

COVID-19 Preparedness Plan for St. John Lutheran Church (updated 07/01/20)

St. John Lutheran Church is committed to providing a safe and healthy workplace, worship space, and meeting space to all our workers and guests. To ensure we have a safe and healthy workplace, St. John has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Pastors, staff, Council leaders and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and that requires full cooperation among our Pastors, staff and Council leaders, and workers.

The COVID-19 Preparedness Plan is administered by Church Council leaders who maintain the overall authority and responsibility of the plan. However, Pastors and staff and workers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. St. John's Council leadership have our full support in enforcing the provisions of this plan.

We have involved a Church Council leadership group in preparedness plan, following industry guidance developed by the State of Minnesota, which is based upon Centers for Disease Control and prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, and Minnesota's relevant and current executive orders. The church council leadership group has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance at https://mn.gov/deed/assets/worship-guidance-ACC_tcm1045-433301.pdf Conditions and circumstances in this industry guidance and addressed in this plan include:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons;
- Social distancing – workers must be at least six-feet apart
- Worker and staff hygiene and source controls;
- Workplace building and ventilation protocol;
- Workplace cleaning and disinfection protocol;
- Drop-off, pick up, and delivery practices and protocol;
- Communications and training practices and protocol.

- Additional protections and protocol for guests and visitors;
- Additional protections and protocol for personal protective equipment (PPE);
- Additional protections and protocol for sanitation and hygiene;
- Additional protections and protocol for handwashing;
- Additional protections and protocol for managing occupancy;
- Additional protocols to limit face to face interaction.

Ensure sick workers and staff stay home and prompt identification and isolation of sick persons

Workers and staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. St. John has a leave policy that encourages workers to stay home when they are sick. St. John will implement a policy for informing workers and staff when they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. In addition, protecting the privacy of the worker’s and staff’s health status and information.

Social distancing – six-feet apart

Social distancing of six feet will be implemented and maintained between workers and staff, and guests and visitors, in the Church building through the following engineering and administrative controls:

- Pews will be designated in worship for seating to maintain social distancing
- Ushers will encourage guests to sit six feet apart, unless living in one household
- Facemasks are highly recommended
- Minimize sharing of worship materials. Offering baskets at stations
- Communion – people assisting wear masks. (communicants stay 6 feet apart)
- Restrooms occupancy – one person or household at a time
- Facility must reduce occupancy to accommodate for the required social distancing of at least six feet between people who do not live in the same household.
- When worship is completed, graciously request congregants to exit the building

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplace. Workers and staff are instructed to wash their hands for at least 20 seconds with soap and water frequently through the day, but especially at the beginning of their work day, prior to any mealtimes, and after using the restroom. All guests and visitors at St. John are requested to sanitize their hands upon entering the facility. Hand sanitizer dispensers are at entrances so they can be used for hand hygiene in place of soap and water, so long as hands are not visibly soiled.

Workers, staff, guests, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers, staff, guests, and visitors are expected to dispose of tissues in provided waste receptacles and wash or sanitize their hands afterward. These instructions will be posted at our entryways.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment, and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation, air conditional systems. Maintenance needs are assessed by a buildings and grounds commission headed by a church council person. They will assess changing air filters and improving ventilation and exchanges for air from outside to the extent possible. Steps will also be taken to minimize air flow blowing across people.

Workplace cleaning and disinfection protocol

Regular practices or cleaning and disinfecting have been implemented, including disinfecting of work surfaces, equipment, and including restrooms, break rooms, meeting rooms, and drop off and pick up locations. Cleaning/disinfecting practices will include (but not limited to)

- Frequent cleaning and disinfecting of frequently touched surfaces and shared objects
- Ensuring safe and correct application of disinfectants and keeping them away from children.

Drop off, pick-up and delivery practices and protocol

Receive deliveries via a contactless method whenever you can. Staff must maintain a distance 6-feet or greater from others during interactions while receiving or exchanging deliveries. Staff

must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery.

Communications and training practices and protocol


This revised COVID-19 Preparedness Plan was communicated to all workers and staff on July 7, 2020, and any necessary training was provided. Training will be provided to all workers and staff who did not receive the initial training.

Instructions will be communicated (by posting this plan in a visible, accessible location) to all workers, staff, customers, guests, and visitors about protections and protocols, including:

- Social distancing protocols and practices;
- Drop off, pick-up, and delivery practices and protocols;
- Practices for hygiene and respiratory etiquette;
- Recommendations regarding the use of masks
- Advice not to enter the facility if experiencing symptoms or have contracted COVID-19

Church council leadership is expected to monitor how effective the program has been implemented.

This COVID-19 Preparedness Plan has been certified by Church council leadership and the plan will be posted and made readily available to workers, employees, and staff. It will be updated as necessary by church council leadership.

Certified by: MICHAEL L. BEHSMANN


Date JULY 1, 2020

Title of Council Leader
- V.P. CHURCH COUNCIL