

**COVID-19 Preparedness and Response Plan**  
**for**  
**Family of Christ Lutheran Church**  
**Lakeville, Minnesota**  
**June 30, 2020**

This Preparedness and Response Plan was developed to support implementation of public health activities to minimize the spread of COVID19 at Family of Christ Lutheran Church and was informed by federal and state guidance and recommendations. This plan was developed based on a plan template and basic concepts offered by the Saint Paul Area Synod (SPAS) of the Evangelical Lutheran Church in America (ELCA) and customized specific to the unique mission and congregation that is Family of Christ. It will be reviewed on a recurring basis and update as guidance and conditions change in the community.

**Developed by: SMART TEAM**

**Date: June 30, 2020**

**Approved by: SMART TEAM**

**Date: June 30, 2020**

**Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_**

## **Family of Christ Lutheran Church COVID-19 Preparedness and Response Plan**

Family of Christ 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.

We expect the entire church will have a role in implementing this plan to mitigate transmission of COVID-19 within our facility, our congregation, and our community that would result in a disruption to our mission of growing in faith, serving and proclaiming Christ's love for all people. Therefore, all persons in our facility are expected to comply with all aspects of this plan. The church leadership and council have full support in enforcing the provisions of this plan.

This plan has been developed with church staff and members by reviewing federal and state public health direction, guidance and recommend and after a congregational survey or members on their concerns, expectations and priorities. Guidance and recommendations from the Centers for Disease Control and Prevention (CDC), Executive Orders issued by Minnesota Governor Tim Walz, Minnesota Department of Health (MDH) and Department of Employment and Economic Development (DEED), and the Saint Paul Area Synod (SPAS) of the Evangelical Lutheran Church in America (ELCA) have been incorporated into the plan as appropriate including:

- Facility Public Health Measures
- Hand washing
- Respiratory etiquette: Cover your cough or sneeze
- Social distancing
- Remote Work and Adjusted Onsite Hours
- Onsite Work
- Housekeeping
- Screening, Exposure, and Illness Policies
- Employee and Volunteer Self-Screening for those Working On-Site
- Confirmed Cases
- Communications and training
- Facility Use

This plan assumes:

1. Family of Christ will follow guidance and recommendation from the Minnesota Governor, MDH, the SPAS and federal entities including the CDC.
2. Family of Christ employees and congregational members 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). Family of Christ's role is not to determine the risk level of individuals nor dictate their tolerance levels; rather church leadership should ensure that individuals can make their own informed choices and be supported in their decisions.

3. Resumption of Family of Christ employee and congregational programs and activities will occur in a phased approach as provided in this plan.
4. The COVID19 pandemic situation will evolve over time. Family of Christ will remain adaptable and nimble to the dynamic environment. The baseline level of risk for those working and using our facility will change as other elements of the community such as restaurants, retail businesses, and schools reopen, requiring a reassessment of what level of resumption and precautions are appropriate for Family of Christ.
5. Congregational activities that can practically be completed remotely or through technology will do so until the Family of Christ facility is fully opened to minimize large gatherings.
6. Personal responsibility to include monitoring one's health, staying home when sick or not feeling well, practicing respiratory hygiene measures such as covering coughs and sneezes, washing hands, social/physical distancing, wearing cloth-face coverings or masks where social distancing cannot be maintained, and cleaning and disinfecting frequently touched surfaces are key factors to reducing the transmission of the COVID-19 virus.
7. Large gatherings are unlikely to be safe over the next several months. Worship services, and other large gatherings will be carried out online or in outdoor settings.
8. Educational materials concerning COVID-19 and this plan will be developed for staff, members, and visitors to the Family of Christ facility.

## COVID-19 Plan Management

The COVID-19 church coordinator(s) is Linda Bauer and is responsible for COVID-19 assessment and implementation of this plan with Pastors Brent and Megan, Kelly Kritsberg, Church Council, and the COVID-19 SMART Planning Team of Ann Yolitz (Chair), Pastor Brent, Josi Hellier, David Olson, Martha Johnson, Terry Lind, and Brian Yolitz. Congregational staff and members can contact Linda Bauer or member of Church Council or the SMART Team with any COVID-19 concerns at 952-435-5757 or [office@familyofchrist.com](mailto:office@familyofchrist.com).

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 COVID19, specifically the Dakota County Public Health, 651-554-6100, [public.health@co.dakota.mn.us](mailto:public.health@co.dakota.mn.us) (e-mail dated June 29, 2020).
- The COVID SMART Planning Team is aware of and will review applicable regulations and public health agency guidelines for adoption in this plan including.

Federal guidelines:

- Centers for Disease Control and Prevention (CDC):  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/> (June 21, 2020)

State of Minnesota guidelines:

- Department of Health (MDH):  
<https://www.health.state.mn.us/diseases/coronavirus/basics.html>
- Department of Employment and Economic Development (DEED):  
[https://mn.gov/deed/assets/worship-guidance-ACC\\_tcm1045-433301.pdf](https://mn.gov/deed/assets/worship-guidance-ACC_tcm1045-433301.pdf) (June 5, 2020)

Evangelical Lutheran Church in America:

- <https://www.elca.org/Our-Work/Relief-and-Development/Lutheran-Disaster-Response/Our-Impact/Coronavirus>

Saint 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 month or as new state guidance is issued** to ensure effectiveness.

## Facility Public Health Measures

Infection prevention measures are being implemented at our facility in accordance with Minnesota Department of Health (MDH) guidance and best practices.

### Handwashing

Everyone in or using the Family of Christ facility is expected to sanitize or 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 (sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Hand sanitizing and soap dispensers will be stationed:

- Entrances:
  - Narthex
  - Office
  - Basement
- Sanctuary
- Sacristy (Room 133)
- Main Office
- Pastor Brent's Office
- Pastor Megan's Office
- Multipurpose Room

Hand hygiene posters from Minnesota Public Health or Family of Christ branded posters with similar messaging will be posted at:

- Entrances:
  - Narthex
  - Office
  - Basement
- Restrooms
- Kitchen

Source: <https://www.health.state.mn.us/people/handhygiene/materials.html>

Custodial staff are routinely 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. If anyone notices low levels for of any of these supplies, please let us know at 952-435-5757 or [office@familyofchrist.com](mailto:office@familyofchrist.com).

### 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](#)," MDH "[Cover Your Cough](#)," or similar posters are posted at or in:
  - Entrances:
    - Narthex
    - Office
    - Basement
  - Restrooms
  - Sanctuary
  - Sacristy (Room 133)
  - Fellowship area
  - Main Office (Rooms 117/119)
  - Pastor Brent's Office
  - Pastor Megan's Office
  - Multipurpose Room (MPR – Room 119)
  - Kitchen
- Tissues in common areas, including the Narthex, entrances, offices, and restrooms.
- Everyone is strongly encouraged to wearing a cloth face coverings or mask in public settings, especially where social/physical distancing measures are difficult to maintain. Individuals may bring their own cloth face covering or mask. Family of Christ may have small numbers of cloth face coverings or masks for those who may not have one.

### **Social/physical distancing**

Everyone entering the facility is asked to practice social/physical distancing (six feet separation) 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**

Given the very small staff, Family of Christ has great flexibility concerning procedures and practices for remote work and adjusted hours. All staff and volunteers will coordinate their work plans and schedules with each other and other groups using the facility to minimize risks and potential for exposure while tending to their responsibilities and congregational needs.

- Telework is approved and expected for all persons who can accomplish their primary duty functions from home.

- Equipment including computers and laptops are available for staff members to complete their assigned responsibilities and tasks. Equipment questions should be directed to Pastor Brent or Church Council.
- Flexible hours and staggered shifts are available to minimize the number of persons in the facility at one time. Employees and volunteers are expected to coordinate their time in the facility with each other.

## **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. Cloth face coverings or masks may be removed when staff are in their personal offices and where six feet of separation is feasible.

- 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 kitchen and conference rooms are rearranged to promote social distancing by limiting the number of chairs available.

## **Housekeeping**

Regular housekeeping practices are being enhanced by Family of Christ 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).

- Our facility custodian, Kelly Kraitsberg, has reviewed and is staying current in background information on COVID-19 offered by the CDC and MDH.
- All cleaning products meet U.S. Environmental Protection Agency (EPA) requirements.
- If there is a confirmed positive case reported to the Family of Christ, Linda Bauer, and Kelly Kraitsberg will coordinate cleaning and disinfecting of that individual's workspace or potential contact areas.
- Kelly Kraitsberg will clean public spaces such as building lobbies, restrooms, door handles, handrails, and elevator buttons daily, and more frequently if deemed necessary.

## **Screening, Exposure, and Illness Policies**

Family of Christ will notify all staff and volunteers of screening protocols, self-monitoring guidelines, and policies for staff, volunteers, congregational members or visitors exposed or exhibiting symptoms via e-mail.

All COVID-19 related updates will be relayed to staff and volunteers via e-mail with updates occurring on an as needed basis.

Family of Christ 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. The same applies to volunteers.

Questions on leave policies should be directed to Pastor Brent or Church Council.

### **Employee and Volunteer 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](#) or [MDH](#) websites. Symptoms of COVID-19 can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea. These symptoms may appear 2-14 days after someone is exposed to the virus that causes COVID-19. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.

Employees and volunteers must report symptoms Pastor Brent or Linda Bauer. Employees and volunteers exhibiting symptoms should not come into the church.

- 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 or volunteer begins to exhibit symptoms at work, they should return home, monitor their health and seek medical attention as symptoms warrant.

### **Confirmed Cases**

If a COVID-19 case is confirmed in an employee or volunteer, or in a member of their household, the employee or volunteer will be asked to remain at home and considered to be in quarantine for no less than 14 days. We will also implement any additional actions or measures to include specialized cleaning based on guidance from public health officials.

Family of Christ will work with Minnesota and Dakota County public health officials to inform employees and volunteers if they have been exposed to a person with COVID-19 in our facility, and provide instructions regarding staff self-quarantine measures based on guidance from public health officials.

Consistent with compliance with the Health Information Portability and Accountability Act (HIPAA), staff member's health status and health information will be protected.

## **Communications and Training**

This preparedness and response plan is communicated with employees, volunteers, congregational members and visitors via e-mail and posting on the church website at: [www.familyofchrist.com](http://www.familyofchrist.com)

Training is available to staff and persons using the facility on an as needed basis.

## **Facility Use**

Family of Christ serves as a gathering place for congregation and community members. Gathering purposes in the congregation include congregational work, support to congregational missions, recovery 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 mission related activities.

Any group that would like to use the facility while this plan is operational must request use using the **Facility Use Request Form** (Contact Pastor Brent or Linda Bauer for details). Requests should be made 14 days prior to the planned date of use

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

- Review this COVID-19 Preparedness and Response Plan
- Share Family of Christ facility rules with participants
  - Screen participants upon arrival
  - Conduct appropriate social distancing
  - Sanitize hands
  - Cover your cough
  - Wear cloth face coverings or masks when social/physical distancing cannot be maintained.
- Take and maintain an attendance list to include name and contact information of participants

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

## **Resources**

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

## Appendix A – Pandemic Phase Planning Matrix

### Family of Christ Activities and Functions Chart

Content below is provided as a basic reference for how congregational planning and response may change over time.

Church Functions	Phase 0 Stay-At Home	Phase I Stay Safe	Phase II TBD	Phase III TBD	Phase TBD Full Open
Church Staff and Volunteers	Stay at home	Stay at home, may come to church in short, staggered shifts	Stay at home, may come to church in medium, staggered shifts	Stay at home, may come to church in medium, staggered shifts	In facility, no restrictions
Worship Services	Online, remote	Online, remote	Online, remote, outside?	Online, remote, outside, and per guidance on setting and size	In facility, no restrictions
Church Groups: - Sunday School / Confirmation - Bible Study Groups - Music: Choir	Online, remote	Online, remote	Online, remote, outside?	Online, remote, outside, and inside case by case	In facility, no restrictions
Kitchen and Food Services	No	No	No	No	Yes, no restrictions
Church Events: - Funerals - Weddings - Baptisms	No	Case by case basis, per guidance on setting and size	Case by case basis, per guidance on setting and size	Case by case basis, per guidance on setting and size	Yes, no restrictions
Contracted Organizations: - Montessori - Others	Per state and federal guidance and coordinated with staff	Per state and federal guidance and coordinated with staff	Per state and federal guidance and coordinated with staff	Per state and federal guidance and coordinated with staff	Yes, no restrictions
Facility Use – Outside Entities: - Red Cross - AA - Boy Scouts - Elections	No	No	Case by case basis with approval and pandemic mitigation measures in place	Case by case basis with approval and pandemic mitigation measures	Yes, with approval

## Appendix B – Resources

### 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)