

Introduction

To hold in-person worship, GLC is required (by executive orders issued by the governor) to follow the *Stay Safe MN Industry Guidance for Safely Reopening: Faith-Based Communities, Places of Worship, Weddings and Funerals*.

The [Guidance](#) requires GLC to develop and implement this plan and includes many requirements, as well as recommendations. The following document has been prepared by the GLC SMART Team, along with support from the GLC Council.

The following sections follow the outline of the guidance. Explanations of how GLC is fulfilling the requirements follow but aren't always an item by item listing (some responses may cover several requirements).

This Plan will be evaluated, monitored, executed, and updated under the supervision of a designated PLAN ADMINISTRATOR.

- GLC's PLAN ADMINISTRATOR is TJ Hopkins and the SMART Team.

This plan has been distributed to all staff electronically and a hard copy is available for review in the narthex.

Key requirements

- GLC will ensure a minimum of 6 feet of distance between parties.
 - o Signs are posted and announcements will be shared often.
- GLC will Limit indoor occupant capacity to no more than 50% up to 250 persons.
 - o Pews will be blocked off to limit capacity and 250 is far beyond half capacity so won't be an issue.
- GLC will be requiring masks (for anyone over 2) to attend in person (which fully complies with Executive Order 20-81). A suitable alternative for anyone not able or choosing to not wear a mask will be to watch the service live online or watch a recording. We also have periodic zoom fellowship calls for non-mask wearers to participate in fellowship, and to communicate live with leaders or staff if desired.
 - o Anyone wishing to respectfully discuss entrance to the building without a mask may contact the PLAN ADMINISTRATOR or a member of the SMART Team. Reasonable accommodations such as alternative face coverings like a face shield can certainly be considered if suitable under the MN Mask Mandate (Executive Order 20-81).
- The SMART Team will continuously evaluate if it remains safe to hold in-person worship due to local conditions.
 - o If the MN Health Department contacts the church to request our attendance log for contact tracing, we would automatically suspend in-person worship for at least 14 days.
 - o If DGF High School goes online only for ALL ages, we will meet as a SMART team and decide whether to follow their lead.
 - o The SMART Team or Church Council may suspend in-person for other reasons based on conditions in Glyndon and the surrounding area.

Staff and worker protection and protocols

ENSURE SICK STAFF STAY HOME

- Each employee must self-evaluate their health status before entering the building, including objectively assessing for symptoms and temperature.
- Staff are not allowed in the building if their health screening indicates they are experiencing symptoms of COVID-19 or have tested positive for COVID-19, and they should be sent home immediately.
- If staff begin experiencing symptoms of COVID-19 while at work, they must go home immediately.
- Employees must report to the PLAN ADMINISTRATOR, whether at home or at work, when they are experiencing COVID-19 symptoms, have tested positive for COVID-19, or have been in close contact with a person with symptoms or who has tested positive for COVID-19.
- Employees must follow MDH guidance on [When to Return to Work](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf) (www.health.state.mn.us/diseases/coronavirus/returntowork.pdf).
- Staff who are experiencing symptoms or have tested positive or COVID-19, or have been in close contact with a person with symptoms or who has tested positive for COVID-19, are instructed not to come to work until their isolation or quarantine period is completed.
- If a staff person is confirmed to have COVID-19, the PLAN ADMINISTRATOR will inform other staff who have been in close contact with the infected person, of the possible exposure to COVID-19 while at work. This will be done in accordance with [Equal Employment Opportunity Commission \(EEOC\) Transcript of March 21, 2020 Outreach Webinar](http://www.eeoc.gov/transcript-march-27-2020-outreach-webinar) (www.eeoc.gov/transcript-march-27-2020-outreach-webinar).
- Employees will return to work based on the MDH guidance. (www.health.state.mn.us/diseases/coronavirus/returntowork.pdf).
- Employees are encouraged to discuss any concerns about vulnerability of exposure with the PLAN ADMINISTRATOR so appropriate accommodations can be discussed and implemented.
- Employees with leave/vacation policies are not required to use leave/vacation when unable to work due to COVID-19 or when caring for an immediate family member with COVID-19.

SOCIAL DISTANCING – STAFF MUST BE AT LEAST 6 FEET APART

- Staff will work from home as able
- Meetings will be held online when possible
- GLC will ensure physical distancing of 6 feet is maintained
- All steps in #3 of the GUIDANCE were evaluated and completed. As there are only 2 employees that use the building during the day, and they have individual offices over 50 feet apart, many of the requirements are not ultimately applicable. The Custodian enters the building in the evenings when no other employees are present.
- The fellowship hall will remain closed unless needed, in which case chairs will be spaced 6' apart or more.
- Requirements #5 and #6 were reviewed but not applicable
- Signage has been posted throughout the building reminding people to maintain physical distance

STAFF HYGIENE AND SOURCE CONTROLS

- Staff shall regularly wash or sanitize their hands
- Sanitation stations have been placed throughout the building
- Handwashing and “cover your cough” signs have been posted throughout the building
- Restroom supplies are already regularly monitored and stocked.

Glyndon Lutheran Church COVID-10 Preparedness Plan

Updated: 2020-10-23

- Trash-bins in bathrooms are no-touch.
- Employees are required to wear a mask at all times in the building, except when in their office alone, while the building is locked
 - o Staff will alert other staff if they are approaching another office, giving ample time to put on a mask
- During times when the building is unlocked (for in-person worship, etc.) Staff must wear a mask at all times.
- GLC SMART Team and Council will do its best to accommodate any employee who is unable to wear a mask (at this time there are none).
- GLC will not discriminate or retaliate in any way against any staff for wearing face coverings or personal protective equipment, in accordance with Executive Order 20-54.
- A sign was placed on the drinking fountain advising that it shall not be used.

Building and ventilation protocols

GENERAL BUILDING CONDITIONS

- GLC's building was never shut down for more than a week (limited staff still use the building and worship is recorded on Sundays), therefore GLC did not need to follow any steps or processes for opening after a "prolonged shutdown".

DAY-TO-DAY OPERATIONS

- Windows will be opened when seasonally allowable
- Filters will be replaced as recommended
- Fans in the sanctuary will be turned OFF during in-person worship and stay off for several hours after people leave. They will be turned on when no one is in the sanctuary to promote even heating (without which, can damage the organ).

WORK AND GATHERING SPACE CLEANING AND DISINFECTION PROTOCOLS

- The following checklist will be done immediately following each time the sanctuary or common area is used:
 - o With gloves, use Clorox wipes containing Dimethyl Benzyl Ammonium Chloride to clean the pews
 - o The parishioners will leave the used hymnals in place where they were sitting to indicate a pew that needs sanitizing
 - o Use one wipe per pew. Wipe down hymnals that have been used and place them back in the holders. Dry time of Clorox wipes is 3 minutes
 - o Pick up any trash or items left behind
 - o With a Clorox wipe, clean each sanitizing station tabletop, including the pump on the sanitizers and any writing utensils
 - o Check to see if sanitizers need replacing and that signs are in place
 - o Wipe down the door handles coming into and leaving all entrances to the church, and railings
 - o Wipe doorknobs to restrooms and sink handles/knobs
 - o Check supply stock of gloves, masks, and sanitizing wipes; Report deficiencies to the PLAN ADMINISTRATOR or member of the SMART Team for reordering
 - o Check for and wipe down any sound equipment if needed
- Any employee who becomes ill will have their office immediately cleaned and disinfected
- Trash is disposed of weekly

DROP-OFF, PICK-UP AND DELIVERY PRACTICES AND PROTOCOLS

- Staff will maintain physical distance during interactions with deliveries or visitors.
- Staff must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

Communications and training practices and protocols

- Staff and Leadership will be trained regarding COVID-19 exposure
- This plan and all required rules and protocols have been communicated with staff and are posted in common areas (narthex and entrances).
- This plan will become available on the website and a shortened version will be sent in social media links and emails to congregation members
- Any group using the building must review and follow this plan
- Any staff or leader who believes he or she needs any personal protective equipment should make a request to the SMART Team
- Signs are placed at all unlocked entrances regarding staying home if experiencing any symptoms

Singing and Playing Brass and Woodwind Instruments

- Vocal performers may temporarily remove face coverings during indoor musical performances when a face covering cannot be worn due to the nature of the performance, provided that social distancing is always maintained.
- Performers will have a dedicated space while performing, and it will be separated from the attendees by a distance of at least 12 feet.
- Attendees or members of the congregation must wear face coverings during the entire service or ceremony, even when singing or chanting.

Helping members, visitors, and guests minimize transmission

- Signage has been placed at all entrances, and will be provided in additional messaging (e.g., websites, emails, and social media posts), that if members, visitors, or guests do not feel well or have any COVID-19 symptoms, they must not enter.
- Signs have been placed, and leaders will ensure that all participants maintain a distance of at least 6 feet from people not in the same household at all times.
- Pews have been clearly marked to ensure proper distancing.
- If members, visitors, or guests begin to feel unwell while in the facility, they must leave immediately. If they are a member of a household group at the facility, the household group must also leave.
- Members, guests, and visitors will be advised to wash and/or sanitize their hands upon entering the premises, and to regularly wash and/or sanitize their hands while at the facility.
- GLC will be requiring masks (for anyone over 2) to attend in person (which fully complies with Executive Order 20-81). A suitable alternative for anyone not able or choosing to not wear a mask will be to watch the service live online or watch a recording.
 - o Anyone wishing to respectfully discuss entrance to the building without a mask may contact the PLAN ADMINISTRATOR or a member of the SMART Team. Reasonable accommodations such as alternative face coverings like a face shield can certainly be considered if suitable under the MN Mask Mandate (Executive Order 20-81).

- GLC will be asking members, visitors, and guests to review a screening survey that checks for COVID-19 symptoms and close contacts with confirmed cases.
- GLC will be asking all attendees (including staff and leadership that day) to sign an attendance list, upon successfully “passing” the screening survey.

Additional protections and protocols

MANAGING ACCESS AND OCCUPANCY

- GLC will Limit indoor occupant capacity to no more than 50% up to 250 persons.
 - o Pews will be blocked off to limit capacity and 250 is far beyond half capacity so won't be an issue.
- Based on conversations and history, normal Sunday Services should not pose any congestion or occupancy issues. The SMART Team will be evaluating how to handle Wednesdays and services like Christmas that are typically attended in much greater numbers. This section will be revised as that Plan is prepared.

ADDITIONAL PROTOCOLS FOR THE USE OF FACE COVERINGS

- Leaders and staff will take reasonable steps to ensure that other staff, members, and visitors wear face coverings in accordance with Executive Order 20-81
- Mask Required signs are posted conspicuously at all entrances and throughout the building.
- A reasonable supply of masks is on hand for anyone needing one, but GLC will encourage people to bring or retrieve their own if possible.
- GLC SMART Team and Council will do its best to accommodate any employee who is unable to wear a mask (at this time there are none).
- Members, guests, or visitors will be required to wear a mask. A suitable alternative for anyone not able or choosing to not wear a mask will be to watch the service live online or watch a recording. We also have periodic zoom fellowship calls for non-mask wearers to participate in fellowship, and to communicate live with leaders or staff if desired.
 - o Anyone wishing to respectfully discuss entrance to the building without a mask may contact the PLAN ADMINISTRATOR or a member of the SMART Team. Reasonable accommodations such as alternative face coverings like a face shield can certainly be considered if suitable under the MN Mask Mandate (Executive Order 20-81).