**Sunday School Requirements and Guidelines**

Sunday School Plan:

* Parish Ed along with Sunday school teachers will host the program this year with **alternating Sundays starting on September 27th. It will be from 10:30a to 11a for the Sundays of 9/27, 10/11, 10/25, 11/8, and 11/22.** After that point we will see what the schools are doing and proceed with the year.
* The following must happen for Sunday School
  + Parents must accompany their children
  + Parent will need to sign their children in with a phone number we can reach them in the event of an outbreak
  + Children and parents must wear a mask ***(church will provide upon request)***

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**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 30 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 not be offered at this time, and we will 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 *(age 5 and under are not required to wear a mask)*
* Must follow 6 feet social distance guidelines and follow seating rules.  Worship bulletins will be placed on pews to assist members with seating safety (at both ends of every third pew). Family groups may sit together. Several pews in the front 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 director direction, 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 while having pictures take.

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

Posted 10-09-2020

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

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

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**Building Usage Guidelines**

* Sign up with the church office, for room, date and time
* Maximum meeting group size is dependent on room (see office for details)
* Must wear a mask and keep 6 feet apart from one another
* Leave the room with the provided disinfectant before leaving
* Have a Blessed Day!