**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.

**St. John’s Worship Protocol (as of 03-21-2021)**

Members are welcomed and encouraged to consider coming to worship in person, if feeling healthy and safe in doing so. Please know that Worship will continue to be available online from St. John website and YouTube, both live and streamed later.

Attendance is no longer limited, other than the requirements of wearing face masks and maintaining 6 feet of social distance.

The following considerations will made in order to have the safest in-person worship as possible:

* Must follow 6 feet social distance guidelines.   Family groups may sit together.  First four pews will be left empty as buffer between the worship team and the congregation.
* Bring and wear a mask
* When Holy Communion is offered, a self-contained individual communion kit will be made available for those desiring to commune.
* Bulletins will be available to pick up near each entrance
* Offering plates and hand sanitizer will be in clearly marked designated locations
* 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.
* 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 with the worship being broadcast there, as an option, if Worship Center space becomes too crowded
* 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.

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