

**Christ the Servant Lutheran Church**  
**COVID-19 Preparedness Plan**  
**07/09/2020 – v1**

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## 1 - Purpose of Plan

Christ the Servant Lutheran Church is committed to providing a safe and healthy facility for our staff, members and visitors. This plan was developed by the COVID Response Team (CRT) in response to the COVID-19 pandemic to ensure we implement strategies and procedures to preserve public health. This plan is developed with expectation that the entire church community will have a role in implementing this plan to mitigate the transmission of the COVID virus within our facility and our community to ensure we can continue to fulfill our mission. All are expected to comply with this plan. The CRT committee is comprised of the following members:

Ministry Coordinator – Sandy Hammerlind  
Council President – Rick Gittins  
Council Vice-President – Susan Rensted  
Passionate Worship Leader – Penny Owen  
CRT Leader - Pam Radziszewski  
CRT Cleaning Coordinator - Ernesto Vuong

This plan is based on industry guidance for the safely reopening faith-based communities, places of worship, weddings and funerals. Guidance and recommendations from the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health, the ELCA, insurance provider, and Governor Walz’s relevant orders have been incorporated into this plan. To help prevent the spread of COVID-19, we all need to:

- **Physical Distance yourself 6ft from other.**
- **Practice good personal hygiene (hand washing or sanitizing)**
- **Enhanced Cleaning procedures (housekeeping cleaning, disinfection and decontamination)**
- **Self-monitoring of your own health (stay home if symptoms, prompt identification and isolation if sick persons on site)**

This plan must be evaluated, monitored, executed and updated under the supervision of a designated “Plan Administrator” within the organization of Christ the Servant Lutheran Church. The designated “Plan Administrator” shall be the Penny Owen.

This plan will be posted on site in an easily accessible location that will allow for the Plan to be readily reviewed by the leadership, staff, members and visitors.

## 2 – COVID-19 Plan Management

The COVID-19 CRT leader is Pam Radziszewski and is responsible for COVID-19 assessment and implementation of this plan with members of the CRT committee. All staff in the facility will be provided with the leader’s name and how to contact the coordinator or plan administrator with concerns via email or phone. Infection control and occupational safety and health plans will apply to anyone working in or visiting the church (e.g. all staff, volunteers, members and visitor). Facility assessments to identify COVID-19 risks and prevention strategies should be done periodically as part of sound occupational health and public health practice. This plan will be reviewed weekly and updated as deemed necessary to ensure effectiveness.

### 3 -Staffing and operations

1. Church “staff” is defined as hired staff including Pastor, Intern Pastor, and Ministries Coordinator, and volunteer staff including Council President, Council Vice President, Council Secretary, Treasurer, Financial Secretary, and Property Coordinator.
2. Christ the Servant staff have been approved and are expected to work remotely to fulfill primary functions from home.
3. Staff are required to conduct a self-check and stay home if they have symptoms of COVID-19. Symptoms can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting or diarrhea. If you or anyone in your household has had any related symptoms over the last 4-5 days, stay home.
4. Staff with COVID-19 symptoms should be sent home immediately. If they cannot be sent home immediately, isolate them in a closed room until they can be sent home. Staff who have been in close contact with a household member with COVID should not be at work until their quarantine period is finished.
5. Staff must report symptoms to Pastor Chris Steubing and Penny Owen (Contact Tracing Coordinator). In the case of Pastor Chris Steubing experiencing symptoms, he will report them to Council President Rick Gittins. Employees exhibiting symptoms are not allowed to come into the church building. Employees are instructed to:
  - a. Take temperature in the morning and when you return home from work. If their temperature is 100 degrees or more, they will not come to work and will inform Pastor Chris Steubing of their symptoms.
  - b. Report any exposure to COVID-19 positive individuals, respiratory symptoms, sore throat or dry cough.
  - c. Exposed staff must contact doctor and get tested if recommended by physician.
  - d. If a staff member exhibits symptoms or is in contact with a person positive for COVID-19, Penny Owen will conduct the investigation (Contact Tracing, notification to possible contacts)
6. Penny Owen will maintain communications with and gather information from staff whom may be ill, as to ensure privacy of staff is maintained.
  - a. Staff sick policy will be followed as needed for other illnesses.
  - b. Exposed staff will need to monitor symptoms for 14 days if a negative test, can return earlier working with Penny. If test is required, and is positive, notify Penny Owen with results.
  - c. Exposed staff will need to follow doctor’s orders – quarantine if confirmed with COVID-19 for no less than 14 days. A facility assessment will begin to determine what additional public health and cleaning measures should be implemented.
  - d. Christ the Servant will be consistent with compliance with the Health Information Portability and Accountability Act (HIPPA), staff members’ health status and health information will be protected.
7. Staff sickness reporting protocol is to have regular communications with Penny Owen, and they will work together on a return to work plan.
8. Staff to return to work and follow MDH guidance.
9. Penny Owen will identify contact between infected staff and other staff whom may have been exposed. Penny will contact those who had contact with the infected staff while maintaining confidentiality.
10. Executive Committee will evaluate and adjust sick leave policies to reflect the need for isolation and incentivize staff whom are sick to stay home.
11. Christ the Servant strongly urges all “at risk” staff and members of vulnerable populations to stay home and participate in services remotely. Vulnerable staff are

- encouraged to self-identify. Employees are urged to stay at home whenever possible and take particular care to reduce these workers' risk of exposure.
12. Sick leave will be clearly communicated to all staff.

#### **4 - Physical Distancing**

##### **Physical Distancing – Staff must be at least six-feet apart**

1. Staff will maximize remote working as much as possible, except for those duties that require on-site presence. Required on-site duties include checking the mail daily, accounting responsibilities, congregation communications, and online worship broadcasting. Other responsibilities will be defined as required.
2. Staff required to be in the office will sign up on the church calendar with designated date, time and purpose. In office work times are limited to essential staff. Staggered in office times is highly recommended.
3. Evaluate traffic patterns and “choke points” to reduce crowding at entrances, in hallways, waiting areas, break areas, common areas, etc. These spaces include:
  - a. Entrance/exit to the church
  - b. Gathering area
  - c. Hallway to Fellowship Hall
  - d. Copy/work room
  - e. others
4. Limit in person staff meetings to 10 people. Virtual meetings are preferred.
  - a. Council meeting – virtual meetings until further notice.
  - b. Executive committee – virtual meetings until further notice.
  - c. CRT – virtual and in-person as deemed necessary.
  - d. Committee meetings – virtual until further notice.
5. Limit the number of people in the restrooms.
  - a. Men and Women’s bathroom on the East end – 1 person only
  - b. Men and Women’s bathroom on the West end – closed till further noticed.
6. Ensure physical distancing in work areas, including at workstations, break rooms, shared projects requiring people to work together to adapt the physical space, event preparations, etc.
  - a. Front office area (2 desks) – stagger shifts
  - b. Copy room – 1 person in this area
  - c. Pastor Chris’ office – 1 person in this area
  - d. Lois’ office – 1 person in this area
  - e. Katie’s office – 1 person in this area
7. Maintain at least 6-foot distance for any worker interaction. Masks are required in the building at all times.
  - a. Signage posted in the facility
8. Increase physical space between staff and the public to at least 6 feet whenever interacting.
  - a. Bread Distribution
  - b. Minneapolis Donations
  - c. Office
  - d. Gathering area
  - e. Any other undefined interactions.

## **5 - Hygiene protocols**

### **Church Office Hygiene**

1. Staff are required to regularly wash their hands. Hand sanitizer is always readily available and accessible in the offices.
2. Staff members will wear face mask when working in shared office spaces and in the building. Face masks are not required to be worn when sitting at your own personal workstation.
3. A trash receptacle is placed by the door to the restrooms so that paper towels are readily disposed of when opening the door.
4. Each staff member will be required to clean and disinfect their work area before (if it is a commonly used area) and after use. Computers, printers, copiers, etc. that are used by multiple people must be cleaned after each use to reduce transmission. Signage has been posted throughout the building.
5. Community water fountain is not available for use until further notice. Staff and visitors should bring their own water bottles or drinks with them.
6. Food should not be shared communally. Kitchen is not to be used and that includes the refrigerator, microwave, other appliances, etc. Bring your own food and drink and keep it at your work area.

### **Drop-Off, Pick-up and Delivery practice and protocols**

1. Any deliveries to the facility will be dropped off at the entrance to the church. Staff or members touching deliveries must wash or sanitize hands after handling and disinfect areas.
2. Staff must maintain a distance 6 feet or greater from others during interactions while receiving or exchanging deliveries.
3. Staff must minimize the unnecessary exchanging of sharing scanners, pens or other tools with delivery personnel. Wash or sanitize hands after handling.

## **6 - Cleaning and Disinfecting procedures**

1. Ernesto Vuong is the CRT cleaning coordinator.
2. A documented sanitation schedule and checklist will be maintained by Ernesto Vuong. Identify surfaces/equipment to be sanitized, the agent to be used and the frequency at which sanitation occurs will be included. Deep cleaning of areas – sanctuary, kitchen, office area, copy room, gathering area, and bathrooms will be completed in phases. Guidance for cleaning schedule and checklist will be established.
3. Routinely clean and disinfect all areas, such as offices, restrooms, common areas, shared electronic equipment, instruments, tools, controls, etc.
4. Electronic devices (i.e light switches, circuit breakers) should not be sanitized with a liquid agent. Clorox wipes or IPA wipes should be used.
5. Personal equipment, items used in rituals or services, microphones and phones should not be shared or if shared should be disinfected after each use. Use 70% IPA for cleaning.
6. Frequently clean high-touch items, such as doorknobs, countertops, barriers, railings, handles, chairs tops and arms, and other surfaces. Blue tape to communicate that this surface/area/item has been cleaned.
7. Signage has been posted for cleaning and disinfecting of the work and gathering space if a staff, member, or visitor becomes ill with COVID-19. Several cleaning stations have

been set up. All are responsible for cleaning areas that they have used. If an area has been potentially contaminated, Ernesto Vuong will coordinate with the CRT to have area deep cleaned.

8. A selected appropriate supply of disinfectants has been identified for effectiveness and safety. A list of identified cleaners are listed below. The U.S. Environmental Protection Agency's (EPA) List N has identified a list of products that meet EPA's criteria for use against SARS-CoV-2.
  - a. Sanidate Disinfectant for chairs, other surfaces
  - b. Clorox spray and wipes
  - c. 70% IPA wipes
9. Review product labels and Safety Data Sheets, follow manufacturer specifications, and use required personal protective equipment for the product.

## **7 -Communications**

### **Communications and Training Practices and Protocols**

1. All leadership and staff must be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols. Including church council members, essential volunteer staff and members as necessary.
2. Required rules and practices are communicated to members, renters or other users of the space and adequately enforce provisions by completing the Facility Use Agreement. Staff must ensure they comply with and follow established rules and practices.
3. Communication to educate members and participants about the steps being taken for their protection to mitigate the spread of COVID-19. Protective measure will be communicated to members and participants prior to and at the start of the event or gathering to both educate and inform them of their role in protecting themselves and others. The four basic practices include: self-monitoring, physical distancing, personal hygiene and enhanced cleaning.

## **8 - Facility Operations**

Christ the Servant is following occupancy guidelines to keep the all staff, members and visitors safe and health. Currently the building facility is closed for all non-essential activity, but once reopened, occupancy must be reduced to accommodate for the required physical distancing of at least six feet between people who do not live in the same household. Indoor settings, occupancy must not exceed 50% of total occupancy, with a maximum of 250 people in a single self-contained space. In outdoor settings, gatherings must not exceed 250 people. These limits may change as the data indicates declining number of cases and deaths, or surges in those numbers over time.

Worship at Christ the Servant has never stopped during the COVID-19 pandemic. Christ the Servant has been worshiping virtually on Sunday mornings at 9:00 a.m. and will continue to worship online. Additional worship opportunities at the church property will occur in phases. Phase 1 is being planned to begin with a Wednesday night outdoor service with dates to be determined.

Outdoor service cannot exceed 250 people and will take place on the east lawn outside of the front entrance of Christ the Servant Lutheran Church. Physical distancing is required and will be obtained with pre-marked spaces for individuals and families. Pre-registration is required.

All are always expected to wear masks on the grounds of Christ the Servant Lutheran Church, children over 2 should wear a mask if they are capable of wearing it properly per CDC recommendations. The worship team, including the Pastor, will not be required to wear masks while at the front of worship because they will be physically distant by at least 15 feet from the congregation during worship.

Patio usage is available for groups by completing the Property Use form and following instructions for cleaning. Patio seating is pre-set for appropriate COVID distancing.

For any outside use of space, hand sanitizer and cleaning stations will be available. Garbage cans will be set out. The building will remain closed which means the bathrooms will also be closed until further notice.

If a person is experiencing any of the following symptoms, they should not attend an outdoor worship service:

- Fever over 100 degrees
  - Cough
  - Shortness of breath
  - Chills
  - Headache
  - Muscle pain
  - Sore throat
  - Loss of taste or smell
- 
- Families will be seated together in areas separate from other worshipers at a distance of at least 6 feet from other families
  - All worshipers will bring their own chairs or blankets to sit on during the worship service.
  - No-touch alternatives for making offering will be provided.
  - Communion is still a topic of discussion and is not yet being offered in person.
  - Christ the Servant will post signs at the outdoor worship services listing worship protocols.
  - All attendees are asked to remember respiratory etiquette and cover mouth and nose with their sleeve or tissue when coughing or sneezing to avoid touching their face with their hands.
  - The Pastor and assistants will dismiss families to allow for maximum distancing.

In the spirit of loving our neighbor, Christ the Servant Church expects compliance with the above procedures for all worshipers at the outdoor services.