



  
Grace  
Lutheran  
Church

**Grace Lutheran Church**  
**COVID – 19 Plan**



## COVID – 19 Preparedness Plan

Updated 9/21/20

Grace Lutheran Church in Andover, MN is committed to providing a safe and healthy workplace for all our workers, parishioners, guests and visitors. To ensure we have a safe and healthy workplace, we have developed this COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The plan is based on recommendations from the state, CDC and pertinent organizations to assure safety as we resume worship and ministry activities.

Additional information will be added to the plan in the form of “Attachments” and will be posted in our building as well as our website.

Any questions can be directed to our Church Administrator, Frances Fernandez at 763-421-6520 or via e-mail at [francesf@graceandover.org](mailto:francesf@graceandover.org)

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## COVID-19 Preparedness Plan for Grace Lutheran Church

Grace Lutheran Church in Andover, MN is committed to providing a safe and healthy workplace for all our workers, parishioners, guests and visitors. To ensure we have a safe and healthy workplace, Grace Lutheran Church has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Frances Fernandez, Church Administrator, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Grace Lutheran Church's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Grace Lutheran Church is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: holding weekly staff meetings with Zoom capability to assess their needs and suggestions for improved safety measures within the building, as well as integrating flexible schedules allowing employees to work remotely as needed.

Grace Lutheran Church's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Grace Lutheran Church has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance as provided by the Minneapolis Area Synod and our insurance carrier, as applicable. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- Hand sanitizer/disinfectant availability and instructions at entry points.

- Signage regarding safety protocols including recommendations to wear facial coverings, hand washing, etc.
- Limited face-to-face interactions (entry doors to remain locked at all times).
- Limited vendor appointments.
- Offerings / payments will be conducted online whenever possible to limit exposure risk.
- Increased online/email/mail communication will be conducted with staff and congregation for continued worship, faith formation and day-to-day operations.

## **Ensure sick workers stay home and prompt identification and isolation of sick persons**

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Workers are encouraged to work remotely from home as able. If worker is reporting symptoms, they are encouraged to stay home and seek medical assistance as needed. If a non-sick worker needs to come to the building, they are encouraged to check their temperature, signs and symptoms and inform supervisor of any prior to coming to the building. Posted instructions are on the main entrance doors. Hand sanitizing station is located immediately after main access door with instructions to use prior to continuing entrance. Workers will communicate with Church Administrator and/or Senior Pastor if they are sick or experiencing symptoms or feel they have been exposed to the virus before coming to work. If reporting sick or experiencing symptoms while at work, Church Administrator and/or Senior Pastor will be informed and will isolate worker as needed, until they can be sent home.

Grace Lutheran Church has implemented leave policies that promote workers 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. Grace Lutheran Church's sick leave policy as well as Family Medical Leave Act (FMLA) information are available in the Employee Handbook which has been received by every employee. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Grace Lutheran Church understands that underlying medical conditions and/or those with household members with underlying conditions may need additional accommodations and they will be assisted in accordance with our sick leave policy, as well as flexible scheduling as able. Grace Lutheran Church will not penalize employees for sick leave due to COVID-19 that may be in excess of allowable sick time.

Grace Lutheran Church has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Employees will report to Church Administrator and/or Senior Pastor if they have been exposed and will remain quarantined to avoid further exposure. Employees requiring quarantining, may be able to work from home as allowable based on their job requirements.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Confidentiality of our employees' health status and information will remain so in order to safeguard their privacy.

Any documentation regarding their diagnosis, treatment and return to work status will remain on a separate (medical) file from their personnel file.

## **Social distancing – Workers must be at least six-feet apart**

Social distancing of at least six feet will be implemented and maintained between workers and patrons, guests and visitors in the workplace through the following engineering and administrative controls: The church building will remain closed for indoor worship and ministry activities until recommendations are received from the Minneapolis Area Synod. Any visitors, vendors, staff will be required to maintain social distancing of at least six feet while on premises. Hand sanitizing stations are located throughout the premises. Day to day operations will be conducted assuring social distancing including meetings to be held in large fellowship hall with one person per table to assure distancing and/or via Zoom technology. Staff will be allowed to telework and/or have flexible schedules as their positions allow for safety precautions and to promote wellbeing. This will also assure staggering shifts to reduce the number of workers in the building at any given time. Signage is located throughout the church to remind of social distancing, handwashing, mask wearing and sanitizing. Personal protective equipment such as gloves and masks are provided to employees and/or visitors as needed. Phones, pens, computer equipment, desks, workstations, offices or other personal work tools and equipment will not be shared and, if used by more than one person, will be cleaned and disinfected between users. Communication plans addressing questions and concerns include weekly staff meetings, daily e-mails and/or Grace at a Glance weekly newsletter delivered via email. Disinfecting solutions and cleaning supplies are available at all times to all employees. Custodians will be responsible of assuring disinfecting of used equipment and common areas is conducted on a daily basis.

## **Worker hygiene and source controls**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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 shift, prior to any mealtimes and after using the restroom. All guests and visitors to the workplace are required to wash or disinfect their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Source controls are being implemented at our workplace at all times, this includes the use of facial coverings (masks, scarfs) during face to face interactions and other protective equipment (gloves) as required by individuals.

Workers and guests and 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, particularly their mouth, nose and eyes, with their hands. Workers and guests and visitors are expected to dispose of tissues in provided trash receptacles and wash or disinfect their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace.

## **Workplace building and ventilation protocol**

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. Ventilation system will be operative to assure proper air flow to the facilities at all times following a schedule of temperature controls for when the building is not occupied. The HVAC system will be operational at least one (1) hour from expected open time and/or arrival of first staff member. Windows will be open to allow fresh outside air whenever possible. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

## **Workplace cleaning and disinfection protocol**

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, railings, copy machines, credit card readers, delivery equipment, etc.

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

## **Drop-off, pick-up and delivery practices and protocol**

Grace Lutheran Church's entrance doors will remain locked. A sign with our phone number is posted for guests/visitors to call into the main office to determine business. If a drop-off, pick-up or delivery needs to be done, the item(s) will be picked up/delivered by one of our staff members. If the guest/visitor needs to come into the office for business related visit (i.e. vendor, etc.) the guest/visitor will be escorted into the premises by a staff member, asked to disinfect their hands and wear a mask during their time in the premises. Food bank drop-offs and pick-ups will be conducted at the front door by staff member. Any guest/visitor requiring entry will be escorted out and areas of contact, including door knobs, will be disinfected.

## **Communications and training practices and protocol**

This COVID-19 Preparedness Plan was communicated, and necessary training was provided via Staff Meeting on 6/30/2020 and personally thereafter for those not in attendance. Form attesting to this communication and receipt is located in the staff's personnel file. Additional communication and training including additions/changes to the plan will be completed ongoing by weekly staff meetings. in person and/or e-mail. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors, volunteers and outside technicians, guests and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers, guests and visitors. All workers, volunteers, guests and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Staff will be advised of any potential exposure via e-mail immediately upon being notified of such while safeguarding privacy of individual(s).

Managers and supervisors are expected to monitor how effective the program has been implemented. We will monitor the effectiveness of the program and identify successes, challenges and deficiencies via continuous communication and weekly staff meetings. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Grace Lutheran Church management and the plan was posted throughout the workplace and made readily available to employees on 6/30/2020. It will be updated as necessary by Frances Fernandez, Church Administrator.

## **Additional protections and protocols**

Other conditions and circumstances addressed in this plan that are specific to our business include:

- Virtual (online, YouTube, Facebook) worship will be conducted.
- Pre-recorded singing and/or organ/band music will be used for online services having been recorded assuring social distancing and safety protocols. Musical instruments will not be shared and the user shall be responsible for cleaning/disinfecting after use.
- Facilities used for recording virtual worship will be cleaned and disinfected after use.
- If parking lot worship is conducted, safety precautions will include but not be limited to:
  - Instructions will be posted on our website with recommendations to remain home should the person exhibit symptoms of COVID-19 (cough, fever, shortness of breath, etc.).
  - No entry to worship center or church building.
  - Attendees to remain in their vehicles at all times.
  - Parking will be distanced to every other parking space to assure social distancing.
  - Collection of offerings will be conducted with ushers wearing facial masks and basket with handle to assure social distancing. Offerings are encouraged to be completed online whenever possible.
  - Service will be brief (30 minutes).
  - Bathroom facilities will not be available to attendees to prevent the risk of exposure / transmission.
  - Any materials used for the service will be cleaned and disinfected pre and post service.
- Any special events (baptism, funeral) will require the approval of the Senior Pastor and will be limited to 25% of worship center capacity or less as determined by Senior Pastor. Social distancing protocols will remain in place. Cleaning and disinfecting will be conducted post event.



*This COVID-19 Preparedness Plan will be updated as needed with revised document dates found at the beginning of the document. This document shall be posted onsite as well as made available at our website, [Graceandover.org](http://Graceandover.org)*

Certified by:



Frances Fernandez

6/30/2020

Church Administrator, Grace Lutheran Church Andover

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### **General**

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (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>

### **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)

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

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

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

Minnesota Department of Labor and Industry (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)

### **Handwashing**

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

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

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

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

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

## **Social distancing**

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

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

## **Housekeeping**

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

CDC: [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)

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

Environmental Protection Agency (EPA): [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)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [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)

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

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

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

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## **Training**

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

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

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

## ATTACHMENT A

# COVID-19 Preparedness Plan for Grace Lutheran Church

## Safely Reopening Protocols

- All participants will be required to wear a face covering for the duration of the service or event when **required by Executive Order EO-81**—i.e., when the event is in an indoor space—**or when the venue requires face coverings (even if not otherwise required by Executive Order)**.
- Extra face coverings will be available for people who do not have one. Refer to CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 ([www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)).
- The use of face masks and disinfecting protocols (i.e. the use of hand sanitizer upon entry) will be strictly **mandatory**.
  - Hand sanitizer will be provided and administered by usher/greeter at main entrance door.
  - Disposable masks will be made available for those presenting without one.
- Signage will be posted throughout the facility as well as online in our website referencing above.
- Current state guidelines allow indoor occupancy to be limited to 50%. **However, considerations needed to be taken with regards to seating, furnishings and emergency exits as well as assurance of maintaining the 6 feet social distancing requirement. Grace Lutheran Church has made the decision to limit capacity as follows:**
  - **Sanctuary** (4,853 sq. ft.)
    - Total Capacity = 375
    - 50% Capacity = 188
    - **Capacity with 6 ft. distancing = 60**
  - **Narthex** (1,260 sq. ft.)
    - Total Capacity = 150
    - 50% = 75
    - **Capacity with 6 ft. distancing = 25**

- **Fellowship Hall** (2,115 sq. ft.)
  - Total Capacity = 200
  - 50% = 100
  - **Capacity with 6 ft. distancing = 30**
  
- **Nursery** (340 sq. ft.)
  - Total Capacity = 30
  - 50% = 15
  - **Capacity with 6 ft. distancing = 9-10**
  
- **Day Care Nap Room** (1,170 sq. ft.)
  - Total Capacity = 100
  - 50% = 50
  - **Capacity with 6 ft. distancing = 20**
  
- **Classrooms** (235 sq. ft.)
  - Total Capacity = 15
  - 50% = 7
  - **Capacity with 6 ft. distancing 4-6**
  
- **Portables** (460 sq. ft.)
  - Total Capacity = 40
  - 50% = 20
  - **Capacity with 6 ft. distancing 12**
  
- Any special events (baptism, funeral) will require the approval of the Senior Pastor and will be limited to current 6 foot distancing capacity or less as determined by Senior Pastor.
  - Social distancing and state mandates/protocols will remain in place.
  - Use of face coverings/masks is mandatory.
  - Cleaning and disinfecting will be conducted post event.
  
- Virtual (online, YouTube, Facebook) worship will be conducted with pre-recorded and/or live streamed.
  
- Processionals and recessionals should only be done in a manner that maintains at least 6 feet of distance between people from different households.
  
- Instructions will be posted on our website with recommendations to remain home should the person exhibit symptoms of COVID-19 (cough, fever, shortness of breath, etc.).
  
- Limiting entry to other areas of the church building.

- Markings to assure 6 foot distance will be placed on narthex and sanctuary floors with seating distanced using every other pew, staggered seating and capacity not to exceed 60 attendees.
- No-contact collection of offerings will be conducted upon entry at drop off basket.
- A no-contact drop off basket will be made available for attendees to drop off bibles and/or hymnals used for proper disinfecting.
- Any materials used for the service will be cleaned and disinfected pre and post service.

## Holy Communion

- As a critical part of our faith, Holy Communion will be offered following these guidelines:
  - Touch free/no contact, if possible (people may bring their own elements).
  - Distribution of Holy Communion elements will be hand-to-hand, not hand-to-mouth.
  - Both the distributor and the receiver of communion are expected to wear face coverings.
  - Maintain a distance of as close to 6 feet (two arm's length) as possible between the communion distributor and the receiver. This would require both parties extending their arms as comfortably as possible.
  - The distributor of communion should use hand sanitizer prior to initiation, and again after touching their face, coughing, or sneezing, or significant touching of another person or object in the process of distributing communion.
  - Hand sanitizer should be used by the recipient before touching their mask to take it down for communion, and after touching the mask to put it back on. Note: hand sanitizer must be applied thoroughly and allowed to dry to be effective.

## Singing

- Singing is a higher-risk activity as it more forcefully expels respiratory droplets than speaking.
- Music will be played by Worship Director or designee(s) assuring at least 12 feet distance from congregation.
- Pre-recorded music/singing will be used or only one cantor at a distance of at least 12 feet from anyone else.
- Light singing/humming will be allowed by the congregation attending while wearing masks. Worshippers are encouraged to hum along with the main singer from a distance.
- Musical instruments will not be shared and the user shall be responsible for cleaning/disinfecting after use.

## Other important considerations

As we continue to consider further opening of gathering worship spaces, prayer meetings, bible studies, ministry meetings, weddings, or funerals, it is important to consider the unique characteristics of our community members and our shared spaces.

- **Some of our staff and members may be at higher risk for COVID-19; these persons are strongly urged to stay at home and not participate in any group gatherings involving people outside of their immediate household.**
- Grace Lutheran will continue virtual services, phone contact, and other outreach to vulnerable community members, even as other members begin to engage in person. Some of our members may not feel comfortable resuming in-person contact for a longer period of time. Grace Lutheran recognizes It is important to respect their decisions while continuing to remain connected in other ways.
- As restrictions are lifted on a state-wide level, Grace Lutheran has the choice to continue the practices put in place during the stay-at-home orders and delay in-person gatherings. We will need to take steps to ensure that members who choose not to attend in-person services will not experience negative consequences because of our decisions.
- Requirements are being implemented universally across various sectors with similar gathering spaces in our communities. Consideration is given to space size, flow of movement, duration of time in designated shared space, and the nature of the COVID-19 virus to easily spread in large group gatherings no matter how much planned social distancing is implemented.
- If there is evidence of COVID-19 spread within our faith community, we may be advised to stop offering in-person services until it is safe to return. Grace Lutheran Church will contact our local or state health department for further guidance in these situations.

Certified by:



Frances Fernandez  
8/18/2020  
Church Administrator  
Grace Lutheran Church  
Andover, MN

## ATTACHMENT B

# COVID-19 Preparedness Plan for Grace Lutheran Church

## Guidance for Gatherings

This guidance is for planning or hosting in-person services and ceremonies in faith-based communities, places of worship, funeral homes, and other venues that may offer gathering space for weddings, funerals, worship services, prayer meetings, scripture studies, or similar activities. For receptions and other gatherings before or after the ceremony, see the [Guidance for Safe Celebrations and Events \(www.health.state.mn.us/diseases/coronavirus/safeevents.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/safeevents.pdf).

Large gatherings continue to present significant risk for increasing the spread of COVID-19. All faith communities, including Grace Lutheran Church are encouraged to provide remote services and choose not to open or host large gatherings. If there is evidence of COVID-19 spread within our faith community, we may be advised to stop offering in-person services until it is safe to return. Grace Lutheran Church staff will contact our local or state health department for further guidance in these situations.

This guidance is based on space size, predictability and flow of movement, duration of time in designated shared space, and the potential spread of COVID-19 at large gatherings, even when precautions are taken.

## Requirements

**Masks and face coverings:** As of July 25, 2020, people in Minnesota are required to wear a face covering in all public indoor spaces and businesses, per Executive Order 20-81. Additionally, the Executive Order requires workers to wear a face covering when working outdoors in situations where social distancing cannot be maintained. The Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health conditions or other reasons. There are also situations in which a face covering may be temporarily removed, such as when eating or drinking, provided that social distancing is maintained between members of different parties. Businesses and venues may choose to have more protective requirements than those in the Executive Order. For more information, see [Masks and face coverings \(www.health.state.mn.us/diseases/coronavirus/prevention.html#masks\)](http://www.health.state.mn.us/diseases/coronavirus/prevention.html#masks).

- Children 6 and older must wear masks if participating in indoor activities, youth groups, catechism, Sunday School, etc.
- Limit indoor and outdoor occupant capacity to no more than 50% up to 250 persons.
- Considerations needed to be taken with regards to seating, furnishings and emergency exits as well as assurance of maintaining the 6 feet social distancing requirement. Grace Lutheran Church has made the decision to limit capacity as follows:



- **Sanctuary** (4,853 sq. ft.)
  - Total Capacity = 375
  - 50% Capacity = 188
  - **Capacity with 6 ft. distancing = 60**
  
- **Narthex** (1,260 sq. ft.)
  - Total Capacity = 150
  - 50% = 75
  - **Capacity with 6 ft. distancing = 25**
  
- **Fellowship Hall** (2,115 sq. ft.)
  - Total Capacity = 200
  - 50% = 100
  - **Capacity with 6 ft. distancing = 30**
  
- **Nursery** (340 sq. ft.)
  - Total Capacity = 30
  - 50% = 15
  - **Capacity with 6 ft. distancing = 9-10**
  
- **Day Care Nap Room** (1,170 sq. ft.)
  - Total Capacity = 100
  - 50% = 50
  - **Capacity with 6 ft. distancing = 20**
  
- **Classrooms** (235 sq. ft.)
  - Total Capacity = 15
  - 50% = 7
  - **Capacity with 6 ft. distancing 4-6**
  
- **Portables** (460 sq. ft.)
  - Total Capacity = 40
  - 50% = 20
  - **Capacity with 6 ft. distancing 12**
  
- Any special events (baptism, funeral) will require the approval of the Senior Pastor and will be limited to current 6 foot distancing capacity or less as determined by Senior Pastor.
  - Social distancing and state mandates/protocols will remain in place.
  - Use of face coverings/masks is mandatory.

- Cleaning and disinfecting will be conducted post event.
- Social distancing: Maintain a distance of at least 6 feet between individuals from different households at all times (“household” means a group of individuals who share the same living unit).
- Symptom screening: Grace Lutheran will provide information on screening for those entering the ceremony or service.
- Communication will be sent prior to the event to inform staff and participants that anyone with COVID19 symptoms (cough, fever, shortness of breath, etc.) is not advised to attend. See the Minnesota Department of Health (MDH)’s Visitor and Employee Health Screening Checklist ([www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)).
- **Some of our staff and members may be at higher risk for COVID-19; these persons are strongly urged to stay at home and not participate in any group gatherings involving people outside of their immediate household.**
  - Virtual/live streaming will be available.
- Signage will be posted outlining established protocols at the venue entrance, near restrooms, and in areas where people may be standing in line.
- **Face coverings may be recommended in a number of additional situations (for example, in outdoor settings where it is difficult or impossible to maintain appropriate social distancing).**
- Holy Communion will be distributed assuring social distancing and hygiene protocols including, but not be limited to: individual disposable chalices that hold both elements, individual disposable cups with wine and wafers, given to the worshiper by assistant minister wearing gloves so as to mitigate cross contamination.

## **Gatherings in a place of worship or ceremonies such as a funeral, wedding, small groups / ministries**

- Occupancy must be reduced to allow for the required social distancing of at least 6 feet between people who do not live in the same household. For indoor worship settings, occupancy must not exceed 50% of total capacity, with a maximum of 250 people in a single self-contained space. In outdoor settings, gatherings must not exceed 250 people. Grace Lutheran Church’s allowed occupancy is referenced herein. Outdoor groups will be limited to 1 ½ hours meeting time. **See Requirements section above.**
- Provide controlled flow of participants as much as possible, including upon start and at end of the event.
- Limit the number of speakers to the smallest number possible and make arrangements so that they avoid close contact (e.g., within 6 feet) with others. Whenever possible, provide individual microphones for multiple speakers. If a microphone must be shared, consider cleaning between speakers or leaving it untouched on a stand. See ([www.health.state.mn.us/diseases/coronavirus/safefait.pdf](http://www.health.state.mn.us/diseases/coronavirus/safefait.pdf)) for complete guidance.

- Hand sanitizers and sanitizing sprays are available throughout the building and in each meeting/class room. Group leaders are responsible to encourage safety guidelines as well as notify the office of anyone having been diagnosed with the virus within 14 days of their meeting date. Group leaders will be responsible to sanitize the room after each use. Instructions are posted in each room for reminder/convenience.
- Please refer to the Re-Open Guidelines stipulated by our Re-Open Task Force for additional information.

### **Gatherings for ceremonies or socializing in homes or private settings**

- Limit to 10 people or less indoors, 25 people or less outdoors. Gatherings for receptions and other activities including ministry meetings, and/or before and after ceremonies taking place in indoor and outdoor venues such as event centers, faith-based buildings, community centers, rental halls, or at similar outdoor spaces and that are providing food and beverages for on-site consumption have a limit of indoor and outdoor occupant capacity of 25% up to 250 persons. At this time, Grace Lutheran Church is not providing indoor food and beverage consumption.

Certified by:



Frances Fernandez

8/17/20

Church Administrator

Grace Lutheran Church Andover

## ATTACHMENT C

# COVID-19 Preparedness Plan for Grace Lutheran Church

## Guidance for Use of Restroom Facilities

This guidance is for planning the use of restroom facilities at Grace Lutheran Church.

- Areas will be marked where people may need to line up to ensure social distancing.
- An ample supply of hand sanitizer, soap and water will be available.
- Facilities will be cleaned regularly following the cleaning and disinfection protocols.
- Ensure maximum number of guests allowed in the restroom will meet current capacity/size guidelines for social distancing. Due to size and to assure distancing of 6 ft, only one (1) person will be allowed in the restroom at a time. Exceptions include families with small children, or any adult requiring additional assistance.
- Touchless paper towel dispensers are available.

Certified by:



Frances Fernandez  
8/17/20  
Church Administrator  
Grace Lutheran Church Andover

## Reopening Task Force

### REOPENING PROCEDURES

August 20 (60 Worshippers)

#### Your Safety

- As we work to welcome our worshipping community back into the sanctuary for worship, your safety, and the safety of others who gather, is our guiding principle.
- We will continue our online ministries and transition slowly and safely, following the guidance of the CDC and our State leaders, and we will welcome your return to the sanctuary when you are ready.
- We have developed safety protocols, practices and procedures that will be implemented, monitored, evaluated, and adapted to provide a safe worshipping experience.

#### Reopening Date

- We will reopen Grace's sanctuary for one face-to-face worship service **beginning Sunday, August 30<sup>th</sup> at 10:30am** so we can do that very well before offering other worship opportunities
- We will continue to offer outdoor/parking lot worship on Saturday evenings at 5pm and Sunday mornings at 9am through August and 8:45am beginning in September and live stream.
- We ask that you register when you plan to attend worship: Worship Registration (to manage State mandated occupancy limits)

#### Caution is Encouraged

- If you are over 65 and/or you have underlying health conditions, it is recommended by the CDC and MDH, that you exercise caution and continue to worship online.
- Stay home if you have been sick or if you have been in close proximity to someone who has been sick.

#### Worshipping face-to-face will be different

Procedures and practices have been developed to provide a safe worship experience, however, there are several changes that we want you to be aware of:

##### 1) Register for worship

- We ask that you **sign up for worship** using the Sign up genius so that we can adhere to capacity guidelines that the State has in place.
- Worship is currently **capped at 60 worshippers** (and additional staff and musicians).
- **Please register online for worship by noon on Thursdays.**
- If you do not have access to the internet please call the office by noon on Thursday to reserve your spot.

##### 2) Masks & enter/exit the building as directed by ushers/worship attendant

- **Masks are to be worn by all people who enter the building** (except children under 5) and must cover your mouth and your nose (we have masks available for those who forget to bring their own). Please follow the [CDCs directions on how to wear a mask](#).
- We wear masks to demonstrate our love and care for one another.

## Grace Lutheran Church

- Ushers will greet you at the sanctuary doors and invite you in by family to limit the number of people in our narthex.
- **After worship the pastors will dismiss you by rows**, from the back to the front of the sanctuary (to minimize close contact), then please exit the building and practice physical distancing as you greet other worshippers.

### 3) Assigned Seating

- Registering in advance for worship will reserve you a seat, so that we manage occupancy limits that the State has in place.
- **You will be assigned a seat/row based on your group's size.**
- Every other row of pews has been taped off to provide ease of human traffic flow and to reduce the surface area that needs to be cleaned following each worship.

### 4) Reducing Touch

We know that the virus is primarily spread via aerosols, tiny airborne particles, however, to be cautious:

- We have removed all hymnals, Bibles, pencils and envelopes from the sanctuary.
- The offering will be received by dropping your donation into baskets available when you walk into the sanctuary.
- Communion will be served using disposable communion kits with bread and wine (pick one up as you enter the sanctuary and drop it in the trash as you exit the sanctuary).
- Coffee will not be served.
- The pastors will not meet worshippers at the doors.

### 5) Humming or singing softly

As the virus is most readily shared via aerosols, singing, the forcing of air from the body, is a high-risk activity that we will be avoiding. Our music staff will lead from safe distances and other musicians will be pre-recorded and shared via video. If you want to hum along or sing softly with a mask on you can, but please do not sing without a mask over your nose and mouth.

**If you are in a high-risk group, over 65 or with health issues that put you at risk, please continue to safely worship online.** And please let us know if you have any needs that we can help with. We may not all be worshipping face-to-face, but we are still the body of Christ ministering to each other and with each other. Our Reopening Task Force has put together a thoughtful and informed plan that helps us care for one another as we gradually return to sharing the blessing of face-to-face Christian community.

### Guidelines for continued indoor worship and activities:

In an effort to provide for the health and well-being of those who worship with us we have developed a matrix to guide us in appropriate levels of people to have in our worship space and also to guide us if and when we might need to move back to distance only worship.

We are using the school matrix from Governor Walz and the numbers for Anoka County to determine the number of cases per 10,000 people.

- 10-20 cases 20% capacity of our sanctuary- 60 sign ups.
- 20-30 cases per 15% capacity of our sanctuary 40 sign-ups
- 30-50 cases 10% capacity for our sanctuary 35 people sign-ups.
- 50+ Virtual only.
-

### **Parameters for Large Group Gatherings:**

Large group gatherings should be limited to ½ hour in length.

We do need you to sign-up in advance for indoor in-person worship so that we can maintain records and limit the number of people in our worship space. These numbers will also be used for funerals, baptisms, and any other large group activity in our sanctuary.

### **Small Groups:**

The Reopen team has also developed a map of all our rooms and designated the size of a small group that can gather in that space. This will allow for us to have bible studies and small groups in-person if they desire. Small group gathering times are limited to 1 ½ hours.

### **All Events:**

- Food and beverages will not be served at indoor events at this time.
- When food is served outside the following parameters need to be followed:
- Anyone cooking needs to wear a mask and gloves when handling food.
- Gloves should be replaced if you need to touch your hair, your face, or anything other than the food or surfaces you are working on.
- One volunteer should be monitoring PPE for the cooking staff and making sure people are changing their gloves whenever they touch their face/or hair or anything they shouldn't before touching food again.
- Prepackaged food is our preference.
- People serving the food, should put everything on a plate and then place on the table for the recipient to pick up.
- People waiting in line to receive food need to wear masks and be 6 feet apart.
- Masks should be worn if not physically distanced or eating.
- Tables and chairs need to be sprayed down between each seating. (preferably by a volunteer who is monitoring this).
- If people want more food or drink, please use a new cup or a new plate.
- Each table should have hand sanitizer and napkins on them.
- People should sit physically distanced in lawn chairs, or if at a table they should physically distance.
- 4 people at a round table- to sit at marked spot (unless in the same family).
- Individuals should space out when throwing food away in garbage or recycling.
- In case of inclement weather, eating events will be canceled.