

COVID-19 Preparedness Plan

for

St. Paul Evangelical Lutheran Church

Lester Prairie, Minnesota

Revised 05/29/2021

These protocols are available in the church entrance in printed form for distribution.

Guidelines for Employees and Volunteers:

- Church employees include the pastor, administrative assistant, DCE, janitors, financial administrator, and organists.
- Church volunteers include altar guild, elders, ushers, offering counters and Sunday School teachers. Acolytes will not be used.
- Church employees are not required to work. Church volunteers are not required to volunteer. If any employee or volunteer does not feel comfortable working, volunteering, or being present for the Divine Service, he or she is free to remain home, and will not be penalized in any way for doing so. Please communicate your desire to stay home to pastor, so that a substitute can be found. Such information will be considered privileged and will be kept confidential.
- Staff and volunteers are encouraged to wash their hands frequently (soap, water, and hand sanitizer will be provided) and maintain 6-feet of social distance between themselves and anyone who is not of their household. The wearing of face masks or face coverings in common areas or shared workspaces is recommended for those that are non-vaccinated. Staff or volunteers with related health issues that prevent them from wearing a face mask or face covering are not required to.
- At this time no outside rentals of the fellowship hall or sanctuary are allowed.
- Staff and volunteers should stay home if they are ill, or showing symptoms of COVID-19. Likewise, if someone in their household is ill.
- Staff or volunteers who have tested positive for COVID-19, or who have been in close contact with a person who has tested positive for COVID-19 may not come to church until their quarantine period has ended.
- Staff and volunteers with COVID-19 symptoms will be sent home immediately.

General Guidelines:

- Please stay home if you are ill or showing symptoms of COVID-19. Likewise, if someone in your household is ill, please stay home.
- Please social distance yourself (and your children) at least 6 feet from the people around you.
- Elders will prepare Holy Communion with freshly, frequently, and thoroughly washed hands.
- The church's fellowship hall, and classrooms are currently available for use with requirements of scheduling and confirmation with the church office. Social

distancing should still be observed.

Arriving for the Divine Service:

- Hand sanitizer will be available in the church entrance, narthex, and sanctuary.
- It is recommended to wear a face mask or covering when in the building if non-vaccinated. We will have a limited supply of masks available.
- The church elevator should be used by only one person/family group at a time.
- Bulletins will be distributed by the ushers. They should not be reused. Please take the bulletin home and use it throughout the week.
- Please maintain social distancing.
- Please do not congregate in the narthex or block the elevator, stairs, or walkways, but proceed immediately to the sanctuary to be seated by an usher.
- Please be courteous and patient with one another.

During the Divine Service:

- Offerings will be received in the narthex. Offering plates will not be passed or used during the service.
- The pastor will be sanitizing his hands immediately before the consecration and distribution of Holy Communion. The assisting elder will also sanitize his hands before the distribution.

After the Divine Service:

- Please do not congregate in the narthex or block the elevator, stairs, or walkways.
- Please be courteous and patient with one another.

Outside of the Divine Service:

- The church fellowship hall is available for use for official church functions, meetings and classes in a “limited use position”. Education building facilities and spaces are open for scheduled events and classes only. Use or entry is only allowed for church staff, offering counters, council members, scheduled vendors, Sunday School staff and students, ACT and KFC participants, and contracted lease holders. Council members are encouraged to not use or enter the education building facilities beyond the copy/administrative room.
- Official acts including funerals, baptisms, and weddings will be held in accordance with these protocols and guidelines.
- Please continue to pray for one another, for the holy Christian Church throughout the world, for our congregation, and for your congregational leaders and pastor.
- Please also continue to pray for our president and nation, our governor and state, and our mayors and communities.
- All items subject to change.

Pastor, DCE, Chairmen, Vice Chairmen, Board of Elders, and the Board of Education
Created: June 2, 2020; Revised December 23, 2020, March 23, 2021, May 29, 2021
Addendum of Staff Protections, Protocols and Covid 19 Staff Sick Leave Policy created June 14, 2020.