



St. John's Lutheran Church

Re-Engage Plan

For In-Person

Ministry and Worship

May 2021



Attention all pastoral, program and office staff, community ministry partners and the membership of St. John's Lutheran Church:

Grace and peace to you from God our Father, and from our Lord and Savior, Jesus Christ. Amen.

In Romans 13:10, Paul reminds us that, *"Love does no wrong to a neighbor; therefore, love is the fulfilling of the law."* We hear this. We know this. These words have been the basis for all our decisions about our ministries and our building this past year. And they will continue to guide our decisions and our actions moving forward, as we turn our sights toward a return to our in-person and in-house ministry activities and worship.

What follows is our updated plan on how to do that safely, considering the needs of all of the many people who worship, meet and utilize our building. This document will serve as a guide for living together as a community who gathers together for worship and praise, and sent back out into the world to be the body of Christ. And, it is within the horizon of both aspects of our life together, worship and ministry, that this document will help us see God's faithfulness in Christ more-clearly. And safely.

In closing, I offer these words from Paul. Please take a moment to read them, pray over them, and weave them into the tapestry of God's faithfulness working in your life. May God continue to bless the life and ministries here at St. John's Lutheran. Amen.

"As God's chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness, and patience. Bear with one another and, if anyone has a complaint against another, forgive each other; just as the Lord has forgiven you, so you also must forgive. Above all, clothe yourselves with love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful." (Colossians 3:12-15, NRSV)

**At St. John's Lutheran in Kasson:
We are disciples of God, living in his grace as an inclusive community,
worshiping together, growing in faith, serving others,
and living as witnesses of Jesus Christ.**

COVID19 Preparedness Plan for St. John's Lutheran Church

St. John's Lutheran Church is committed to providing a safe and healthy workplace for all our workers, members, community ministry partners and guests. To ensure we have a safe and healthy workplace, St. John's Lutheran Church has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

Pastoral and program staff, as well as office staff, commission leads and community ministry partners are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces. The COVID-19 Preparedness Plan is administered by the congregational leadership, who maintains the overall authority and responsibility for the plan. However, pastoral and program staff, as well as office staff, commission leads and community ministry partners and the membership at St. John's Lutheran are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

St. John's Lutheran Church's staff have our full support in enforcing the provisions of this plan. Our workers are our most important assets. St. John's Lutheran Church is serious about safety and health and protecting its workers.

St. John's Lutheran Church's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- building access;
- occupancy guidelines;
- workplace building and ventilation protocol;

St. John's Lutheran Church has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for places of worship.

Prompt identification and isolation of sick persons

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to

report when they are sick or experiencing symptoms. For a current list of symptoms, please go to:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

It is the policy of St. John's Lutheran Church to keep all personnel records and employee information confidential, to protect the privacy of our employees, and to comply with all HIPAA regulations regarding the handling of health and personal information.

- Limit access to the Sunday School Wing to facilitate CKP's ability to operate during the pandemic
- Avoid use of Conference room, nursery, kitchen, and library
- Guidelines for indoor and outdoor space during worship
 - All cushions have been removed from the pews
 - Digital bulletins will be available ahead of the service
 - For entry/exit follow directions of worship volunteers and staff
 - Surfaces will be cleaned and sanitized after each service

Occupancy guidelines for St. John's Lutheran Church

Where possible, St. John's Lutheran Church ministry groups, as well as our community ministry partners will be encouraged to utilize the largest space available. Some of the smaller rooms will not be available during this pandemic due to poor ventilation and size of the space.

Rooms currently unavailable: Conference Room, Nursery, Library, Kitchen, and Sunday School wing.

Workplace building and ventilation protocol

All building HVAC systems should be in occupied mode (fans to run continuously) 2 hours prior to occupancy and 2 hours after vacancy of any space in the building.

2021 St. John's Lutheran Church Leadership

Congregational Council

President, Sam Marsland

Vice President, Rayelle Haase

Treasurer, Dave Bornfleth

Secretary, Heather Hilgart

Members at Large: Grace Marsland, Jim Evenson, Emily Carling,
Darcie Moehnke, Ann Trihey, and Dave Ziegler

COVID19 Task Force

St. John's Lutheran Staff Representatives:

Deacon Amanda Sabelko, Deacon of Faith Formation

Lindsay Colwell, Director of Youth and Family Ministry

St. John's Lutheran Council Representatives and their Professional Vocation:

Sam Marsland, President. Nurse Anesthetist at the Mayo Clinic, Rochester

Rayelle Haase, Vice President. Certified Veterinary Technician

Congregational Representatives and their Professional Vocation:

Dave Aakre, Retired IBM engineer

Michelle Coy, ICU Nurse and Educator at the Mayo Clinic, Rochester

Terry Czeck, Culinary; Certified Food Production Manager with the State of Minnesota.

Amy Evans, Public Health Emergency Preparedness Coordinator, Olmsted County

Jim Evenson, Police Lieutenant, Rochester Police Department

Heather Hilgart, Technical Specialist and Assistant Supervisor, Infectious Disease

Serology, Division of Clinical Microbiology, Department of Laboratory Medicine and Pathology, Mayo Clinic, Rochester

Joshua Larsen, Kasson-Mantorville Middle School Principal

Ariana Wright, Kasson-Mantorville Elementary School Principal

Tracy Lee, Financial Analyst/Project Manager Mayo Clinic, Rochester

Jackie Longendyke, Commissioning Professional for Mechanical and Electrical Building Systems



Appendix 1: Summary Plan for In-Person Ministry and Worship



Re-Engage Step 1

Office Hours: Office Remains Closed

Building Use for Ministries: No in-person meetings in the building

Pastoral Care Visits: By appointment only. Meet only via tech (Phone/Zoom/Google, etc.) Hospital and nursing home visits adhere to MDH and CDC guidelines

Worship: Online—No in-person services of more than 10 (Funerals, baptisms or emergencies only)

Program and Office Staff Work Hours: Continue to work and meet from home

Re-Engage Step 2

Office Hours: Limited Office Hours

Building Use for Ministries: In-person meetings must adhere to MDH and CDC guidelines. Online meetings are highly encouraged.

Pastoral Care Visits: By appointment only. Meet only via tech (Phone/Zoom/Google, etc.) Hospital and nursing home visits adhere to MDH and CDC guidelines

Worship: Drive Up / Outside Worship with Continued Focus on Online Worship

Program and Office Staff Work Hours: Limited work in the office with rotating in-office work schedules for program and pastoral staff; most work still done from home.

Re-Engage Step 3

Office Hours: Expanded Office Hours

Building Use for Ministries: In-person meetings must adhere to MDH and CDC guidelines

Pastoral Care Visits: By appointment only. Hospital and nursing home visits adhere to MDH and CDC guidelines

Worship: Drive Up / Outside Worship / Online Worship / Worship in the Building. At this phase, worship can move into our building, strictly adhering to CDC and MDH guidelines. There will be a continued focus on our online worship services

Program and Office Staff Work Hours: Balance of working in office / from home, adhering to MDH and CDC guidelines



Appendix 2: Directions and Expectations for In-Person Ministry and Worship (Steps 2 or 3)



Guidelines for Staff

- Hand sanitizing recommended for entry into the building for ALL participants
- All employees should self-screen prior to coming into the office or the building for work, utilizing the CDC's guidance for symptoms, which can be found at the following link:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Follow any pertinent reporting guidelines for employees testing positive for COVID-19
- Regularly clean and sanitize high contact areas in the office



Appendix 3: Guidelines for In-House Ministries, Commissions & Outside Groups (Steps 2 or 3)



Strictly adhere to MDH and CDC guidelines and recommendations for use of the building, including the following:

- Hand sanitizing recommended for entry into the building for ALL participants
- Everyone coming into the building needs to self-screen their health before coming into the building utilizing the CDC's guidance for symptoms, which can be found at the following link:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- If a member of your ministry or community group tests positive, notify SJK office staff immediately

Cleaning and Sterilizing Surfaces

Please consult the CDC "Guidance for Cleaning and Disinfecting" for more details.

Use the following guidelines for occupying the space:

- In-house meetings per MDH guidelines Fellowship Hall, Fireside and Choir Rooms are Available
- Contact the church office for assistance with scheduling if needed
- Clean and sanitize all surfaces in the space you are occupying. This will include (but not limited to) the following:
 - Door handles and light switches
 - Any frequently touched surface
 - Table or desktops and chairs
 - Restroom usage and cleaning
 - If someone from your group uses a restroom during your meeting time, then you are responsible for sanitizing contact surfaces in the bathroom, such as water faucets, door and toilet handles, light switches or any other surfaces that may have been touched



Appendix 4: Guidelines for In-Person Worship



Strictly adhere to MDH and CDC guidelines and recommendations for worship, including the following:

- All staff, members, and guests should self-screen prior to coming to the property for worship, utilizing the CDC's guidance for symptoms, which can be found at the following link:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- All protocols for worship, both indoor and outdoor, will adhere to the guidelines provided by the state of Minnesota, which can be found at the following link:
<https://www.health.state.mn.us/diseases/coronavirus/safefaitth.pdf>

Guidelines for Outdoor Worship

- Strictly adhere to MDH and CDC guidelines
- A digital bulletin will be available prior to the service
- All members and guests will bring their own chair to sit on during worship.

Guidelines for Indoor Worship (Steps 2 or 3)

- Strictly adhere to MDH and CDC guidelines
- Close the Sunday School Wing, Nursery, and Kitchen.
- All cushions have been removed from the pews
- Fellowship Hall/Fireside Room/Sanctuary/Narthex/Bathrooms/Doors cleaned and sanitized after each service

Worship services will also be live-streamed and available on all our social media platforms, as well as on our website: www.stjohnskasson.org.

Appendix 5: Helpful Resources and Links

Along with the materials that were presented in this document, below are some additional resources that we accessed throughout our planning process, as well as links to other tools and recommendations.

- Links to the Reports Used to Assess Metrics for Recommendations, State of MN
 - MN COVID19 Weekly Report
 - <https://www.health.state.mn.us/diseases/coronavirus/stats/>
 - MN COVID19 Data for K-12 Schools Weekly Report
 - <https://www.health.state.mn.us/diseases/coronavirus/stats/wschooll.pdf>
- COVID-19 Preparedness Plan Requirements for Faith-based Communities, Places of Worship, Weddings, and Funerals, State of MN
 - <https://www.health.state.mn.us/diseases/coronavirus/safefaiht.pdf>
- Stay Safe Guidelines for Places of Worship, State of MN
 - <https://staysafe.mn.gov/industry-guidance/places-of-worship.jsp>
- Guidelines for Hosting a Parking Lot Worship Service, State of MN
 - <https://www.health.state.mn.us/diseases/coronavirus/vehiclegather.pdf>
- Guidelines for Cleaning and Disinfecting, C.D.C.
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Control and Prevention Measures, O.S.H.A.
 - <https://www.osha.gov/coronavirus/control-prevention>
- FAQ: Bars, Restaurants and Other Places of Public Accommodation, State of MN
 - <https://www.health.state.mn.us/diseases/coronavirus/hospitalityfaq.pdf>
- Food Safety in a Pandemic: Restaurant and Bar Guidelines, State of Minnesota
 - <https://www.health.state.mn.us/diseases/coronavirus/safedining.pdf>
- Guidance for Building Operations, From The American Society of Heating, Refrigerating and Air-Conditioning Engineers (A.S.H.R.H.E.)
 - https://www.ashrae.org/file%20library/technical%20resources/ashrae%20journal/2020journaldocuments/72-74_ieq_schoen.pdf