**ST. JOHN LUTHERAN CHURCH**

**COVID 19 PREPARATION PLAN**

**St. John Staff Protocol**

Staff does as much work from home as possible, coming into church as necessary and communicating with mutual ministry and other staff about schedules.

Staff must stay home if exhibiting any symptoms of COVID-19.  Communication to mutual ministry must take place in the event of symptoms, so cleaning of the work area can take place.

Staff must follow CDC recommendations and while at work, specifically, but not limited to:

* follow social distance of 6 feet at all times
* wash hands regularly following CDC guidelines
* clean work area daily
* wear mask in the church or be ready to wear mask in office setting in event of communication with visitors or other staff

**Cleaning Protocol**

Custodian to follow cleaning procedures and materials that meet EPA criteria for use against COVID-19.  Disinfecting of bathrooms, table tops, light switches and any other high touch areas will occur several times each week.

Any person using common use office equipment such as the copier should clean at the end of use.

Phones and other disposable office equipment such as pens, paper, etc should not be shared if at all possible.

If a staff member or visitor or visitor becomes ill, sanitizing and cleaning guidelines as outlined by the CDC website will be followed.

**Communication**

All staff will be trained on COVID-19 protocols.  A copy of this preparedness plan will be available on the St. John website.  Ongoing information will be communicated to all members via newsletter, email, social media, etc.

Signage for all members and visitors of the building will be in place to communicate latest CDC, MDH and other guidance.

**Worship Protocol**

Members are encouraged to participate from home as services will continue to be available on St. John website and YouTube, both live and streamed later.

Attendance at indoor services will be limited to 120 people in the worship center and 50 people in the basement.  This doesn't include the worship team.

Members and visitors must follow the following in order to have the safest in-person worship as possible:

* We are requiring that in-person worshippers sign-in on the clipboards provided in each pew open. This is for contact tracing.
* Holy Communion will be offered on a limited basis using pre-packaged communion cups. We will typically continue to observe a holy fast, feasting instead on God's Word and the communion of the Holy Spirit
* Do not come to church if you have any COVID-19 symptom or have been close to any person exhibiting COVID-19 symptoms, or have tested positive for COVID-19 within 14 days.
* Attendance will be taken in case of positive COVID-19 for contact tracing.
* Bring and wear a mask (masks are available at the church)
* Must follow 6 feet social distance guidelines and follow seating rules.  Signage will be throughout the church to assist members with seating rules.  People may sit in every 3RD row, and at either end of that pew. Family groups may sit together.  First four pews will be left empty as buffer between the worship team and the congregation.
* Must not sing or recite words out loud (basically follow the service passively)
* Bulletins will be pre-placed in pews
* Offering plates and hand sanitizer will be in clearly marked designated locations
* Fellowship before and after the service is encouraged to be outside following appropriate social distancing and will not include coffee or food.
* Basement will be open for parents with children for the service as an option
* Microphones will not be shared.

Worship team will be allowed to not wear mask while speaking and singing.  All other rules apply to the worship team as other members.

Funerals and funeral visitation will occur at the direction of the funeral home, following the same general safety practices as above and limitations on attendance numbers.

Weddings and baptisms will occur, following the same general safety practices as above with limitations on attendance numbers. The front pews will be used by family/wedding party/baptismal party. This will include as many pews as necessary to accommodate this group. Two pews will be left behind them as a buffer.

Family/wedding party/baptismal party, will be allowed to not wear masks while participating in the service and for pictures.

**Building Usage Guidelines**

· Sign up with the church office, for room, date and time

· Maximum meeting group – Church 120, Basement 50, Basement Kitchen 6, Chapel Lounge 15, Quilting rooms 5, Food Shelf rooms 4, Sunday School rooms 3

· Must wear a mask and maintain 6 feet apart from one another

· Leave the room as you found it and sanitize using provided cleaning materials including disinfectant on all surfaces. The disinfectant is located in the basement.

· Have a Blessed Day!

All other church use will be reviewed by the Church Council on a case-by-case basis.

Posted 12-24-2020

(This document will be changed as necessary, to maintain the healthiest practices possible)