

St. John's Lutheran Church **Reopening Safety Plan & Guidelines**

Elevator Signs (5) "One person/household at a time."

Entrance Signs (4) "Observe Social Distancing, 6ft. Masks Required"

- Use the Dinner Church Sign with new lettering
- Use the the Green sign that scratches the lettering, new wording
- Use the old Library Signs for the other two signs and put them on the Bible stand & literature stand in the narthex

Bulletin Board Signs/Wall Signs/Email Communication/Website

- Reminder to maintain social distancing
- Proper mask usage, mask cleaning and mask policy
- Masks are available if needed. We will not have enough staff and help to hand out on Sunday. Therefore, people MUST contact church office the Wednesday before worship to arrange for pick up.
- Reminder to use the hand sanitizer provided if unable to bring your own
- Reminder to please stay home if experiencing Covid related symptoms or have been advised to self isolate.
- Ask that members not attend worship if they have had contact or with any Covid Positive person until they have contacted a health provider and followed their guidance.
- Reminder to please use assigned areas only
- Cover to cough sign
- Appropriate hand hygiene signs in restrooms
- Safety plan will be posted on main bulletin boards throughout the building
- "If you are part of a vulnerable population we strongly encourage you to evaluate your attendance and participation at all in person events."
- Bathrooms are a high vulnerability point, please avoid use if possible.
- Report symptoms or exposure to Covid 19 to church office, 452-1550
- Consider coming early to help stagger arrivals
- Full safety plan will be available on website
- Facebook post pointing to website for further information

Restrooms

- Capacity limited to one person at a time
- Signs to remind people to wash hands for 20 seconds.
- Ensure people that bathroom is being regularly sanitized.

Hallway/Aisle Traffic Flow

- Hallways must be one way as much as possible-this is achieved by having everyone on the same schedule.
- Communion traffic patterns are well established and will be maintained.
- Social distancing markers in Nave for communion

Cleaning Procedures

- Sanitizer stations installed at all entrances, usage strongly encouraged.
- Bernardo must check regularly to ensure they are not empty.
- Bernardo has agreed to clean restrooms every night.
- Bernardo has agreed to clean 118 & BR every night.
- Bernardo has agreed to clean touch points every night; light switches, door handles, hand railings, faucet handles.

- Public touch points and bathrooms need to be cleaned in-between worship services
- Personal office touch points will be sanitized by office occupant
- Cleaning and sanitization products will be kept in Narthex coat closet, bathroom and Nursery
- Greeters/Ushers/Staff will maintain cleaning logs for touch points and restrooms in-between services.
- Congregation should be encouraged to take all worship materials home with them, any left over materials should be picked up and discarded with gloves.
- Bernardo will fill maintain and update cleaning logs for his responsibilities, PK and Jeanne will oversee.
- Property will be consulted to see what can be done to clean pews.

Mask Rules/Guidelines

- Must be worn upon entry & exit to building
- Must be worn while walking around building
- Must be worn while going up for communion
- Mask must cover both mouth and nose
- Can be removed while seated in pew.
- Worship Leaders can remove masks given that they are 6ft away from each other.
- Worship Leaders must wear mask to distribute communion if getting within 6ft of someone and be in greeting line.
- Those unable to wear masks must identify themselves to staff members so arrangements can be made
- Explain to those that do identify themselves that masks must only be worn when moving around the building and can be removed once seated.
- Those absolutely unable to wear a mask must arrive in worship space early and be last to leave
- Those not wearing a mask may not come forward for communion, communion will be brought to them

Music at Contemporary and Traditional

- No sung hymns by the congregation at large
- Singers may be used with 12ft of social distancing, maximum of 4
- Soloists will be asked to fill out health assessment forms
- Words/music will NOT be made available to congregation
- Increased use of Handbell Choirs
- Increased use of instrumentalists
- Microphones must be wiped down in-between usage by different people

Altar Guild/Worship Prep

- Should wash hands or use hand sanitizer before handling any materials
- Limit the number of people touching elements and worship items
- Communion ware will be set up on credence table, not in Narthex
- Maximum of 87 people at worship in Nave
- We will asking that people sign up for the service they wish to attend to ensure that we do not go over the capacity limits set by state recommendations.
- Contemporary team will set up for their worship service with enough presiding communion elements for BOTH services.
- Traditional worship will need to be set up after contemporary at 10:00AM.

Physical Items in Worship

- Baptismal Fonts will be empty
- Offering station as opposed to a collection.

- Hymnals and Pew Materials Removed
- Order of Worship/Bulletin will be made available ahead of time for people to print/download.
- Any literature/materials created for worship is one time use.
- No sharing of Alb's. Those who own their own may wear them. Lectors, acolytes and communion assistants should wear respectable street clothes to participate in worship.

Voice Usage in Worship

- Worshippers will be limited to short responses and encouraged to keep their voice to themselves.
- All worship leaders and readers MUST use microphones and not rely on their own volume and ability to project

Exchange of the Peace (if part of the service)

- Absolutely no physical contact beyond members of the same household
- Encourage respectful acknowledgment of each other; nodding of the head, slight bow, a wave, flashing a peace sign.

Contemporary Worship Procedures

- Move to Nave for now
- Extended prelude to encourage early arrivals.
- Circulate air as much as possible
- Signage/announcements about mask procedures.
- Greeter should provide guidance for a group of more than two.
- Welcome Table will be temporarily unavailable
- Order of worship will be available for download ahead of time
- Photos will be taken of the congregation for contact tracing purposes.
- Worship leader does all reading and spoken parts.
- There will be no sharing time
- Singers will be in front of lectern
- Worship service will be shorter
- Extended postlude to encourage staggered departure

Greeters at Contemporary

- Must wear mask
- Remind people of mask guidelines, offer disposable if one has forgotten theirs.
- Remind people of social distancing
- Use reservation sheet to mark people off as they arrive.
- Help stagger people upon entry to the building
- Ask people to use hand sanitizer upon arrival

Usher Duties at Contemporary

- Must wear mask while performing usher duties
- Assisting people/households to seats where social distancing can be maintained, pews will be marked with blue tape where we want people to sit.
- Point out the offering station
- Hand out order of worship to those who are unable to print or bring a device.

Contemporary Communion Procedures

- For now, we will use the "disposable communion kits" we have
- Elements for congregation will be placed on Communion Rail.
- During consecration, presider will stay 6ft away from actual elements.
- Presider will use empty chalice and large host.
- Ushers will send people to table in a manner that is consistent with social distancing.

- Congregants must approach the table with mask on
- Congregants will partake in the elements at a specific location that is 6ft from everyone to allow for the removal of masks and near a trash bin for disposing of the packaging.
- If assistant is need to open communion elements PK will assist.
- Musicians will do communion music from choir loft and take communion with them.

Greeters at Traditional

- Must wear mask
- Remind people of mask guidelines, offer disposable if one has forgotten theirs.
- Remind people of social distancing
- Use reservation sheet to mark people off as they arrive.
- Help stagger people upon entry to the building to allow ushers time to seat people
- Ask people to use hand sanitizer upon arrival

Upon Arrival at Traditional

- When weather allows, all doors should be propped open.
- Use three entrances; office doors, angel doors, wooden doors
- Greeters work to stagger people in order to maintain social distancing
- Encourage early arrivals to manage traffic flow

Usher Duties at Traditional

- Must wear mask while performing usher duties
- Assisting people/households to seats where social distancing can be maintained, pews will be marked with blue tape where we want people to sit.
- Point out the offering station
- Hand out order of worship to those who are unable to print or bring a device.

During Worship at Traditional

- Extended prelude to encourage early arrivals.
- Photos will be taken of the congregation for contact tracing purposes.
- Circulate air as much as possible
- Offering will be received before/after worship using an offering station in Narthex.
- Congregation must bring order of worship home for disposal or reuse.
- Worship Leadership is limited to Pastor, Assisting Minister, One Lector, Organist and musicians.
- Extended postlude to encourage staggered departure

Traditional Communion Procedures

- For now, we will use the “disposable communion kits”we have
- Elements for congregation will be placed away from the altar.
- During consecration, presider will stay 6ft away from elements.
- Presider will use empty chalice and large host.
- Ushers will send people to table in a manner that is consistent with social distancing.
- Congregants must approach the table/communion rail with mask on
- Congregants will partake in the elements at a specific location that is 6ft from everyone to allow for the removal of masks and near a trash bin for disposing of the packaging.
- If assistant is need to open communion elements PK and AM will assist.

Receiving line at Worship- while this creates complications, it is vital to the life of the congregation to start reconnecting with PK.

- Masks Mandatory to be within 6ft to allow for conversation.
- No Touch
- Outside when possible.

- Separate exit for those choosing not to
- PK & AM only in Receiving line

Fellowship/Small Groups

- No Coffee Hour or Fellowship activities on Sunday morning until further notice.
- No shared beverages or food, people are allowed to bring their own.
- Leaders need to schedule room usage with Jeanne. Jeanne will inform them of procedures and forms and update the schedule.
- Group leaders will have to ensure that their group abides by all restrictions in place.
- Two rooms (BR & 118) will be available for use for small groups as the regulations allow.
 - To use 118, group must use office doors and restrooms.
 - To use BR, group must use education doors and restrooms.
 - **Property needs to make sure that these bathrooms are in working order.
- Leaders need to submit an accurate list of who attended their meeting/event to Abby for contact tracing purposes.
- Leaders should remind participants not to attend if they are experiencing symptoms, have tested positive in the last 14 days, or been in close contact with a Covid 19 patient.
- Leaders need to remind participants of social distancing regulations.
- Leaders needs to remind participants of mask regulations.
- Forms for leaders will be made available electronically and be physically present in the room being used. Forms will be handed in to Abby using her mailbox.
- Abby will be responsible for ensuring forms are collected. If forms are not handed in Diana will follow up and Diana can record the needed information over the phone.
- Church staff will be available to small group leaders for any questions or concerns they have.
- At this point, we are NOT open to outside building users

Distribution of Plan & Guidelines

- To all staff
- To all Council members
- To all Mission Team/Small Group Leaders

If a leader or staff member tests positive...

- Notify state & local authorities
- Notify church staff members
- Local Health Department will provide guidance on how to proceed and when it is safe for the individual to return.

If a member or visitor tests positive

- Encourage them to share information with church staff
- Encourage them to share a list of church staff/members they have been in close contact with without using PPE
- Encourage them to share what areas of the building they have occupied; occupied areas of the building will be cleaned and disinfected after the area has been unoccupied for at least 24 hours.
- Local Health Department will provide guidance on how to proceed and when it is safe for the individual to return.

Health Assessments/Screening

- Staff and musicians are responsible for filling out a health assessment chart for every day they are physically in the building. This will be provided by Jeanne/Abby and must be made available to PK/Lee upon request.
- Small Group Leaders need to fill out a small group agreement for each meeting they facilitate. Forms will be made available by Abby and should be returned to Abby.

Site Safety Plan Responsibilities

- Communication to staff, council, congregation- Jeanne
- Volunteer Instruction and Training, specifically ushers and greeters- Jeanne
- PPE Adherence- Jeanne
- Health Screening- Abby
- Cleaning Logs-Abby
- Small Group/Ministry Monitoring-Abby
- Maintaining worship attendance records and pictures-Abby
- Staff and worship leader cooperation with all safety directives and guidelines-PK