

Reopening Task Force: Policies, Protocols and Actions

Reopening Task Force: Kari Totall (Parish Nurse), Jackie Getchius, Brian Naslund, Mike Schommer, Tammy Vergeront, Clark Weyrauch, Martin Rathjen, Pastor Paul Nelson

The Reopening Task Force submitted this on June 3, 2020, for Church Council approval.

Approved by the Church Council, June 9, 2020



POLICIES

- Tech Booth workers are required to wear masks
- All worshippers will wear masks. Please [wear your mask as directed by the CDC](#).
- We wear masks to demonstrate our love and care for one another
- Masks to be worn in the office (staff in private offices do not need masks on)
 - o All visitors to the church and/or office to wear a mask
 - o Masks will be available at the front desk if you forget to bring your own
- Pastors will wear a mask, except when leading worship, but all staff must model the use of masks
- Nursery remains closed
- No food/beverage service
- All group usage of Immanuel rooms will be determined on a case-by-case review (but we anticipate a very slow return to a new normal)

PROCEDURES

Entry/Exit to the building

Limited to one entrance – main entrance on the North side. Enter through the handicapped door:

- o Green arrows on the ground outside the front door and on the handicapped door
- o The handicapped door can be open wide (if the handicapped door is closed people can use their elbow to trigger the door opening)
- o Tammy working with Lori Hanken to create signage

Thermometer screening initially by Kari (Parish Nurse)

- o other medical professional to be trained on welcome screening
- o thermometers available at church (to be stored in small cupboard by the office)

Sanitizing station with masks, hand sanitizer, etc.

- o Masks to be worn by all worshippers; please [wear your mask as directed by the CDC](#)
- o Worshippers will be asked to bring their own masks
 - *We wear masks to demonstrate our love and care for one another*
- o Disposable masks have been ordered for distribution at the door
 - 2000 adult masks have been ordered
 - 250 children's size
 - Children under 3 are not required to wear masks

Movement into the sanctuary

- People preregister for worship using a SignUpGenius form that limits to first 100 signups
 - Clark to work with MaryKay on developing this
- Maximum occupancy enforced, so:
 - Limited to 100 worshippers who will pre-register, and
 - worship staff, musicians, and tech team
- Following screening people will be assigned to specific rows/locations in the sanctuary as people arrive at church – allocate people to row 1, 2, 3, etc. (rows to be labeled)
- Remove every other row of chairs in the sanctuary (chairs to be stored in Sunday School rooms – as they will be the last rooms to return to normal use)
- Remove at least one chair/row on the center isle to widen the center isle

No touch sanctuary

- All hymnals, Bibles, envelopes, and pencils have been removed from the pews
- Children’s Rainbow Bags have been removed
- No paper bulletins

Traffic flow in the atrium

- The glass “garage doors” will be open so people can enter/exit the sanctuary through any open space
- No coffee service
- Ensure social distancing
- Exit the building after worship and greet worshippers with appropriate social distancing

Develop new worship habits:

- Offering to be dropped into offering baskets by the doors and the brick pillar by the center isle
- Communion process
 - We will use single serve disposable kits that people pickup as they enter the sanctuary (baskets located by the offering baskets)
 - As communion occurs at the end of the service people will be asked to take their used communion cup and drop it in a garbage bin that is located by the offering baskets
- Passing the peace – no physical touching
- Communal singing and speaking:
 - No communal singing
 - Humming recommended
 - Clark, lead vocalist, to sing faced away from the congregation so not to force air towards the congregation (Plexiglass option is being explored so that Clark on/or vocalists, could face towards the congregation)
 - Use pre-recorded music/musicians
 - Continue use of “Immanuel Sessions” (videos):
<https://www.immanuel.us/music/immanuel-sessions>
 - More instrumental music will be incorporated into worship
 - Pastor Paul and Clark to investigate possible Plexiglas solution for Servant Song and Tech Booth

Exiting the sanctuary

- Garage doors open for easy exit and increased ventilation
- No line to meet/greet with the pastors
- People swing by the garbage bins located by the offering baskets to drop their used communion cup and offering
- Pastors to dismiss people by rows (from the back of the sanctuary to the front)
- Encourage people to visit with social distance outdoors

Exiting the building

- Single lane exit through the North doors (as you walk towards the exit the door on the right for exiting)
- Red arrow on the floor indicating that it is the exit door (and signage on the door)
- doors to be propped open for airflow and no-touch
- Exemptions for people using handicapped parking spaces

Rest room – traffic flow

- During Phase 1 of reopening only one restroom will be open (the one by the Choir Room as it has electronic doors and is closest to the sanctuary)
- Darrell, Church Custodian, will clean/sanitize contact surfaces in the restrooms on Sundays
- Transition to two restrooms being open at a flexible opening date TBD

Date to reopen

- June 21, beginning with only the 9:15 a.m. service face-to-face (9:15 a.m. service will continue to be livestreamed)
- 10:45 a.m. service will continue to be livestreamed and will not initially be open to face-to-face worshippers. We will continue to evaluate our policies and procedures for possible addition of face-to-face worship for the 10:45 a.m. service later in the summer

Develop necessary signage:

- Tammy is working with Lori Hanken to develop
- Green entrance arrows (for the floor and door)
- Red exit arrows (for the floor and door)
- Sanctuary row numbers
- Other ideas for signage at the end of this document

Develop a Contact Tracing strategy

- Preregistration of 100 worshippers (to ensure maximum room limits are not exceeded)
- Preregistration will allow us to identify who is worshipping, where they are sitting and ensure that we have their current contact information in the event that we need to contact them to inform them of a positive COVID-19 test of a worshipper
- SignUpGenius registration form will receive each groups' email address and phone number
- Phone number and email address of any unregistered guests will be received by the screening host

Develop Cleaning and sanitizing policies/protocols

- With only one face-to-face service/Sunday we do not need to sanitize in between services (as the sanctuary will be vacant for the following 7 days)

- Darrell will clean the restroom several times on Sunday mornings
- We will continue to reviewed and follow the [CDC cleaning and disinfectant decision tool](#)
- Tammy has secured adequate cleaning supplies

Consistent Messaging

- Scientific based decision making
- We are taking precautions recommended by the CDC and the Minnesota Department of Health
- Welcoming people when they feel ready to return to worship (knowing that people will self-select until they feel comfortable returning)
- Using this as an opportunity to connect and minister to/with you
- Immanuel will continue our online ministry and transition slowly and safely to face-to-face ministry
- People over 65 are in a higher risk category and are advised to worship online
- People with underlying health conditions are advised to worship online
- Stay home if you have been sick or have been in close proximity to someone who has been sick
- We wear masks to demonstrate our love and care for one another

Develop communication of Phase 1

- Slides during worship announcements
- Website
- Emails
- Facebook

Campfire Gathering Outdoors

- After June 21
- Create circles of social distance
- Need to determine outdoor capacity and registration system
- Only restrooms by west doors open
- Limit proximity, duration and unpredictability
- 40-minute gathering

What if someone tests positive?

- No need for additional cleaning of the sanctuary with 7-day timespan in between use
- If a staff member tests positive staff-specific use areas will be deep cleaned
- We will communicate with those that you were in close contact with the person
- No symptoms – out for 10 days
- If you have symptoms of COVID-19 you must be symptom free for 14 days before returning
- If someone has been exposed they must be tested (if no PPE)
- Close contact (10 minutes within 6 feet) with someone who tested positive:
- Names not to be disclosed (permission required to share the person's name)

Tech Booth

- Masks to be worn
- Investigate the possible installation of Plexiglass barriers between workstations (Tammy getting a quote from Lori Hanken)

Signage to be developed

Tammy is working with Lori Hanken to develop these and possibly other signage.

Front Doors (In addition to green/red arrows on the ground)

- “Welcome! Please enter through this door” (Knowing that the handicapped door will be propped open this would need to have an arrow pointing to the open door)
- “Exit Only” (placed on the exit doors as you approach the building)

Music and West Doors

- “Please enter through the North doors”

Sanctuary

- A row numbering system

Restrooms by the Fellowship Hall

- “Closed. Please use the restroom by the sanctuary”

We will reassess our plan periodically to evaluate and adapt our policies and procedures as warranted.

Next Meeting of the Reopening Task Force: Wednesday, June 24, 7pm