

Shepherd of the Lake Lutheran Church

COVID Preparedness Plan – Effective September 1, 2020

Shepherd of the Lake is committed to providing a safe and healthy facility for our staff, members, visitors, guests, etc.. This plan was developed in response to the COVID-19 pandemic to ensure we implement strategies and procedures to preserve public health. It is expected that the entire church will have a role in implementing this plan to mitigate transmission of COVID-19 within our facility and our community.

This plan has been developed with guidance and recommendations from the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health, and ELCA and Minneapolis Area Synod.

The COVID-19 situation will evolve and Shepherd of the Lake will remain adaptable and nimble to the dynamic environment.

Social distancing, wearing of masks or other appropriate PPE, hand-washing and disinfection of surfaces are key factors to reducing the transmission of the COVID-19 virus.

This Preparedness Plan is administered by Katie Kocina (CFO), Dan Poffenberger (Senior Pastor) and the Shepherd of the Lake COVID-19 Task Force. All staff, members, volunteers, visitors, etc. are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of our COVID-19 plan.

I. Staff and worker protection and protocols

- a. “Staff” includes all pastors, staff, employees, contractors, subcontractors, vendors, etc. associated with Shepherd of the Lake
- b. Maximize remote working – if you are able to work from home please work from home
- c. Conduct a “self” health screening before coming to work . . . if you have any of the following symptoms of COVID-19 including fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell please DO NOT come into the building.
- d. If you have any of the above mentioned symptoms, have tested positive for COVID-19, or have been in close contact with a person with symptoms or who has tested positive for COVID-19, whether at home or at work . . . please report that to Katie Kocina
 - i. katiekocina@sollc.org

ii. 612-756-2042

At that time we will work with you (depending on the situation) to develop a “returning to work” plan and communicating that out to all necessary people

- e. While at work ensure physical distancing of 6 feet is maintained in all work areas, including at workstations, shared offices, break rooms, meetings room, etc.
- f. Limit collective gatherings of workers to numbers that allow for social distancing to be maintained, including during collective gatherings for training, meetings, and breaks
- g. Regularly wash and/or sanitize hands (hand-sanitizer stations have been set-up throughout the building)
- h. All staff are REQUIRED to wear face coverings when in an indoor setting, and in outdoor settings where 6 feet of distance from others is not easily maintained
 - i. You may remove your mask while seated at your desk or in your office. If you join in conversation with others, please put your mask back on.

II. Reserving Spaces

- a. All reservations (use of the space by NON-STAFF) **MUST** be made at least ONE week in advance to Kari Unruh
(If that is absolutely not possible, please email Kari, Katie and Donna with Date/Time/Room/Items Needed/Etc.)
- b. See the Rooms Available Listing Below (including occupancy) to determine desired space
- c. Anytime anyone will be in the building (*excluding Staff Working Independently*) it is necessary that a room is reserved through this process
- d. If you need any special set-up, technology, etc. please include that when reserving the room.
- e. All groups using the space must have a STAFF liaison who is responsible for the group following our COVID-19 plan
- f. A staff person will be required to be in the building for any group larger than 25 people
- g. Any group reserving space (Non-SOLLC Related) will be required to sign a COVID-19 Policy Addendum with their Building Usage Contract

Available Rooms for Usage/Rent:

Worship Center (Max Occupancy: 250) - Available for independent recording without reservations before 12:00pm, ALL other uses of the Worship Center must be reserved.

Upper Great Room (Max Occupancy: 25)

Lower Great Room (Max Occupancy: 25)

Foundation Room (Max Occupancy: 6)

162(A) (Max Occupancy: 20)

162(B) (Max Occupancy: 20)

142 (Max Occupancy: 25)

Courtyard (Max Occupancy: 25)

If you would like to reserve space, please contact Kari Unruh.

Kari Unruh

kariunruh@sollc.org

Cell: 952-270-7979

III. Building Notes

- a. Water Fountains will be turned off and unavailable
- b. Do NOT share food or serve communal meals/snacks among multiple people
- c. Five **Hand Sanitizing Stations** have been set-up through-out the building
- d. Air Flow in the Building has been Maximized, and Air Recirculation has been Eliminated
- e. A Sanitation Schedule and Checklist (internally) has been created
- f. Restrooms, Worship Center, Upper Great Room, Lower Great Room, Foundation Room, 162(A), 162(B), 142, Staff Office, Preschool Rooms and ALL Bathrooms will be Routinely Cleaned and Disinfected
- g. High-Touch Items (doorknobs, railings, handles, etc.) will be Routinely Cleaned and Disinfected
- h. Signage reminding people that “Masks are Required” and “Handwashing is Necessary” are posted on Doors and Through-out the Building

IV. COVID-19 Building Usage “Contract” Wording

- a. All Staff, Members, Guests, Visitors, etc. should conduct a self-check of their body temperature the day they plan to attend (they are expected to stay home if sick)
- b. ALL Staff, Members, Guests, Visitors, etc. are required to wear a face covering at all times when in the building
- c. All Staff, Members, Guests, Visitors, etc. will be advised to wash and/or sanitize their hands upon entering the premises (and regularly while in the facility)

- d. If at any time Staff, Members, Guests, Visitors, etc. feel unwell while in the facility, they must leave immediately (If they are a member of a household group at the facility, the household group must also leave)
- e. All Staff, Members, Guests, Visitors, etc. must maintain a distance of at least 6 ft. from people not in the same household at all times
- f. All Staff, Members, Guests, Visitors, etc. are asked to not walk around and through the building, but stay in their reserved space
- g. Building doors will be set to be open based on the planned hours needed for any certain day