

Stage I Reopening Guidelines
Lutheran Church of the Newtons (LCN)
August 4, 2020

Core Principles:

- **Start Small, Move Cautiously:** Covid-19 spreads primarily through in-person gatherings; therefore, the safest way to reduce contagion is to worship online as much as possible. The LCN Council will decide when in-person worship may resume. Reopening will proceed incrementally with utmost caution, with only a few people gathering in-person at first. Over time, as positive tests and hospitalizations continue to decline and testing and tracing increases, larger gatherings will be possible.
- **Regional and Local Authorities and Leaders Know Best:** Different regions across the U.S., the Northeast, and MA may reopen at different times and at different rates based on local conditions and decisions. LCN will follow the guidance from their Governor and local department of health.
- **Smart Practices Make the Difference:** The practices of physical distancing (six-feet apart, limited gatherings), wearing personal protection equipment (such as masks), and adopting heightened cleansing regimens (including handwashing) are needed now and will continue to be needed in the future.
- **Revisions and Updates are the Norm:** The virus and its impact on guidelines and practices will change to align with new circumstances and information. These guidelines will be revised as needed.
- **Nothing is Wasted:** Even in this crisis, churches are learning important new things. Pastors and congregational leaders can apply new learnings from our time worshipping and holding small groups online.
- **Communication:** Clear, complete, and timely communication will be provided to all who love and worship at LCN.

Timing of Stage I:

The guidelines for Stage 1 of reopening were presented to the LCN Church Council by the Reopening Task Force at their 6/19/20 meeting. The Council voted to approve the guidelines pending conversation with our affiliate organizations. Stage 1 will begin immediately and continue until 9/16/20. The Council may, however, decide to move to the next stage sooner if the plan is working well and overall public health conditions in the region allow, or delay moving to the next stage if congregational or regional public health considerations warrant doing so.

Resource: MA Stage III Reopening, Safety Standards and Checklist: Places of Worship:
<https://www.mass.gov/info-details/safety-standards-and-checklist-places-of-worship>

Stage I Guidelines

1. Lutheran Church of the Newtons (LCN) Worship Services

- a. LCN will have no worship services inside the building through Stage 1. Worship services continue online.
- b. Although small-group worship services are allowed according to State guidelines, LCN has chosen not to hold in-person services at this time in consideration of our many vulnerable congregants.
- c. The other congregations that share our facility may make their own decisions about whether or not to conduct worship during this stage. All safety precautions (see below) must be followed.
- d. Our Pastor and Music Director may begin recording worship segments inside the church building if technical support issues can be managed effectively. Being able to see the sanctuary may affirm the congregational feeling of “home.”
- e. The liturgy, music, devotionals, and news will be emailed to community members; it will be mailed to those who have no access to technology.

2. LCN Pastoral Care

Pastoral Care is carried out by our Pastor at her discretion and within State guidelines.

3. LCN Small Groups

- a. Sunday school and Children’s church continue online.
- b. Church Council meetings, Bible studies and other small groups continue online.
- c. Small groups related to Forward Leadership may meet outside observing all safety precautions.
- d. Groups of ten or fewer may use the large gathering space on the lower level (room 011). Requests for use of the space in advance should be directed to the LCN building liaison (see directory, below). Use of this space will be limited to once per week total, for all purposes. Physical distancing measures must be followed and masks are required at all times.

4. LCN Staff

Staff members may return to their office but are assigned designated spaces (see the LCN Building Plan for LCN Staff and Affiliates Staff Usage) to minimize cross-interaction with Affiliate Organizations sharing the building.

5. Safety Precautions

- a. A mask must be worn over the mouth and nose at all times. This is an act of love to our neighbors and protects us all.

- b. Anyone who enters the building must maintain a distance of at least 6 feet (physical distancing). In addition, only one person is allowed in a stairwell at a time.
- c. Hand sanitizer and wipes should be used regularly.
- d. Follow posted instructions at all times.
- e. Individuals experiencing any symptoms such as fever (100.0 and above) or chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting or diarrhea should not enter the building during this stage.
- f. High-risk individuals including persons age 65 and older, those with underlying medical conditions (or living with such members in their household), and people who work in essential services, such as health care, may want to continue to shelter in place and engage with online services.
- g. If anyone from LCN or an affiliate organization who has used the building tests positive for COVID-19, or comes in close contact with someone who has tested positive for COVID-19, that individual or a representative of that individual's organization should contact the LCN building liaison immediately so that LCN can work with our affiliate organizations to develop an appropriate response.

6. Cleaning Protocol

- a. LCN will perform these cleaning services in all spaces at least once a week depending on usage:
 - i. Vacuum all carpeted areas.
 - ii. Mop down all wood or vinyl floors.
 - iii. Dust projecting surfaces on walls such as chair rails and baseboards.
 - iv. Thoroughly clean all bathrooms.
- b. LCN will provide EPA-approved cleaning materials for cleaning toilets, wiping down door knobs, and cleaning tables and chairs as needed. If you see supplies running low, please contact the LCN building liaison.
- c. Individuals should use only the toilet rooms designated to their organization and should disinfect toilets after each use:
 - i. Use toilet bowl cleaner.
 - ii. Wipe down the toilet seat and handle.
 - iii. Clean faucet handles and bathroom doorknob.
 - iv. Toilet room should sit empty for five minutes between uses with the door open to avoid risk of infection from aerosols.
- d. Within their own designated spaces, members of affiliate organizations will take responsibility for cleaning surfaces and furnishings as they deem appropriate.
- e. The dumpster will be available for trash bags with non-food waste. Individuals should take any food-waste trash home with them for disposal.
- f. Separate mailboxes will be provided for affiliate organization at the Parish Hall entrance.

7. **Affiliate Organizations** (Mass Bible Society, Shir Hadash, Worship Frontier, & possibly AA)

- a. Each organization may recommence use of the building for administrative and management activities by a limited number of staff members from each organization.
- b. Affiliate organizations are assigned to specific, designated areas in the building (see the LCN Building Plan for LCN Staff and Affiliates Staff Usage).
- c. Each organization is asked to stay within their assigned spaces in the building at all time to minimize cross-interaction with other organizations sharing the building.
- d. Each affiliate organization will have its own entrance and exit, office spaces, and toilets (see room list below).
- e. LCN will provide signage to communicate which spaces, entrances, and toilets are designated for each organization.
- f. LCN will remove all objects, unnecessary furniture, and other loose items from rooms to be used and store them.
- g. Groups of ten or fewer may use the large gathering space on the lower level (room 011). Requests for use of the space in advance should be directed to the LCN building liaison (see directory, below). Use of this space will be limited to once per week total, for all purposes. Physical distancing measures must be followed and masks are required at all times.
- h. **Worship Frontiers Sanctuary Usage**
 - i. Worship Frontiers may hold worship services of up to 15 people including two leaders and 10 worshippers in the sanctuary.
 - ii. Physical distancing measures must be followed and masks are required at all times with one exception: leaders may remove their masks when conducting the service if they are behind plexiglass barriers.
 - iii. The sanctuary may be used only during the designated days and times listed below. This schedule helps protect others who also enter, use, and clean this space.
 1. Saturday 6:45 am – 8:15 am
 2. Sunday noon – 5:30 pm
 - iv. No additional use of the sanctuary will be permitted during this first stage of reopening without prior approval by the LCN building liaison and the Church Council.
- i. To promote ventilation for enclosed spaces, windows and doors should be open to allow airflow.
- j. For this first stage of reopening, the use of the kitchen will not be permitted.
- k. LCN will be in touch with each affiliate organization once a month to review the guidelines and solicit feedback on how they are working.

- I. For purposes of notification and contact tracing if needed, each affiliate organization will send to the LCN building liaison a list of people who use the building and include their preferred contact information.
 - i. This list will be kept confidential.
 - ii. Only people who are on this list may use the building. If an affiliate organization would like to add someone to the list of building users, please contact the LCN building liaison.
 - iii. In the case of a childcare emergency, those on the list may bring related minors into the building as long as they accompany the minor at all times. It is expected that this will not happen frequently.

LCN Building Plan for LCN Staff and Affiliates Staff Usage

Group	Rooms	Toilet(s)	Entrance	Maximum # of people
LCN	All of lower level	019 & 023	Lower level	2
Mass Bible	Vestibule (115), Stair D, rooms 203 and 205	204	Parish Hall	2
Worship Frontier: Monday-Friday	Entrance (101), Sanctuary (103), Fellowship Hall (111), Stage (113), Stair C (120/209), rooms 206, 207, and 208	109	Sanctuary	3 (one per rooms 206, 207, and 208)
Worship Frontier: for Sunday Worship Service (12:30 - 5 pm)	Entrance (101), Sanctuary (103), Fellowship Hall (111), Lobby (110), Stage (113), Stair C (120/209), rooms 206, 207, and 208	109, 117	Sanctuary	Sanctuary and fellowship hall: 15 206, 207, and 208: One per room
Worship Frontier: Saturday Morning Prayer (7 - 8 am)	Entrance (101), Sanctuary (103), Fellowship Hall (111) for access to toilet 109	109	Sanctuary	10
LCN volunteers; building maintenance workers	As needed	020 & 021	As needed	6 maximum in building at any one time (when no other group is there), dispersed around building for adequate distancing
Shir Hadash: Not planning to use any spaces (except occasional access to retrieve things from storage) for the foreseeable future	110, 111, 112	109 & 117	Parish Hall	12 (limit may be increased in consultation with LCN building liaison)
AA (proposed)	110, 111, 112	109 & 117	Parish Hall	12 (limit may be increased in consultation with LCN building liaison)
Special-purpose meetings of 10 or fewer (with prior permission)	003, 009, 010, 011	021	Lower level	10

Directory:

Lutheran Church of the Newtons

Building liaison: Paul Eldrenkamp; 617-775-4716 or peldrenkamp@gmail.com

Pastor: Pastor Kari Jo Verhulst; 617-230-7887 or pastorverhulst@gmail.com

Worship Frontier

Pastor Jeong Choi: 617-458-2909 or cjs300@gmail.com

Mass Bible Society

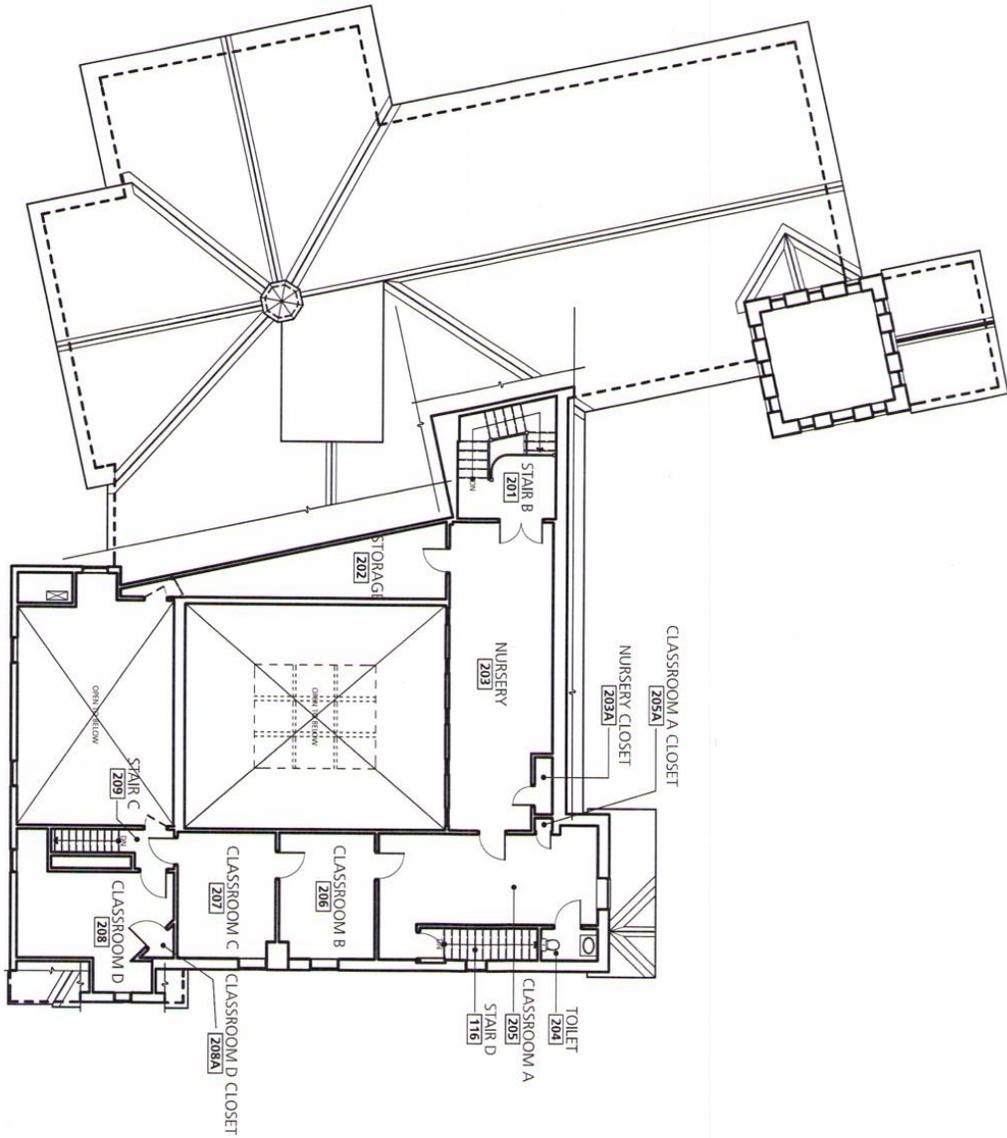
Mike Colyett, mikemassbible@gmail.com

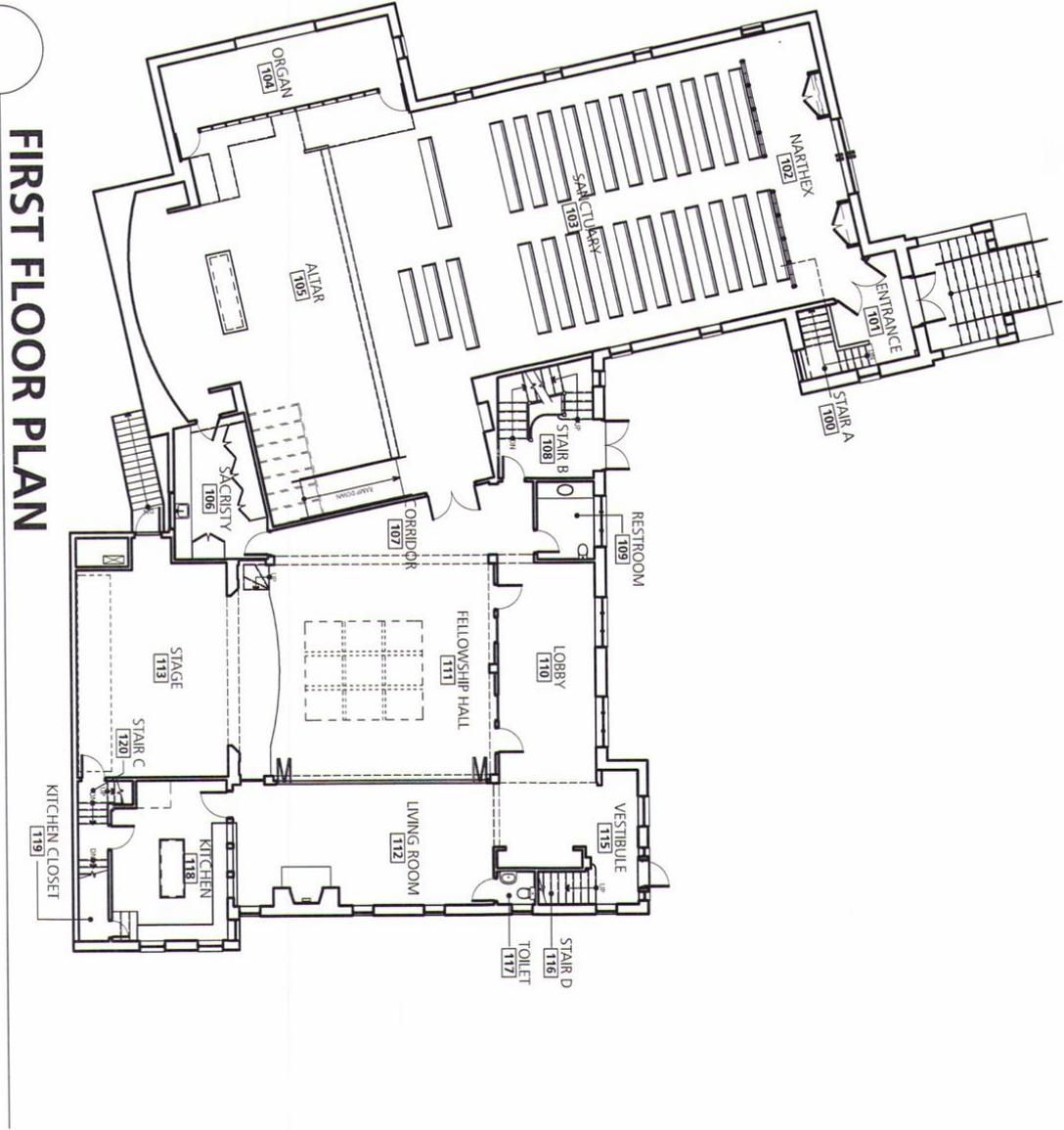
Shir Hadash

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SECOND FLOOR PLAN





FIRST FLOOR PLAN

BASEMENT PLAN

