Meeting time will be limited to 70 minutes.

**Approved:** 9/22/2020

# STAFF POLICY AND PLANS

## Health Screening Policy for Staff

Each staff member will self-monitor for signs and symptoms of COVID-19 prior to entering the facility and report when they are sick or experiencing symptoms.

### **Staff should monitor twice a day for following signs/symptoms:**

- Fever of 100F (37.8C) or greater
- Cough
- Shortness of breath or rapid breathing
- Sore throat
- Runny nose
- Nasal Congestion
- Diarrhea
- Nausea and/or vomiting
- Chills
- Muscle aches
- Loss of taste or smell

### **If any of these signs or symptoms are present:**

- They should not come into the facility
- They must contact the church office or administrative pastor immediately
- If already at work they should contact the administrative pastor or church office immediately and leave work promptly. If unable to leave immediately, they should isolate in a closed room until they can leave.
- They should contact their health care provider for further evaluation and/or testing

### **Notification of Exposure**

- **Any information about the identity or condition of the person with COVID-19 will not be shared with any other individual unless permission is given by this individual to do so.**
- Upon notification from a staff member with COVID-19, and with their permission, the administrative pastor will notify each individual who has had close contact with the infected person.
- Those exposed will be quarantined at home for 2 weeks and may work from home during this time.

## COVID-19 Illness Policy for Staff

### **If positive COVID-19 test and employee is symptomatic:**

Staff will remain at home in isolation. Timing of return to work will be determined in discussion with their health care provider and the administrative pastor based on current CDC guidelines:

- At least 3 days (72 hours) without fever and without use of fever reducing medications such as Tylenol (acetaminophen), Advil (ibuprofen), Naprosyn (naproxen), aspirin; AND
- Improvement in cough and shortness of breath; AND
- And at least 10 days have passed since symptoms appeared.
- Staff would take at least 10 days of sick leave, but could claim more depending on severity of symptoms and in discussion with health care provider.
- **Once the staff member returns to work**, they should avoid contact with others as much as possible and wear a mask at all times for at least 3 days after return

### **If positive COVID-19 test but no symptoms:**

- May return 10 days after positive test and have had no symptoms in those 10 days
- If symptoms, do occur, then may not return until above criteria have been met
- Have limited contact with others
- Wear a mask at all times for at least 3 days after return
- Staff may continue to work following the work from home policy (except not attend in person staff meetings or worship service practice or participation) without need to claim sick leave if they are able to perform all other regular expectations of their job description

### **If exposed to positive or suspected COVID-19 individual:**

- Immediately contact the church office or the administrative pastor
- Follow Department of Health directions regarding quarantine (currently 14 days) at home
- Staff may continue to work following the work from home policy (except not attend in person staff meetings or worship service practice or participation) without need to claim sick leave if they are able to perform all other regular expectations of their job description

### **Prior to returning to work in the facility, the Administrative Pastor and staff member will complete the "Return to Work Form COVID-19 Diagnosis or Exposure" (APPENDIX C)**

- To ensure staff member meets all requirements for return to work
- To provide documentation that staff member has met the requirements

## Sick Leave and Extended Family Leave Policy

**Redeemer Lutheran Church** has expanded sick leave and extended family leave policies as directed by the Families First Coronavirus Response Act (FFCRA) that promote staff staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household due to COVID-19. This also applies if staff members need leave to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19. This is in addition to the established policies related to sick leave and leave of absence.

**Links:**

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

**See also: Redeemer Standard Sick Leave Policy and Leave of Absence Policy**

**Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented:** Staff are strongly encouraged:

- To wear a face mask at all times
- Practice recommended hygiene practices
- Limit interactions with other staff, congregation members, or other visitors
- Telework will be encouraged
- Further accommodations can be considered at the discretion of the administrative pastor.

**Redeemer will protect the privacy of staffs' health status and health information as described in "Pandemic Preparedness in the Workplace and the Americans with Disabilities Act, March 21, 2020"**

<https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>

## Working from Home Policy

(4/22/2020)

During the summer of COVID-19 a called staff member may work from home if there are specific circumstances caused by this time that make this needed. These circumstances need to be explained to and approved by the Administrative Pastor. Working from home is a privilege we will trial on a limited basis to accommodate the needs of the individual staff member balanced with the needs of our team and our family of believers. Please note the following expectations necessary to manage this program. Some of these expectations are here because we value team unity and relationships above TASKS. We are a team and need to stay united during this time and not just get our individual tasks done.

### Working From Home Expectations

1. Requests should be submitted to the Administrative Pastor with a start and end date.
2. Deadlines will need to be met.
3. Staff meetings will continue to be in-person, on site when we are able to meet again.
4. Working hours are posted to google calendar and clearly communicated to church office.
5. Be available and reachable during the normal workday just like you were in the office.
6. Church office will know how best to help staff and others get in contact with you.
7. Livestream practice will continue to be in-person during business hours.
8. 1-2 consistent in-person office hours between Tuesday-Thursday during the workday will be selected and posted
9. Review of arrangement will happen after two weeks and periodically after that as defined by Administrative Pastor.
10. If your choice to work at home starts to bring unforeseen hardships on the team or our family of believers you can expect to have conversations around how best to remedy this situation which may result in the cancelation of this trial run period.

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(Worker)

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(Admin Pastor)

# APPENDIX B: DOCUMENTS & FORMS

## CALCULATED ROOM CAPACITY

		CURRENT GUIDELINE	SOCIAL DISTANCING [no tables]	
ROOM	CAPACITY	50%	SINGLES	W/FAMILIES
102	32	16	10	
1st Grade			30	75
3rd/4th Grade			30	75
8th Grade			6	
Chapel	135	67.5	15	37.5
Choir Room			16	
Fellowship North			40	100
Fellowship South			60	150
L-1 - 5th Grade			8	
L4 - old 6th grade			6	
L5a - Youth Room			15	
Library Table			3	
Office			2	
Pre-School			3	
Sanctuary	300	150	38	110
Upper Room			6	

REDEEMER LUTHERAN CHURCH

**RETURN TO WORK FORM COVID-19 DIAGNOSIS OR EXPOSURE** (page 1 of 2)

Staff Name \_\_\_\_\_

**Diagnosis or Exposure (circle one) First Reported:**

Date: \_\_\_\_\_

Describe event and any symptoms:

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Actions taken, such as doctor's visit, nurse line call:

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**Return to Work Verification:**

\*Refer to the Illness Policy COVID-19 to determine if staff is able to return to work based on the answers provided during your conversation with them

**Did the Staff Member or household member ever see a doctor or receive guidance from a healthcare professional?**

\_\_\_\_\_ YES, DETAILS OF INSTRUCTIONS GIVEN

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\_\_\_\_\_ NO

**Is the Staff Member symptom free and if so for how long?**

\_\_\_\_\_ YES, FOR HOW LONG? \_\_\_\_\_

\_\_\_\_\_ NO

**Has the Staff member and all Household members been released by Department of Health**

\_\_\_\_\_ YES, how notified \_\_\_\_\_ (collect documentation if available)

(continued)

REDEEMER LUTHERAN CHURCH

**RETURN TO WORK FORM COVID-19**  
**DIAGNOSIS OR EXPOSURE** (page 2 of 2)

**Has Team Member and Household members been tested for COVID-19**

\_\_\_\_ Yes

Document who tested and results and collect documentation

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\_\_\_\_ No

Reasoning for not being tested (not everyone will be tested due to test restrictions)

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**What is the date you would like to return to work** \_\_\_\_\_

**Approved return to work date** \_\_\_\_\_

**Completed by:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Redeemer Lutheran Church**

**COVID-19 Preparedness Training Form**

**I acknowledge that I have read and understand The Redeemer Lutheran Church COVID-19 Preparedness Plan and the associated approved Policies and Documents.**

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## TEMPLATE FOR TEAM PLANS

### **COVID-19 Plan for:**

**Event/ Group name and reason you want to be in the building:**

**Inside Space that will be used:**

**Outside Space that will be used:**

**People involved:**

**Dates:**

**Communication Plan:**

**General Precautions:**

- Attendees will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present, they should stay at home and not participate.
- A log will be kept of all those that are on the Redeemer campus for this event/group.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Before we leave the building and as often as called for by approved cleaning procedures, we will wipe designated surfaces with approved cleaning products (refer to checklist for details)
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

**Precautions specific to your team's work:**

**Date Approved:**

# CHECKLISTS



















**i. High Touch Cleaning Checklist**



## High Touch Cleaning Checklist

High touch items are among the most pathogen heavy surfaces in your facility. Routine cleaning and disinfecting of these items along with frequent hand washing are critical to breaking the chain of infection and creating clean, safe, and healthy environments.

**+**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> CHAIR HANDLES &amp; BACKS</li> <li><input type="checkbox"/> COFFEE MACHINES &amp; POTS</li> <li><input type="checkbox"/> COUNTER TOPS</li> <li><input type="checkbox"/> DESKTOPS</li> <li><input type="checkbox"/> DOOR GLASS</li> <li><input type="checkbox"/> DOOR HANDLES &amp; EDGES</li> <li><input type="checkbox"/> ELEVATOR BUTTONS &amp; DOORS</li> <li><input type="checkbox"/> EMPLOYEE CELL PHONES</li> <li><input type="checkbox"/> KIOSK BUTTONS</li> <li><input type="checkbox"/> KEYBOARDS &amp; MICE</li> <li><input type="checkbox"/> LIGHT SWITCHES</li> <li><input type="checkbox"/> MAILBOXES</li> <li><input type="checkbox"/> MICROWAVES</li> <li><input type="checkbox"/> PAPER TOWEL DISPENSERS</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> PHONES</li> <li><input type="checkbox"/> PODIUMS</li> <li><input type="checkbox"/> PRINTER/FAX MACHINES</li> <li><input type="checkbox"/> REFRIGERATOR HANDLES &amp; DOORS</li> <li><input type="checkbox"/> SINK FAUCETS &amp; HANDLES</li> <li><input type="checkbox"/> STAIR RAILS</li> <li><input type="checkbox"/> STAPLERS &amp; STAPLE REMOVERS</li> <li><input type="checkbox"/> TABLETOPS</li> <li><input type="checkbox"/> TAPE DISPENSERS</li> <li><input type="checkbox"/> TIME CLOCKS</li> <li><input type="checkbox"/> TOASTER OVENS</li> <li><input type="checkbox"/> TRASH RECEPTACLES</li> <li><input type="checkbox"/> VENDING MACHINES</li> <li><input type="checkbox"/> WATER FOUNTAINS</li> </ul> |
|---|--|

**DON'T OVERLOOK THESE COMMON GATHERING PLACES.**

<ul style="list-style-type: none"> <li><input type="checkbox"/> BREAK ROOM AREAS (APPLIANCES, SINKS, CHAIRS &amp; TABLES)</li> <li><input type="checkbox"/> RESTROOMS (RESTROOM FLUSH HANDLES, TOILET PAPER DISPENSERS)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CONFERENCE ROOM TABLES &amp; CHAIRS</li> <li><input type="checkbox"/> OPEN SHARED WORKSPACES</li> </ul>
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**While we hope it will never be necessary, ServiceMaster Restore is qualified and equipped with the required protocols and processes should any pathogen outbreak occur within your facility.**

**PLEASE CALL US IF WE CAN BE OF SERVICE**



ServiceMaster Of Rochester  
507-282-5747



# Appendix C – Guidance for Developing a COVID-19 Preparedness Plan

## Businesses

CDC Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://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](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

MDH Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

## Employees exhibiting signs and symptoms of COVID-19

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

[www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

## General

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

MDH Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

## Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

## Housekeeping

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://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](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

## **Respiratory etiquette: Cover your cough or sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html) Version 4 30 2020 (EO 2048)

## **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

## APPENDIX C: GUIDANCE AND REFERENCES