

## **First Lutheran Church** **Reopening Safety Plan & Guidelines**

- Reminder to maintain social distancing.
- Proper mask usage & mask policy
- Reminder to use the hand sanitizer.
- 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 your cough sign.
- Appropriate hand hygiene signs in restrooms.
- Safety plan will be posted on bulletin boards in fellowship hall and by the elevator.
- If you are part of a vulnerable population, we strongly encourage you to evaluate your attendance and participation at all in person events.
- Report symptoms or exposure to Covid 19 to church office, 452-6050
- Consider coming early to help stagger arrivals.
- Full safety plan will be available on website.

### **Restrooms**

- Capacity limited to one person at a time.
- Signs to remind people to wash hands for 20 seconds.
- Bathrooms will be cleaned and sanitized once per week by custodian until New Deliverance returns to worship.

### **Communion Traffic Flow**

- Communion will be administered while standing at the communion rail.
- Communion traffic patterns will be established and maintained.
- Social distancing markers on floor near communion rail.

### **Cleaning Procedures**

- Sanitizer stations installed at all entrances; usage strongly encouraged.
- Hand Sanitizers, Hand Soap checked regularly by custodial.
- Touch points on pews and bathrooms need to be cleaned in-between worship services, only when New Deliverance returns to worship and Antibacterial Pledge will be used for pews.
- Personal office touch points will be sanitized by office occupant.
- Ushers/Staff will maintain cleaning logs for touch points and restrooms in-between services when New Deliverance returns
- Touch points on pews will be wiped between services with Antibacterial Pledge when New Deliverance returns to worship.

### **Mask Rules/Guidelines**

- Must be worn throughout worship, meetings, and other activities with more than one person.
- Mask must cover both mouth and nose.

- Worship Leaders can remove masks given that they are able to maintain social distancing. Those unable to wear masks must identify themselves to staff members so arrangements can be made.

### **Music**

- Now, no sung hymns by the congregation.
- Should we choose to hire any soloists, they will be asked to fill out health assessment forms.
- Words/music will NOT be made available to congregation.

### **Altar Guild/Worship Prep**

- 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 altar.

### **Physical Items in Worship**

- Baptismal Font will be empty.
- Offering plates will be in the back of the church and directly outside the sacristy (in the church).

### **Ushers Duties**

- Must wear mask.
- Remind people of mask guidelines, offer disposable masks if one has forgotten theirs.
- Remind people of social distancing.
- Logbooks will be maintained for contract tracing purposes.
- Guide people to communion in a way that encourages social distancing.
- Guide newcomers of seating arrangements.
- Wipe down touch points on pews after service when New Deliverance returns.

### **Voice Usage in Worship**

- All worship leaders and readers MUST use microphones and not rely on their own volume and ability to project

### **Exchange of the Peace**

- 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.

### **Worship Procedures**

- Extended prelude to encourage early arrivals.
- Circulate air as much as possible. In warm weather, open windows, use ceiling fans, etc.
- Offering will be received before/after worship using the collection stations mentioned above.
- Worship Leadership is limited to Pastor, Deacon, one Lector, and Organist.
- Extended postlude to encourage staggered departure.

### **Communion Procedures**

- Host and gluten free Host are available.
- Host will be placed on altar.
- During consecration, presider will keep cover on Ciborium.
- No wine/juice will be offered.
- Congregants will partake in the elements standing in front of communion rail, socially distanced, to allow for congregants to lower their masks to receive communion.
- Communion music is not sung.

### **Church Meetings**

- Leaders need to schedule room usage with Bailey. Bailey will inform them of procedures and provide them with a logbook.
- Group leaders will have to ensure that their group abides by all restrictions in place.
- Leaders must keep accurate attendance in logbook 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 need to remind participants of mask regulations.
- Blanket sewers will continue to use their logbook for contract tracing purposes.
- Church staff will be available to small group leaders for any questions or concerns they have.

### **Outside Building Use Policy**

- Groups are limited to those able to meet with 50 or fewer people AND able to maintain social distancing in the space provided.
- Those meeting must wear masks.
- Groups must use the assigned spaces.
- Attendees should refrain from attending any meeting if experiencing Covid symptoms, have tested positive in the last 14 days, or have been in contact with a Covid positive person in the last 14 days.
- Group Leaders are responsible for maintaining accurate lists of those who attend if such information is needed for contact tracing. Group Leaders are responsible for cleaning tables that were used by the group. Cleaning supplies will be provided.

### **Distribution of Plan & Guidelines**

- To all staff.
- To all Council members.
- To all congregants.

### **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 are responsible for filling out a health assessment chart for every day they are physically in the building. A logbook will be available outside of church office.

**Site Safety Plan Responsibilities**

- Communication to staff, council, congregation.
- Training will be provided to ushers prior to church opening date.
- Ushers will ensure congregants will have masks on when attending worship.
- Health Screening
- Cleaning Logs
- Small Group/Ministry Monitoring
- Building Use Agreements
- Ushers will maintain worship attendance records.
- Staff and worship leader cooperation with all safety directives and guidelines.