

**COVID-19 Preparedness and Response Plan  
for  
St. Paul Lutheran Church  
Wyoming, MN  
August 25, 2020**



Developed by: SPLC COVID-19 Response Team  
Approved by: SPLC Council

Date: August 24, 2020  
Date: \_\_\_\_\_



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## St. Paul Lutheran Church Plan

St Paul Lutheran Church 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 weekly COVID-19 Response Team meetings and consulting with Pastor and staff. Guidance and recommendations from the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health, ELCA, St. Paul Area Synod, and Governor Walz's Executive Orders 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:

St. Paul Lutheran Church will follow guidance from the Minnesota Governor, the Minnesota Department of Health, the ELCA and from the St. Paul Area Synod.

St. Paul Lutheran Church personnel 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). St. Paul Lutheran Church'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.

St. Paul Lutheran Church personnel and activities resumption will occur in a phased approach and comply with established guidance provided in this plan.

The COVID19 situation will evolve and St. Paul Lutheran Church 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.



Those functions that can practically stay at home to complete work will do so until St. Paul Lutheran Church is fully opened to minimize large gatherings.

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.

Large gatherings are unlikely to be safe over the next several months. Worship services, and other large gatherings should be carried out online or in other socially distanced appropriate ways such as outdoor worship and/or drive in worship.

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 St. Paul Lutheran Church facility.



## COVID-19 Plan Management

The COVID-19 church coordinator is the COVID-19 Response Team. The team is responsible for COVID-19 assessment and implementation of this plan. The best way to contact the COVID-19 Response Team is to email [Safety@sharingchristsllove.org](mailto:Safety@sharingchristsllove.org) or call the main Church telephone at 651-462-5212. 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.

Date contacted: June 29, 2020

Chisago County public health official: Carly Ryan & Colton Anderson  
Contact information: 952-215-2591 & 612-209-9633

Date contacted: June 30, 2020

City of Wyoming Administrator: Robb Linwood  
Contact information: 651-462-3688

The church coordinator(s) and staff leadership are aware of and will follow all applicable regulations and public health agency guidelines.

Federal guidelines: Centers for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

State guidelines: MN Department of Health COVID-19 Resources: <https://mn.gov/covid19/>

MN Governor's Executive Orders: <https://mn.gov/governor/covid-19/>

MN Department of health COVID-19 Reporting:

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

Local guidelines: City of Wyoming Administrative Offices: 651-462-0575

Affiliation guidelines: St. Paul Area Synod:

<https://www.spas-elca.org/resources/for-congregations/covid-19-resources/>

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 week, or as necessary, 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 St. Paul Lutheran Church 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) can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- Soap and water are available in each of the restrooms within the church building.
- Hand-sanitizing stations can be found in the following locations:
  - Office, Narthex near bathrooms, Narthex as you enter the left sanctuary door, in the Preschool hallway, outside the education office near the youth room, and beside the dish return window in the Fellowship Hall
- Handwashing Posters 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” and hand washing posters are posted in all building lobbies, restrooms and other common areas near hand sanitizing stations.
- Tissues will be available in common areas, including restrooms, however, visitors are encouraged to bring tissues with them if needed.
- 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 St. Paul Lutheran Church may order them for 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

St. Paul Lutheran 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. Training is provided by the supervisor, St. Paul Area Synod and ELCA resources and others as needed. Any issues may be directed to the supervisor or the President or Vice President of the Council.
- Equipment is available for staff members to complete their assigned responsibilities and tasks. Equipment questions should be directed to their supervisor or the technology team.
- Flexible hours and staggered shifts are available to minimize the number of persons in the facility at one time. Requests must be made in advance, whenever possible, to the supervisor. Pastor will make requests to the Executive Committee of the Council.

## 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.

- Shared staff offices are assessed and where feasible staff are reassigned to other working areas or alternate hours to maintain social distancing.
  - All employees and ministry leads have their own offices where workstations are at least 6 feet away from any other workstation. The finance office is the only shared office space in the building and the bookkeeper and treasurer have agreed to staggered time in office to ensure social distancing. Each office has a locked door that can be closed to increase social distancing.
- 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.
  - All soft surface chairs, in common areas, have been removed and replaced with easier to clean hard surfaced chairs.
  - Visitors to the church office will be asked to wait on the pews in the narthex rather than the waiting area in the office.
  - Chairs used at specific desks (i.e. Administrator's Office, Pastor's Office, Youth Director's Office, Finance Office) should be used by only one person.
  - The office conference room has been rearranged so that chairs are 6 feet apart. Acrylic screens have been added to the conference room table.
  - Acrylic screens have also been added to both the Administrator's Office and Pastor's Office.
  - Face shields and masks are available for staff to use while in the office.

### Housekeeping

Regular housekeeping practices are being enhanced by St. Paul Lutheran's custodial volunteers in accordance with CDC guidance. Frequent cleaning and disinfecting will be conducted in shared spaces (e.g. break rooms) and high-touch areas (e.g. door handles, light switches).

- All custodial volunteers and their supervisors are provided refresher training on proper cleaning techniques, as well as background information on COVID-19. Written cleaning protocols can be found in *Appendix D* of this document. A demonstration video of proper cleaning protocols and PPE practices will be available through the Church office.
- All cleaning products meet U.S. Environmental Protection Agency (EPA) requirements.
- If there is a confirmed positive case reported to the St. Paul Lutheran Church, the COVID-19 Response Team will coordinate cleaning and disinfecting that individual's work space.
- Staff and custodial volunteers will clean public spaces such as the entrance tables, pens, restrooms, door handles, light switches, at least weekly, and more frequently if deemed necessary.

### Screening, Exposure, and Illness Policies

St. Paul Lutheran will notify all staff of screening protocols, self-monitoring guidelines, and policies for staff exposed or exhibiting symptoms. Employees will be notified via email and with a phone call from a member of the COVID-19 Response Team. All COVID-19 related updates will be relayed to staff and will be sent via email with updates occurring at least monthly, or as the COVID-19 Preparedness and Response Plan is updated.

St. Paul Lutheran has leave policies that encourage staff to stay at home when they are sick, when household members are sick, or when they are required by a healthcare provider to



isolate or quarantine themselves or a member of their household. Please reference the Employee Handbook, Pastor's covenant, or contact the Council Vice President for applicable leave policies.

Questions on leave policies should be directed to Andy Stoyke, Council Vice-President, at [vicepresident@sharingchristслоve.org](mailto:vicepresident@sharingchristслоve.org).

### 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.

Staff must report symptoms. If a member of staff is experiencing symptoms, they must contact the Pastor or the COVID-19 Response Team Coordinator via telephone. Employees exhibiting symptoms should not come into the church.

- Take your temperature in the morning at home, again when you arrive at the office, 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.
- If the employee indicates any of these conditions, the supervisor may require that the employee stay home, and the employee should seek guidance from their healthcare provider.
- If an employee begins to exhibit symptoms at work, report your symptoms to the Pastor or the Covid-19 Coordinator and immediately go home. If unable to drive safely, the employee must isolate in their office with the door closed until a ride is available.

### 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 additional public health and cleaning measures should be implemented.

St. Paul Lutheran Church will work with the Minnesota Department of Health to inform staff members if they have been exposed to a person with COVID-19 in our facility, and Chisago County Department of Health 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 all staff, volunteers, and the congregational community via Constant Contact email, website posting, and mailing for those without internet. Staff, volunteers, and the congregational community will be notified as material changes occur to the document. Training is available to staff and persons using the facility. Training will be available through the written documentation below as well as an instructional video. Additional, one-on-one, in person training is available as needed.

- Return to Work Training via email to staff with workplace expectations regarding social distancing and proper sanitization.
- Enhanced Cleaning Guidelines. (Appendix D).
- Enhanced Cleaning Instructional Video. Please contact the Church Office to access this video.
- St. Paul Lutheran Church visitor requirements handout. (Appendix E).
- St. Paul Lutheran Church Facility Use handout. (Appendix F).



## Facility Use

St. Paul Lutheran Church serves as a gathering place for congregation and community members. Gathering purposes in the congregation include: congregational work, support to social justice 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 to mission related activities.

Any group that would like to use the facility while this plan is operational must request use using the Request for Facility Use form (Appendix A). Each request will be reviewed by an internal committee designated by church leadership.

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

- Review training provided by St. Paul Lutheran Church
- Share St. Paul Lutheran Church's facility rules with participants
- Conduct appropriate social distancing
- Wear masks
- Wash hands
- Cover your cough
- Take attendance to include name and contact information
- Sanitize the area you used

No member of the congregation or community may use the facility until they have received approval from the Church Council.

## Resources

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

## St. Paul Lutheran Church 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 St. Paul Lutheran Church may need to move back and forth between phases. We will utilize guidance from the state as well as decisions made by the Forest Lake School District to determine which phase we are currently in. The tables below summarize the phases and more detailed explanation of each of the phases can be found in Appendix C.



## Summary Of Phases

External Conditions	Church Activities
<b>Phase 0: Hibernation</b>	
<p><b>External Conditions:</b> Cases presenting in the state with limited community spread and testing is limited.</p> <p><b>Criteria (for phase):</b> Government and organization leaders are initiating plans for social distancing</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>
<b>Phase 1: Stay at Home</b>	
<p><b>External Conditions:</b> Government Orders for communities to stay at home. Disease spread is occurring in the community and hospitalizations are increasing.</p> <p><b>Criteria (for phase):</b> Government issues to stay at home orders</p>	<p><b>Church Activities</b></p> <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 St. Paul Lutheran Church 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: Sunrise

**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 and drive-in, weather permitting.
- 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.
- 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.
- Facility users/renters may be allowed with approval and based on size and mission. Social distancing and public health measures will be enforced.

## Phase 3: Sunrise Plus



**External Conditions:** Government leaders continue relaxation of social distancing measures. Cases of COVID-19 continue to decrease and testing is available. PPE is widely available.

**Criteria (for phase):** State provides relaxed guidance for social distancing. Facilities and core services staff have adequately prepared for return to campus. The Church has the ability to gradually expand the number of people in the church for small group meetings while maintaining social distancing.

## Church Activities

### Worship

- Worship is held online and in-person. In person worship is outdoors or drive-in, as weather permits, 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/Eucharist may be offered in alignment with public health guidance. Consultation with church association/affiliation authorities will occur prior to offering.
- Group singing may be considered based on recommendations by public health authorities.
- No-touch alternatives for passing the peace, collecting offering, and liturgical resources. Consider removing prayer books 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).

### Activities on-site

- Bible studies and small groups may 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 continue in a hybrid fashion, working remotely as much as possible and in-person, as necessary, with attention to cleaning
- Groups, teams, and committees could meet in person. Approval is required. Face masks and/or face shields must be worn. High risk individuals (people over 60 and those with underlying conditions), whether staff, volunteers, or program participants, should



	<p>continue to shelter in place during Phase 3. Social distancing and public health practices (e.g. wearing masks) will be implemented while at church and in community ministry, as is recommended in public spaces.</p>
<p><b>Phase 4: Reemergence</b></p>	
<p><b>External Conditions:</b> Government leaders continue relaxation of social distancing measures. Cases of COVID-19 continue to decrease and testing is available. PPE is widely available.</p> <p><b>Criteria (for phase):</b> State provides relaxed guidance for social distancing. Facilities and core services staff have adequately prepared for return to campus. The Church has the ability to gradually expand the number of people in the church while maintaining social distancing. Adequate sanitization of church building is possible and safe logistics for proper social distancing while in service is achievable.</p>	<p><b>Church Activities</b></p> <p>Worship</p> <ul style="list-style-type: none"> <li>• Worship is held online and in-person. In person worship is outdoors or drive-in, as weather permits, with social distancing measures implemented per local guidance. Multiple services may be considered to spread out participation.</li> <li>• Entrance and exit into the church will be designed to avoid gathering.</li> <li>• Communion/Eucharist may be offered in alignment with public health guidance. Consultation with church association/affiliation authorities will occur prior to offering.</li> <li>• Group singing may be considered based on recommendations by public health authorities.</li> <li>• No-touch alternatives for passing the peace, collecting offering, and liturgical resources. Consider removing prayer books and Bibles if there will be multiple services. Use bulletins (do not reuse) or screens as alternatives.</li> <li>• No fellowship/social hour will be scheduled during this phase. People are encouraged to leave the building after the service (no mingling).</li> </ul>





	<p>Activities on-site</p> <ul style="list-style-type: none"> <li>• Bible studies and small groups may 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.</li> <li>• Office functions resume as normal, with attention to cleaning.</li> <li>• Groups, teams, and committees could meet in person. Approval is required. Face masks and/or face shields must be worn. 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 4. Social distancing and public health practices (e.g. wearing masks) will be implemented while at church and in community ministry, as is recommended in public spaces.</li> </ul>
<p><b>Phase 5: Normal Operations</b></p>	
<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.</p>



St. Paul Lutheran Church Activities Chart

	Phase 0	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
<b>Worship Services</b>	Online	Online	Drive-in, and Online	Outdoor, Drive-in, and Online with social distancing.	Indoor, Outdoor, Drive-in, and Online with social distancing.	Normal
<b>Students</b>	Online	Online	Online	Online	In-Person and online with social distancing.	Normal
<b>Ministry events</b>	Online	Online	Online	In-Person with Social Distancing	In-Person with Social Distancing	Normal
<b>Office Staff</b>	Remote	Remote	Remote/ onsite with Social Distancing	Remote/ onsite with Social Distancing	Onsite with Social Distancing	Normal
<b>Pastoral Care</b>	Remote, In-person on Emergency Basis	Remote, In-person on Emergency Basis	Remote, In-person, on site with Social Distancing	Remote, In-person, on site with Social Distancing	Remote, In-person, on site with Social Distancing	Normal
<b>Community Groups</b>	Online/ Postponed	Online/ Postponed	In-Person with Permission	In-Person with Permission	In-Person with Permission	Normal
<b>Life Celebrations</b>	Postponed	Postponed	Postponed	In-Person with Permission	In-Person with Permission	Normal



## Appendix A: Facility Use Form

### Request for St. Paul Lutheran Church Use

St. Paul 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 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 social justice 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 St. Paul Lutheran's preparedness and response plan. To facilitate approval for use of our St. Paul Lutheran Church, please complete the following form.

Name:

Group Size:

What areas of the building would you like to utilize?

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

Date 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.

St Paul Lutheran Church 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: List of Resources Used as Guidance to Develop 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)



## Appendix C: St Paul Lutheran Church's Detailed Description of Phases

### Phase Zero- Hibernation

#### Worship

##### Online Worship Services

Worship services will be live-streamed and recorded for online worship opportunities for all who are interested. Viewing a livestream or recorded service is the best option if you are compromised, vulnerable or feeling unsafe attending a worship service in person. St Paul Lutheran Church is committed to continuing to provide live-streamed and recorded services, and wants all to know that it is a great option for worship in these challenging times.

#### Activities on Site

All scheduled activities will be either cancelled or held virtually, online or dial in on your phone. Access to the church building, for anyone other than staff, purposes other than essential functions to prepare for worship services, maintain the building, or carry out church business that cannot otherwise be done remotely, is strongly discouraged and not recommended by the COVID-19 Response Team.

If you must access the building for any purpose please contact Pastor and the COVID-19 Response Team, at [saftey@sharingchristслоve.org](mailto:saftey@sharingchristслоve.org), before entering the building.

#### Employee Working Conditions

All employees who can perform their job duties from home must work remotely. Essential functions to prepare for Worship Services that cannot be accomplished remotely can be completed within the church building. Employees who do need to access the building must follow the procedures below when accessing the building.

Pastoral Care is offered via phone or video conferencing. In-person visitation in an emergency will be evaluated on a case-by-case basis. Pastor will follow hospital and other care facility guidelines for those in medical care.

All God's Preschool will not meet in person. Preschool staff may, at their discretion, offer virtual content to their students.



# Phase One - Stay At Home

## Worship

### Online Worship Services

Worship services will be live-streamed and recorded for online worship opportunities for all who are interested. Viewing a livestream or recorded service is the best option if you are compromised, vulnerable or feeling unsafe attending a worship service in person. St Paul Lutheran Church is committed to continuing to provide live-streamed and recorded services, and wants all to know that it is a great option for worship in these challenging times.

## Activities on Site

All scheduled activities will be either cancelled or held virtually, online or dial in on your phone. Access to the church building for purposes other than essential functions to prepare for worship services, maintain the building, or carry out church business that cannot otherwise be done remotely, is strongly discouraged and not recommended by the COVID-19 Response Team.

Any access of the church building must be recorded in the log book at the main entrance to the building. If you are planning on needing regular access to the building, please advise Pastor or the COVID-19 Response Team at [Safety@sharingchristслоve.org](mailto:Safety@sharingchristслоve.org).

## Employee Working Conditions

All employees who can perform their job duties from home must work remotely. Essential functions to prepare for Worship Services that cannot be accomplished remotely can be completed within the church building. Employees who do need to access the building must follow the procedures below when accessing the building.

- Access the building from the main entrance into the narthex.
- Take your temperature. Do not remain in the building if you have a fever of 100.4° F.
- Log your Name, the date, the time, and your purpose for being in the building at the log in station at the main entrance of the church building.
- Wear a mask, unless you are unable to do so for medical reasons.
- Limit your use of the building to only the areas you must use to complete your purpose of being in the building.
- After completing work for the day, use your assigned personal office cleaning supplies to wipe down common surfaces such as desks, keyboards, door knobs, and light switches.



- Log the time you are leaving in the log book.
- Leave the building through the main entrance in the narthex.

Pastoral Care is offered via phone or video conferencing. In-person visitation in an emergency will be evaluated on a case-by-case basis. Pastor will follow hospital and other care facility guidelines for those in medical care.

All God's Preschool will not meet in person. Preschool staff may, at their discretion, offer virtual content to their students.



# Phase Two: Sunrise

## Worship

### Online Worship Services

Worship services will continue to be live-streamed and recorded for online worship opportunities for all who are interested. Viewing a livestream or recorded service is still the best option if you are compromised, vulnerable or feeling unsafe attending a worship service in person. St Paul Lutheran Church is committed to continuing to provide live-streamed and recorded services, and wants all to know that it is a great option for worship in these challenging times.

### Outdoor Worship Services

Outdoor Worship Services will be held at the amphitheater behind the church building at 9 a.m. each Sunday. All are welcome to sit in their cars and tune to AM 1100. No in-person seating on the grass is allowed.

In the event of rain or other inclement weather, worshipers would be notified on Facebook, the website, or a phone call for those who do not have internet access. Worship will be livestreamed and recorded from inside the sanctuary and without the in-person presence of worshipers.

### Outdoor Service Public Health Measures

In the spirit of loving our neighbor, St. Paul Lutheran Church asks all worshipers at the outdoor worship service to comply with the following measures:

- **Masks** All worshipers are strongly encouraged to wear masks at all times on the grounds of St. Paul Lutheran Church. If a worshiper does not have a mask, a limited supply is available at the Hospitality Table. The worship team, because they will be physically distant by at least 6-12 feet from each other and the congregation during worship, will not be required to wear masks while at the front of worship.
- **Hospitality Station** The hospitality Station will have a few of the following available: bulletins, communions kits and masks. Hand sanitizer and sanitizing wipes for use at church will also be available. Hospitality Ministers will wear a mask while at the table. Hand sanitizer needs to be used before and after serving each congregant. Ministers will follow the precautions listed below.
- **Volunteers** All worship leaders, volunteers and counters will wear a mask immediately before, during, and after worship unless otherwise stated. Volunteers will take their temperature before arriving at church and will stay home if they are experiencing any of





the symptoms listed below. Volunteers include musician, sound technician, videographer, usher and hospitality minister.

- **Symptoms** If a person is experiencing any of the following symptoms, they should not attend an outdoor worship service:
  - Fever over 100 degrees
  - Cough
  - Shortness of breath
  - Chills
  - Headache
  - Muscle pain
  - Sore throat
  - Loss of taste or smell

Please also consider staying home if you or someone in your household has been exposed to Covid-19.

- **Seating** Individuals and household groups must stay in their vehicle parked facing the amphitheater.
- **Communion** Worshipers are encouraged to bring their own communion supplies, i.e. bread and wine or juice. A limited supply of individually prepackaged communion kits are available on the Hospitality Table.
- **Bulletins** Bulletins will be available to download on worshiper's personal devices or to be printed. A limited number of bulletins will be available at the Hospitality Table especially for individuals without internet access.
- **Sharing the Peace** No-touch alternatives to sharing a sign of peace will be explained.
- **Offering** No touch alternatives for making offering will be provided.
- **Fellowship** No food or beverages will be offered before or after the worship service. In the spirit of loving our neighbor, all are encouraged to leave the premises at the conclusion of the service and not to share items between vehicles or household groups.
- **Respiratory Etiquette** All worshipers will cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors.



- **Restrooms** Restrooms will be open immediately before, during and after outdoor services. People may use the restroom during that time, as needed. Sanitizing wipes are provided by St. Paul Lutheran Church for people to use to wipe down all areas they have touched while using the restrooms.
- **Handwashing** All are instructed to wash their hands with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% alcohol if soap and water are not readily available. Hand sanitizer will be available at the Hospitality Station.
- **Temperature Taking** All are instructed to have their temperature taken before performing any ministry duties. Temperatures must be taken by using the buddy system. Person A will take Person B's temperature and record it in the provided log book. Person B will take Person A's temperature and likewise record it in the log book. Individuals with temperatures of 100.4° or higher are requested to not participate in the worship service. Proper use for using the Church's thermometers will be provided to the worship leaders, volunteers, and counters.

## Activities on Site

Most scheduled activities will be either cancelled or held virtually, online or dial in on your phone. If you must access to the church building for purposes other than essential functions to prepare for worship services, maintain the building, or carry out church business that cannot otherwise be done remotely, you must:

- Access the building from the main entrance into the narthex.
- Log your Name, the date, the time, and your purpose for being in the building at the log in station at the main entrance of the church building.
- Wear a mask, unless you are unable to do so for medical reasons.
- Limit your use of the building to only the areas you must use to complete your purpose of being in the building.
- Log the time you are leaving in the log book.
- Leave the building through the main entrance in the narthex.

Any access of the church building must be recorded in the log book at the main entrance to the building. If you are planning on needing regular access to the building, please advise Pastor or the COVID-19 Response Team at [Safety@sharingchristsllove.org](mailto:Safety@sharingchristsllove.org).

## Employee Working Conditions

All employees who can perform their job duties from home must work remotely. Essential functions to prepare for Worship Services that cannot be accomplished remotely can be



completed within the church building. Employees who do need to access the building must follow the procedures below when accessing the building.

- Access the building from the main entrance into the narthex.
- Take your temperature. Do not remain in the building if you have a fever of 100.4° F.
- Log your Name, the date, the time, and your purpose for being in the building at the log in station at the main entrance of the church building.
- Wear a mask, unless you are unable to do so for medical reasons.
- Limit your use of the building to only the areas you must use to complete your purpose of being in the building.
- After completing work for the day, use your assigned personal office cleaning supplies to wipe down common surfaces such as desks, keyboards, door knobs, and light switches.
- Log the time you are leaving in the log book.
- Leave the building through the main entrance in the narthex.

Pastoral care is offered in-person on-site with social distancing. Weather permitting, care will be offered outside with consideration given to privacy. Masks or face shields will be worn or an acrylic shield will be in place. Cleaning procedures for facility use will be followed. Please call the office to set a time to meet so that all provisions may be met.

All God's Preschool will not meet in person. Preschool staff may, at their discretion, offer virtual content to their students.



# Phase Three: Sunrise Plus

## Worship

### Online Worship Services

Worship services will continue to be live-streamed and recorded for online worship opportunities for all who are interested. Viewing a livestream or recorded service is still the best option if you are compromised, vulnerable or feeling unsafe attending a worship service in person. St Paul Lutheran Church is committed to continuing to provide live-streamed and recorded services, and wants all to know that it is a great option for worship in these challenging times.

### Outdoor Worship Services

Outdoor Worship Services will continue to be held at the amphitheater behind the church building at 9 a.m. each Sunday until further notice. All are welcome to sit in their cars and tune to AM 1100 or sit on the lawn in physically distanced household groups.

In the event of rain or other inclement weather, worshipers would be notified on Facebook, the website, or a phone call for those who do not have internet access. Worship will be livestreamed and recorded from inside the sanctuary and without the in-person presence of worshipers.

### Outdoor Service Public Health Measures

In the spirit of loving our neighbor, St. Paul Lutheran Church asks all worshipers at the outdoor worship service to comply with the following measures:

- **Masks** All worshipers are strongly encouraged to wear masks at all times on the grounds of St. Paul Lutheran Church. If a worshiper does not have a mask, a limited supply is available at the Hospitality Table. The worship team, because they will be physically distant by at least 6-12 feet from each other and the congregation during worship, will not be required to wear masks while at the front of worship.
- **Hospitality Station** The hospitality Station will have a few of the following available: bulletins, communions kits and masks. Hand sanitizer and sanitizing wipes for use at church will also be available. Hospitality Ministers will wear a mask while at the table. Hand sanitizer needs to be used before and after serving each congregant. Ministers will follow the precautions listed below.
- **Volunteers** All worship leaders, volunteers and counters will wear a mask immediately before, during, and after worship unless otherwise stated. Volunteers will take their temperature before arriving at church and will stay home if they are experiencing any of



the symptoms listed below. Volunteers include musician, sound technician, videographer, usher and hospitality minister.

- **Symptoms** If a person is experiencing any of the following symptoms, they should not attend an outdoor worship service:
  - Fever over 100 degrees
  - Cough
  - Shortness of breath
  - Chills
  - Headache
  - Muscle pain
  - Sore throat
  - Loss of taste or smell

Please also consider staying home if you or someone in your household has been exposed to Covid-19.

- **Seating** Individuals and household groups may choose to stay in their vehicle parked facing the amphitheater, or outside on the grass. Areas are marked off and separated from other worshipers at a distance of at least 12 feet from other individuals or household groups.
- **Chairs** Worshipers are encouraged to bring their own chairs to sit on outside during the worship service. A few folding chairs are available. Please wipe down with a sanitizing cloth before and after use.
- **Communion** Worshipers are encouraged to bring their own communion supplies, i.e. bread and wine or juice. A limited supply of individually prepackaged communion kits are available on the Hospitality Table.
- **Bulletins** Bulletins will be available to download on worshiper's personal devices or to be printed. A limited number of bulletins will be available at the Hospitality Table especially for individuals without internet access.
- **Sharing the Peace** No-touch alternatives to sharing a sign of peace will be explained.
- **Offering** No touch alternatives for making offering will be provided.
- **Fellowship** No food or beverages will be offered before or after the worship service. In the spirit of loving our neighbor, all are encouraged to leave the premises at the conclusion of the service and not to share items between vehicles or household groups.
- **Respiratory Etiquette** All worshipers will cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face with their hands.



They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors.

- **Restrooms** Restrooms will be open immediately before, during and after outdoor services. People may use the restroom during that time, as needed. Sanitizing wipes are provided by St. Paul Lutheran Church for people to use to wipe down all areas they have touched while using the restrooms.
- **Handwashing** All are instructed to wash their hands with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% alcohol if soap and water are not readily available. Hand sanitizer will be available at the Hospitality Station.
- **Temperature Taking** All are instructed to have their temperature taken before performing any ministry duties. Temperatures must be taken by using the buddy system. Person A will take Person B's temperature and record it in the provided log book. Person B will take Person A's temperature and likewise record it in the log book. Individuals with temperatures of 100.4° or higher are requested to not participate in the worship service. Proper use for using the Church's thermometers will be provided to the worship leaders, volunteers, and counters.

## Activities on Site

Most scheduled activities will be either cancelled or held virtually, online or dial in on your phone. If you must access to the church building for purposes other than essential functions to prepare for worship services, maintain the building, or carry out church business that cannot otherwise be done remotely, you must:

- Access the building from the main entrance into the narthex.
- Log your Name, the date, the time, and your purpose for being in the building at the log in station at the main entrance of the church building.
- Wear a mask, unless you are unable to do so for medical reasons.
- Limit your use of the building to only the areas you must use to complete your purpose of being in the building.
- Log the time you are leaving in the log book.
- Leave the building through the main entrance in the narthex.

Any access of the church building must be recorded in the log book at the main entrance to the building. If you are planning on needing regular access to the building, please advise Pastor or the COVID-19 Response Team at [Safety@sharingchristслоve.org](mailto:Safety@sharingchristслоve.org).



## Employee Working Conditions

All employees who can perform their job duties from home must work remotely. Essential functions to prepare for Worship Services that cannot be accomplished remotely can be completed within the church building. Employees who do need to access the building must follow the procedures below when accessing the building.

- Access the building from the main entrance into the narthex.
- Take your temperature. Do not remain in the building if you have a fever of 100.4° F.
- Log your Name, the date, the time, and your purpose for being in the building at the log in station at the main entrance of the church building.
- Wear a mask, unless you are unable to do so for medical reasons.
- Limit your use of the building to only the areas you must use to complete your purpose of being in the building.
- After completing work for the day, use your assigned personal office cleaning supplies to wipe down common surfaces such as desks, keyboards, door knobs, and light switches.
- Log the time you are leaving in the log book.
- Leave the building through the main entrance in the narthex.

Pastoral care is offered in-person on-site with social distancing. Weather permitting, care will be offered outside with consideration given to privacy. Masks or face shields will be worn or an acrylic shield will be in place. Cleaning procedures for facility use will be followed. Please call the office to set a time to meet so that all provisions may be met.

All God's Preschool will not meet in person. Preschool staff may, at their discretion, offer virtual content to their students.



## Phase Four: Reemergence

**Details to be determined**





# Phase Five: Normal Operations

**Details to be determined**



# Appendix D: St. Paul Lutheran Church COVID-19 Cleaning Guidelines

August 25, 2020

## Purpose

The purpose of this document is to outline the proper cleaning procedures that the custodial volunteers need to follow when cleaning the church building. These guidelines are intended for both general cleaning and for disinfecting areas that have been exposed to a person who is ill with COVID-19. Areas in which a person with a confirmed COVID-19 infection has previously spent time need to be disinfected before resuming their use. These cleaning guidelines can also be applied in general cleaning to prevent the spread of communicable diseases and protect cleaning staff from infections.

## Questions or Concerns

If you have any questions or concerns regarding the information contained in this document, please contact the COVID-19 Response Team at [safety@sharingchristslve.org](mailto:safety@sharingchristslve.org) or through the main office at 651-462-5212. Someone from the COVID-19 Response Team will reply to your question or concern within 24 hours.

## Background

The new coronavirus is primarily transmitted through respiratory droplets and contact when a person coughs or sneezes. According to current information, the role of contaminated surfaces does not contribute significantly to the spread of the virus. The structure of coronaviruses is such that they do not remain infectious on surfaces for a long time, especially at varying temperatures. Even if the coronavirus is found on surfaces using highly sensitive laboratory methods, this does not mean that the virus is effectively transmitted via surfaces. In everyday life, you can reduce your risk of infection by maintaining good hand hygiene.

## Before You Start

Safety measures for cleaning volunteers:

- Stay home if you are sick.
- Read and understand the cleaning guidelines in this document.
- Watch the cleaning training video.
- Wear the recommended PPE.
- Always use cleaning products according to the instructions on the label.
- Frequently wash hands with soap and water for at least 20 seconds while performing cleaning duties.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- When cleaning in teams, remember to stay at least 6 feet apart whenever possible.



## Training

In addition to this document, a training video will be available for all cleaning volunteers to watch prior to cleaning the church for the first time. Please contact the Church Administrative Assistant at 651-462-5212 or via email at [admin@sharingchristслоve.org](mailto:admin@sharingchristслоve.org) to access the training video.

## Required PPE

All cleaning volunteers must wear the following personal protective equipment (PPE):

- Face mask and/or shield as required by MN Governor's Executive Order 20-81.
- Gloves that protect your hands when cleaning surfaces.

## General Cleaning In All Types of Premises

- Start cleaning from cleaner areas and proceed towards dirtier areas. All surfaces that are frequently touched need to be cleaned thoroughly and frequently.
  - High-touch surfaces and objects vary by location. Examples include doorknobs, light switches, handrails, kitchen appliances, countertops, drawer handles, tables, sinks, faucet and toilet handles, drinking fountains, elevator buttons, push and pull plates on doors, phones, keys and remote controls.
- Clean first, then disinfect.
- In public premises where people touch the surfaces, the cleaning should be done daily at least. If possible, even more often e.g. between 2-4 hours especially during the epidemic.
- The public premises of workplaces must be cleaned using different equipment than the premises used by employees. Please use the cleaning equipment and products found on the cleaning cart rather than those in employee offices.
- Use a mildly alkaline all-purpose detergent for cleaning. The cleaning of sanitary facilities can be enhanced by using a disinfectant.
- Wear gloves to protect the hands when cleaning surfaces. Use tight-fitting disposable gloves, for example, as all-purpose gloves, or chemical resistant gloves.
- In particular, bins of bio- and mixed waste are coated with easily removable, leak proof bags in waste bins. Monitor waste bins and do not let them get more than three-quarters full. Waste bins are emptied daily, especially in public premises. The collected bin bags must be closed tightly.
- Carefully clean the equipment used in cleaning at the end of the cleaning process. Clean your keys, the handles of the cleaning cart and the floor cleaning equipment and the contact surfaces of the cleaner containers with the disinfecting multi-purpose cleaner.
- After cleaning, the permanent gloves must be carefully washed and dried. Disposable gloves are placed in mixed waste. Wash your hands up to your elbows with water and soap when the gloves are taken off.



## **Cleaning Procedures**

- Coordinate with the Office Administrator to enter the building when other groups are not using the facility and get the key code if necessary.
- Enter the building via the main entrance in the narthex. Sign into the log book to record your presence in the building.
- Determine which rooms have been used since the previous cleaner was in the building. There is no need to clean the rooms that have not been in use.
- Cleaning supplies can be found on the cleaning cart that is located below the coat rack.
- Before cleaning anything make sure that you are wearing proper PPE.



# HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

## Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

**A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.**

[who.int/epi-win](https://www.who.int/epi-win)



World Health Organization

## Specific Cleaning Procedures

- Clean rooms in the following order and with the following cleansers:
  - **Back hallway (behind the office to the Preschool area)**
    - Vacuum.
    - Use sanitizing wipes to clean all door handles and light switches.
  - **Classrooms**
    - Clean tables and chairs with sanitizing spray and wipe down with disposable cloths.



- Sweep the floors.
- Empty trash.
- Use sanitizing wipes to clean all door handles and light switches.
- **Kitchen**
  - Replenish soap dispensers and paper towels as needed.
  - Sanitize counters with sanitizing spray listed for use in food service areas and wipe down with disposable cloths.
  - Sweep floors.
  - Empty trash.
  - Use sanitizing wipes to clean all door handles and light switches.
- **Fellowship Hall**
  - Vacuum.
  - Empty trash.
  - Sanitize tables and chairs with sanitizing spray and wipe down with disposable cloths.
  - Use sanitizing wipes to clean all door handles and light switches.
- **Sanctuary**
  - Vacuum.
  - Clean windows.
  - Empty trash.
  - Use sanitizing spray to clean pew backs, pulpit, and altar. Use sanitizing wipes on keyboards, microphones, and other electronic equipment. Soft surfaces may be sprayed with the approved non chlorine sanitizing spray and left to dry.
  - Use sanitizing wipes to clean all door handles and light switches.
- **Music Room**
  - Vacuum.
  - Empty trash.
  - Sanitize tables and chairs with sanitizing spray and wipe with disposable cloths.
  - Use sanitizing wipes to clean all door handles and light switches.
- **Library**
  - Vacuum.
  - Empty trash.
  - Sanitize tables and solid chairs with sanitizing spray and wipe with disposable cloths. Fabric chairs may be sprayed with the approved non chlorine spray and left to dry.
  - Use sanitizing wipes to clean all door handles and light switches.
- **Bathrooms**
  - Clean toilets and urinals with toilet bowl cleaner. Sanitize toilet exteriors with sanitizing spray. Clean stall doors top to bottom with sanitizing spray and wipe with disposable cloths.



- Spray mirrors with sanitizing spray and then clean with glass cleaner.
- Replenish soap dispensers, paper towels, and toilet paper as needed.
- Sweep floors.
- Mop floors with household detergent. Sanitize with bleach solution.
- Clean sinks and counters with household cleaners, use sanitizing spray, and wipe down with disposable cloths.
- Use sanitizing wipes to clean exterior bathroom doors, handles, push plates, and light switches.
- **Narthex**
  - Vacuum.
  - Empty trash.
  - Replenish hand sanitizer as needed.
  - Sanitize tables and solid chairs with sanitizing spray and wipe with disposable cloths. Fabric chairs may be sprayed with the approved non chlorine spray and left to dry.
  - Spray door windows with sanitizing spray and then clean with glass cleaner.
  - Use sanitizing wipes to clean all interior and exterior door handles and light switches.
  - Use sanitizing wipes to clean all dirty pens and place in the clean pen container.
- **Office**
  - Vacuum.
  - Empty trash.
  - Sanitize tables and solid chairs with sanitizing spray and wipe with disposable cloths. Fabric chairs may be sprayed with the approved non chlorine spray and left to dry.
  - Use electronic safe wipes to clean printer.
  - Spray door windows with sanitizing spray and then clean with glass cleaner.
  - Use sanitizing wipes to clean all door handles and light switches.
- **Conference Room**
  - Vacuum.
  - Empty trash.
  - Sanitize tables and solid chairs with sanitizing spray and wipe with disposable cloths. Fabric chairs may be sprayed with the approved non chlorine spray and left to dry.
  - Spray door windows with sanitizing spray and then clean with glass cleaner.
  - Use sanitizing wipes to clean all door handles and light switches.



- **Miscellaneous**

- Take trash to the large bin on the south side of the parking lot.
- Vacuums, brooms, and extra cleaning supplies can be found in the closet near the exterior door in the kitchen.
- Toilet paper rolls are stored in the cleaning closet near the preschool.

If a product is running low or empty, please contact Melissa at [admin@sharingchristsllove.org](mailto:admin@sharingchristsllove.org) or 651-462-5212.





## Appendix E: St. Paul Lutheran Church Visitor Handout

### Welcome to St. Paul Lutheran Church!

Visiting our building during the COVID-19 Pandemic is as easy as 1-2-3.

**1**

**Sign in and sign out on the visitor log at the main entrance. Only use rooms/areas you have requested to use.**

**Wear a face mask when in the building and practice proper hand washing/sanitizing.**

**2**

**3**

**Sanitize the objects that you used such as chairs, tables, doors and light switches.**

Your group coordinator has been given additional information regarding these steps if you have any questions. Alternatively, please direct any additional questions to [admin@sharingchristслоve.gov](mailto:admin@sharingchristслоve.gov) or 651-462-5212.



## Appendix F: St Paul Lutheran Church Facility Use Handout

Before use of the building, we ask that the group coordinator distribute the St. Paul Lutheran Church Visitor Handout to each group member. Please remind participants that we are following the State mandate to wear masks inside the building and that everyone is expected to wear a mask at all times, unless they have a medical condition prohibiting use.

Please access the building from the main entrance into the narthex. When you enter the building, all group members must sign in on the log in sheet at the door.

While in the building, we ask that you only use the portion of the building that you have requested to use. Many rooms are currently unavailable for use and have signs on the doors indicating this. Please do not access these rooms.

Please encourage proper social distancing and cleanliness while in the building. There are multiple hand sanitizing stations throughout the building for your use.

Before you leave the building:

- Make sure all trash is cleaned up and deposited in a trash can. If your event generates a lot of trash, we do ask that you take the trash with you.
- Utilize the available cleaning supplies to sanitize the space that you used. Cleaning supplies can be found on the cleaning cart under the coat rack in the back hallway. Please wipe down the following items that were used during your event:
  - Chairs used
  - Tables used
  - Light switches
  - Door handles/push plates
- Instructions for proper use of the cleaning supplies can be found on the cleaning cart. Please use the indicated cleansers and PPE found on the cleaning guidelines.

When you leave the building, please make sure that everyone in your group signs out on the log in sheet.

Thank you for following the above guidelines. We hope that you have an enjoyable and successful event.

***St. Paul Lutheran Church COVID-19 Response Team***

