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Approved by ECMN April 16, 2021

## **Plan for Building Access for Worship and Programming During COVID at Sts. Luke and James**

The Episcopal Church of Minnesota (ECMN) has issued guidelines for churches to follow during various different stages of risk, from stay-at-home to the lifting of all restrictions. ECMN chose to use the imagery of winter to frame the guidelines, knowing that this would help us as Minnesotans understand the restrictions of each phase. More detailed information about the ECMN response is available here, [ECMN Guidelines](#).

At Sts. Luke and James we are using these guidelines to inform how we can serve God and each other during this time. Below is a brief outline of the stages identified by ECMN and how they will impact our programs and worship at Sts. Luke and James.

We expect to remain in Phase 2.0 for at least the next several months, although we are prepared to step back to Phase 1.5 or move forward to Phase 3 as conditions warrant. We will clearly indicate which stage we are in on our website and in communications with the parish.

### **Overview of Phases**

#### **Stage 1.0 THE BLIZZARD**

- Infection is widespread
- Stay-at-home orders are in place

#### **Stage 1.5 THE BLIZZARD, AFTER THE PLOWS COME THROUGH**

- Stay-at-home orders lifted
- Gatherings of 10 or fewer are permitted in the building
- Infection is still widespread

#### **Stage 2.0 THE LONG WINTER**

- Sustained reduction in cases
- Adequate levels of:
  - hospital and ICU capacity
  - testing for COVID
  - contact tracing
- Authorization from the Governor to re-gather in faith communities

#### **Stage 3.0 SPRING**

- Negative community spread
- Mass vaccination
- Lifting of mask and distancing requirements

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**At Sts. Luke and James:**

**STAGE 1.5 Protocols:**

The Church office and building are closed, except for essential function (e.g., recording services, collecting mail, making copies).

In-person worship services are not allowed. Daily on-line worship opportunities are available.

Meetings and other programming will be remote.

Small groups (25 or fewer) may meet outdoors if they follow preparedness plan protocols.

Groups that would like to meet in person outdoors must submit a request to Beth Harvey prior to the meeting.

Additional expectation of those entering or using the building during Phase 1.5:

- All those entering the building must sign in and out on the daily log.
- All those entering must review the health screening questionnaire (posted at the entrances) to confirm they do not have COVID symptoms or have not recently been at risk for exposure.
- Individuals should only enter via the Colfax entrance into the lobby. Unless handicapped access is required, the 46<sup>th</sup> street entrance should not be used. If that access is required while Sunshine Montessori is in session, Sunshine staff should be notified in advance.
- Wash hands after using the rest rooms or shared office equipment.
- Make regular use of available hand sanitizer.
- Follow guidelines on all posted signage.

**STAGE 2.0 Protocols:**

We will continue to offer on-line Sunday worship services.

The church will also be open for in-person worship services that follow guidelines for social distancing, mask wearing, cleaning procedures and singing. (See Appendix A for detailed guidelines).

Small volunteer work groups may be in the building to perform maintenance, clean-up, and organizing functions. Work groups must be coordinated by Bruce Quady, Property Commission Chair, and must follow guidelines for distancing, masking and sanitation procedures. (See Appendix B for detailed guidelines).

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The office will continue to be closed. Staff and volunteers may use the building to perform essential functions (e.g. recording services, collecting mail, printing copies, setting up for services). Those entering the office for any non-routine function should inform Beth Harvey, Office Manager, in advance.

Group meetings (members or outside groups) will not be allowed during phase two.

Godly Play will continue to be offered remotely, but may have outdoor offerings that are adequately distanced if interest from families exist. Outdoor gatherings must be coordinated through Danielle McCoy, and have adequate physical distancing and preparedness plan protocols in place.

Youth Group activities may be offered outdoors with adequate physical distancing and preparedness plan protocols in place.

Additional expectation of those entering or using the building during Phase 2:

- All those entering the building must sign in and out on the daily log, with the exception of those who have registered to attend a worship service.
- All those entering must review the health screening questionnaire (posted at the entrances) to confirm they do not have COVID symptoms or have not recently been at risk for exposure.
- With the exception of worship services, individuals should only enter via the Colfax entrance into the lobby. Unless handicapped access is required, the 46<sup>th</sup> street entrance should not be used. If that access is required while Sunshine Montessori is in session, Sunshine staff should be notified in advance.
- Wash hands after using the rest rooms or shared office equipment.
- Make regular use of available hand sanitizer.
- Follow guidelines on all posted signage.

### **STAGE 3.0:**

We have a time of thanksgiving and celebration for getting through the storm! It is still possible that some safety protocols will remain in effect. Exact protocols will be determined at a later date.

## **Sts. Luke and James Episcopal Church COVID-19 Re-opening Preparedness Plan**

Based on MN Department of Labor & Industry (DLI) and the Department of Health (MDH) template.

**Note:** Volunteers using the building will be expected to follow the same notification, distance, and hygiene rules as staff and clergy. They should be given a written summary of these expectations when they enter the building for the first time.

### **1. Returning to the workplace:**

Clergy and staff will continue to work remotely until Phase 3.

### **2. Employee Health Screening:**

- 2.1. Each staff member will be given a copy of the health screen questionnaire and will be required to use it as a decision tool for whether they can enter the building on any particular day. (See Appendix C)  
<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>.
- 2.2. Each staff member will be given a written summary of employee and employer obligations to notify others of COVID-19 infections. (See section 3.)
- 2.3. The Health Screening Questionnaire and summary of obligations will be posted at each entrance to the building.

### **3. Notification and Quarantine Obligations**

- 3.1. Staff members must contact Beth if they, or someone in their household, has COVID-19 symptoms or tests positive for COVID.
- 3.2. If a staff member tests positive they may not enter the building for 14 days, and 3 days without fever or significant respiratory symptoms, whichever is longer.
- 3.3. If a staff member has been in contact with someone who has tested positive, they must quarantine at home for 14 days.
- 3.4. Sts. Luke and James will pay regular wages or salary for staff who have COVID-19 symptoms and are unable to work.
- 3.5. If a person who tests positive for COVID has been in the building, the areas they were in will be immediately closed to all for at least 48 hours to allow time to thoroughly clean and disinfect the area(s) they were in.

### **4. Workplace Safety Protocols**

- 4.1. Staff members and volunteers must sign in/out when they come into the building so that we can contact trace in case of illness.

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- 4.2. In the event that someone who has been in the building later learns they have tested positive for COVID, all of those who were in the building during the same time period will be notified by the office manager of their possible exposure.
- 4.3. Sts. Luke and James will provide each staff member with written safety protocols and will post those protocols throughout the building.
- 4.4. Staff members must wear masks while in the building.
- 4.5. Sts. Luke and James will provide towels and sanitizers. Staff members will be asked to use sanitizer to wipe down shared surfaces and equipment after use.
- 4.6. Sts. Luke and James will provide paper towels and sanitizer in each bathroom. Staff members will be asked to use towels to open doors and to sanitize taps and handles after use.
- 4.7. Only one person at a time should use the elevator.
- 4.8. Unless staff is working in the office over a mealtime, they should not bring in or share food while in the building. If food is consumed, employees are responsible for cleaning and sanitizing kitchen facilities after each use.
- 4.9. Staff members will be responsible for cleaning handles and knobs, etc. of copiers and other communal equipment after use. Employees should not share office supplies/resources.
- 4.10. Staff members are expected to wash hands and use hand sanitizer frequently while in the building. Sts. Luke and James will provide handwashing and/or sanitizing supplies in the following areas: offices, restrooms, kitchen, near shared equipment, at building entrances.

## **5. Building and Ventilation Protocols**

- 5.1. All systems will be inspected and brought online in accordance with existing schedules. Systems will be monitored following startup to ensure normal operating status.
- 5.2. When possible open exterior doors to maximize fresh air flow.
- 5.3. Anyone needing to drop off or pick up items from the Church, should make arrangements to do so through Beth Harvey, Office Manager.

## **6. Work and Gathering Space Cleaning Protocols**

- 6.1. Individuals are required to sanitize surfaces and any shared equipment they use.
- 6.2. Cleaning protocols are posted throughout the building.

## **7. Communication and Training Protocols**

- 7.1. This complete plan will be distributed to staff, vestry and other ministry leaders
- 7.2. A virtual meeting will be held with this group to review the plan and address any questions.
- 7.3. The entire plan will be posted on the church website.
- 7.4. Articles summarizing the plan will be included in church publications, including the monthly Epistle.
- 7.5. Key elements and requirements of the plan will be posted on signage throughout the building.

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### **Appendix A – Guidelines Governing Indoor In-person Worship Services during Phase 2**

1. Total attendance at any service will be limited in number to ensure that at least a distance of six feet is maintained between individuals/family units. Based on a careful review of our space, that means that no more than 40 family units or individuals will be allowed to attend at one time, and that total attendance will be capped at 80 total individuals. Note: full capacity for the Sts. Luke and James worship space is about 200 people, depending on the configuration of chairs in the transepts, chancel and balcony.
2. Those attending services must register in advance. Those able to attend will be notified in advance.
3. Attendees should enter and leave through the main doors into the church.
4. Attendees should wait outside for an usher to escort them in.
5. Available seating will be clearly marked. Ushers will direct attendees to their seats.
6. Attendees should remain in place throughout the service.
7. Attendees must remain masked throughout the service.
8. Attendees must maintain at a distance of at least six feet from other attendees.
9. Prayer Books and Hymnals will be removed from the worship space. Services will be printed in their entirety for the congregation
10. Communion, if offered, will be wafers only.
11. The singing of hymns by the congregation is not be allowed.
12. Singing by a soloist is allowed provided the soloist is distanced from other by at least 10 feet and is wearing a mask designed for singers.
13. Attendees should leave the Church building promptly after the service.
14. The worship space will be thoroughly cleaned between services.
15. The restrooms on the main floor are available, if needed. Sanitary surface wipes are available and should be used to wipe down surfaces before and after using the rest room.

### **Appendix B – Guidelines for Volunteer Work Groups during Phase 2**

1. Work group activities must be coordinated by Bruce Quady, Property Commission Chair.
2. Beth Harvey, Office Manager, should notified in advance.
3. If work activities need to occur in Sunshine Montessori primary space, Sunshine staff should be notified in advance. This can be done by Beth Harvey.
4. Volunteers should enter through the Parish Office entrance on Colfax.
5. All volunteers need to sign In and out on the daily log.
6. There should be no more than two volunteers at a time working in any room, with the exception of the sacristy where there should be no more than one person, and the church, where there may be up to four people.
7. Gatherings of the entire group – if more than five people – for instructions or debriefing should occur outside.
8. Social distancing must be maintained.
9. Volunteers will be expected to wear masks.
10. Volunteers should make frequent use of available hand sanitizers and hand washing.

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11. The restrooms on the main floor and second floor are available, if needed. Sanitary surface wipes are available and should be used to wipe down surfaces before and after using the rest room.