

EMMANUEL LUTHERAN CHURCH
COVID-19 SAFETY PLAN
Version: May 10, 2021

Emmanuel's Council continues to revise and update these policies at our monthly meetings considering state, national, medical, and denominational guidelines. Underlined portions are the updated sections.

The following COVID-19 Safety Plan guidelines shall be adhered to by employees and other individuals using the Emmanuel Lutheran Church facility. The services covered in these guidelines include all worship services, religious study classes, religious ceremonies, religious holiday celebrations, weddings, and funerals.

The pastor of Emmanuel Lutheran Church is designated to be the COVID-19 Supervisor and will monitor the health of employees and enforce this COVID-19 Safety Plan.

Physical Distancing:

- A minimum six-foot separation between all employees, members (household units) and visitors shall be always maintained in all interactions. Volunteers will be assigned to help for all services to ensure physical distancing requirements.

Personal Protective Equipment (PPE):

- Face covering masks are required to be worn by all employees, members and guests before, during, and after participating in activities at Emmanuel Lutheran. Face coverings will be provided to anyone not having a mask.
- In the instance where participation is via an automobile, no face covering will be required as long as there is no physical contact with anyone other than a household unit.
- Disposable gloves will be available for use as appropriate.
- Hand sanitizer will be available throughout the facility. Frequent hand washing using soap and running water is encouraged. Everyone is required to use good hand washing practices before and after going to the bathroom, after coughing, sneezing, or blowing their nose.

Restroom facilities:

- Only one person (or child plus a parent) will be allowed to use the restroom at a time.
- Individuals waiting to use the restroom must maintain at least six feet of distance between each person.

Illness:

- All employees, members and guests must self-screen for signs and symptoms of COVID-19 before attending a service. Symptoms of COVID-19 are fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

- Any individual with symptoms of COVID-19 will not be allowed to participate in any activities of the church.
- Any individual with a household member who has been diagnosed with COVID-19 or with symptoms of COVID-19 may not attend the service or attend work at the church.
- This information will be conveyed to employees and the congregation via email or USPS mail prior to reopening the church.
- In the event the church is informed an employee, member or visitor has contracted the virus, the information will immediately be reported to the Spokane Regional Health District and the Washington State Department of Health. Information regarding all people who had contact with the infected individual will also be provided to the Spokane Regional Health District to be used in contact tracing. In addition, the church will provide this information to individuals who were in contact with the infected person with the recommendation they consult their personal physician and the local Health District.

Attendance Log:

- An attendance log will be maintained by the church to ensure contact tracing information is available if needed.
- Upon arrival at the church, greeters will ask all attendees if they have any symptoms of COVID-19 or have been in contact with anyone who has the virus. This information will be noted on the attendance log.

Outdoor Services:

- Services may be held outdoors in the church parking lot or at other locations deemed to be appropriate.
- Participants will be seated individually or in groups of household units a minimum of six feet apart from other attendees. Participants will be encouraged to bring their own lawn chairs, water bottles, umbrellas, sunscreen, sunglasses, etc. Chairs which have been sanitized prior to the event will be available for use as needed.
- Participants who choose to remain in their personal vehicles will park in spaces designated to ensure social distancing. Vehicle windows in adjoining vehicles will be open/closed as designated by church parking volunteers.
- No more than 100 individuals will be allowed to attend outdoor services.

Indoor Services:

- No more than 45 people shall be allowed admittance to any services held in the Church Sanctuary area. Participants will be seated in groups of household units and individuals a minimum of six feet apart from other attendees.
- IF VACCINATED PARTICIPANTS CHOOSE, they may sit with other vaccinated participants closer than six feet apart, wearing masks. They will need to present proof of vaccination each worship service, small group meeting, or other event in the church building.
- Any overflow of no more than 20 people will be seated in the Upstairs Fireside Room maintaining the physical distancing requirements for each individual and household unit.

- Access to the church will be through the handicap accessible entrance on the lower level off of Huron street on the East side of the building. Everyone will promptly leave the sanctuary upon completion of the service. Participants will refrain from socializing inside the Church. Socializing will be limited to outside the Church facility while wearing a mask and practicing social distancing.
- Bulletins, Orders of Worship and Hymns will be in place. Participants will be asked to take them home.

Choirs and Congregational Singing:

- Phases 1 and 2:
 - Choirs with up to 15 singers are permitted to sing indoors during the service so long as each singer maintains 12 feet of physical distancing and wears a three-layer cloth mask or surgical mask.
 - For religious organizations without a choir or with a choir of fewer than 15 singers, congregants and staff are permitted to sing so long as the total number of people singing does not exceed 15 and all those singing adhere to the 12 feet of physical distancing and three-layer cloth mask or surgical masking requirements.
 - Choirs in excess of 15 individuals and the entire congregation are permitted to sing outdoors provided that all singers maintain 12 feet of physical distancing and wear a three-layer cloth mask or surgical mask.
- Phase 3:
 - Choirs of any size are permitted to sing so long as six feet of physical distancing is maintained between each singer and all singers wear a three-layer cloth mask or surgical mask.
 - Congregations of any size are permitted to sing as long as six feet of physical distancing is maintained between groups and all congregants wear a three-layer cloth mask or surgical mask.

Holy Communion / Eucharist / The Lord's Supper

- We will begin Holy Communion distribution on May 23, 2021, Pentecost Sunday.
- There may be no direct physical contact between servers and members or visitors.
- Anything to be consumed may not be presented to the members or visitors in a communal container or plate.
- The minister will prepare communion before the service wearing protective gloves in addition to a face covering mask.
 - Wafers of bread will be distributed into individual, disposable cups.
 - Small servings of wine will be distributed into individual, disposable cups.
- The minister will wear protective gloves in addition to a face covering mask when presiding at Holy Communion.
- Participants from the congregation will approach the altar maintaining six feet distancing, as necessary.
- They will:
 - sanitize their hands before partaking in the sacrament.
 - select for themselves an individual cup of bread, and an individual cup of wine.

- ⊖ take a step away from the minister and allow space for the next in line to select bread and wine.
- ⊖ consume the bread and wine while at the front of the sanctuary lifting their masks as necessary.
- ⊖ throw away the disposable serving containers in the provided receptacles and sanitize their hands before returning to their seat.

Offerings:

- An offering plate or basket will be placed so people can drop offerings in as they come or go.

Food:

- No food or any type of refreshments will be allowed to be served at the church until specifically allowed by the State of Washington's COVID-19 guidelines.

Education:

- A copy of this Safety Plan will be sent to each member of the church and will be made available to anyone upon request.
- All employees and volunteers will be educated in the language in which they are most proficient about coronavirus, how to prevent transmission, and the church's COVID-19 policies.

Facility Sanitization/Maintenance:

- The facility and equipment will be cleaned and sanitized following each use.
- High-touch surfaces such as personal workstations, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms, and break rooms shall be cleaned and disinfected after each use by the congregation.
- Sanitation supplies will be stored in the janitor closet.
- All areas where an employee, member, or visitor with probable or confirmed COVID-19 illness worked, touched surfaces, etc., shall be cordoned off until the area and equipment is cleaned and disinfected following the cleaning guidelines set by the CDC.

Employee rights:

- An employee may refuse to perform unsafe work, including hazards created by COVID-19. It is unlawful for the employer to take adverse action against an employee who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.
- Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances. Additional information is available at <https://www.lni.wa.gov/agency/outreach/paid-sick-leave-and-coronavirus-covid-19-common-questions>.