

Gustavus Adolphus Lutheran Church

COVID-19 Preparedness Plan

Introduction

This plan has been created at the direction of the Minnesota Department of Health and the ELCA Minneapolis Synod. The purpose of the plan is to set forth procedures and protocols for all individuals interacting within the Gustavus Adolphus community during the COVID-19 crisis. People interact within our community in different ways and with different frequency. We recognize that the COVID-19 pandemic is a threat to our community and everyone within our facility must be diligent to help stop the spread of the disease. The church is a high-risk setting for COVID-19. Church activities contain multiple factors that increase opportunities for contact and droplet COVID-19 spread. And like most churches, a high percentage of those who participate in ministry at Gustavus Adolphus are, according to the CDC, at greater risk for serious complications from COVID-19. We know that adhering to this plan will keep our most at-risk community members safe and will minimize spread within the broader community.

The plan outlines the required practices of all individuals in the Gustavus Adolphus facilities. All individuals must comply with this plan. Outside groups that use the Gustavus Adolphus facilities must comply with this plan.

This plan provides guidelines and restrictions for individuals within the facilities. This plan is phased and includes guidance for decision-making when moving between phases. Gustavus Adolphus Council will approve when each phase is to be implemented.

This plan should be used by groups planning gatherings or activities. This plan does not provide specifics on the methods in which various activities, worship services, gathering, and interactions may be implemented. This plan does not address the benefits or paid leave that paid employees may require or desire, due to COVID-19.

This plan may be updated as needed by Gustavus Adolphus Council.

Definitions:

Staff: Staff shall be considered anyone on the Gustavus Adolphus payroll, including Called and Lay Leaders.

Volunteers: Volunteers shall be considered any member or associate member of Gustavus Adolphus that is specially performing a task or duty to further the ministry without pay.

Participant: Participant shall be considered anyone that is attending a service or program of Gustavus Adolphus.

Building Users: Building User shall be considered anyone that leases, rents or otherwise uses or offers programming at Gustavus Adolphus facilities. Gustavus Adolphus does not sponsor this programming. Building Users are subject to "User Agreements" between the user and Gustavus Adolphus.

Visitors: Visitors shall be considered anyone that enters Gustavus Adolphus facilities for non-Church sponsored activities. This includes people attending programming offered by Building Users. This also includes people seeking assistance from the Church Staff.

Contractors: Contractors shall be considered anyone that enters Gustavus Adolphus facilities at the request of Church Staff to perform a service or repair. This also includes delivery personnel.

Existing Building Plant Parameters:

Sanctuary Capacity: With no restrictions, the Gustavus Adolphus Sanctuary can accommodate 234 people. This calculation assumes a minimum of 18 inches per person, per pew according to IBC occupancy standards. The 26 "long pews," each 146 inches long, can accommodate eight people. The two "medium pews," each 129 inches long can accommodate seven people. The two "short pews," each 108 inches long, can accommodate six people. Additional capacity is available in the Choir Loft and Chapel.

Choir Loft Capacity: With no restrictions, the Gustavus Adolphus Choir Loft can accommodate 34 people and 1 organist or piano player. This assumes one person per chair, eight people per the one “long pew,” 146 inches in length, and six people per the one “short pew,” 108 inches in length.

Chapel Capacity: With no restrictions, the Gustavus Adolphus Chapel can accommodate 56 people. This assumes four people per the 14 pews, each 84 inches in length.

Fellowship Hall Capacity: The Fellowship Hall is 2,128 square feet, including the stage. With tables and chairs, assuming an occupancy load of 15 square feet per person according to the IBC occupancy standards, the maximum occupancy is 141 people. Without tables and chairs, assuming an occupancy load of 7 square feet per person, according to the IBC occupancy standards, the maximum occupancy is 304.

Fireside Room Capacity: The Fireside Room is 760 square feet. With tables and chairs, assuming an occupancy load of 15 square feet per person according to the IBC occupancy standards, the maximum occupancy is 50 people. Without tables and chairs, assuming an occupancy load of 7 square feet per person, according to the IBC occupancy standards, the maximum occupancy is 108.

Ventilation: With the exception of the narthex and lower addition, the building is heated through a boiler system. There is no whole building ventilation system. The narthex and lower addition is heated and cooled through a forced air system. All large spaces and offices have operable windows.

Safer At Home Phase:

The Church Council of Gustavus Adolphus made the decision to suspend in-person worship and other activities on March 14, 2020. Though the original order assumed that this phase would expire on April 1, 2020, State and Federal Guidelines mandated that all congregations remain in the “Safer at Home” Phase beyond this date.

The Church Council may move to a subsequent phase when the conditions outlined in each section are met.

The Church Council may move back to the “Safer At Home Phase” when:

- The Local, State, or Federal Government prohibits in-person gatherings of 10 or more people, including but not limited to, worship services and faith communities.
- The CDC or Minnesota Department of Health does not recommend in-person gatherings of 10 or more people.
- The percent of COVID-19 positive test exceeds 10% on the 7 day rolling average in the state, per the Dial Back Dash Board found here: <https://mn.gov/covid19/data/response-prep/dial-back-dashboard.jsp>
- The local health care system is not adequately prepared to treat Covid-19 positive patients.
- Testing is not widely available to those showing symptoms.
- The weekly report published by the Minnesota Department of Health (<https://www.health.state.mn.us/diseases/coronavirus/stats/index.html>) shows a cumulative positive rate of more than 10% in Hennepin County.

While in the Safer at Home phase, the following practices and procedures shall be followed.

Staff protections and protocols

This section defines the protections and protocols for staff (when working in non worship spaces).

- Staff members who are able to perform their duties from home are required to work from home. Staff members who can work from home may go into the building to perform a necessary task.
- Only one staff person may be in the building at any time.
- Staff members shall be responsible for wiping down surfaces that they touch with disinfectant.
- Staff members who are performing their duties in the facility must perform a health screening prior to entering the building. The screening survey is here: <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>.
- Staff members who may be sick or may have been exposed to COVID-19 must stay home or return home immediately, and should remain quarantined or in isolation. Infected staff must have improving respiratory symptoms before returning to work. Staff exposed to COVID-19 but without symptoms must be quarantined for 14 days before returning to work. Staff with COVID-19 symptoms or a confirmed case of COVID-19 must be quarantined for 10 days and 3 days with no fever and improvement of respiratory symptoms, whichever is longer, before returning to work.
 - GA must quickly identify any contact between the infected staff and other staff, volunteers, or visitors to determine exposure risk. The Church Administrator and/or Pastor must be notified by the exposed or sick staff member.
 - Other staff or individuals who were exposed to the infected staff must be notified by the Church Administrator and/or Pastor and advised to quarantine themselves.
- At risk and vulnerable staff and quarantine staff are encouraged to perform their duties remotely if possible. Those who are at risk and/or vulnerable are encouraged—but not required—to self-identify to the Church Administrator and/or the Pastor.
- Staff members shall not perform in-person or in-home visitations.
- Staff must maintain social distancing of at least six (6) feet apart in working spaces and when interacting with other people inside the building.
- Per Governor Walz’s executive order on July 25, 2020, staff must wear a face covering while inside, unless exempt per the order. The mask may be temporarily removed while in a room or office alone. The mask shall be carried to be prepared for person-to-person encounters.

- Staff must regularly wash their hands and use appropriate protective supplies including gloves when in the facility and when appropriate and recommended by the CDC.
- Staff shall not share and exchange office supplies or office equipment without proper disinfection of the equipment prior to the next use.
- Food and drink must not be shared communally.
- Deliveries should be received via a contactless method whenever possible.

Worship Service and Ministry protections and protocols

This section applies to all worship services, weddings, funerals, scripture studies, and church-related meetings, social gatherings, and rehearsals held in the building unless otherwise noted.

- Worship shall be held remotely via electronic means only. No individuals may enter the building to attend worship.
- Meetings, social gatherings, rehearsals or other small groups shall be held via electronic means only. No gatherings shall be allowed inside or outside the building.
- Staff and volunteers may enter the building to run worship services or other meetings via electronic means. This shall be limited to a maximum of 5 people.
 - Participants must register within a log maintained by the Church Administrator or Pastor.
 - Per Governor Walz's executive order on July 25, 2020, participants must wear a face covering while inside, unless exempt per the order. The mask may be temporarily removed while singing or speaking. The mask shall be carried to be prepared for person-to-person encounters.
 - Microphones shall not be shared between participants.
 - Food and drink must not be shared communally. This includes communion, which shall not be distributed from a central station. Participants must provide their own bread and wine. Note open bottle laws in Minneapolis prevent the transport of open bottles of alcohol.
 - Any individual singing during worship should remain at least 12 feet from any other individual.
 - All staff, participants and visitors to worship must maintain a distance of six (6) feet from people not in the same household at all times.
 - Participants and visitors arriving at Gustavus Adolphus for these functions may be asked to review a screening survey prior to events. The questions should be the same as those completed by staff, and visitors and participants should be advised to stay home if they have had a significant exposure. MDH's Visitor and Employee Health Screening Checklist: (<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>). If an individual fails the screen, they will be asked to leave the building.
 - There must be no physical contact between individuals and passing items between individuals unless they live in the same household, or if the contact is made using protective gear (gloves, etc.).
 - All surfaces in rooms used for a service must be disinfected immediately following worship service or meeting. Participants shall be responsible for disinfecting the surfaces.
- No baptisms, funerals or weddings shall be allowed inside the sanctuary.
- No worship services of any type shall be allowed outside.

Volunteers and Participants (IE: volunteers, church activities) protocols

This section addresses the protocols applicable to event participants and Church Member visits to the building. Staff are expected to enforce these protocols.

- Volunteers and participants must only enter the building when they are volunteering or performing a church function. They must be invited by church staff or leadership.
- Volunteers and participants must register within a log maintained by the Church Administrator or Pastor.
- There shall be no more than 5 people in the building at any time.

- Volunteers and participants identifying as at risk or vulnerable are strongly encouraged to stay home and participate via an online resource.
- Per Governor Walz's executive order on July 25, 2020, individuals must wear a face covering while inside, unless exempt per the order. The mask may be temporarily removed while in a room or office alone. The mask shall be carried to be prepared for person-to-person encounters.
- Volunteers and participants shall be responsible for wiping down surfaces that they touch with disinfectant.
- Volunteers and participants must perform a health screening prior to entering the building. The screening survey is here: <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>. If an individual fails the screen, they will be asked to leave the building.
- Volunteers and participants who may be sick or may have been exposed to COVID-19 must stay home or return home immediately, and should remain quarantined or in isolation. Volunteers and participants exposed to COVID-19 but without symptoms must be quarantined for 14 days before returning to work. Volunteers and participants with COVID-19 symptoms or a confirmed case of COVID-19 must be quarantined for 10 days and 3 days with no fever and improvement of respiratory symptoms, whichever is longer, before returning to the building.
 - GA must quickly identify any contact between the infected volunteer or participant and other staff, volunteers, or visitors to determine exposure risk. The Church Administrator and/or Pastor must be notified by the exposed or sick volunteers and participants.
 - Other staff or individuals who were exposed to the infected visitors and participants must be notified by the Church Administrator and/or Pastor and advised to quarantine themselves.
- Volunteers and participants who do not pass a health screening, believe they are infected or have been exposed to the virus will be asked to leave the building.
- Volunteers and participants must maintain a social distance of at least six (6) feet apart in working spaces and when interacting with other people inside the building.
- Volunteers and participants must regularly wash their hands and use appropriate protective supplies including gloves and masks when in the facility and when appropriate and recommended by the CDC.
- Volunteers and participants shall not share and exchange office supplies or office equipment without proper disinfection of the equipment prior to the next use.
- Food and drink must not be shared communally.
- All volunteers and participants should wash their hands regularly and/or use hand sanitizer regularly.

Church Building Visitors and Users protocols

This section addresses the protocols applicable to building users and visitors, including contractors, outside community groups, including those that have an agreement with GA to use the building. All building users and their visitors must comply with these guidelines. Building users must review and acknowledge their intent to comply with this plan, as well as their intent to communicate and enforce this plan with their visitors.

- Building users, visitors, and contractors must be approved to enter from Church Administrator or Pastor. Individuals will only be approved to enter to conduct essential tasks.
- Meetings, social gatherings, rehearsals or other small groups shall be held via electronic means only. No gatherings shall be allowed inside or outside the building.
- Per Governor Walz's executive order on July 25, 2020, individuals must wear a face covering while inside, unless exempt per the order. The mask may be temporarily removed while in a room or office alone. The mask shall be carried to be prepared for person-to-person encounters.
- All building users, visitors and contractors must perform a health screening prior to entering the building. The screening survey is here: <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>. If an individual fails the screen, they will be asked to leave the building.
- Building users, visitors, and contractors must register within a log maintained by the Church Administrator or Pastor.

- Building users, visitors, and contractors who may be sick or may have been exposed to COVID-19 must stay home or return home immediately, and should remain quarantined or in isolation. Building users, visitors, and contractors exposed to COVID-19 but without symptoms must be quarantined for 14 days before returning to work. Volunteers and participants with COVID-19 symptoms or a confirmed case of COVID-19 must be quarantined for 10 days and 3 days with no fever and improvement of respiratory symptoms, whichever is longer, before returning to the building.
 - GA must quickly identify any contact between the infected building users, visitors, or contractors and other staff, volunteers, or visitors to determine exposure risk. The Church Administrator and/or Pastor must be notified by the exposed or sick building users, visitors, and contractors.
 - Other staff or individuals who were exposed to the infected building users, visitors, and contractors must be notified by the Church Administrator and/or Pastor and advised to quarantine themselves.
- Building users, visitors, and contractors who do not pass a health screening, believe they are infected or have been exposed to the virus will be asked to leave the building.
- Building users, visitors, and contractors must maintain a social distance of at least six (6) feet apart in working spaces and when interacting with other people inside the building.
- Building users, visitors, and contractors must regularly wash their hands and use appropriate protective supplies including gloves and masks when in the facility and when appropriate and recommended by the CDC.
- Building users, visitors, and contractors shall be responsible for wiping down surfaces that they touch with disinfectant.

Building Protocols and GA Responsibility to Visitors

This section addresses the responsibilities and action GA must take to protect staff and participants.

- Gustavus Adolphus shall continue to employ a part-time employee to perform cleaning services once a week. These services shall include disinfecting high-touch surfaces, such as, but not limited to, handrails and door knobs. These services shall also include disinfecting all restroom services.
- Gustavus Adolphus shall provide hand sanitizer dispensers at a location(s) accessible to all individuals within the building.
- Gustavus Adolphus shall provide disinfecting wipes at all locations in which individuals must wipe down surfaces.
- Individuals are expected to bring their own mask. Gustavus Adolphus shall make available a limited quantity of single use masks.
- The following poster provided by the Minnesota Department of Health must be posted near every entrance. <https://www.health.state.mn.us/diseases/coronavirus/materials/preventbasics.pdf> or <https://www.health.state.mn.us/diseases/coronavirus/materials/slowthespread.pdf>
- A poster stating “masks required” must be posted near every entrance.
- Windows and doors, when feasible, shall remain open. Ceiling fans, where available and when feasible, shall be turned on.
- Only one individual may occupy the restroom at a time. Individuals must disinfect all surfaces they touch immediately after use in the restroom. Signs shall be posted at each restroom door stating these requirements.
- Hymnals, bibles and loose books and papers shall be removed from the chapel, sanctuary and choir loft.
- Pew pads shall be removed from the sanctuary.
- Only one individual shall occupy the elevator at a time. A sign shall be posted at the elevator stating this requirements.
- Water fountain usage shall not be permitted. The water fountains shall be taped off to prevent usage.

Phase I

The Church Council may make the decision to move to Phase I when:

- The Local, State, or Federal Government allows in-person gatherings of 10 or more people inside, including but not limited to, worship services and faith communities.
- The CDC or Minnesota Department of Health recommends in-person gatherings of 10 or more people.
- The percent of COVID-19 positive test is lower than 10% on the 7 day rolling average in the state, per the Dial Back Dash Board found here: <https://mn.gov/covid19/data/response-prep/dial-back-dashboard.jsp>
- The local health care system is not adequately prepared to treat Covid-19 positive patients.
- Testing is widely available to those showing symptoms.
- The weekly report published by the Minnesota Department of Health (<https://www.health.state.mn.us/diseases/coronavirus/stats/index.html>) shows a cumulative positive rate less than 10% in Hennepin County.

The Church Council may move to a subsequent phase when the conditions outlined in each section are met.

The Church Council may move back to Phase I when:

- The Local, State, or Federal Government does not allow in-person gatherings of 25 or more people inside, including but not limited to, worship services and faith communities.
- The CDC or Minnesota Department of Health does not recommend in-person gatherings of 25 or more people.
- The percent of COVID-19 positive test exceeds 5% on the 7 day rolling average in the state, per the Dial Back Dash Board found here: <https://mn.gov/covid19/data/response-prep/dial-back-dashboard.jsp>
- The weekly report published by the Minnesota Department of Health (<https://www.health.state.mn.us/diseases/coronavirus/stats/index.html>) shows a cumulative positive rate of more than 5% in Hennepin County.

While in Phase I, the following practices and procedures shall be followed.

Staff protections and protocols

This section defines the protections and protocols for staff (when working in non worship spaces).

- Staff members who are able to perform their duties from home are encouraged to work from home. Staff members who can work from home may go into the building to perform a necessary task.
- No more than 10 people may be in the building at any time.
- Staff members shall be responsible for wiping down surfaces that they touch with disinfectant.
- Staff members who are performing their duties in the facility must perform a health screening prior to entering the building. The screening survey is here: <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>.
- Staff members who may be sick or may have been exposed to COVID-19 must stay home or return home immediately, and should remain quarantined or in isolation. Infected staff must have improving respiratory symptoms before returning to work. Staff exposed to COVID-19 but without symptoms must be quarantined for 14 days before returning to work. Staff with COVID-19 symptoms or a confirmed case of COVID-19 must be quarantined for 10 days and 3 days with no fever and improvement of respiratory symptoms, whichever is longer, before returning to work.
 - GA must quickly identify any contact between the infected staff and other staff, volunteers, or visitors to determine exposure risk. The Church Administrator and/or Pastor must be notified by the exposed or sick staff member.
 - Other staff or individuals who were exposed to the infected staff must be notified by the Church Administrator and/or Pastor and advised to quarantine themselves.

- At risk and vulnerable staff and quarantine staff are encouraged to perform their duties remotely if possible. Those who are at risk and/or vulnerable are encouraged—but not required—to self-identify to the Church Administrator and/or the Pastor.
- Staff members shall not perform in-person or in-home visitations.
- Staff must maintain social distancing of at least six (6) feet apart in working spaces and when interacting with other people inside the building.
- Per Governor Walz’s executive order on July 25, 2020, staff must wear a face covering while inside, unless exempt per the order. The mask may be temporarily removed while in a room or office alone. The mask shall be carried to be prepared for person-to-person encounters.
- Staff must regularly wash their hands and use appropriate protective supplies including gloves when in the facility and when appropriate and recommended by the CDC.
- Staff shall not share and exchange office supplies or office equipment without proper disinfection of the equipment prior to the next use.
- Food and drink must not be shared communally.
- Deliveries should be received via a contactless method whenever possible.

Worship Service and Ministry protections and protocols

This section applies to all worship services, weddings, funerals, scripture studies, and church-related meetings, social gatherings, and rehearsals held in the building unless otherwise noted.

- Worship shall be held primarily remotely via electronic means. No individuals may enter the building to attend worship, unless invited by the Pastor. At no point may more than 10 people be inside during worship.
- Staff and volunteers may enter the building on Sunday morning to run the service. At no point may more than 10 people be inside during the worship service.
- Baptisms, funerals or weddings shall be allowed inside the sanctuary provided the amount of people inside does not exceed 10 people. The Pastor may immediately suspend or cancel the service if the number of attendees exceeds 10 people.
- Meetings, social gatherings, rehearsals or other small groups shall be held primarily via electronic means only. Gatherings shall be allowed inside the building provided the amount of people inside does not exceed 10 people. The Pastor or Church Administrator must approve the indoor gathering and a leader must be designated to enforce the guidelines.
- The following guidelines must be followed while worshipping or meeting indoors:
 - Participants must register within a log maintained by the Church Administrator, Pastor or event leader.
 - Per Governor Walz’s executive order on July 25, 2020, participants must wear a face covering while inside, unless exempt per the order. The mask may be temporarily removed while singing or speaking, provided the individual is at least 12 feet from another individual. The mask shall be carried to be prepared for person-to-person encounters.
 - Microphones shall not be shared between participants.
 - Food and drink must not be shared communally. This includes communion, which shall not be distributed from a central station. Participants must provide their own bread and wine. Note open bottle laws in Minneapolis prevent the transport of open bottles of alcohol.
 - Any individual singing during worship should remain at least 12 feet from any other individual.
 - All staff, participants and visitors to worship must maintain a distance of six (6) feet from people not in the same household at all times.
 - No physical touching shall be allowed at any point, including during the passing of the peace.
 - No passing of a common offering plate shall be allowed.
 - The seating must be marked or blocked in such a way to indicate six (6) feet of distance for seating.
 - Participants and visitors arriving at Gustavus Adolphus for worship may be asked to review a screening survey prior to events. The questions should be the same as those completed by staff, and visitors and participants should be advised to stay home if they have had a significant exposure. MDH’s Visitor and

Employee Health Screening Checklist:

(<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>). If an individual fails the screen, they will be asked to leave the building.

- There must be no physical contact between individuals and passing items between individuals unless they live in the same household, or if the contact is made using protective gear (gloves, etc.).
- All surfaces in rooms used for a service must be disinfected immediately following worship services. Worship participants shall be responsible for disinfecting the surfaces.
- Worship services of all types shall be allowed outside.
- Meetings, social gatherings, rehearsals or other small groups shall be allowed outside. The Pastor or Church Administrator must approve the outdoor gathering and a leader must be designated to enforce the guidelines.
- The following guidelines must be followed while worshipping or gathering outside.
 - Participants must register within a log maintained by the Church Administrator, Pastor or event leader.
 - Participants must wear masks. Worship leaders may temporarily remove their mask while singing or speaking. The mask shall be carried to be prepared for person-to-person encounters. A participant may remove their mask provided they are at least 12 feet away from another individual.
 - Microphones shall not be shared between participants.
 - Food and drink must not be shared communally. This includes communion, which shall not be distributed from a central station. Participants must provide their own bread and wine. Note open bottle laws in Minneapolis prevent the transport of open bottles of alcohol.
 - Individuals maintain a distance of six (6) feet from people not in the same household at all times.
 - No physical touching shall be allowed at any point, including during the passing of the peace.
 - No passing of a common offering plate shall be allowed.
 - The exterior space shall be marked in such a way to indicate six (6) feet of distance for seating.
 - Any individual singing during worship should remain at least 12 feet from any other individual. Only worship leaders or designated leaders shall sing. Group singing shall not be allowed.
 - Participants and visitors arriving at Gustavus Adolphus for worship may be asked to review a screening survey prior to events. The questions should be the same as those completed by staff, and visitors and participants should be advised to stay home if they have had a significant exposure. MDH's Visitor and Employee Health Screening Checklist:

(<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>). If an individual fails the screen, they will be asked to leave.

- No worship attendee may enter the church building. No restrooms shall be available.
- The Church Administrator, Pastor or designated volunteer may enter the building to gather equipment and supplies. At no point may more than two people be in the building at the same time. A group of volunteers to carry out chairs, tables, or heavy equipment from the building shall not be allowed.
- Church hymnals, bible, bulletins, or other books or paper must not be distributed.
- All equipment used during worship must be disinfected by the user prior to it being returned inside the building.

Volunteers and Participants (IE: volunteers, church activities) protocols

This section addresses the protocols applicable to event participants and Church Member visits to the building. Staff are expected to enforce these protocols.

- Volunteers and participants must only enter the building when they are volunteering or performing a church function. They must be invited by church staff or leadership.
- Volunteers and participants must register within a log maintained by the Church Administrator or Pastor.
- There shall be no more than 10 people in the building at any time.
- Volunteers and participants identifying as at risk or vulnerable are strongly encouraged to stay home and participate via an online resource.

- Per Governor Walz’s executive order on July 25, 2020, individuals must wear a face covering while inside, unless exempt per the order. The mask may be temporarily removed while in a room or office alone. The mask shall be carried to be prepared for person-to-person encounters.
- Volunteers and participants shall be responsible for wiping down surfaces that they touch with disinfectant.
- Volunteers and participants must perform a health screening prior to entering the building. The screening survey is here: <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>.
- Volunteers and participants who may be sick or may have been exposed to COVID-19 must stay home or return home immediately, and should remain quarantined or in isolation. Volunteers and participants exposed to COVID-19 but without symptoms must be quarantined for 14 days before returning to work. Volunteers and participants with COVID-19 symptoms or a confirmed case of COVID-19 must be quarantined for 10 days and 3 days with no fever and improvement of respiratory symptoms, whichever is longer, before returning to the building.
 - GA must quickly identify any contact between the infected volunteer or participant and other staff, volunteers, or visitors to determine exposure risk. The Church Administrator and/or Pastor must be notified by the exposed or sick volunteers and participants.
 - Other staff or individuals who were exposed to the infected visitors and participants must be notified by the Church Administrator and/or Pastor and advised to quarantine themselves.
- Volunteers and participants who do not pass a health screening, believe they are infected or have been exposed to the virus will be asked to leave the building.
- Volunteers and participants must maintain a social distance of at least six (6) feet apart in working spaces and when interacting with other people inside the building.
- Volunteers and participants must regularly wash their hands and use appropriate protective supplies including gloves and masks when in the facility and when appropriate and recommended by the CDC.
- Volunteers and participants shall not share and exchange office supplies or office equipment without proper disinfection of the equipment prior to the next use.
- Food and drink must not be shared communally.
- All volunteers and participants should wash their hands regularly and/or use hand sanitizer regularly.

Church Building Visitors and Users protocols

This section addresses the protocols applicable to building users and visitors, including contractors, outside community groups, including those that have an agreement with GA to use the building. All building users and their visitors must comply with these guidelines. Building users must review and acknowledge their intent to comply with this plan, and present their specific plan to communicate and enforce this plan with their visitors.

- Building users, visitors, and contractors must be approved to enter from Church Administrator or Pastor.
- Building users may conduct meetings, social gatherings, rehearsals or other activities inside the building. At no point, there shall be more than 10 people in the building at all times. Builder users must coordinate with the Church Administrator to ensure the building capacity is not exceeded.
- Building users may conduct meetings, social gatherings, rehearsals or other activities outside the building.
 - Builder users subject to local licensing must comply with guidelines.
 - Building users not subject to local licensing must ensure individuals maintain a distance of six (6) feet from people not in the same household at all times.
 - Building users shall not have access to the building during the period in which activities are conducted outside the building. Restrooms will be closed. No equipment, furnishings, or supplies shall come from inside the building during the activity.
- Building users conducting meetings, social gatherings, rehearsals or other activities must own cost and expense, shall obtain standard general liability insurance coverage with minimum coverage of \$1,000,000 with Gustavus Adolphus Lutheran Church named as additional insured. Insurance shall be acceptable to Gustavus Adolphus Lutheran Church in its sole discretion and insure GALC against any and all liability or claims of liability.

Previous waivers for the insurance requirement provided by Gustavus Adolphus Council for the insurance requirement shall not be valid.

- For organizations that are unable to provide insurance, Gustavus Adolphus will provide a “Church Usage and Hold Harmless” agreement. The agreement, without modification, must be signed by an authorized representative. Gustavus Adolphus, in their sole discretion, will determine the validity of the signed agreement.
- If an organization is unable to provide a valid signed “Church Usage and Hold Harmless” agreement each individual attending the Building User’s gathering must sign the agreement.
- Per Governor Walz’s executive order on July 25, 2020, individuals must wear a face covering while inside, unless exempt per the order. The mask may be temporarily removed while in a room or office alone. The mask shall be carried to be prepared for person-to-person encounters.
- All building users, visitors and contractors must perform a health screening prior to entering the building. The screening survey is here: <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>.
- Building users, visitors, and contractors entering the building must register within a log maintained by the Church Administrator or Pastor.
- Building users, visitors, and contractors who may be sick or may have been exposed to COVID-19 must stay home or return home immediately, and should remain quarantined or in isolation. Building users, visitors, and contractors exposed to COVID-19 but without symptoms must be quarantined for 14 days before returning to work. Volunteers and participants with COVID-19 symptoms or a confirmed case of COVID-19 must be quarantined for 10 days and 3 days with no fever and improvement of respiratory symptoms, whichever is longer, before returning to the building.
 - GA must quickly identify any contact between the infected building users, visitors, or contractors and other staff, volunteers, or visitors to determine exposure risk. The Church Administrator and/or Pastor must be notified by the exposed or sick building users, visitors, and contractors.
 - Other staff or individuals who were exposed to the infected building users, visitors, and contractors must be notified by the Church Administrator and/or Pastor and advised to quarantine themselves.
- Building users, visitors, and contractors who do not pass a health screening, believe they are infected or have been exposed to the virus will be asked to leave the building.
- Building users, visitors, and contractors must maintain a social distance of at least six (6) feet apart in working spaces and when interacting with other people inside the building.
- Building users, visitors, and contractors must regularly wash their hands and use appropriate protective supplies including gloves and masks when in the facility and when appropriate and recommended by the CDC.
- Building users, visitors, and contractors shall be responsible for wiping down surfaces that they touch with disinfectant.

Building Protocols and GA Responsibility to Visitors

This section addresses the responsibilities and action GA must take to protect staff and participants.

- Gustavus Adolphus shall continue to employ a part-time employee to perform cleaning services once a week. These services shall include disinfecting high-touch surfaces, such as, but not limited to, handrails and door knobs. These services shall also include disinfecting all restroom services.
- Gustavus Adolphus shall provide hand sanitizer dispensers at a location(s) accessible to all individuals within the building.
- Gustavus Adolphus shall provide disinfecting wipes at all locations in which individuals must wipe down surfaces.
- Individuals are expected to bring their own mask. Gustavus Adolphus shall make available a limited quantity of single use masks.
- The following poster provided by the Minnesota Department of Health must be posted near every entrance. <https://www.health.state.mn.us/diseases/coronavirus/materials/preventbasics.pdf> or <https://www.health.state.mn.us/diseases/coronavirus/materials/slowthespread.pdf>

- A poster stating “masks required” must be posted near every entrance.
- Windows and doors, when feasible, shall remain open. Ceiling fans, where available and when feasible, shall be turned on.
- Only one individual may occupy the restroom at a time. Individuals must disinfect all surfaces they touch immediately after use in the restroom. Signs shall be posted at each restroom door stating these requirements.
- Hymnals, bibles and loose books and papers shall be removed from the chapel, sanctuary and choir loft.
- Pew pads shall be removed from the sanctuary.
- Only one individual shall occupy the elevator at a time. A sign shall be posted at the elevator stating this requirement.
- Water fountain usage shall not be permitted. The water fountains shall be taped off to prevent usage.

Phase II

The Church Council may make the decision to move to Phase II when:

- The Local, State, or Federal Government allows in-person gatherings of 50 or more people inside, including but not limited to, worship services and faith communities.
- The CDC or Minnesota Department of Health recommends in-person gatherings of 50 or more people.
- The percent of COVID-19 positive test is lower than 5% on the 7 day rolling average in the state, per the Dial Back Dash Board found here: <https://mn.gov/covid19/data/response-prep/dial-back-dashboard.jsp>
- The local health care system is not adequately prepared to treat Covid-19 positive patients.
- Testing is widely available to those showing symptoms.
- The weekly report published by the Minnesota Department of Health (<https://www.health.state.mn.us/diseases/coronavirus/stats/index.html>) shows a cumulative positive rate less than 5% in Hennepin County.

The Church Council may move to a subsequent phase when the conditions outlined in each section are met.

The Church Council may move back to Phase I when:

- The Local, State, or Federal Government does not allow in-person gatherings of 100 or more people inside, including but not limited to, worship services and faith communities.
- The CDC or Minnesota Department of Health does not recommend in-person gatherings of 100 or more people.
- The percent of COVID-19 positive test exceeds 2% on the 7 day rolling average in the state, per the Dial Back Dash Board found here: <https://mn.gov/covid19/data/response-prep/dial-back-dashboard.jsp>
- The weekly report published by the Minnesota Department of Health (<https://www.health.state.mn.us/diseases/coronavirus/stats/index.html>) shows a cumulative positive rate of more than 2% in Hennepin County.

While in Phase II, the following practices and procedures shall be followed.