

Crown of Glory Lutheran Church, Chaska. COVID-19 Preparedness Plan

This is a living document. We will review and update these guidelines to reflect new information.

Hygiene, Cleaning, and Disinfecting

- The church building will be cleaned, and high-touch areas disinfected regularly.
- Cleaning will be performed by a combination of the following groups or individuals:
 - Professional Custodial Service
 - Staff and employees
 - Hospitality volunteers
 - DS West Driving School Staff
- HVAC system: we will continue regularly scheduled maintenance and filter replacement.
- Hand sanitizing stations will be available at the entrances/exits and doors throughout the building.

Symptom Monitoring: Health Screening

- All employees, members and guests must self-screen for signs and symptoms of COVID-19 before arriving at Crown of Glory. A Health Screening will be available via a QR Code posted at the entrances of the church building. A paper copy of the Health Screening is available at the North and West entrances of the building if employees, members, or guests are not able to access the QR Code. The Health Screening must be submitted before entering the church.
- Individuals with any one symptom shall not enter the building:
 - Fever of 99.5 degrees F or higher or feeling “feverish”
 - New Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Headache (unexplained)
 - Muscle pain
 - Sore throat
 - Fatigue
 - Congestion
 - Loss of taste or smell
- Any person who has cared for or had close contact* within the last 14 days with someone who has COVID-19 or who has symptoms of COVID-19 or has tested positive for COVID-19 shall not be admitted.
 - *Close contact means spending a total of 15 minutes or more throughout the course of a day within 6 feet of anyone who has COVID-19.
- Arrival Time and Estimated Departure Time for all employees, members, and guests must be recorded via the Health Screening (QR Code or Paper Copy).

Contact Tracing/Incident Reporting

- Worship
 - Keep a regular log of attendees including name, phone number and email.

- Guests for in-person worship will be required to “pre-register” for worship via an online registration form.
- Ministry Teams and Small Groups
 - All building use must be pre-approved. Small groups must coordinate building usage with Kellie Bokusky, the Office Administrative Assistant.
 - Small groups must provide a list of names and contact information for group members who meet in-person, every time the group meets.
 - Small groups are required to follow the recommend number of people per available space as provided in our Building Use Plan.
 - Crown of Glory will post the Maximum number of people allowed in each space or room throughout the building.
 - All Small group participants must always wear a mask in the building and follow safe distancing guidelines.
- Staff
 - Staff members must self-screen at home for symptoms and stay at home when ill.
 - Staff members will be provided a private office to perform their work and duties.
 - Staff offices are for single person use only; other staff, members and guests are not allowed in the same office. Staff meetings and other conference meetings will be scheduled to use the Conference Room, Sun Hall, Sanctuary, Bethany Room, or Music Room.
- Immediately upon notification of known or presumed infection/exposure of an attendee, staff member or visitor:
 - Crown of Glory will work with Carver County Public Health Department and/or MN Department of Health for case investigation and contact tracing.
 - Encourage those who were exposed to self-isolate for 14 days.
 - Notify all people who were exposed while keeping the identity of the person who tested positive for COVID private. This includes the time frame and space the exposure happened.
 - Provide needed emotional and physical support of exposed members, visitors and staff as needed.

Guidelines for Returning to In-Person Gatherings

Prior to any official gatherings, the COVID RESPONSE TEAM needs to develop and communicate our policies, and plan to return to in-person gatherings with the congregation.

Preparation for Outdoor Gatherings

- Post signs for physical distancing.
- Print or verbally announce safe distancing practices while using outdoor space.
- When available place markings on the ground for physical distancing.
- The building will remain closed to all members, guests, and visitors including the restrooms.

- Only church staff, custodial and maintenance professionals/volunteers, and worship team members may enter the building.

Preparation for Indoor Gatherings

- Establish and implement thorough cleaning and disinfecting procedures and products for entire church as recommended by the CDC.
 - This includes a disinfecting procedure for every building use space.
- Remove all hymnals, Bibles, and other items from pews.
- Space sanctuary seating/chairs at least 6 feet apart.
- Follow maximum number of people per room; provided by the Fire Marshal and Minnesota Department of Health recommendations for occupancy per room.
- Ensure that hand sanitizer and disinfectant is readily available in common spaces. (Especially at entrances, sanctuary doors, the Sun Hall, and outside of restrooms.)
- Regular cleaning and disinfecting of high touch areas: bathrooms, doorknobs/handles, light switches, and microphones.
- Post signs for physical distancing and place reminders in restrooms, and in other high traffic areas.
- Block access to water fountains in the building.
- Post “Restricted Space: Do Not Enter” signs in/on all areas other than Sanctuary, Gathering Space, and restrooms.
 - Restricted Spaces Include: Emmaus Learning Center, Conference Room, Youth Room, Music Room, DS West Driving School Room, Bethany Room, Kitchen and Pantry, Maintenance Room, closets, all Staff Offices, and the Main Office.
 - The Emmaus Learning Center is closed for use while the Preschool Place is operational during weekdays. We do not want to run the risk of cross contamination to their staff and the youth they care for.

Safety Training

- Safety training provided by staff from Vanguard Professional Cleaning Services for church staff and hospitality volunteers shall occur before the church building is open.
- Safety training shall include:
 - Proper use and handling of masks, gloves, and other personal protection equipment.
 - Proper sanitation of personal workspace.
 - Proper sanitation of shared equipment, workspace, and common areas, including sanctuary and gathering space before, between, and after use.
 - Proper signage for washing hands posted in all restrooms and kitchen.

“Baseline” – Current Practices as of February 25, 2020**Current Building Use:**

- Only church staff members, maintenance professionals and volunteers, worship support team members, AV Team Members, and the DS West Driving School Staff (with prior notice and specific tasks) are allowed in the “church side” of the building.
- Only professional custodial service staff members, Preschool Place staff, and their clients are allowed in the Emmaus Learning Center.

Worship:

- Livestream only.
- Lead by Pastors, Worship and Music Director and AV Team Members only.
- Guest Speakers are welcome to be in person for worship.

Custodial:

- No professional custodial services.
- Crown of Glory Staff and DS West Staff use separate restrooms and is responsible for the cleaning and sanitizing of the restrooms.

Small Groups and Meetings for Teams and Committees:

- No building use.
- Virtual meetings via Zoom recommended.

Safety Practices for those allowed to use the building:

- Physical distancing of at least 6 feet must be maintained.
- Use hand sanitizer or wash hands for 20 seconds, as needed.
- Staff members are expected to wear masks while in the building common areas and while working with other staff members.
 - When staff members are using the sanctuary for livestream worship. Speakers and singers may remove their mask at the time they are speaking or singing. Speakers and singers need to wear their mask when they are not speaking or singing.
 - When a staff member is in their office alone, they may remove their mask.
 - If staff members are meeting in person, they must use the Sanctuary, Conference Room, Sun Hall, or Bethany Room. Staff members are expected to wear a mask and remain at least 6 feet apart for all in person meetings.
- No communal coffee. No communal food.
- All staff, members and visitors are expected to wear masks on church property, whether indoors or outdoors.
- Mask recommendations to follow MN State, MN Dept. of Health, and CDC Guidelines. – **As of 7/25/2020 Masks are required indoors in Minnesota.**

Phase ONE: Re-open for Staff, Outreach Ministry, and Worship Ministry Teams**Re-opening**

- Only church staff members, maintenance professionals and volunteers, worship support team members; AV Team Members, and DS West Driving School Staff (with prior notice and specific tasks), professional custodial service staff members are allowed in the “church side” of the building.
- Only professional custodial service staff members, Preschool Place staff, and their clients are allowed in the Emmaus Learning Center.
- Staff return using the building for regular office hours and ministries.
- The Administrative Office Assistant, Kellie Bokusky, would be relocated to the “Finance Office” space. The Main Office Desk will not be used by staff.

Worship

- Livestream only.
- Funerals are livestream with limited in person participation for family members; not to exceed 10 family members. No visitations prior to funeral.
- Expand Worship Ministry Team Volunteer Members. Includes: Musicians, Instrumentalist, Worship Band Members, and the Chancel Chimer teams (Bell Choir).
- Guest Speakers are welcome to be in person for Wednesday Lenten Worship Services.
- Musicians, Vocalist, and Instrumentalist are welcome to join the worship team.
- No more than 10 people in the sanctuary during livestream: 2 pastors, 1 Worship Director, 1-2 AV Tech volunteers, and up to 5 other worship support volunteers: Musicians, Instrumentalist, Worship Band Members, and/or the Chancel Chimers (Bell Choir)

Custodial: Professional, Staff and Volunteers

- Professional, Staff, and Volunteers
- Professional custodial services return for 1 day a week (Wednesdays) for cleaning of office spaces restrooms, and regular duties throughout the building.
- Crown of Glory Staff and DS West Staff use separate restrooms.
- Cleaning and Sanitizing Training for: Small Groups, Staff, and Volunteers: Clean and sanitize common spaces, tables, door handles, light switches, desks, etc. before and after every use including staff offices. Building users are expected to sanitize after use of spaces.

Small Groups and Meetings for Teams and Committees: Outreach Ministries (Faithful Knotters and Knitters), Fare For All (Limited use)

- Virtual meetings via Zoom recommended.
- Sanitize all areas before and after any group meeting.
- “Hybrid” meetings allowed for groups of 6 or fewer (online with an optional in-person set up in Sun Hall or the other rooms with physical distancing and conferencing speakers).

Safety Practices

- Physical distancing of at least 6 feet must be maintained.
- Use hand sanitizer or wash hands for 20 seconds, as needed.
- Staff members, volunteers and group members are expected to wear masks and to maintain 6 feet social distancing while in the building common areas and while working with other staff members.
 - When a staff member is in their office alone, they may remove their mask.
 - If staff members are meeting in person, they must use the Conference Room, Sun Hall, or Bethany Room. Staff members are expected to wear a mask for all in person meetings.
 - Staff members are prohibited from meeting in person in their private office space.

- No communal coffee. No communal food. No Kitchen Use. No food or drink during in person group meetings.
- All staff, members and visitors are expected to wear masks on church property, whether indoors or outdoors.
- Participants approved for use of building space shall respect the scheduled arrival and departure times of the event.
- Mask recommendations to follow MN State, MN Dept. of Health, and CDC Guidelines. – **As of 7/25/2020 Masks are required indoors in Minnesota.**

Estimated Dates for Implementing Phase ONE Re-open:

- 1A: Professional Custodial Service: Return by Wednesday, March 3, 2021
- 1B: One extra Worship Team Volunteer: Beginning Wednesday, March 3, 2021
- 1C: Staff in Office Space Regularly: Return Monday, March 8, 2021
- 1D: Small Groups: Outreach Ministries (Faithful Knotters and Knitters, Fare For All Staff and Volunteers, Maintenance personnel: Beginning Wednesday, April 14, 2021.
- 1E: Small Groups: Worship Musicians, Instrumentalist, Vocalist: Beginning week of Monday, March 22, 2021; dates for worship attendance begin Wednesday, March 24 for Lenten Worship and Sunday, March 28, 2021 for Sunday Worship.
- All proposed dates are subject to change and pending approval of the Task Force Team and Executive Church Council approval.

Phase TWO – estimated timeframe: April 4, 2020

Minnesota has ‘turned the dial’ to begin reopening and regathering. As of Monday, March 15, 2021 churches and places of worship no longer have restrictions on room capacity.

Places of Worship, religious services, weddings, and funerals

- **Beginning March 15, 2021 at 12 p.m.**

Open at 100% capacity. Masks required.

6 feet of social distance must be maintained between households.

No food or drink except when essential to perform a ritual or service (e.g., Communion), and singing is permitted as long as congregants remain masked.

<https://mn.gov/covid19/stay-safe/stay-safe-plan/index.jsp>

- Groups of 250 or fewer for outdoor worship – (including: 2 Pastors, 1 Worship Director, 1 AV Volunteer and up to 6 Worship Musicians or Vocalist.)
- Small groups & Outreach Ministry of 6 people or fewer in-person indoor use of building.
- Online livestream worship should continue. Outdoor worship services will begin.
- No more than 10 worship staff and volunteers are allowed in the Sanctuary.
- Baseline guidelines continue to be practiced.

Persons who are at higher risk for severe illness (elderly or underlying health conditions) are strongly encouraged to stay home and worship online.

| What Opens? | What Health and Safety Precautions are taken? |
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| Building Use <ul style="list-style-type: none"> • Building continues to be closed to all except staff, volunteers, Custodial services, Outreach Ministry, and Worship Team Ministries with essential functions. | <ul style="list-style-type: none"> • Safety practices of mask-wearing, handwashing, and physical distancing continue as specified in “baseline.” |
| Worship <ul style="list-style-type: none"> • Livestream worship continues. • Outdoor in person worship begins with restrictions, weather permitting. • Easter Worship in person outdoors in church parking lot. Sunday April 4, 2021. • Songs/music sung by worship leaders only. | Physical Distancing <ul style="list-style-type: none"> • Stay home if you, or anyone in your household, is/are ill. • Face masks guidelines will follow MN State requirements. • Individuals and families are spaced following physical distancing guidelines for outdoor worship. • Guests must pre-register for worship. Numbers will be limited. • Non-registered attendees must give their name and phone number to be recorded upon entering. • Ushers will guide guests, as needed, while maintaining at least 6ft physical distance. • All participants are expected to maintain 6ft physical distancing at all times while on church grounds. • No physical contact between servers, members, and visitors. |

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| | <ul style="list-style-type: none"> • No communal containers or plates. • No food or beverage served. • No hugging or touching of any kind. • Plexiglas barriers installed where needed. <p>Liturgy</p> <ul style="list-style-type: none"> • Chancel Choirs <u>cannot</u> perform. • No Communal singing during worship. • Online offering encouraged. • A box or basket will be available for in person outdoor offering. • No touching allowed for the passing of the peace. <p>Outdoor Worship</p> <ul style="list-style-type: none"> • Worshippers bring their own seating. • Hand sanitizer will be readily available for participants to sanitize before and after worship. • Participants will pre-register for time slots for Sunday services. |
| <p>Small Groups and Meetings for Outreach Teams and Committees (6 people or fewer)</p> <ul style="list-style-type: none"> • Teams and Committees continue to meet with in-person and online options where available. • Teams and Outreach Ministries are welcome meet in person with limited use of 6 people per event. • Fall/Program Year youth and adult small groups resume in virtual format. | <ul style="list-style-type: none"> • Continued “hybrid” meetings with online and in-person options, and regular cleaning/disinfecting of Sun Hall between groups. • Groups must work with office staff to coordinate building use and cleaning between groups. |
| <p>Non-Faith Community Groups</p> <ul style="list-style-type: none"> • Community groups may meet in-person indoors with limited number of people. | <ul style="list-style-type: none"> • Groups must coordinate building use with office staff. • Group members are expected to maintain physical distancing of 6 feet. • Group members are expected to wear masks on church property, whether indoors or outdoors. • Mask recommendations to follow MN State, MN Dept. of Health, and CDC Guidelines. |
| <p>Safety Practices from “Baseline” continue, new practices:</p> <ul style="list-style-type: none"> • All staff, members and visitors are expected to wear masks on church property, whether indoors or outdoors. • Mask recommendations to follow MN State, MN Dept. of Health, and CDC Guidelines. – As of 7/25/2020 Masks are required indoors in Minnesota. | |

Phase Three– estimated timeframe: May 1 & 2, 2021 (Saturday & Sunday)

Criteria to move to this phase:

- Downward trajectory of positive COVID-19 tests as a percent of total tests within a 14-day period.
- Tracking of Carver County Reported Cases Per 10,000 People.
- Hospitals able to treat all patients without crisis care measures.

Persons who are at higher risk for severe illness (elderly or underlying health conditions) are strongly encouraged to stay home and worship online.

| What Opens? | What Health and Safety Precautions are taken? |
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| Building Use <ul style="list-style-type: none"> • The church building is open to staff, volunteers with essential services, small groups and during worship times. | <ul style="list-style-type: none"> • Previous measures continue. • Small groups must contact church office to reserve a room. |
| Worship <ul style="list-style-type: none"> • Indoor Highbred Worship begins with restrictions. • Sanctuary restricted to 85 guests (Not including Staff/Volunteers Support up to 10 people). • Online worship continues via livestreaming. • Music/singing by worship leaders only. • 9th Confirmation: Option to be indoors (Limited Seating) or outdoors in person. | Physical Distancing <ul style="list-style-type: none"> • Previous measures continue. • Physical distancing of at least 6 feet must be maintained. • Members of the same household are seated together as a single unit. • Clean and disinfect all touch surfaces after each worship service. • Tissues and trash can are placed throughout the location, emptied regularly and disinfected. Liturgy <ul style="list-style-type: none"> • No communal singing. • No touching for the passing of the peace. Indoor Worship: Saturday and Sunday Services <ul style="list-style-type: none"> • Members must preregister for a service to cap attendance at 85 people in the sanctuary. Several places should be reserved for visitors and others who failed to preregister. • Attendees shall maintain 6-foot distancing while waiting to be seated by ushers. • Ushers must seat and release to ensure 6 feet distancing. • Attendees are to exit the building promptly maintaining 6 feet physical distancing. • The bulletin will be printed and placed in the sanctuary at least 2 days prior to service. All service portions and announcements will be available on the screens. • Entrance should be through the main North door. All other doors are to remain closed. • Exit will be through the West door. |

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| <p>Small Groups and Meetings for Teams and Committees</p> <ul style="list-style-type: none"> Numbers allowed for an indoor meeting will follow MN Dept. of Health and MN State “Stay Safe MN” Plan and/or those recommended by the Crown of Glory Task Force. | <ul style="list-style-type: none"> Continued “hybrid” meetings with online and in-person options, and regular cleaning/disinfecting between groups. Accommodate larger groups as guidelines allow. |
| <p>Non-Faith Community Groups</p> <ul style="list-style-type: none"> Community groups continue to meet in-person indoors with numbers as allowed by MN Dept. of Health and MN State orders. Driving School building use for students opens to: Sun Hall maximum of 40 students and 2 teachers. Driving School classroom maximum of 8 students and 1 teacher. | <ul style="list-style-type: none"> Groups must coordinate building use with office staff. Group members are expected to maintain physical distancing of 6 feet. Group members are expected to wear masks on church property, whether indoors or outdoors. Mask recommendations to follow MN State, MN Dept. of Health, and CDC Guidelines. |
| <p>Safety Practices from previous phases continue, new practices:</p> <ul style="list-style-type: none"> We will continue to follow and adjust practices based on current information from MN Dept. of Health and CDC. All staff, members and visitors are expected to wear masks on church property, whether indoors or outdoors. Mask recommendations to follow MN State, MN Dept. of Health, and CDC Guidelines. | |

Appendix A – Request for Facility Use at Crown of Glory

This is a living document. We will review and update these guidelines to reflect new information.

Request for Crown of Glory Lutheran Church Building Use

Crown of Glory Lutheran Church's 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 the 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 social justice missions for the congregation and community.

Facility use will be based on the phases of the Crown of Glory Lutheran Church preparedness and response plan. To facilitate approval for use of our church, please review and sign the "Group Covenant" below and complete the "Building Use Request Form" on the next page.

Group Covenant: By signing this document below you understand and agree to:

- Each Member of your group is required to use the Health Screening (Paper Copy or QR Code) each time they use the building or per event.
- Each member of your group agrees to follow all safety guidelines and protocols set in place by Crown of Glory: Always wearing a mask in the building and outdoors and sanitize space used before and after use.
- Crown of Glory will not accommodate the use of building space to individual members or groups who do not follow guidelines and protocols.
- I have read the Guidelines of this document and I understand that is my responsibility to communicate all the details of the Building Use Agreement that are indicated in the Guidelines.

Signature of Responsible Party: _____ Date: _____

If building use is approved, Crown of Glory Lutheran Church will provide guidance for use of the facility.

Building Use Request Form

Event Date: _____ **Group Name:** _____

Person Responsible for the Event

Name: _____

Address: _____

Phone and Email: _____

Event Information

Arrival/Setup Time: _____

Event Start Time: _____

Event End Time: _____

Departure Time: _____

Estimated # of Attendees: _____

Event Description and Health & Safety Precautions

Requests (Check all that apply)

Member

Space Per Hour:

Sanctuary** \$20 ☐
 Sun Hall** \$20 ☐
 Conference Room* \$10 ☐
 Bethany Room* \$10 ☐
 Patio/East Lawn \$20 ☐
 Parking Lot \$15 ☐

Equipment:

Mobile Projector \$10 ☐
 Screen \$10 ☐
 Mobile Projector & Screen \$15 ☐
 Table Rental (per table) \$5 ☐
 (# needed: _____)
 Easel Rental (No Fee) ☐
 (# needed: _____)

Services:

Building Host: (/hr.) \$15 ☐
 Sound System w/ Tech \$50 ☐
 COVID-19 Cleaning SM* \$25 ☐
 COVID-19 Cleaning LG** \$45 ☐

Non-Member

Space Per Hour:

Sanctuary** \$40 ☐
 Sun Hall** \$40 ☐
 Conference Room* \$20 ☐
 Bethany Room* \$20 ☐
 Patio/East Lawn \$40 ☐
 Parking Lot \$30 ☐

Equipment:

Mobile Projector \$20 ☐
 Screen \$20 ☐
 Mobile Projector & Screen \$30 ☐

Services:

Building Host: (/hr.) \$20 ☐
 Sound System w/ Tech \$50 ☐
 COVID-19 Cleaning SM* \$25 ☐
 COVID-19 Cleaning LG** \$45 ☐

Total Room Fee:

Total Equipment Fee:

Total Service Fee:

Total Fees:

Damage Deposit:

Total Due:

By signing this document below, you are agreeing to follow the Group Covenant outlined in the COVID-19 Preparedness Plan.

 Signature of Responsible Party

 Date of Application

| | | |
|-----------------------------|-----------------------|---------------------|
| For Office Use Only: | Deposit \$ _____ | Date Received _____ |
| Approved ____/____ | Full Payment \$ _____ | Date Received _____ |
| Declined ____/____ | Calendar _____ | Access Needed _____ |

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

General

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

Businesses

CDC Resources for businesses and employers – 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

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

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

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

Training

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

County/State

<https://www.co.carver.mn.us/departments/health-human-services/public-health/health-and-wellness/disease-prevention/covid-19-coronavirus>

<https://www.health.state.mn.us/diseases/coronavirus/index.html>