

COVID-19 Preparedness and Response Plan  
for  
Immanuel Lutheran, Almelund MN  
8/5/2020

This plan template was developed to support implementation of public health activities required to minimize the spread of COVID19 at Immanuel Lutheran and was informed by CDC Guidance. This template was designed with basic concepts and will require customization specific to each church. Steps may have been included or omitted in this template which will require the church to modify this plan according to their unique facility, mission, and activities. Examples found within this template have been provided for illustrative purposes and may not apply to each facility.

**Developed by Rebound Team Members:**

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**Approved by: Immanuel Church Council Date: August 10, 2020**

## Immanuel Lutheran, Almelund Plan

Immanuel Lutheran, Almelund is committed to providing a safe and healthy facility for our staff, members, and visitors. This plan was developed in response to the COVID-19 pandemic to ensure we implement strategies and procedures to preserve public health. It is expected that the entire church will have a role in implementing this plan to mitigate transmission of COVID-19 within our facility and our community that would result in a disruption to our mission. Therefore, all persons in our facility will be expected to comply with all aspects of this plan. The church leadership and council have full support in enforcing the provisions of this policy.

This plan has been developed with church staff and members by the Immanuel Rebound Team. Guidance and recommendations from the Centers for Disease Control and Prevention (CDC), the Governor of Minnesota, Minnesota Department of Health, ELCA, and local authorities have been incorporated into the plan as appropriate including:

- Hygiene, cleaning, and disinfecting;
- Prompt identification and isolation of sick persons;
- Controls for social distancing;
- Housekeeping, including cleaning, disinfection and decontamination;
- Communications and training that will be provided to persons on-site; and
- Management and supervision necessary to ensure effective implementation of the plan.

This preparedness and response plan assume the following:

1. Immanuel Lutheran, Almelund will follow guidance from the Minnesota Governor, the Centers for Disease Control, the Minnesota Department of Health, local authorities, and from ELCA.
2. Immanuel Lutheran, Almelund personnel, volunteers, and visitors will fall into different disease risk categories and decisions for return to the facility will be made in accordance with medical and public health guidance for risk stratification (e.g. age, health status). Immanuel Lutheran, Almelund's role is not to determine the risk level of individuals; rather the church leadership should ensure that individuals can make their own informed choices and be supported.
3. Immanuel Lutheran, Almelund personal and activities resumption will occur in a phased approach and comply with established guidance provided in this plan.
4. The COVID19 situation will evolve and Immanuel Lutheran, Almelund will remain adaptable and nimble to the dynamic environment. The baseline level of risk for those working and using our facility will change as restaurants and retail businesses reopen, schools reopen, etc., requiring a reassessment of what level of resumption and precautions are appropriate.

5. Those functions that can practically stay at home to complete work will do so until Immanuel Lutheran, Almelund is fully opened to minimize large gatherings.
6. Social distancing, wearing of masks or other appropriate PPE, hand-washing, and disinfection of surfaces are key factors to reducing the transmission of the COVID-19 virus.
7. Large gatherings are unlikely to be safe over the next several months or longer. Worship services, and other large gatherings should be carried out online or with safe social distancing.
8. Personal responsibility is key to safe operations and the avoidance of disease transmission. Educational materials will be developed for staff, members, and visitors to the Immanuel Lutheran, Almelund facility.

## COVID-19 Plan Management

The COVID-19 church coordinator(s) is Pastor Marla Amborn, with consultation from council president, or representative from rebound team as needed and is responsible for COVID-19 assessment and implementation of this plan with Immanuel Rebound Team. All staff in the facility will be provided with the coordinator's name and how to contact the coordinator with any COVID-19 concerns.

Infection control and occupational safety and health plans will apply to anyone working in or visiting the church (e.g., all staff, members, and visitors).

- The church has reached out to state and/or local public health officials and occupational safety and health professionals and established ongoing communications to make sure they are getting relevant and up-to-date information concerning COVID-19.
- The church coordinator(s) and staff leadership are aware of and will follow all applicable regulations and public health agency guidelines *such as*:
  - MN Industry Guidance for Safely Reopening: Faith-based communities, places of worship, weddings, and funerals- beginning May 27, 2020 and all future updates as released
  - CDC: Resources for Community and Faith-based Leaders
    - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html>
  - CDC: Resources for Large Community Events & Mass Gatherings
    - <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>
  - MDH: Community and Faith-based Organizations Guidance
    - <https://www.health.state.mn.us/diseases/coronavirus/communities.html>
  - MN DEED: Industry Guidance for Safely Reopening Faith-Based Communities, Places of Worship, Weddings, and Funerals
    - [https://mn.gov/deed/assets/worship-guidance-ACC\\_tcm1045-433301.pdf](https://mn.gov/deed/assets/worship-guidance-ACC_tcm1045-433301.pdf)
  - MDH: Guidance for Faith-Based Communities Considering In-Person Services
    - <https://www.health.state.mn.us/diseases/coronavirus/guidfaithserv.pdf>
  - MDH: Guidance on Hosting Faith-Based Services in Parking Lots
    - <https://www.health.state.mn.us/diseases/coronavirus/guidfaithpark.pdf>

- MDH: Guidance for Visiting People at Home
  - <https://www.health.state.mn.us/diseases/coronavirus/visitingathome.pdf>
- ELCA Guidelines
  - [https://download.elca.org/ELCA%20Resource%20Repository/Returning\\_to\\_In-person\\_Worship.pdf](https://download.elca.org/ELCA%20Resource%20Repository/Returning_to_In-person_Worship.pdf)
- ELCA COVID-19 Resources - Includes many links to resources the following categories: Worship Resources; Congregational Administration and Support; Messages From the Presiding Bishop; Take Action: Pray, Give, Connect; Your Faith at Home; Stewardship of Gifts; Keep Up-To-Date
  - [https://www.elca.org/publichealth?\\_ga=2.40362404.706653741.1596677374-1062478811.1561838605](https://www.elca.org/publichealth?_ga=2.40362404.706653741.1596677374-1062478811.1561838605)
- St. Paul Area Synod COVID-19 Resources – Includes many links to resources such as: Links to Public Health Agencies; Messages from Bishop Lull; Synod Global Travel; ELCA Resources; Funerals; Resources on Livestreaming, Podcasting, and Zoom Videoconferencing; and Leveraging Facebook for Online Church During COVID-19
  - <https://www.spas-elca.org/resources/for-congregations/covid-19-resources/>
- St. Paul Area Synod – Recording of Online Discussion about Reopening Churches
  - <https://vimeo.com/420822338>
- St. Paul Area Synod – Resuming Care Filled Worship and Sacramental Life
  - <https://www.spas-elca.org/wp-content/uploads/2020/06/Resuming-Care-filled-Worship-and-Sacramental-Life.pdf>
- Wisconsin Council of Churches
  - <https://www.wichurches.org/2020/04/23/returning-to-church/?fbclid=IwAR2hZakH3-984xhYzW-uAxWrD5u1IV3oKEK0EII2cwWCsQho0DKJ49M6-dY>
- Recommendations for Reopening Church – Humanitarian Disaster Institute
  - <https://www.reopeningthechurch.com/manualdownload>
- Singing and COVID-19
  - [https://www.drheathernelson.com/singingandcovid19?fbclid=IwAR0pzpHPGPmyvhAV1Sn4295I20qVBUFhI5KK\\_mLLDFphp07JrWJHk3OrDH4](https://www.drheathernelson.com/singingandcovid19?fbclid=IwAR0pzpHPGPmyvhAV1Sn4295I20qVBUFhI5KK_mLLDFphp07JrWJHk3OrDH4)
- State of Minnesota Guidance for Faith Based Organizations
  - <https://www.health.state.mn.us/diseases/coronavirus/guidefaith.pdf>

- Due to the makeup of our faith community we also refer to the following guidance:
  - CDC: People Who Need to take Extra Precautions
    - <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
  - CDC: People With Disabilities
    - <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-disabilities.html>
- Facility assessments to identify COVID-19 risks and prevention strategies should be done periodically as part of sound occupational health and public health practice. This plan will be reviewed every three months to ensure effectiveness.

## Facility Public Health Measures

Infection prevention measures are being implemented at our facility in accordance with public health guidance and best practices.

### Handwashing

Anyone in the Immanuel Lutheran, Almelund facility is instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on-site, prior to any mealtimes, and after using the toilet. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Hand sanitizer stations will be located near each external door to the facility. Tissues and sanitizing wipes will be located in each children’s ministry classroom and nursery.

- A “Clean Your Hands!” poster are located in all restrooms providing proper hand washing methods. Posters are available from CDC and state departments of health.
- In occupied areas, custodial staff are checking and replenishing soap dispensers, paper towels, and hand sanitizer stations at a minimum of once per week, and more often in heavily trafficked public spaces

### Respiratory etiquette: Cover your cough or sneeze

Everyone is asked to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face—in particular their mouth, nose, and eyes—with their hands. Tissues should be disposed of in the trash and individuals should wash or sanitize their hands immediately afterward. Respiratory etiquette reminders appear on posters and tissues and trash receptacles are readily available.

- The CDC “Stop the Spread of Germs” poster are posted in all building lobbies and other common areas.

Tissues in common areas, including at each hand sanitizer stations will be located near each external door to the facility.

- Employees are expected to wear cloth face coverings (masks) in public settings where social distancing measures are difficult to maintain. Individuals may bring their own mask, or Immanuel Lutheran, Almelund may order them staff.

### Social distancing

Everyone entering the facility is asked to practice social distancing on public health guidance and best practices. These measures may be adjusted according to phases of this preparedness and response plan.

### Remote Work and Adjusted Onsite Hours

Immanuel Lutheran, Almelund has implemented the following procedures and practices for remote work and adjusted hours. All staff will meet with their supervisor to determine an individual plan for work location based on responsibilities and risk levels.

- Telework is approved and expected for all persons who can accomplish their primary duty functions from home.
- Staff are provided guidance and training to work remotely on an as-needed basis.
- Equipment is available for staff members to complete their assigned responsibilities and tasks. Equipment questions should be directed to
- Flexible hours and staggered shifts are available to minimize the number of persons in the facility at one time.
  - Sign in sheets needed, need to know who all has keys and access to the building, who is currently accessing the building & when; letter from pastor expressing that people let her know before accessing the building, people accessing should use self-monitoring checklist before entering and not enter if they answer “yes” to any of the questions

### Onsite Work

Staff, members, and visitors will avoid gathering in groups and in confined areas where six feet separation cannot be maintained. Staff, members, and visitors are required to wear masks at all times. Masks may be removed when staff are in their personal offices and where six feet of separation is feasible.

- Staff will self-monitor for symptoms using this checklist and will not enter the building if answering “yes” to any of the checklist items.  
<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>
- Shared staff offices are assessed and where feasible staff are reassigned to other working areas or alternate hours to maintain social distancing.
  - Printer access- consider second printer or move this one
  - some office supplies- consider moving
  - Mark in classroom B is shared with Sunday school and money counters
  - Music areas and pianos: limited people using them, signage, disinfectant wipe, must wipe down after use; 2 downstairs, 3 upstairs
  - Mail area- consider reorganizing this area; consider sanitation tools/processes ultraviolet light
    - Consider baskets by the kitchen entrance
    - Leave baskets for Pastor & Amy only at their office
- Consider updating WIFI (pastor checking into it) contact Matt Sonnetag of Bitworks in Taylors Falls; may also be able to help with audio video recommendations
- In areas where shared workspace is in use, sanitizing wipes are available to clean prior to and after use, disposing of wipes in the trash.
- Staff will avoid using anyone else’s personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment.
- Common spaces such as break rooms, study spaces, and conference rooms are rearranged to promote social distancing
  - Fireside Room: Limit number of people in it to 3 or 4 with social distancing; consider putting a lock on the door; limit use to counseling or staff meeting; sign on outside explaining why the room is shut down
  - Fellowship halls
    - Youth Group area; current area is not conducive to social distancing. Suggest not using that area for youth group. Attendees should wear masks and stay 6 feet apart, outdoor activities are preferred. During bad weather the fellowship hall could be an option to facilitate distancing.



- Old fellowship hall could mark the floors for safe distances
  - This space is dual use with quilters and youth group so reconfiguration may be needed. If so, marking the floors for where to put things back is necessary
  - Suggest having a couple of floorplan options posted in the room
  - How to reconfigure/guidelines should be part of training for group leaders
  
- New fellowship hall with round tables remove some of the tables to facilitate distancing; currently it is 4 tables by 4 tables = 16; take middle row out so 3 tables x 4 tables may work
  - Things should not need to be reconfigured in this area except in special circumstances.
  
- Consider marking the floors with tape as a visual guide near entrances, down center aisle of sanctuary
  
- If we choose to allow reconfiguring of spaces we need to also be ready to make it easy to keep those configurations safe whether done by group leaders or Rick.
  
- Sunday school classroom: similar to nursery for younger and special needs kids  
 Consider using old fellowship hall to provide social distancing; reconfigure remove some tables; limit to siblings at same table for social distancing  
 Is there anything we can do now for Sunday school? Pastor was mailing some materials and online resources to families;  
 Consider online VBS; Group has a summer VBS online; Consider teachers sending kids a note and some activities
  
- Nursery: later phases only, closed for now; earlier phases may limit to one family per use; consider remove carpeting and soft toys that can't be washed; minimal toys that can be swapped out;
  - Clean and dirty hamper/basket for toys
  - Cleaning protocol & training

- Gathering area/library
  - Consider either remove the cloth covered chair or cover them with plastic for easy cleaning
  - UV wand for cleaning books in library
  - Consider closing the library for now, or consider having a bin to put handled books in that only gets touched after so many days
  - This space is used for confirmation, Sunday School kids gather prior to classroom time, people waiting for service to start, visitation time for special events like funerals
  
- Sanctuary
  - Consider ways to rope of the pews to keep 6' distances
    - Pew reservation ropes with fasteners
    - Consider making our own with cords to match the décor, chain is available at hardware stores, JoAnn fabrics has decorative cord
    - Need to measure the area and pews to determine whether we need to block off 1 or 2 pews, how many cords we need, and what sizes
    - Consider plastic shield (like drummer's shield) for a soloist to perform behind in choir area; should be 6' tall
    - Consider screens & cameras to replace hymnals and to livestream
    - Consider a screen at the pulpit and lectern
    - Likely to need more microphones so they are not shared use
    - For baptism or weddings: social distance was difficult to maintain
      - Piano, camera impinge on space

- Consider moving the piano before events
    - Consider fixed, suspended cameras positioned
  - Consider marking the floor for where people stand
- Consider wifi in sanctuary for camera system
- Kitchen: decision- kitchen will not be open until final back to normal phase

## Housekeeping

Regular housekeeping practices are being enhanced by Immanuel Lutheran, Almelund staff in accordance with [CDC reopening guidance](#) and [CDC organizational cleaning & disinfecting guidance](#). Frequent cleaning and disinfecting will be conducted in shared spaces (e.g. break rooms) and high-touch areas (e.g. door handles, railings).

- All custodial staff reviewed proper cleaning techniques, as well as background information on COVID-19 as found in the CDC guidelines for [Cleaning and Disinfection for Community Facilities](#)
- All cleaning products meet U.S. Environmental Protection Agency (EPA) requirements.
- If there is a confirmed positive case reported to the Immanuel Lutheran, Almelund, the facilities will be closed for 7 days and then cleaned in accordance to CDC guidelines referenced above.
- Janitorial/facilities staff will clean public spaces such as building lobbies, restrooms, door handles, handrails, and elevator buttons at least once weekly, following any group usage, and more frequently if deemed necessary.
- Group leaders using the facilities will be trained to help their group members minimize space contamination, and sanitize work tables, door handles, commonly touched surfaces before leaving the facility
- Employee transition expected in Sept.; determine whether to hire an employee or a service; Consider whether or how an employee would need training

## Screening, Exposure, and Illness Policies

Immanuel Lutheran, Almelund had not current written employee policies. Refer to church council policies and procedure. Propose that church council personnel committee develop an appropriate policies regarding COVID illness by employees

## Employee Self-Screening for those Working On-Site

Staff members should conduct self-monitoring for signs and symptoms of COVID-19. Symptoms of the virus often include but are not limited to fever, cough, and shortness of breath. Information on COVID-19 signs and symptoms are available at the [CDC website](#).

Suggest a letter to staff that includes the symptoms, request self monitor, to stay home if they have symptoms, and how to report- employee signature of receipt required: see below for reference

Staff must report symptoms to pastor; pastor notify council president. Employees exhibiting symptoms should not come into the church.

- Take your temperature in the morning and when you return home from work. Log those results and report any fever to your supervisor.
  - Report any exposure to COVID-19 positive individuals, respiratory symptoms, sore throat, or dry cough to your supervisor. Agree to not enter the facilities if knowingly exposed to a COVID 19 positive individual in the past 14 days

If an employee begins to exhibit symptoms at work, employee will remain confined to their own office until they can be sent home. Should the employee need to use restroom facilities, the restroom used will be marked and closed to use by other staff and visitors.

If an employee exhibits symptoms at work the building will be closed until sanitation measures can be completed and confirmation of test results are known.

## Confirmed Cases

If a COVID-19 case is confirmed in a staff member or in a member of their household, the staff member will be asked to remain at home and considered to be in quarantine for no less than 14 days. A facility assessment will begin to determine what areas should be closed off for 7 days and if any additional public health and cleaning measures should be implemented.

Pastor Marla of Immanuel Lutheran, Almelund will work with Chisago County Health Department to inform staff members if they have been exposed to a person with COVID-19 in our facility, and Chisago County Health Department will provide instructions regarding staff self-quarantine measures.

Consistent with compliance with the Health Information Portability and Accountability Act (HIPAA), staff members health status and health information will be protected.

## Communications and Training

This preparedness and response plan is communicated with Staff, Committee Leaders, Council Members via a training to be detailed and provided in the month of September 2020. Training is available to staff and persons using the facility.

- Return to Work Training described in one on one conversations with our very small staff
  - Detailed topics to be provided in September training
- Enhanced Cleaning via reading CDC recommendations
- Immanuel Lutheran, Almelund visitor requirements poster at each entrance, <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>
- Maintaining a building access list

## Facility Use

Immanuel Lutheran, Almelund normally serves as a gathering place for congregation and community members. Gathering purposes in the congregation include: congregational work, support to missions, celebration events, community meeting, and social engagements. Use of the facility will be based on the phases of this plan and align with state guidance and policies. Priority will be given mission related activities.

Any group that would like to use the facility:

1. Needs to contact Pastor Marla to request to be on the schedule (to avoid conflicts of multiple groups)
  2. Leader needs to have completed training on building use
  3. As needed the Rebound team will offer recommendations and guidance for building use.
- ii. Those not on the schedule should use the form in Appendix A to request facility use

If approved, each group utilizing the facility will be required:

- Agree to abide by facility usage guidelines
- Leader will share Immanuel Lutheran, Almelund facility rules with participants
  - Self-monitor for symptoms and not attend if experiencing any using <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>
  - Agree to not attend if knowingly exposed to a COVID 19 positive individual in the past 14 days
  - Conduct appropriate social distancing
  - Wear masks
  - Wash hands
  - Cover your cough
- Take attendance to include name and contact information using cards provided at entrances

No member of the congregation or community may use the facility until they have received approval from the Immanuel Lutheran Rebound committee.

## Resources

Appendix B provides a list of resources to support the church's decisions and activities during the COVID19 pandemic.

## Immanuel Lutheran, Almelund Phases

The purpose of this phase approach is to provide guidance and direction for activities at the church. The disease progression is imperfectly known and there may be times where Immanuel Lutheran, Almelund may need to move back and forth between phases.

External Conditions	Church Activities
<b>Phase 1:</b>	
<p><b>External Conditions:</b> Cases presenting in the state with limited community spread and testing is limited. Government Orders for communities to stay at home. Disease spread is occurring the in the community and hospitalization are increasing. Testing is limited and there are widespread PPE shortages.</p> <p><b>Criteria (for phase):</b> Government issues to stay at home orders. Government and organization leaders are initiating plans for social distancing</p>	<p><b>Church Activities</b></p> <ul style="list-style-type: none"> <li>● Assess risk to staff and congregation</li> <li>● Meet with church council to determine facility hibernation plan</li> <li>● Cancel or postpone facility onsite activities</li> <li>● Plan for social distancing activities</li> <li>● Meet with staff and initiate plan for hibernation activities</li> </ul> <p>Worship</p> <ul style="list-style-type: none"> <li>● Worship services move to online delivery.</li> <li>● Recording in the sanctuary is limited to critical elements of worship, while maintaining at least 6 ft of space between people.</li> <li>● Life celebrations (weddings, funerals, baptism) are postponed and all participants notified.</li> </ul> <p>Activities on-site</p> <ul style="list-style-type: none"> <li>● All Immanuel Lutheran, Almelund staff will telework</li> <li>● Staff may return to the facility to acquire equipment and record worship segments.</li> <li>● Bible studies and small groups will meet online.</li> </ul>

**Phase 2:**

**External Conditions:**

There are declining case counts and availability of testing is increasing. Contact tracing is in place and PPE is available for social distancing purposes (e.g. cloth masks).

**Criteria (for phase):**

State provides relaxed guidance for social distancing.

Facilities and core services staff have adequately prepared for return to the facility.

**Church Activities**

**Worship**

- Worship is held online or via outdoor or parking lot services
- Recording in the sanctuary is limited to critical elements of worship, while maintaining at least 6 ft of space between people.
- Life celebrations (weddings, funerals, baptisms) should be kept to less than 10 in attendance and be able to maintain social distancing. Approval is required.

**Activities on-site**

- Bible studies and small groups continue to meet online.
- Staff return to office on minimal basis and while following cleaning and social distancing protocols
- Office functions are limited to ensure essential operations.
- Church councils and leadership teams of less than 10 might consider meeting in person while wearing masks and maintaining social distancing, or continue meeting online.
- High risk individuals (people over 60 and those with underlying conditions), whether staff, volunteers, or program participants, should continue to shelter in place during Phase 3.
- Children’s ministries including nursery, Sunday school, youth, and confirmation are either suspended or offered online only



**Phase 3:**

**External Conditions:**

Government leaders continue relaxation of social distancing measures. Cases of COVID19 continue to decrease and testing is available. PPE is widely available. Contact tracing is in place and PPE is available for social distancing purposes (e.g. cloth masks).

**Criteria (for phase):**

State provides relaxed guidance for social distancing including gatherings of larger groups.

Facilities and core services staff and church leaders have adequately trained and prepared for return to campus

Facilities have been prepared to accommodate social distancing

Church has the ability to gradually expand number of people in the church while maintaining social distancing

**Church Activities**

Worship

- Worship is held online and in-person with social distancing measures implemented per local guidance. Multiple services may be considered to spread out participation.
- Entrance and exit into the church will be designed to avoid gathering.
- Communion may be offered in alignment with public health guidance. Consultation with church association/affiliation authorities will occur prior to offering.
- No-touch alternatives for passing the peace, collecting offering, and liturgical resources. Remove hymnals and Bibles if you will have multiple services. Use bulletins (do not reuse) or screens as alternatives.
- No fellowship/social hour will be scheduled during this phase. People are encouraged to leave the building after the service (no mingling).
- Facility users may be allowed with approval and based on size and mission. Social distancing and public health measures will be enforced.

Activities on-site

- Bible studies and small groups meet in person while maintaining some online options for high risk individuals and those who do not feel comfortable being in public. Approval is required.
- Office functions resume as normal, with attention to cleaning.
- Groups, teams, and committees could meet in person. Approval is required.
- Life celebrations (weddings, funerals, baptisms) may be larger than 10 in attendance provided we are able to maintain social distancing and stay within state recommended percentage of fire marshal guidelines. Approval is required.
- Older youth and confirmation students may be allowed to meet in person following social distancing and hygiene protocols

	<p>High risk individuals (people over 60 and those with underlying conditions), whether staff, volunteers, or program participants, should continue to shelter in place during Phase 3.</p> <p>Social distancing and public health practices (e.g. properly wearing masks) will be implemented while at church and in community ministry, as is recommended in public spaces.</p>
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<b>Phase 4: Normal Operations</b>	
<p><b>External Conditions:</b> There are no or minimal state restrictions. Vaccine available. Widespread testing and identification of new COVID-19 cases, with quarantining is occurring.</p> <p><b>Criteria (for phase):</b> No or minimal state restrictions.</p>	<p><b>Church Activities</b></p> <p>Business as usual. Normal in person worship services resume Normal communion and offering procedures resume Group singing is allowed Masks and social distancing are no longer required Enhanced cleaning is no longer required Kitchen open for regular fellowship hour and meals Hymnals &amp; Bibles returned to the sanctuary Normal building use would resume Outside/community organizations are welcome to use the facility based on normal guidelines Children’s ministries back to normal operation</p>

## Immanuel Lutheran, Almelund Activities Chart

	Phase 1	Phase 2	Phase 3	Phase 4
<b>Worship Services</b>	Online	Online or outdoor	In-Person with Social Distancing	Normal
<b>Students</b>	Online	Online	Online; older students only may be in person	Normal
<b>Ministry Events</b>	Postponed or Online	Postponed or Online	Postponed or Online	Normal
<b>Office Staff</b>	Remote	Remote / Onsite with Social Distancing	Remote / Onsite with Social Distancing	Normal
<b>Ministry Groups</b>	Online / Postponed	Outdoors or In-Person with permission	In-person with permission	Normal
<b>Life Celebrations</b>	Postponed	Groups of 10 or less with permission	In-Person with permission	Normal
<b>Community Groups</b>	Postponed	Postponed	Postponed	Normal

## Appendix A – Request for Facility Use

### Request for Immanuel Lutheran, Almelund Use

Immanuel Lutheran, Almelund priority continues to be the health and safety of all members of our community. However, we also recognize that our facility supports the missions of our congregation and our community. Consistent with Minnesota orders and public health advice, this form will enable church leadership to identify who might be permitted back to use the facility, starting first with groups who support essential church and missions for our congregation and community.

For everyone's safety, the church's intent is to slowly and gradually invite groups back. Decisions for facility use will be based on phases of the Immanuel Lutheran, Almelund preparedness and response plan. To facilitate approval for use of our Immanuel Lutheran, Almelund, please complete the following form.

Name:

Group Size:

Will this gathering be repeated (e.g. weekly, monthly)? If yes, describe frequency.

Date(s) for gathering(s):

Provide a brief summary of the gathering and why it must be done on-site or at another location away from your home.

Immanuel Lutheran, Almelund will provide guidance for use of the facility. Describe the precautions you will take to ensure your health and safety and the health and safety of those who will participate in the gathering. (methods and means for social distancing, PPE, etc.)

## **Appendix B - Guidance for developing a COVID-19 Preparedness Plan**

### **General**

CDC Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

### **Businesses**

CDC Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

### **Respiratory etiquette: Cover your cough or sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

### **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### **Employees exhibiting signs and symptoms of COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

### **Training**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)