**Christiania Lutheran Church**

**Welcome Back**

**COVID-19 Re-Open Safety Plan**

**Guidelines for Small Group Meetings at Christiania Lutheran Church**

**PURPOSE:** To decrease the risks for transmitting COVID-19 infections.

**SCHEDULING:** To avoid overlapping or conflicting use of space

* Any group planning to meet at the church must schedule in advance with the Office Manager.
* Specific area of the building to be used must be identified.
* Small groups are identified as 10 participants or fewer.
* Outdoor meetings are encouraged whenever possible.
* Groups should meet in larger indoor spaces, i.e. fellowship hall or Heritage room as opposed to offices or Sunday school rooms.

**ATTENDANCE REQUIREMENTS**

* Anyone who is sick, experiencing symptoms, or tested positive for COVID-19 must stay home.
* Symptoms include fever (temperature of 100F or greater), cough, shortness of breath/difficulty breathing, chills, unexplained headache, muscle aches/pain, sore throat, loss of taste or smell, or gastrointestinal symptoms like nausea, vomiting, or diarrhea.
* Anyone who has tested positive may attend once released by the Minnesota Department of Health (MDH).
* High risk individuals are discouraged from attending. This includes individuals over the age of 65 and those with chronic health conditions.

**RULES of CONDUCT**

* Participants are encouraged to use hand sanitizer upon entering the building and before exiting.
* All participants must maintain at least a six-foot distance from others, except individuals who live in the same household.
* Face masks are strongly encouraged.
* Participants are encouraged to bring their own tools and not share objects, such as pens and papers.
	+ Restroom use is limited to one person at a time, except individuals who live in the same household.

**RESPONSIBILITIES OF GROUP LEADER**

* Schedule with Office Manager ahead of time.
* Inform participants of the rules prior to the gathering.
* Document names of all participants on the attendance sheet and submit to Office Manager for potential need for contact tracing.
* Conduct screening of attendees, i.e. assure none are currently sick, experiencing symptoms, or had a positive test and have not been cleared by the MDH.
* Provide instruction and monitoring of the rules during the gathering.
* Assign one person to be the disinfector of spaces used after the meeting.
* Additional requirements may be developed, depending on the specific activities of the group.
* Inform Office Manager what areas of the building were used so appropriate cleaning can be done.

**RESPONSIBILITIES OF PERSON DOING DISINFECTION:**

* Wash hands or use hand sanitizer prior to handling cleaning supplies.
* Wear disposable gloves.
* A spray bottle of disinfectant and a roll of paper towel can be found in the major meeting rooms. Locations include:
* Heritage room: on counter by sink
* Fellowship hall: on welcome desk counter
* Sunday school wing: on high black table at the intersection of the hall
* Cleanse all surfaces touched during the meeting with disinfectant spray and wipe them down with a clean paper towel. Areas to consider include:
* Tables touched
* Backs of used chairs
* All light switches touched
* Any door handles used (should not be any or many)
* Sink handles (heritage room, kitchen, bathrooms)
* Office Manager will alert Custodian to the need for the full cleaning of bathroom following a meeting.
* Return cleaning supplies to proper place for use by next group.
* Dispose of gloves.
* Wash hands with soap and water for 20 seconds and use alcohol hand sanitizer.

June 17, 2020