



COVID-19 Preparedness and Response Plan

Our Savior's Lutheran Church

1616 West Olive St.

Stillwater, MN

Before hosting groups over 10 people, churches in Minnesota must develop and implement this plan. The plan has been posted at www.oslcstillwater.org and a print copy is available at the Welcome Desk in the Gathering Area.

Developed by: Science and Safety Team of the Resurrection Committee on June 15, 2020

Approved by: Our Savior's Lutheran Church Board on June 18, 2020

Our Savior's Lutheran Church COVID-19 Plan

Our Savior's Lutheran Church (OSLC) is committed to providing a safe and healthy facility and activities 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 OSLC Board and Pastor have full support in enforcing the provisions of this policy.

This plan has been developed with OSLC staff and members of the Resurrection Committee established by the board in May 2020. Members of the Committee included the following people: Pastor Karna, Pastor Keith Lentz, Mark Olson, Sue Hedlund, Kathy Newton, Jenise Howard, Kyle Johnson, Andrea Valley and Janice Nadeau. The Committee was organized into two teams: Congregation Care and Science and Safety. These teams met separately at times to work out specific details of the plan. To develop the plan, the Committee followed the guidance and recommendations from the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH), Washington County Department of Public Health and Environment (WCPHE), the St. Paul Area Synod (SPAS), the Evangelical Lutheran Church of America (ELCA) and the Executive Orders by the Governor of Minnesota. The components of the guidance include the following areas:

- 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 assumes the following:

1. OSLC will follow guidance from the Minnesota Governor, the Minnesota Department of Health, and from the SPAS.
2. OSLC employees 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). OSLC's role is not to determine the risk level of individuals; rather the OSLC Board and Human Resources Committee should ensure that individuals can make their own informed choices and be supported.
3. The resumption of in-person services and activities will occur in a phased approach and comply with established guidance provided in this plan.
4. The COVID-19 situation will evolve and OSLC will remain adaptable and nimble to the dynamic environment. The baseline level of risk for those working and using our facility

will change as restaurants and retail businesses reopen, schools reopen, etc., requiring a reassessment of what level of resumption and precautions are appropriate.

5. Those functions that can practically stay at home to complete work will do so until OSLC is fully opened to minimize large gatherings.
6. Social distancing, wearing of masks or other appropriate Personal Protective Equipment (PPE), hand washing, and disinfection of surfaces are key factors to reducing the transmission of the COVID-19 virus. Before employees and the public can return to the interior of the building, the following supports must be in place:
 - a. Adequate supply of disinfecting materials, masks, gloves and tissues.
 - b. The building has been thoroughly cleaned and sanitized, particularly in common areas.
 - c. The building's HVAC system will be checked to assure that it is working effectively.
 - d. Procedures and resources are in place to assure ongoing, regular cleaning and disinfecting of the interior of the building even after OSLC is fully operational.
7. Large gatherings are unlikely to be totally safe over the next several months. Worship services and other large gatherings should be carried out remote or outdoors as much as possible.
8. Personal responsibility is key to safe operations and the avoidance of disease transmission. Educational materials will be developed for staff, members, and visitors to the OSLC facility.
9. Adequate audio, video, streaming and other technology supports for employees and members will be in place when the plan is implemented.
10. In cases where there is no clear local, state, national or affiliation guidance, decisions on whether or not a specific activity can take place will be place on 3 principles of personal behavior: 1) the amount time the people are together; 2) the distance maintained between people; and 3) and predictability of their behavior.

COVID-19 Plan Management

The OSLC Board is responsible for the approval of this plan and for oversight of the implementation of the plan. The COVID-19 church coordinators are the President of the Board and the Pastor. They will work with other Board members and the Resurrection Committee in making decisions related to the plan’s implementation. Church staff should direct their workplace COVID-19 questions to the Pastor and the Human Resources Committee. 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 local public health officials and established ongoing communications to make sure they are getting relevant and up-to-date information concerning COVID-19.

Date contacted: June 8, 2020

Washington County Department of Public Health and Environment: Call 651-430-6655 to contact the COVID-19 Response Team.

<https://www.co.washington.mn.us/3168/COVID-19>

- The church’s lay and staff leadership are aware of and will follow all applicable regulations and public health agency guidelines.

Federal guidelines: CDC “Interim Guidance for Communities of Faith, Cleaning and Disinfection for Community Facilities”

State guidelines: MDH “Guidance on Hosting Faith-based Services in Parking Lots,” “Guidance for Visiting People at Home,” “Industry Guidance for Safely Reopening: Faith-based communities, places of worship, weddings and funerals May 27, 2020”

Local guidelines: Washington County “COVID-19 Dashboard” for local information on disease prevalence.

Affiliation guidelines: ELCA “Considerations for Returning to in-person Worship May 12, 2020.”

- 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 3 months to ensure effectiveness.

The implementation of this plan will be delegated to staff, standing committees and other volunteer groups. The roles and responsibilities for various people and groups are outlined below:

Roles	Responsibilities
Church Board	Adoption of the plan Oversight of the plan’s implementation Approval of policies
Resurrection Committee	Development of the plan and technical assistance

Roles	Responsibilities
Human Resources Committee	Personnel policies and procedures that are related to impacts of COVID-19
Pastor	Direction to staff in implementing the plan Decisions for life celebrations and facility use. Consultation with the Board and Resurrection Team.
Staff	Following personnel policies and the guidance outlined in the plan Communication to members about safety precautions that will be followed for activities and program Contacting Pastor with questions about the plan
Building & Grounds Committee	<p>Building reopening:</p> <ul style="list-style-type: none"> • HVAC Assessment & Maintenance • Designation of open/closed areas • Cleaning and sanitation, supplies • Designation & signage for entrances/exits • Redesign of sitting and work areas • Occupancy limits in restrooms, work areas meeting rooms, worship areas, gathering areas • Retrofitting of doors and waste disposal as needed. • Parking lot design and use • Training of volunteers and cleaning staff • Close water fountains <p>Ongoing cleaning and sanitation of the building especially the common areas for staff and visitors</p>
Worship Committee	Holding worship services: remote, outdoor and indoor Indoor/outdoor procedures Communion process Use of music/musicians Consultation with the Pastor, Worship Coordinator, Music Directors and Altar Guild Volunteer training
Technology Committee	Recommendations for various technologies needed for remote work and worship services
All meeting and event leaders and organizers	Following PPE, cleaning and hygiene protocols
Kitchen Coordinator	Oversight of kitchen cleaning and sanitation Training of kitchen volunteers Guidance for kitchen use by LADC staff

Roles	Responsibilities
Lakes Area Discovery Center Pre-School	Following Minnesota Department of Education Guidelines for Preschools Communication with the Pastor on needs and status Communication to parents re: building use, social distancing, PPE and hygiene Training of staff on the plan and cleaning guidelines
Non-church or community groups using facility	Submitting “Request to Use Building” form Social distancing, PPE and hygiene protocols while in the building Following cleaning and disinfecting protocols Staying in designated space Communication with the Pastor Training of leaders/organizers on protocols prior to use of the building

Facility Public Health Measures

Infection prevention measures are being implemented at our facility in accordance with public health guidance and best practices. Anyone entering the building will be asked not to enter if they have any symptoms of COVID-19 or have been exposed to anyone. The MDH’s “Visitor and Employee Health Screening Checklist” will be posted at all building entrances. Temperature screening may be conducted if it can be done with proper social distancing, protection and hygiene protocols. Temperature checking is not required.

Handwashing

Anyone in the OSLC 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. The dispensers will be located in high-touch areas, meetings rooms and at entrances to worship areas.

- A “Clean Your Hands!” posters from the MDH are located in all restrooms providing proper hand washing methods.
- Custodial staff are checking and replenishing soap dispensers, paper towels, and hand sanitizer stations at least weekly and more often in heavily trafficked public spaces.

Respiratory etiquette: Cover your cough or sneeze

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

- The CDC “Stop the Spread of Germs” poster are posted in all building lobbies and other common areas.
- Facial tissues will be available in common areas, including the Gathering Area, restrooms, Work Room, Kitchen, Narthex, meetings rooms, offices and near the back of the sanctuary and Community Life Center (CLC) areas.
- Employees are expected to wear cloth face coverings (masks) in public settings where social distancing measures are difficult to maintain. Individuals may use their own mask or the OSLC may provide them for staff.

Social distancing

Everyone entering the facility is asked to practice social distancing (i.e. stay at least 6 feet away from each other) on public health guidance and best practices. Carpooling to church events and gatherings should only be done with people who live within the same household. If someone is unable to drive and needs a ride to worship services, everyone in the vehicle must wear a mask and good ventilation with outside air should be maintained. Touched surfaces in the vehicle should be disinfected after travel. These measures may be adjusted according to phases of this preparedness and response plan.

Remote Work and Adjusted Onsite Hours

OSLC 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.
- Equipment is available for staff members to complete their assigned responsibilities and tasks. Equipment questions should be directed to the Pastor.
- Flexible hours and staggered shifts are available to minimize the number of persons in the facility at one time.

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.
- In areas where shared workspace is in use, sanitizing wipes are available to clean prior to and after use. Wipes must be immediately disposed in the trash after use.
- 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 the work room, meeting rooms, and sitting areas are rearranged to promote social distancing.

Housekeeping

Regular housekeeping practices are being enhanced by OSLC staff 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, railings). The Property and Grounds Committee will assist in providing oversight for keeping the facility clean and sanitized.

- All custodial staff and their supervisors are provided refresher training on proper cleaning techniques, as well as background information on COVID-19.
- All cleaning products meet U.S. Environmental Protection Agency (EPA) requirements.
- If there is a confirmed positive case reported to OSLC, the Pastor will coordinate cleaning and disinfecting of that individual's work space.
- The custodians will clean public spaces such as building lobbies, restrooms, door handles, handrails, and elevator buttons at least once daily, and more frequently if deemed necessary.

Outdoor Gatherings

There may be instances when people may meet outdoors within current crowd-size limitations, e.g. outdoor worship services, Bible studies, walks, mission work, meetings, etc. At these gatherings, the events should be as brief as possible, social distancing must be maintained, everyone should wear masks, no serving of food or beverages, and practice no-touch of shared surfaces or items. Anyone who is experiencing COVID-19 symptoms or have been exposed to the virus should not attend the event. More explicit guidance will be provided to event organizers and participants as the phases of reopening progress.

Screening, Exposure, and Illness Policies

OSLC's Human Resources Committee will notify all staff of screening protocols, self-monitoring guidelines, and policies for staff exposed or exhibiting symptoms. If an employee and church member contracts COVID-19, the employee, Pastor and Board will cooperate with local public health officials in the contact tracing process to identify people who may have been exposed to the infected person. If it is recommended that the congregation be notified of the possible exposure to the virus, the Pastor and Board President will send an email message to members. A printed version will be mailed to members who do not have email access. Any notifications will strictly follow all data practices laws and rules. Updates to staff and the congregation will be provided as needed.

OSLC 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. These policies include:

- Leave Policy
- Short-term Disability Policy
- Family Medical Leave Act
- Pay Provisions During Emergency Closings or Reduced Operations
- Family Medical Leave Act
- Family First Coronavirus Response Act Emergency Paid Sick Leave (Federal)

Questions on leave policies should be directed to the Pastor and the Human Resources Committee.

Employee Self-Screening for those Working On-Site

Staff members should conduct self-monitoring for signs and symptoms of COVID-19. The MDH form "Visitor and Employee Health Screening Checklist" will be used as a guide. 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 to the Pastor. Employees exhibiting symptoms should not come into the church.

- Take your temperature in the morning and when you return home from work. Log those results and report any fever to the Pastor.
- Report any exposure to COVID-19 positive individuals, respiratory symptoms, sore throat, or dry cough to the Pastor.
- If the employee indicates any of these conditions, the Pastor 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, the employee should notify the Pastor and go home immediately. The employee's workspace and surfaces should be disinfected and left closed off for at least 72 hours before anyone enters the area.

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.

OSLC will work with the MDH and the WCPHE to inform staff members if they have been exposed to a person with COVID-19 in our facility, and the WCPHE 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 the congregation via an email and posting on the church's website. The Pastor will provide the plan to other church staff and answer questions from staff. Videos for informing the congregation and the community on the plan and the current situation will also be available on the church website. Members of the Resurrection Committee can also be available to provide training and information to the staff and the congregation as needed.

- Return to Work Training: Handouts, videos and meetings. Topics should include but not limited to: Personal Protective Equipment, disinfection measures, social distancing protocol, COVID-19 signs and symptoms information, return-to-work policies, self-monitoring practices, signage, time-off options and all other COVID-19-related safe workplace changes.
- Enhanced Cleaning: Handout with instructions
- OSLC visitor requirements handout
- OSLC Facility Use Guidelines handout

Facility Use

OSLC serves as a gathering place for congregation and community members. It has also been the host of the Lakes Area Discovery Center (LADC) pre-school. Gathering purposes in the congregation include: congregational work, support to missions, celebration events, community meetings, and social engagements. Use of the facility will be based on the phases of this plan and align with state guidance and policies. The LADC will be required to follow the Minnesota Department of Education (MDE) guidelines for opening when published. 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 the Pastor and Board President and they will make the decision to approve or deny the request.

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

- Review training provided by OSLC
- Share OSLC facility rules with participants
 - No one who is feeling ill or has been exposed to the virus can enter the building
 - Conduct appropriate social distancing at all times
 - Wear face masks
 - Wash hands for 20 seconds with soap and water or use hand sanitizer
 - Cover your cough and sneezes
 - Disinfect shared surfaces when leaving
- Take attendance to include name and contact information

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

Resources

Appendix B provides a list of resources to support the church's decisions and activities during the COVID-19 pandemic.

OSLC Resurrection 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 OSLC may need to move back and forth between phases. OSLC will adjust accordingly based on national, state, local and ELCA guidance. The OSLC building was closed and activities were stopped in March 2020. Staff worked remotely and services were provided online and via telephone due to the statewide stay-at-home order.

Phase 1	Church Activities
<p>External Conditions: Cases presenting in the state and increasing. Cases occurring within the local area. Testing is limited. Hospital capacity limited. Shortage of PPE.</p> <p>Criteria (for phase): Statewide Stay-at-Home order is in place. Non-essential businesses are closed.</p>	<ul style="list-style-type: none"> ● Assess current risk to staff and congregation ● Church board meets online to determine immediate facility plan ● Cancel or postpone facility indoor activities and life celebrations and notify participants ● Inform staff to work at home and limitations in the use of building ● Prepare and begin to deliver online worship services ● Institute Zoom for meetings, training and programs ● Develop and implement process to telephone calls to check on members ● Connect with the SPAS and the ELCA offices for guidance.

Phase 2	Church Activities
<p>External Conditions: Disease is occurring locally and hospitalizations are increasing. Testing is increasing but limited. Contact tracing is being put in place. PPE and cleaning supplies for the general public is limited.</p> <p>Criteria (for phase): State ends Stay-at-Home order. Non-essential businesses are still closed. Social distancing is still highly recommended and limit to travel away from home.</p>	<p>Worship:</p> <ul style="list-style-type: none"> ● Worship is held online. ● Members and staff are contributing pre-recorded music or readings. <p>Facility Use:</p> <ul style="list-style-type: none"> ● All meetings and gatherings are done online. ● All staff are teleworking and facilitating gatherings or meetings from home. ● Staff and essential volunteers (no more than 10 in the building at a time) may go into the church building for very short periods to get supplies or equipment. They must wear a face mask in the building and limit the touching of services. Hand sanitizer should be used if any surface is touched during the visit. ● No recording of worship services or trainings will be done in the building. <p>A “Resurrection Team” will be established to develop the church’s “COVID-19 Preparedness Plan” that will be recommended to the Board for approval and implementation.</p>

Phase 3	Church Activities
<p>External Conditions: Government leaders start to relax social distancing measures. Cases of COVID19 have started to decrease. Testing is available. PPE is more available.</p> <p>Criteria (for phase): State provides relaxed guidance for social distancing.</p> <p>Facilities staff have adequately prepared for return to the building.</p> <p>Open and closed areas of the building have been identified and marked. Health screening signs posted on all entrances.</p> <p>Staff and member volunteers have been trained on the public health precautions in place in the building.</p> <p>Church has the ability to gradually expand number of people in the church while maintaining social distancing.</p>	<p>Worship:</p> <ul style="list-style-type: none"> ● Worship is held online and may be held in the church parking lot with people staying in their cars. Social distancing is still required. ● Communion may be offered in alignment with public health guidance. Consultation with church association/affiliation authorities will occur prior to offering. ● During outdoor parking lot services, worship leaders may sing or play wind instruments if they stay at least 10 feet away from another person. ● Provide no-touch alternatives for collecting offering and liturgical resources. <p>Facility Use:</p> <ul style="list-style-type: none"> ● Staff may work in their offices occasionally and without contact with other staff. ● Kitchen area is closed. ● Small groups (up to 25 people) may meet outdoors with strict social distancing and the use of face masks. Participants must bring their own chairs, food, beverages, and materials. Online options for high risk individuals and those who do not feel comfortable being in public should be explored. Approval is required. ● Building is thoroughly cleaned and sanitized and the HVAC system evaluated for effectiveness. Office functions resume as normal, with attention to cleaning and disinfecting. ● Entrances to the building are limited and posted with reminders to not enter the building of you have COVID-19 symptoms or you have been asked to quarantine. ● The building is not open for use by community groups. <p>High risk individuals (people over 60 and those with underlying conditions), whether staff, volunteers, or program participants, should continue to shelter in place. Social distancing and public health practices (e.g. wearing masks) will be implemented while at church-sponsored functions and in community ministry.</p>

Phase 4	Church Activities
<p>External Conditions: Government leaders continue the relaxation of social distancing measures. Cases of COVID-19 continue to decrease and testing is readily available. PPE is widely available. The state has allowed schools to partially open.</p> <p>Criteria: State provides relaxed guidance for social distancing.</p> <p>Facilities and staff have adequately prepared for return to the facility and offer worship services in the building.</p> <p>Church has the ability to gradually expand number of people in the church while maintaining social distancing.</p>	<p>High-risk individuals should continue to stay-at-home. Social distancing and the wearing of facial masks will be required while in the church and in community ministry.</p> <p>Worship:</p> <ul style="list-style-type: none"> • Worship is held online and in-person with social distancing measures implemented per state and local guidance. Multiple services may be considered to spread out participants. • Entrance and exit in the church will be designed to avoid gathering. • Person-to-person Communion may be offered in alignment with public health guidance and after consultation with the SPAS and ELCA. • Group singing or the playing of wind instruments may be considered based on social distancing and recommendations from public health authorities. • No-touch alternatives for sharing the peace, collecting offering, and liturgical resources. Consider removing Bibles and hymnals if you 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). <p>Facility Use:</p> <ul style="list-style-type: none"> • Staff are generally working in their offices and in common areas. • Office functions resume as normal with attention to cleaning and social distancing. • Small groups (less than 10) can hold meetings, trainings or Bible studies while maintaining some online options for high-risk individuals and those who do not feel comfortable being in public. Approval is required. • Meetings may be held only in specified rooms and reservations are required. This allows for timely cleaning and sanitation of the meeting space. Encourage outdoor meetings if the weather allows. • Kitchen is open for individual staff and LADC use only. No group food service is allowed. • Weddings and funerals may be held with 100 or less guests and the service takes place in the Community Life Center (CLC).

Phase 5	Church Activities
<p>External Conditions: There are no or minimal state restrictions. Vaccine available. Widespread testing and identification of new COVID-19 cases, with quarantining is occurring.</p> <p>Criteria: No or minimal state restrictions. Church is ready to revisit phases if external conditions change for the worse.</p>	<p>Generally, the church resumes pre-pandemic operations with the following adaptations:</p> <ul style="list-style-type: none"> • Hand sanitizer and tissues are readily available for use. • Offices, restrooms, kitchen and common areas are cleaned, disinfected and supplied on a regular basis. • Staff, church members and the public continue to be advised not to attend in-person services or events if they are feeling ill. • The church building will open regularly during daytime on most weekdays. Staff will work in their church offices unless an alternative work schedule is approved by his or her supervisor. • Online worship services and remote meetings or training may still be provided.

Our Savior's Resurrection Summary Chart

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Worship Services	Online	Online	Online and Drive-in	Online & In-person in CLC	Online & Normal CLC & Sanctuary
Ministry Events	Online	Online	Outdoors In-person 25 or less	Small groups less than 10 people inside	Normal
Staff	Remote	Remote	Remote with some in-office	Normal	Normal
Community Groups	Online / Postponed	Online/Postponed	Online/postponed	In-person with permission	Normal
Life Celebrations	Postponed	Postponed	Postponed	In-Person with permission	Normal
Care Ministries	Telephone	Telephone	Home visits with social distancing/PPE	Home visits with social distancing/PPE	Normal
Music	Online	Online	Online	Recorded/ with social distancing	Normal
Youth Programs	Online	Online	Outdoors In-person 25 or less	Small groups less than 10 people inside	Normal
Faith Formation	Online	Online	Outdoors In-person 25 or less	Small groups less than 10 people inside	Normal
Kitchen	Closed	Closed	Closed	Staff and LADC use only	Normal
Building	Closed	Closed	Open for staff & LADC	Open only daytime hours	Normal

Appendix A – Request for Facility Use

Request for Facility Use During Pandemics

OSLC'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 OSLC preparedness and response plan. To facilitate approval for use of our facility, please complete the following form.

Name:

Group Size:

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.

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

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

General

CDC www.cdc.gov/coronavirus/2019-nCoV

MDH www.health.state.mn.us/diseases/coronavirus/index.html

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

www.health.state.mn.us/people/cyc/index.html and

www.health.state.mn.us/people/handhygiene/materials.html

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

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

Employee Health and Health Screening

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 <https://www.cdc.gov/coronavirus/2019-ncov/community/guidancebusiness-response.html>).

MDH's Visitor and Employee Health Screening Checklist:

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

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

www.osha.gov/Publications/OSHA3990.pdf