

St John's Lutheran Church

Present: Rayelle Haase, Amanda Sabelko, Heather Hilgart, Dave Bornfleth, Emily Carling, Lindsay Colwell, Sam Marsland, Ann Trihey, Grace Marsland, Jim Evenson, Dave Ziegler

Absent: Darcie Moehnke, Pastor Dave Efflandt

Council Agenda

May 11, 2021 7:00 p.m. - via Online Invite

1. Call to order – Sam 7:02pm
 - a. Approval of agenda (motion: Jim ; 2nd: Rayelle ; carried)
 - b. Review any thank you notes or correspondence sent to Council or St. John's
Sam Heather & Lindsay shared thanks you' s and positive notes
 - c. Pastor Barb-call process overview
Phase1-the leave-taking, the transition time, forming call committee
Three models for transition (interim): Transitional, Intentional, Term
Phase 2-self study process and ministry site profile completion
Phase 3-interviewing candidates, discerning the candidate of choice
Phase 4-preparing for and welcome the new pastor

2. Devotions - Jim

May	Jim
Jun	Emily
Jul	Rayelle
Aug	Sam
Sept	Dave B
Oct	Heather
Nov	Grace
Dec	Dave Z
Jan 2022	Darcie

3. Reports - Sam

- a. Discuss/Approve previous meeting minutes, staff reports, and commission reports (all)
-All VBS communication needs to go to Lindsay while Amanda is away
-Motion to approve reports as submitted (Ann ; 2nd: Jim; carried)

4. Financials – Dave B

- a. Give update on amount due to dedicated – no conclusion yet. Overall money is there but not journaled correctly. Investigation continues. Finances are stable.
- b. Approve March financials
- c. Discuss/Approve previous month's financial
Motion to table March & April's financials till June (motion: Ann ; 2nd: Dave Z; carried)

5. Get Down to Business

- a. COVID-19 Task force updates (Sam)
-Task force recommendations from May 9, 2021 addressing questions/comments/concerns are attached below.
-Motion to approve changes to the covid plan as recommended by covid task force (motion: Ann ; 2nd: Dave Z; carried)
- b. CKP Update (Deacon Amanda)
-New director of program starting in June. Position will be 20hrs/wk.
-Summer plans moving forward.
- c. Personnel Update (Rayelle)
-Continue looking for AV position to be filled
-Sheryl Miller has turned in her resignation (retiring)
- d. Executive council recommends Pastor Cheryl Inderhar as interim
- Can start 6/5. Pulpit supply 5/16 and preach pulpit supply 5/30.
-Motion to offer intentional interim contract position to Pastor Cheryl Inderhar (motion: Dave Z ; 2nd: Grace ; carried)
- e. Intentional interim planning (Sam)

- Option 1: call 2nd part time contract interim pastor
 - Option 2: end Pastor Nirmala's contract and call 2nd fulltime contract interim pastor
 - Financially, option 2 will not be over-stretching budget
 - Based on leadership discussions with all staff and Pastor Dave (before leaving) option 2 will serve SJK better. Program staff are overworked and not able to complete their own responsibilities because they are handling the work that should be done by second full time pastor
 - Motion for option 2, end Pastor Nirmala's contract and call 2nd fulltime contract interim pastor (motion: Dave Z ; 2nd : Grace ; opposed: Dave B ; carried)
 - Motion to approve executive council, program staff and Pastor Cheryl to interview 2nd fulltime contract interim pastor (motion: Dave Z ; 2nd: Ann ; carried)
- f. Fire relief effort (Sam) – Motion to approve distribution of funds raised be given to Mark (custodian) (motion: Ann ; 2nd: Dave Z; carried)
 - g. Update on the phone system (Jim)
 - cost comparison provided in table below
 - Motion to approve pursuing KM Telecom as phone provider and complete telephone project (motion: Rayelle ; 2nd: Dave Z ; carried)
 - h. Roundtable discussion
 - Lutfisk update: no recommendation yet. Will be coming.
6. Closed session - elected council – not held
 7. "God Sightings"
 8. Motion to Adjourn 9:37pm (motion: Rayelle ; 2nd: Jim ; carried)
 9. Lord's Prayer
 10. Upcoming events/ meetings:
 - a. Next council meeting June 8th, 2021
 11. Parking lot (Items for future discussion):
 - a. Constitution Update
 - b. Strategic Planning Specialist
 - c. Council Book Study – Book 'Growing Young'
 - d. Properties Usage and Review



St. John's Lutheran Church

COVID-19 Task Force

Recommendation

Date: May 9th, 2021

Task Force Purpose

This task force has been convened to provide direction, advice and information to council to aid in their decision-making process. To be clear from the outset: it is the purpose of this task force to advise our congregational council, but we are not the decision-making body in our congregation. Our elected council leadership is responsible for this aspect of our life together in ministry.

Task Force Personnel

This task force is composed of professionals from many areas and expertise, including medical professionals, public health professionals, educators and administrators, public service and police, engineers, finance, management, and others. Please review the list below for further information about this incredible group of leaders who have come together to provide direction for our congregational leadership to aid in the decision making process for our worship and ministry life at St. John's.

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 MN.
- 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

Task Force Recommendation: May 9th, 2021

COVID task force sends forth the following information and/or changes as recommendation to congregational council:

Regarding Ministry Partner CKP requests:

Creation Kids Preschool sent the following proposals to the task force:

Here is my request for the Taskforce in reference to our End of the Year Celebration (Graduation).

There will be two separate celebrations:

- Teal Turtles: 9 students, May 27th, 9:30 AM
- Purple Parrots: 9 students, May 27th, 1:00 PM

ATTENDEES:

I would like to invite parents, siblings, and grandparents to our celebration. I am anticipating, at most, 60 attendees.

LOCATION:

The celebrations will be outside on the CKP lawn. Only the CKP board volunteers and teachers will be allowed indoors, and that would be to grab supplies or anything necessary for the celebration. i.e. napkins for the dessert, or an extra chair if needed, etc. Of course if there is someone who needs to use the restroom, they can scoot in and use the ones by the CKP Little Lambs room.

SEPARATION:

I plan to have families turn in their guest count prior to the event so we can plan seating accordingly. We will have each household be 6 feet apart from other groups.

DESSERT:

I would like to serve a cake as we have traditionally done in the past. The CKP board volunteers will cut and serve and pass out. We will serve lemonade and water, also having only the volunteers pour, wearing gloves and masks at all times.

MASKS:

All guests, with the exception of children under the age of 5 or our preschoolers, will be required to wear a mask the entire time, unless eating. Even if vaccinated, all guests will be required to wear a mask. I will make sure this piece of information is very clear to everyone.

RAIN:

If the weather does not cooperate, being we have families taking off of work for this celebration, I am asking if we can move this into the fellowship hall. I understand there is a limited amount of people who can be there. IF we are able to have the fellowship hall as a back-up location, I will make sure we are within the capacity guidelines. There really is not a second option if it rains, and I can't imagine having to outright cancel this graduation ceremony. This day is our last day of school, so rescheduling would be a tough one. Parents are already in the building signing children in and out, and the 9 kids are basically our own little cohort, so we would only be adding siblings. I feel this is a very safe option. IF we are able to move this inside, I would consider dropping the dessert so masks are worn the entire time. (Although that would not be my first choice, but wanting you to know I am willing to sacrifice things so this celebration can happen!)

I'm hoping I covered all aspects so you're feeling comfortable with how we are planning to handle this event.

We've been faced with every imaginable challenge and many weren't positive we would have our 22nd year of CKP - and here we are!

We are looking forward to this celebration a lot - it's been an emotional and challenging journey for St. John's, CKP, parents, and the entire world, but now CKP can celebrate making it through this year's challenges. With God's grace and our commitment to make this year our very best it can be through the COVID challenges, WE MADE IT! So now let's safely celebrate where we've come!

Thank you!

Blessings,
Anne Holtan

Task Force Response:

The COVID Task Force discussed and reaffirmed prior conversation and recommendations regarding serving of food and beverage on premises. The Task Force has previously recommended that all food served on premises be served only by a vendor possessing a food and beverage license. The Task Force still feels that during the pandemic, liability risk is high for food and beverage serving. Task force would like to note that individually wrapped and prepared food and drinks could be distributed when purchased from a business (grocery store, bakery, etc) processing a food and beverage license. Task force recommends that food and drink only be consumed on premises if outdoors. The Task Force recommends no food or drink be consumed indoors. CKP could give prepackaged food or beverages to graduates and families as they are leaving the building.

The Task Force agrees that the fellowship hall could be safely used for the proposed number of guests in case of inclement weather. The Task Force recommends that CKP make arrangements for chairs in the fellowship hall to be moved to accommodate the event and provide social distancing between households. The Task Force recommends CKP have the area/surfaces fogged between programs (2 hours after area is occupied) and then again after the last program. It is also recommended that CKP be responsible for ensuring the fellowship hall be returned to configuration and ready for worship.

Creation Kids Preschool also sent the following proposal to the task force:

As President of CKP I am making a couple of requests to be considered for the remaining celebrations and planned field trips for CKP students and families.

1. We allow extended family to attend graduation (indoors or out) following numbers and guidelines set for for worship. We would also they socially distance by family unit much like the expectation for outdoor worship.
2. We allow refreshments to be served (as they were for Pastor Dave's final worship and celebration). We will ensure proper food handling as to contain and minimize contact (masks worn by volunteers, only designated volunteers handle food, social distance while consuming cake and punch is maintained).
3. Family members may attend OUTDOOR field trips. These family members are to interact with their students only. Social distance is observed. Families provide their own transportation and meet the class

at designated activity. I am specifically asking for permission for a planned trip to Oxbow this week as well as permission moving forward should they plan a park celebration, or other outdoor activities. Parents will not assist with communal lunch.

Thank you for your consideration,
Jen Smith
CKP President

Task Force Response:

Numbers 1 and 2 were addressed and recommendations made to the first proposal.

To number 3- COVID Task Force recommends that CKP staff submit a planned proposal as to how they will maintain social distancing between households during the field trip to ensure limited risk of the spread of COVID-19. The Task Force also recommended a plan be in place for supervision of children whose parents are not able to attend that does not involve another parent supervising the child(ren).

The Task Force recommends that parents will not be involved at lunch time when masks would be removed.

Current questions and concerns sent to COVID Task Force for discussion:

- **Do masks need to be worn for outdoor worship?**

Recommendation: Masks will no longer be required for outdoor worship. However, task force recommends SJK still recommend mask wearing when sharing any space with persons from outside one's own household.

- **Can we provide/pass out bulletins?**

Recommendation: There is less risk of the spread of COVID on single use items like paper bulletins. The Task Force recommends that SJK could provide printed bulletins for service.

- **Can we have spoken litany/responses during service indoors as well as outdoors?**

Recommendation: Spoken litany and responses during service may be done indoors while congregation members are appropriately wearing masks and socially distanced. Spoken litany/responses outdoors can be done as long as social distancing is maintained.

- **Can we have communal singing indoors?**

Recommendation: Communal singing may be done indoors while congregation members are appropriately wearing masks and socially distanced. Communal singing outdoors can be done as long as social distancing is maintained.

- **Can vocalists and musicians (including wind driven instruments) perform during indoor service?**

Recommendation: Vocalists can sing indoors during service as long as they are appropriately masked, at least 12ft from others, and all musicians are comfortable doing so. Non wind driven instruments can be played during service as long as social distancing is maintained and the musicians are comfortable doing so. Wind driven instruments may be played during service as long as bell covers/instrument shields are used, the musician is at least 12ft from others and the musicians are comfortable doing so.

- **Do congregation members need to be ushered from the building or can they be allowed to have brief moments of fellowship?**

Recommendation: Fellowship is safest outdoors. Fellowship time is an added bonus to outdoor worship. The Task Force does not feel that ushering people from indoors after worship is needed.

- **Can the vaccination rate be considered when discussions of worshipping in the Sanctuary are had?**

Recommendation/Response: While the climbing vaccination rate does lessen the risk of spread, the Task Force noted that persons under the age of 16 cannot be vaccinated. Many members of SJK are under the age of 16.

COVID Task Force is asking the data and metrics sub group to have a separate meeting to discuss metrics, new guidelines from CDC and MDH and discuss how vaccination rates could be added into our decision making indicators. Task Force is prayerfully optimistic that as the vaccination rate continues to go up, COVID case numbers will go down.

Task Force also notes that we have not had volunteers signing up to help with many jobs related to in person worship. Volunteers are needed for in-person worship regardless of location.

- **There have been requests from members to borrow tables and chairs for gatherings and garage sales. (tables and chairs in the shed, not regularly used inside SJK) Can members borrow tables and chairs?**

Recommendation: Tables and chairs can be borrowed. They should be fogged when they are returned. If back to back reservations are made, the members should be notified that the items have not been sanitized so that the member(s) can sanitize them.

Telephone Comparisons

02/25/21

Item	KM Tel Equip+Install	KM Tel Monthly	Verizon Equip+Install	Verizon Monthly
Labor	\$300.00	\$0.00	\$0.00	\$0.00
Virtual number	\$0.00	\$9.98	\$0.00	\$0.00
Maintenance	\$0.00	\$8.96	\$0.00	\$0.00
Sheryl's Multi Function Phone	\$186.00	\$20.94	\$45.00	\$25.00
Shipping	\$35.80	\$0.00	\$0.00	\$0.00
Sheryl's Head Set	\$300.00	\$0.00	\$74.25	\$0.00
Kaye's Multi Function Phone	\$186.00	\$20.94	\$45.00	\$25.00
Kaye's Head set	\$300.00	\$0.00	\$74.25	\$0.00
Auto Receptionist (ver), other (KM)	\$0.00	\$0.00	\$69.00	\$10.00
Katie's Simple desk Phone	\$71.00	\$20.94	\$10.00	\$25.00
Amanda Smart Phone with App	\$0.00	\$24.94	\$0.00	\$25.00
Lindsay Smart Phone with App	\$0.00	\$24.94	\$0.00	\$25.00
Pastor Dave Smart Phone with App	\$0.00	\$24.94	\$0.00	\$25.00
Pastor Nirmla Simple phone and App	\$71.00	\$24.94	\$10.00	\$25.00
Nursery Simple Phone	\$71.00	\$20.94	\$10.00	\$25.00
Youth Room for Little Lambs	\$71.00	\$24.94	\$10.00	\$25.00
Kitchen	\$71.00	\$20.94	\$10.00	\$25.00
sub total	\$1,662.80	\$248.34	\$357.50	\$260.00

Added Costs no matter who we go with

Fire Alarm Phone lines (2)		\$76.00		\$76.00
Internet Service		\$99.00		\$99.00
Custodian (Cell phone, not on plan)	\$0.99	\$30.00	\$0.99	\$30.00

Total Monthly Cost **\$453.34** **\$465.00**

St John's Lutheran Church

Present: Rayelle Haase, Amanda Sabelko, Heather Hilgart, Dave Bornfleth, Emily Carling, Lindsay Colwell, Sam Marsland, Ann Trihey, Grace Marsland, Jim Evenson, Dave Ziegler, Darcie Moehnke

Absent: none

Council Special Session

May 18, 2021 7:00 p.m. - via Online Invite

Since Covid task force met on 5/9/2021 and council approved updates on 5/11/2021, the CDC and MDH recommendations have changed. Covid task force met again on 5/15/21 with new updates to the Re-engage Plan for In-person Ministry & Worship. These updates were presented to the council during a special session on 5/18/2021.

-Motion to approve updated Re-engagement Plan for In-person Ministry & Worship (motion: Ann ; 2nd: Dave Z)
See plan attached below.

-Council recommends clear signage for CKP wing. CKP remains under the 'Safe Learning Plan' which requires masking.

-Vaccinated staff do not have to be masked



St. John's Lutheran Church

Re-Engagement 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,
worshipping 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/safefaitth.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>
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