

COVID-19 Preparedness Plan

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PLAN INTRODUCTION

Under Gov. Tim Walz's Executive Orders, businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan. Before hosting groups over 10 people, faith-based communities, places of worship, funeral homes, and other venues that offer gathering space for wedding, funerals, and planned services such as worship, rituals, prayer meetings, scripture studies, must develop and implement a COVID-19 Preparedness Plan that addresses Staff Protection and Protocols, Building and Ventilation Protocols, Communications Protocols, Training Practices Protocols, Ways to Minimize Possible Transmission, and Occupancy Limits.

Our Preparedness Plan, hereby referred to as "the Plan," establishes and explains the policies, practices and conditions that We have implemented to meet the industry guidance for places of worship. Our plan follows the State of MN's Industry Guidance for Safely Reopening: Faith-Based Communities, Places of Worship, Weddings, and Funerals. See website: <https://staysafe.mn.gov/industry-guidance/places-of-worship.jsp>.

The plan does have the strong commitment of the institution's faith leaders and leadership, as described herein, and has been developed and implemented with the participation of the staff. Our plan has been communicated to all involved including members, guests, volunteers, and vendors, and is posted and accessible to all parties for review. The Plan addresses the following components:

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[Plan Key Requirements](#)

[Staff Protection and Protocols](#)

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[Training Practices Protocols](#)

[Ways to Minimize Possible Transmission](#)

[Minimizing Transmission in Worship](#)

[Protections and Protocol for Managing Occupancy](#)

[Other Important Considerations](#)

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In addition:

- The Plan has been evaluated, monitored, executed, and updated under the supervision of a designated Plan Administrator within the leadership structure (Administrator: Pastor Randy Chrissis, lead Pastor; Staff: Shannon Bodeker, Maintenance Coordinator, and Jeanette Rykhus, Communications Coordinator; and Leadership: Church Executive Board and Council).
- Faith Leaders, staff, and volunteers, including those responsible for using the facility for support groups or other activities, are all considered "staff" in this document.

- The Plan is posted on-site in easily accessible locations (front lobby, outside church office, and back, parking lot entrance) as well as the church's website, this allows the Plan to be readily reviewed by all leadership, staff, and volunteers.
- Large gatherings continue to present a risk for increasing the spread of COVID-19. Because of this we will continue to provide remote services and have the right to choose not to open or host large gatherings. **Therefore, we retain the right to close at any time that events or circumstances are deemed unsafe.**

Source Documents Used:

MN Chamber of Commerce: <https://www.mnchamber.com/blog/covid-19-prevention-best-practices>

Stay Safe MN Industry Guidance: <https://www.health.state.mn.us/diseases/coronavirus/safefait.pdf>

ELCA Considerations for Returning to In-Person Worship:

https://download.elca.org/ELCA%20Resource%20Repository/Returning_to_In-person_Worship.pdf

PLAN KEY REQUIREMENTS

- ✓ Glenwood Lutheran Church has developed and implemented this COVID-19 Preparedness Plan with input from faith leaders, staff, and church leadership.
- ✓ Occupancy has been reduced to accommodate for the required social distancing:
 - We require at least six feet between people who do not live in the same household
 - In indoor settings, occupancy does not exceed 50% of total occupancy, with a maximum of 250 people in a single self-contained space
 - **The sanctuary will have seating for approximately 75 people (with an additional 10 persons assisting in worship)**
 - **The fellowship hall will have seating for approximately 50 people**
 - In outdoor settings, gatherings will not exceed 250 people
- ✓ As of July 25, 2020, people in Minnesota are required to wear a face covering in all public indoor spaces and businesses, per Executive Order 20-81, and additionally:
 - Workers are required to wear a face covering when working outdoors in situations where social distancing cannot be maintained
 - Face coverings may be temporarily removed by participants, as listed elsewhere in the plan
 - While the order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health conditions or other reasons, **we will NOT be allowing anyone in the building without a face mask for any reason**, as explained in the plan. **This includes young children.**

STAFF PROTECTION AND PROTOCOLS

Ensure sick staff stay home:

- Health screenings self-checks are required using the “Visitor and Employee Health Screening Checklist.”
 - Staff are to self-check using the health screening survey, take their own temperature, and err on the side of caution if feeling unwell or exhibit any symptoms--prior to coming to work. They should call in sick or call that they will work from home
 - See the Minnesota Department of Health (MDH)'s Visitor and Employee Health Screening Checklist (<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>), and in the [Appendix](#)
 - Staff should self-survey the screening questions addressing close contacts with confirmed cases and quarantined cases, and recent out of country travel. Staff are expected to stay home if they have had a significant exposure
 - Symptoms can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea
 - Refer to CDC's What to Do if You are Sick or Caring for Someone Who is Sick (www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html)
- Staff with COVID-19 symptoms will be sent home immediately.
 - Symptoms of COVID-19 can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea. See the MDH guidance on What to do if you have COVID-19 symptoms (<https://www.health.state.mn.us/diseases/coronavirus/case.pdf>), and in the [Appendix](#)

Monitoring staff health:

We strongly urge all “at risk” staff and members of vulnerable populations to stay home. Vulnerable staff are encouraged to self-identify (employers should avoid making unnecessary medical inquiries). Employers should take particular care to reduce these workers’ risk of exposure. See CDC’s Guidance for People Who are at Higher Risk for Severe Illness (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/>).

- Employers should
 - Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize staff who are sick to stay home
 - Clearly communicate sick leave policies to all staff. Offer a variety of leave options for employees who may have to miss work because of a COVID-19-related reason
- Staff who have been in close contact with a household member with COVID-19 should not be at work until their quarantine period is finished. In both of these instances, staff should self-assess for symptoms of COVID-19 and seek medical care as needed.

- Create a response plan for employees who report or demonstrate symptoms at work; have recently been at work and tested positive or have been in contact with confirmed COVID-19 case; or have not recently been at work but have tested positive or have been in contact with confirmed COVID-19 case.
- Ask employees about their health status before they return to work from a sick leave (even if they were out with a headache), require certification by a health care professional of ability to safely return to work (particularly for those noted above).

COVID reporting

- Plan Administrator, Pastor Randy Chrissis, is designated as the individual to maintain communication with and gather information from staff who may be ill, to ensure the privacy of staff is maintained.
- Plan Administrator should be notified if there are any changes to staff's schedules. That way they will know who was onsite when people may have come in contact with others; and use this for contact tracing in the event of a confirmed or suspected COVID-19 exposure.
- Staff would inform the Plan Administrator if staff test positive or have been exposed to COVID-19 outside or in the workplace. See the MDH guidance on What to do if an employee has COVID-19 (<https://www.health.state.mn.us/diseases/coronavirus/sickemployee.pdf>), and in Appendix.
- Returning to Work:
 - Staff can return to work after illness suspected or confirmed to be COVID-19, and possible or confirmed exposure to someone with COVID-19, after two weeks (14 calendar days) showing no symptoms and are able to pass the Health Screening checklist
- A mobile app will be used to track who will be attending any given worship service. Requiring persons to "sign in" electronically is helpful in maintaining a record of who was physically present in the event a case is identified and assistance is needed with contact tracing

Employees Exhibiting Signs and Symptoms of COVID-19 Resources

CDC: What to Do If You Are Sick (www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: Symptoms and Testing: COVID-19 (www.health.state.mn.us/diseases/coronavirus/symptoms.html)

MDH: Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: COVID-19 and When to Return to Work (www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota: Should I Get Tested for COVID-19 (<https://mn.gov/covid19/for-minnesotans/ifsick/get-tested/index.jsp>)

Social distancing implemented:

- Staff must be at least 6 feet apart at all times. Six feet of distancing in work areas has been insured, including at workstations and shared offices.
- We have ensured that at least 6 feet of distance between staff and the public is maintained whenever interacting.
- Staff is encouraged to maximise remote working. Work-from-home options have been offered to staff who can perform duties remotely, and are strongly encouraged to do so.

- Shifts have been changed to staggered start and end times, work hours extended, and flexible scheduling has been implemented to reduce number of staff members in the same place at the same time. Breaks and lunch schedules have been staggered.
- Teams have been cross-trained so that teams can better stagger shifts.
- Collective gatherings of staff have been limited to numbers that allow for 6 feet of distancing to be maintained at all times, including gatherings for trainings, meetings, breaks and shared projects.
- Alternative methods of communications between co-workers has been encouraged (phone, email, text).
- Phone/email/virtual meetings are conducted instead of in-person meetings, even when at office.
- Meetings have been limited to no more than 10 individuals, provided appropriate spacing is possible.
- Meetings are held in large spaces where people can spread out at six-foot intervals.
- Building restrooms are single-person so the number of people in restrooms at the same time has been limited.

Staff travel policies:

- A two-week quarantine for staff who return from outside of the country or a domestic COVID-19 hotspot is required.
- Staff are required to notify Plan Administrator when traveling more than 100 miles from home.

Personal protection and facilities cleaning, sanitizing:

- Information has been made available to all staff about Personal Protective Equipment, disinfection measures, social distancing protocol, on-site health screening, signs and symptoms of COVID-19, self-quarantining and return to-work policies, visitors and contractors screening, signage, time-off options and all other COVID-19-related safe workplace changes.
- Staff have been trained on frequent hand washing; properly covering coughs and sneezes; refraining from touching the face.
- Surfaces are cleaned and sanitized frequently.
- Wipes, sanitizer and cleaning products widely accessible throughout the building.
- Common touch areas (door knobs, etc.) are cleaned each day if used.
- All shared surfaces throughout the facility are thoroughly cleaned at least once every 24 hours if used. This includes common spaces like bathroom.
- Touch-free solutions have been provided whenever possible or feasible.
- The building or areas will be shut down and thoroughly cleaned and sanitized if used once notification of potential COVID-19 spread is suspected.
- Face masks, shields, gloves, shoe coverings, coveralls, etc. will be provided for cleaning crew if appropriate and available.

Staff hygiene and source controls:

- Staff are asked to regularly wash their hands. Handwashing and/or hand-sanitizer facilities are readily available and appropriately stocked.
- Protective supplies, such as face masks, face shields, gloves, disinfectant, tissues, etc., appropriate to the task of the staff are provided. Face coverings and shields must be maintained and clean by staff using.
- “Hand-washing” and “cover your cough” signs are posted. See MDH’s Cover Your Cough posters (<https://www.health.state.mn.us/people/cyc/index.html>).
- Staff are required to wear face coverings when indoors, and in outdoor settings where 6 feet of distance from others is not easily maintained.
 - In instances where face coverings cannot be worn, face shields that wrap around the face and extend below the chin may be used in place of cloth face coverings. Face shields should be sized to provide appropriate coverage for the wearer
 - All visitors, vendors or partners are required to wear face coverings during any interaction
- Provide tissues for proper cough/sneeze etiquette and no-touch disposal bins.
- Building restroom doors cannot be opened without touching the door handle. Trash-receptacle are been placed by the door to ensure a paper towel can be readily disposed of when operating the door (not to interfere with ADA requirements).
- Community drinking stations should not be available/used. Touchless water-filling stations may still be provided.

Circumstances where mandatory face coverings may be temporarily removed:

- Face coverings required under the Executive Order may be temporarily removed under the following circumstances:
 - When testifying, speaking, or performing in an indoor business or public indoor space, during presentations, or lectures, provided that social distancing is always maintained
 - Face shields should be considered as an alternative in these situations
 - During practices or performances in an indoor business or indoor public space when a face covering cannot be used while playing a musical instrument, provided that social distancing is always maintained
 - When eating or drinking in an indoor business or indoor public space, provided that at least 6 feet of physical distance is maintained between persons who are not members of the same party
 - When asked to remove a face covering to verify an identity for lawful purposes
 - While communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household
- See Executive Order (<https://www.leg.state.mn.us/archive/execorders/20-81.pdf>)

Handwashing Resources

MDH: Videos for COVID-19 Response (www.health.state.mn.us/diseases/coronavirus/materials/videos.html)

Respiratory Etiquette

Cover your cough or sneeze CDC: How to Protect Yourself & Others (www.cdc.gov/coronavirus/2019-ncov/prevent-gettingsick/prevention.html)

CDC: Coughing and Sneezing (www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: Protect Yourself & Others: COVID-19 (www.health.state.mn.us/diseases/coronavirus/prevention.html)

Face Coverings

MDH: Face Covering Requirements and Recommendations under Executive Order 20-81 (www.health.state.mn.us/diseases/coronavirus/facecover.html)

MDH: Frequently Asked Questions About the Requirement to Wear Face Coverings (www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html)

MDH: Best Practices for Masks: Considerations for People with Disabilities and Special Health Needs (www.health.state.mn.us/diseases/coronavirus/guidemasks.pdf)

CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)

Employment Resources:

Chamber of Commerce: <https://www.mnchamber.com/blog/employment-guidance>

BUILDING AND VENTILATION PROTOCOLS

General building conditions:

Considered an essential business, our building was never fully closed. Our office and staff maintained normal business hours. Worship services and meetings were moved online. No more than 10 persons have been allowed in the building at any time. We have evaluated traffic patterns and “choke points” to reduce crowding at entrances, in hallways, elevator, stairs, waiting areas, break areas, common areas, etc. As we make an effort to open our doors to worshipers again, the following have been implemented.

Day-to-day operations:

The following practices and protocols are maintained:

- Continuously maximize fresh-air into the work and communal spaces.
- Eliminate or reduce air recirculation.
- Minimize air-flow from blowing across people.
- Air conditioning:
 - Supplement ventilation-system with the use of portable HEPA filter units whenever possible
 - Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air

- When possible, the following are recommended:
 - Maintain relative humidity levels of RH 40-60%
 - Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy if your system allows for this
 - Check and rebalance the HVAC system to provide negative air-pressure whenever possible
 - Consult an HVAC professional or the American Society of Heating, Refrigerating and Air-Conditioning Engineers to ensure proper ventilation is provided, and ventilation-systems are properly maintained
 - See ASHRAE's COVID-19 Preparedness Resources (www.ashrae.org/technical-resources/resources)

Drop-off, pick-up and delivery practices and protocols:

- Deliveries are received as contactless whenever possible.
- Deliveries to doorstep or front entry, where persons maintain a distance at least 6-feet away while verifying receipt of the delivery between the staff and the delivery person are encouraged. Whenever possible, everything is done electronically (e.g., app, phone) to eliminate the need for close contact between staff and delivery personnel.
- Staff must maintain a distance 6-feet or greater from others during interactions while receiving or exchanging deliveries.
- All persons interacting during the process of drop-off, pick-up and delivery must wear face coverings for the duration of the encounter.
- Staff must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

Vendor engagement practices and protocols:

- Health and travel assessments are requested for vendors/contractors coming on-site.
- Contractors and vendors are separated from the staff and use separate restrooms and entrances if possible.
- Nonessential vendors and deliveries are prohibited from entering facility.
- Require deliveries to be dropped outside facility door, eliminating vendors from entering facility.

Guest engagement practices and protocols:

- Curbside and front entry, contactless delivery and pickups are encouraged.
- Guests are asked to stay in their vehicles in parking lot while they wait for entrance to worship services.
- The number of guests are limited in the facility to ensure appropriate distancing, along with visual markers on floors for six-foot distancing, per CDC guidance

Work and gathering space cleaning and disinfection protocols:

- A documented sanitation schedule and checklist have been developed, identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitation occurs.
- All areas are routinely cleaned and disinfected, such as offices, restrooms, common areas, shared electronic equipment, instruments, tools, controls, etc.
- Electronic devices (e.g., light-switches, circuit-breakers) are not be sanitized with a liquid agent.
 - Consider covering switches/devices with a poly-covering that allows the user to manipulate the device without touching the switch, and hangout the poly-covering frequently
 - Electronic devices must be sanitized only when disconnected from the power-source, and sanitized in accordance with the listing/labeling requirements
- Personal equipment, items used in rituals or services, microphones, and phones are not be shared or, if shared, should be disinfected after each use.
- All high-touch items are frequently cleaned, such as doorknobs, countertops, barriers, railings, handles, ends of pews, tops of chairs, and other surfaces.
- Immediate cleaning and disinfecting of the work and gathering space if a staff, member, or visitor becomes ill with COVID-19 will be implemented. See CDC's Cleaning and Disinfecting Your Facility guidance (www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html).
- Needed supplies and disinfectants have been appropriated and need supply ensured – consider effectiveness and safety. The U.S. Environmental Protection Agency's (EPA) List N has identified a list of products that meet EPA's criteria for use against SARS-CoV-2. See EPA's List N: Disinfectants for Use Against SARS-CoV-2 (www.epa.gov/pesticideregistration/list-n-disinfectants-use-against-sars-cov-2).
- Product labels and Safety Data Sheets have been reviewed, follow manufacturer specifications, and use required personal protective equipment for the product.
- Sharing books, hymnals and religious texts by people from one service to the next does not pose a significant risk in spreading COVID-19. We have limited the sharing of these texts in close proximity to each other at the same time to those in your own household. Cleaning the covers of these objects along with other frequently touched items in your worship space are established in the cleaning schedule.

Housekeeping Resources

CDC: Cleaning and Disinfecting Your Facility (www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: Cleaning And Disinfecting Your Home (www.cdc.gov/coronavirus/2019-ncov/prevent-gettingsick/disinfecting-your-home.html)

CDC: Cleaning and Disinfection for Community Facilities (www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19) (www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

COMMUNICATIONS PROTOCOLS

Communication to educate members and participants about the steps being taken for their protection to mitigate the spread of COVID-19 is important for compliance. Communication of protective measures to members and participants prior to, and at the start of, the event or gathering to both educate and inform them of their role in protecting themselves and others is imperative.

Staff communications instructions and signage:

- All leadership, staff, and volunteers must be familiar with the Plan, be familiarized with COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols, in the church building.
- The Plan is posted on site in an easily accessible locations (front lobby outside church office, and parking-lot, rear entrance) and on the church's website. This allows for the Plan to be readily reviewed by all leadership, staff, and volunteers.
- Leadership and staff must ensure that all guests, members, and others using our space comply with and follow established rules and practices and checklists have been developed for guests in different circumstances.
- Leadership and staff must ensure the necessary or required rules and practices are communicated to members and other users of our space (e.g., community groups, support groups, etc.), and that they will in turn adequately enforce their provisions. These are facilitated by checklists to aid in communication and enforcement.
- Internal signage has been posted that can be used to alert or remind employees, guests, members, and others about guidelines and expectations and responsibilities.

Guest communications instructions and signage:

- External signs are posted on doors, and common areas, alerting visitors to restrictions on entry and movement in and around facility as well as any applicable guidelines and expectations.
- Checklists have been developed for those using the building and one for in-person worshipers.
- A mobile app will be used to track who will be attending any given worship service. Those attending can be electronically messaged prior to, during, or after the service with any information. Requiring persons to "sign in" electronically is helpful in maintaining a record of who was physically present in the event a case is identified and assistance is needed with contact tracing.

TRAINING PRACTICES PROTOCOLS

Training and education responsibilities:

- Leadership and staff have each been given a copy of this plan and been required to become familiar with its contents in an effort to communicate and educate others on how to carry out the plan and protocols, as well as clear direction on roles and responsibilities.
- Information has been made available to all staff about Personal Protective Equipment, disinfection measures, social distancing protocol, on-site health screening, signs and symptoms of COVID-19, self-quarantining and return to-work policies, visitors and contractors screening, signage, time-off options and all other COVID-19-related safe workplace changes.

- Staff have been trained on frequent hand washing; properly covering coughs and sneezes; refraining from touching the face.
- Alternative methods of communications between co-workers has been encouraged (phone, email, text).
- Phone/email/virtual meetings are conducted instead of in-person meetings, even when at office.
- Signs have been posted on doors to instruct guests/visitors/members on our building's safety protocols.
- An up-to-date repository on the company's shared network is maintained that allows staff to access all COVID-19 documents, resources, and company protocol.

Training Resources:

CDC: Prepare your Small Business and Employees for the Effects of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: Guidance on Preparing Workplaces for COVID-19 (www.osha.gov/Publications/OSHA3990.pdf)

WAYS TO MINIMIZE POSSIBLE TRANSMISSION

Some of the things that we have implemented as ways that this organization and facility can minimize possible transmission include:

- Signage and messaging have been developed regarding:
 - Staying home for members or visitors who do not feel well or have any symptoms compatible with COVID-19
 - Social distancing must be maintained by all parties
 - No admittance unless a mask or face shield is worn at all times
- Signage and messaging have been developed stating that all staff, guests, members, participants are required to conduct a self-check prior to entering the building and participating with worship or other activities. This includes:
 - Completing a self-check using the “Health Screening Survey” and take their own temperature. They are expected to err on the side of caution and stay home if they, or any members of their household, have symptoms of COVID-19. See the Minnesota Department of Health (MDH)’s Visitor and Employee Health Screening Checklist (<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>), and in the [Appendix](#)
 - Reviewing the survey questions addressing close contacts with confirmed cases and quarantined cases, and recent out of country travel. Visitors and participants are expected to stay home if they have had a significant exposure See the Minnesota Department of Health (MDH)’s Visitor and Employee Health Screening Checklist (<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>), and in the [Appendix](#)
- Messaging has been developed asking:
 - That persons who may be at higher risk for severe illness are strongly encouraged to stay home. People over 65 and people of any age with underlying medical conditions are at higher risk. See CDC’s People Who Are at Increased Risk for Severe Illness (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>)
 - If a participant begins to feel unwell while in the facility, they are to leave immediately and encouraged isolate themselves at home
- Signage and messaging encourage participants to regularly wash and/or sanitize their hands
- Equipment, products, or items touched by participants while in the building have been limited as much as possible

- Participants are required to maintain a distance of at least 6 feet (2 meters) from people not in the same household at all times. This includes establishing this distance with people next to them, in front, or behind them.
- Entrances and exits have been clearly marked and space within the facility to ensure adequate spacing of participants.
- Ushers have been eliminated from directing entering and exiting of the seating area to maintain proper social distancing.
- Note that congregational singing will not be allowed, and congregational speaking will be minimized. Singing is one of the riskiest ways to spread aerosol and droplets containing the virus.
- No refreshments or fellowship time will occur inside the building.
- Offering plates will not be passed during offering. Baskets are available at the entrance/exit where people can place offerings and they are provided with online giving options.
- Restroom use will be restricted. Building restrooms are single-person so the number of people in restrooms at the same time has been limited.
- The nursery will not be open during worship services and there will be no children's Activity Bags or bulletins available.

MINIMIZING TRANSMISSION IN WORSHIP

Church activities open for more than 50 people (Federal Guideline Phase 3):

- Maintain increased sanitation/cleaning and hygiene measures at church.
- Resume in-person worship with other members (insofar as they feel comfortable doing so).
- Continue online worship for those who still cannot gather.
- Resume communion, etc., with additional precautionary measures.
- Participants are required to wear a face covering for the duration of the service or event when required by Executive Order EO-81—i.e., when the event is in an indoor public space or indoor business—or when the venue requires face coverings (even if not otherwise required by Executive Order). We have disposable face coverings available for people who do not arrive with one. Refer to CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).

Worship leadership

- Worship leaders may not need to wear masks if they are over six feet away (12 feet recommended). Leaders may still choose to wear masks and should if they come into closer proximity with others.
- Preachers and presiders must be mindful of physical distancing when speaking, especially because leaders need to project their voices.
- Leaders should refrain from greeting worshipers at the door before or after worship.

- Personal equipment, items used in rituals or services and microphones, are not be shared or, if shared, they are disinfected after each use.

Worship practices

- Offering plates will not be passed during offering. Baskets are available at the entrance/exit where people can place offerings and they are provided with online giving options.
- Omit offering processions where others handle money/plates or communion vessels.
- Provide alternate methods of sharing the peace outside of family households. These could include the exchange of words, waves, offering a reverent bow, or using American Sign Language.
- Avoid greeting “receiving lines” at the door before and after worship.
- Processionals and recessionals have been eliminated.
- Practices during planned services, weddings and funerals have been adapted to avoid physical contact or passing objects between individuals (e.g., greetings, collection plates, sharing of ceremonial objects).
- High risk activities such as singing or chanting have been reduced due to the risk such activities present (forcefully expelling more respiratory droplets than speaking). The act of singing or chanting may contribute to transmission of COVID-19, possibly through emission of aerosols. Options include: pre-recorded music/chants, having only a few singers or cantor at a distance of at least 12 feet from anyone else, Pastors, musicians, singers, may or may not be wearing a face covering.

Speaking, singing, and playing instruments in worship

- Singing together, even from a distance, is one of the riskiest behaviors due to the spread of aerosol and droplets that can carry the virus a significant distance and remain suspended in the air. A cloth mask is unlikely to protect you or your neighbor.
- Similar caution applies to unison speaking, such as reciting the Lord’s Prayer and other communal speech.
- Encourage members to order hymnals to keep and use at home, especially if they must continue to worship at home for some time.
- Like singing, playing a wind instrument initiates a spread of aerosol and droplets and poses a strong risk of infection.
- Feature instrumental music and find other ways for worshipers to participate: for instance, clapping, moving in rhythm, or using small percussion instruments.
- When and where it is safe to do so, feature music from soloists or small ensembles, with the congregation participating only through attentive listening.
- Microphones, are not be shared or, if shared, they are disinfected after each use.
- Use online worship opportunities and soloists or small ensembles to teach and learn new songs from the hymnal or other sources; have a song of the week or month and invite worshipers to sing it at home.

Holy Communion

- Communion will be self-administered using “Celebration Cup” packets picked up prior to the service by each household. No in-person communion will be served during the services held inside the building for now, as this would require people to move around too much, increasing risk.
- The use of pre-filled, disposable wine and wafer cups may appear to be convenient and safer but are not without risk; they are also challenging to open and may be cost-prohibitive.
- The practice of sharing in Holy Communion is not advised until well into the final phases of gatherings of 50 or more people
- Those preparing and serving communion should sanitize their hands immediately before distributing communion; doing so in view of the congregation may help in reducing anxiety.
- During the Great Thanksgiving, the presiding minister may stand back from the table and not further touch the bread and cup.
- Congregations should refrain from kneeling or standing close together at a communion rail or in a line.
- Wafers may be a safer option than bread during this time. A package of wafers can be emptied onto a paten with minimal touch. Bread requires more handling.
- Common cup and intinction are not recommended.
- If distributing wine in small glasses in trays, ensure that the glasses are spaced far enough apart to minimize people’s touching of other glasses.
- If In-Person Communion is re-instated, the following guidelines will be followed:
 - Distribute Communion hand-to-hand, not hand-to-mouth. Do not share cups
 - Both the distributor and the receiver of communion are expected to wear face coverings
 - Maintain a distance of as close to 6 feet (two arm’s length) as possible between the communion distributor and the receiver. This would require both parties extending their arms as comfortably as possible
 - The distributor of communion should use hand sanitizer prior to initiation, and again after touching their face, coughing, or sneezing, or significant touching of another person or object in the process of distributing communion
 - Hand sanitizer should be used by the recipient before touching their mask to take it down for communion, and after touching the mask to put it back on. Note: hand sanitizer must be applied thoroughly and allowed to dry to be effective

Holy Baptism

- Keep baptismal fonts empty of water or, if they are filled as a visual reminder, discourage the practice of remembering your baptism by touching the water.
- Sanitize the font and fill it with fresh water before a baptism.

PROTECTIONS AND PROTOCOL FOR MANAGING OCCUPANCY

- Guidelines for in indoor settings, occupancy must not exceed 50% of total occupancy, with a maximum of 250 people in a single self- contained space. In outdoor settings, gatherings must not exceed 250 people.
- **We have had to reduce occupancy to accommodate for the required social distancing of at least 6 feet between people who do not live in the same household. Occupancy was further reduced to accommodate the number of staff and others needed to conduct the worship services.**
- Seating has been removed or blocked off.
- The sanctuary will have seating for approximately 75 people. We will use a phone app to help us gauge If we reaching maximum attendance for a service, members are asked to use the app to schedule attending, or call the church office if they do not have access to aa smartphone (it is not available on the computer) to let us know they are planning to attend.
- Members and guests for worship services will utilize an app on their phones as to not have too many show up for a given service. Room shall be set aside for last minute guests, and persons wishing to call in versus using the app.
- Bulletins will not be handed out. Bulletins will be pre-placed in the sections where seating is allowed. This will provide another visual cue for physical distancing.
- For larger groups and worship services participants may be asked to wait outdoors (weather permitting), use different entrances are utilized as well as staggered arrival and departure times, and other mechanisms to avoid congestion at entry and exit points.
- These limits may change as the data indicates declining number of cases and deaths, or surges in those numbers over time.
- For parking lot services or gatherings in vehicles we will follow the Guidance for Vehicle Gatherings, Parades, and Drive-ins (<https://www.health.state.mn.us/diseases/coronavirus/vehiclegather.pdf>)
- We have publicized our protocols so that current and potential members or visitors are aware of expectations.
- We have advised members and visitors of the added COVID-19 precautions that will be taken prior to arrival at the site. Uses of websites, social media, pre-appointment phone calls and app, as well as other outlets are used to educate members on the steps being taken for their protection and the protection of workers.
- Emails will be sent out containing the text of a screening survey prior to a planned service, wedding or funeral and request that anyone with symptoms stay home.
- Signage at the entrances and exits have been posted outlining established protocols.
- The number of persons trying to enter the building at the same time will be limited. Different methods may be used such as asking participants to arrive at staggered times (e.g., alphabetically or by electronic sign-up).
- We have evaluated all points in the services that previously involved a face-to-face or interaction closer than six feet and have tried to eliminated or determined how they can be done in an alternative way.
- We have provided hand sanitizer and tissues at the entrances to the building and other prominent locations. Hand sanitizer stations and mask areas have been made more visible with signage.
- Entrances, exits, restrooms and other areas of congestion are marked to provide for social distancing of at least six feet, including floor markers for distance, lane lines and signage in adjacent areas where people may be waiting for access.

- We have evaluated and made changes to space, re-configured movement through the spaces to allow for distancing of 6 between people from different households at all times.
- We have trained staff how to address a situation where a participant in a service or event appears to be sick or symptomatic and assist them in leaving.
- Ways of addressing arrivals after you have reached maximum capacity or if participants are not following the 6 feet of required distancing from others have been discussed. We have pre-planned as much as possible to avoid this situation and prepare a plan for if it occurs, including closing down the event or service and sending everyone home.
- In-person services and ceremonies will not be held unless adequate protective measures, found within this COVID-19 Preparedness Plan, have been implemented and are in place
- See: Checklists for visitors and for worshipers in the [Appendix](#).

Occupancy Resources:

[Guidance for Gatherings: Faith-Based Communities, Places of Worship, and Ceremonies \(PDF version\)](#)

[Guidance for Safe Celebrations and Events \(PDF version\)](#) - updated 7/22/20

[Guidance for Vehicle Gatherings, Parades, and Drive-ins \(PDF version\)](#) - updated 7/22/20

[Calculating occupant load for assembly \(PDF version\)](#)

OTHER IMPORTANT CONSIDERATIONS

As we have considered the further opening of gathering spaces, worship, rituals, prayer meetings, scripture studies, weddings, or funerals, we have considered the unique characteristics of our community members and shared spaces.

- Some of our staff, visitors, guests, and members may be at higher risk for COVID-19; these persons are strongly urged to stay at home and not participate in any group gatherings involving people outside of their immediate household.
- We will continue or radio broadcasts and virtual services and meetings into the future. Phone contact, and other outreach to vulnerable community members will continue, even as other members begin to engage in person. Some of our members may not feel comfortable resuming in-person contact for a longer period of time. It is important to respect their decisions while continuing to remain connected in other ways.
- Remember that as restrictions are lifted on a state-wide level, our situation remains fluid. Our community has the choice to continue the practices put in place during the stay-at-home order and may even delay in-person gatherings.
- We realize that faith communities may need to take additional steps to ensure that members who choose not to attend in-person services will not experience negative consequences from those in our or other communities because of their decision.
- These Requirements are being implemented universally across various sectors with similar gathering spaces in our communities. Consideration is given to space size, flow of movement, duration of time in designated shared space, and the nature of the COVID-19 virus to easily spread in large group gatherings no matter how much planned social distancing is implemented.
- If there is evidence of COVID-19 spread within our faith community, we will stop offering in-person services until it is safe to return. We will be contacting our local or state health departments for further guidance in these situations.

APPENDIX: RESOURCES

Operational Guidance for Places of Worship

COVID-19 Preparedness Plan Template and Instructions

COVID-19 Preparedness Plan template and instructions - English (PDF)

COVID-19 Preparedness Plan template and instructions - English (Word)

Official Guidance: Faith-Based Communities, Places of Worship, Weddings, and Funerals

Industry Guidance for Safely Reopening Faith-Based Communities, Places of Worship, Weddings, and Funerals - English (PDF) - UPDATED 7/22/2020

Supplemental Resources for Faith-Based Communities

Guidance for Gatherings: Faith-Based Communities, Places of Worship, and Ceremonies (PDF version)

Guidance for Safe Celebrations and Events (PDF version) - updated 7/22/20

Guidance for Vehicle Gatherings, Parades, and Drive-ins - updated 7/22/20

Calculating occupant load for assembly (PDF version)

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) (www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus (www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 Response (<https://mn.gov/covid19>)

Businesses

CDC: Businesses and Workplaces (www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General Business Frequently Asked Questions (www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID19), May 2020: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and Employers: COVID-19 (www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials and Resources for COVID-19 Response (www.health.state.mn.us/diseases/coronavirus/materials/index.html)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 Information and Resources (<https://mn.gov/deed/newscenter/covid/>)

Minnesota Department of Labor and Industry (DLI): Updates Related to COVID-19 (www.dli.mn.gov/updates)

Federal Occupational Safety and Health Administration (OSHA) (www.osha.gov)

AIHA: Back to Work Safely (www.backtoworksafely.org)



COVID-19 Liability Release Waiver

In consideration of my participation in the foregoing, the undersigned acknowledge and agree to the following:

- I have not experienced symptoms that of fever, fatigue, difficulty in breathing, or dry cough or exhibiting any other symptoms relating to COVID-19 or any communicable disease within the last 14 days.
 - I have not, nor any member(s) of my household, traveled by sea or by air, internationally within the past 30 days.
 - I did not, nor any member of my household, visit any any area within the United States that was reported to be highly affected by COVID-19, in the last 30 days .
 - I have not been, nor any member(s) of my household, diagnosed to be infected of COVID-19 virus within the last 30 days.
- I am aware of the existence of the risk on my physical appearance to the venue and my participation to the
- activity of the Organization that may cause injury or illness such as, but not limited to Influenza, MRSA, or COVID-19 that may lead to paralysis or death.

Following the pronouncements above I hereby declare the following:

- I am fully and personally responsible for my own safety and actions while and during may participation and I recognize that I may be in any case be at risk of contracting COVID-19.
With full knowledge of the risks involved, I hereby release, waive, discharge the Organization, its board, officers, independent contractors, affiliates, employees, representatives, successors, and assigns from
- any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19.
- I agree to indemnify, defend, and hold harmless the Organization from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

By signing below I acknowledge that I have read the foregoing Liability Release Waiver and understand its contents; that I am at least eighteen (18) years old and fully competent to give my consent; That I have been sufficiently informed of the risks involved and give my voluntary consent in signing it as my own free act and deed; that I give my voluntary consent in signing this Liability Release Waiver as my own free act and deed with full intention to be bound by the same, and free from any inducement or representation.

This waiver will remain effective until laws and mandates relevant to COVID-19 are lifted.

VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers "Yes" to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer "Yes" or "No" to each question. Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

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05/20/2020

STAY SAFE MN

What To Do if You Have COVID-19

If you have tested positive for COVID-19, you must separate yourself from others and watch yourself for symptoms such as fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, fatigue, congestion, or loss of taste or smell. This is to protect yourself, your family, and your community.

If you need medical care, follow the instructions on the back page.

Separate yourself from others



Stay home. Do not go to work, school, or any other place outside the home. Stay home until all three of these things are true:

- You feel better. Your cough, shortness of breath, or other symptoms are better.
and
- It has been 10 days since you first felt sick.
and
- You have had no fever for the last 24 hours, without using medicine that lowers fevers.



Stay away from other people in your home. As much as possible, stay in a separate room and use a separate bathroom, if available.



Wear a facemask if you need to be around other people, and cover your mouth and nose with a tissue when you cough or sneeze. Wash hands thoroughly afterward.



Avoid sharing personal household items. Do not share food, dishes, drinking glasses, eating utensils, towels, or bedding with other people in your home. After using these items, wash them thoroughly with soap and water. Clean all frequently touched surfaces in your home daily, including door knobs, light switches, or faucets.



Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer containing at least 60% alcohol. Avoid touching your face with unwashed hands.

WHAT TO DO IF YOU HAVE COVID-19

Please carefully review additional information provided to you by the health department and CDC's webpage on **Cleaning and Disinfection for Households** (www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html).



Monitor your symptoms

IF YOUR SYMPTOMS GET WORSE, YOU HAVE DIFFICULTY BREATHING, OR YOU NEED MEDICAL CARE:

Contact your health care provider. Call ahead. Do not use public transportation, ride-sharing (such as Uber or Lyft), or taxis if you need to go to a clinic or hospital.

If you need emergency medical attention any time during the isolation period, call 911 and let them know that you have been diagnosed with COVID-19.



Minnesota Department of Health | health.mn.gov | 651-201-5000
625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975

Contact health.communications@state.mn.us to request an alternate format.

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What To Do if an Employee has COVID-19

If an employee has tested positive for COVID-19, you must take steps to protect others in the workplace. Promptly separate any sick employees from others and send them home; determine who may have been exposed to the person who tested positive for COVID-19; and educate employees about workplace health and safety guidelines.

Determine which other employees have been exposed



- **Identify close work contacts** of the person who tests positive for COVID-19. This includes people who have had at least 15 minutes of contact within 6 feet of the person who is positive, beginning two days before the person who tests positive developed symptoms. You do not need to give these names to local or state public health agencies.



- **Tell exposed employees how to keep from spreading COVID-19** to others, including staying home for 14 days from the last day they were exposed to the person with COVID-19 if they work at noncritical businesses, or 10 days from the last day they were exposed to the person with COVID-19 if they work at a critical business.



- **Track the number of days that exposed employees stay home** to make sure they do not come back to work too soon. Employees who are sent home who develop symptoms should stay home until all three of these things are true: They feel better; **and** it has been 10 days since they first felt sick; **and** they have had no fever for the last 24 hours, without using medicine that lowers fevers. That means they might be out of work for more than 10 days.



- **Screen returning employees** to make sure they do not have symptoms and are OK to come back to work. No medical examination, testing, or official letter is needed to return to work.

Screen employees coming to work

Do regular health checks of all employees and visitors entering buildings. Take temperatures and ask about symptoms: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea. If someone exhibits symptoms, send them home immediately.

Educate employees about health and safety guidelines



- **Practice social distancing.** Stay away from large gatherings and stay at least 6 feet away from others when possible.



- **Wear a facemask** if you need to be around other people, and cover your mouth and nose with a tissue when coughing or sneezing. Wash hands thoroughly.



- **Wash hands** often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer containing at least 60% alcohol.



- **Routinely clean and disinfect** frequently touched objects and surfaces, such as workstations, keyboards, telephones, handrails, and doorknobs.



- **If employees develop symptoms**, make sure they know to separate themselves from others and follow public health recommendations for staying at home.

Connect with public health

If you need more guidance about conducting business safely, please visit the Minnesota Department of Health website or contact your local health department.



Minnesota Department of Health | health.mn.gov | 651-201-5000
625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975

Contact health.communications@state.mn.us to request an alternate format.

08/03/2020

WORSHIPERS AT GLENWOOD LUTHERAN CHURCH CHECKLIST



**ALL WORSHIPERS MUST CONDUCT A SELF-CHECK USING THE
“HEALTH SCREENING CHECKLIST” PRIOR TO ENTERING THE
BUILDING FOR THEMSELVES AND ANY FAMILY MEMBERS**

Some considerations prior to arriving at the church:

- If you do not feel comfortable coming to a worship service, we understand and encourage you to make the best decision for you and your family. Watch/listen to the broadcasts.
- Please stay home if sick, or may have been exposed.
- The sanctuary will have seating for approximately 75 people. We will be using a phone app to help us gauge if we have reached maximum attendance for a service. Please use the app to schedule attending, or call the church office if you do not have a smartphone (it is not available on the computer), and let us know you are planning to attend.
- Singing is one of the riskiest ways to spread aerosol and droplets containing the virus. Note that congregational singing is not encouraged, and congregational speaking will be minimized.
- No in-person communion will be served during the services held inside the building for now, as this would require people to move around too much, increasing risk. Instead we will continue to use the “Celebration Cups” from your pew.
- No refreshments or fellowship time will occur inside the building. For those wanting to visit, please do so outside, and please maintain social distancing from other families. Greet one another with a wave rather than a hug or a handshake.
- Offering plates will not be passed during offering. Plates are available at the entrance/exit where people can place offerings and you are provided with online giving options.

Guidelines when entering and while in the building for worship services:

- ✓ Wear a properly fitted face mask or shield at all times inside the building. Masks are proven to reduce the spread of the virus and are required by all those in attendance, including children—no exceptions. If you don't have a mask or forget your mask we will have a few disposable ones available. (Note: Those who are under two-years old should never wear a face covering due to the risk of suffocation.)
- ✓ Enter and exit the building as quickly as possible, do not linger or gather in groups.
- ✓ Clean your hands at the hand sanitizing station at the church entrance upon arriving.
- ✓ Maintain a distance of at least 6 feet between your household members and all others near you.

- ✓ Use your home restroom before attending worship, use will be limited to 1 restroom while the building is open.
- ✓ Please follow the directions of those assisting in the worship service.
- ✓ Please look for instructions. We have posted general rules and instructions throughout the building. Please read and follow guidance given.
- ✓ Follow the direction of those assisting in seating and dismissal from the sanctuary to prevent crowding while entering and exiting. Note that every other pew will be taped off to provide adequate distancing.
- ✓ Use your mobile device to access readings and digital bulletins, and bring your own Bible. Printed bulletins will be available if needed, but you are encouraged to follow the digital bulletin on our website. If you do take a bulletin, please take it with you when you leave and recycle it at home.

Families with children:

- ✓ All school-age children regardless of age will be required to wear a face covering. (Note: Those who are under two-years old should never wear a face covering due to the risk of suffocation.)
- ✓ If you know it will be challenging to keep your children occupied or if they will have a hard time staying in close proximity to your seated area, please consider watching the service at home. We are limiting movement during service and access around building.
- ✓ Please feed children at home and do not bring snacks, there is to be no food consumption onsite. The nursery will not be open during worship services. There will be no children's Activity Bags or bulletins available. And children will not be asked to come forward for the Children's Message.

Other considerations:

- ✓ Our facility staff have done an excellent job of cleaning and sanitizing our facility and will continue to do so. Please limit yourself to specified rooms and restrooms to help prevent unknown spread in areas of our building.
- ✓ There is no better way to care for your neighbor than by taking the recommended precautions until we are beyond this pandemic.
- ✓ God's grace to you all as we continue in these times of needing to be vigilant in preventing the spread of COVID-19, and receive the assurance that God has you in his care and that the promises found in Jesus Christ are for you always and forever! As we approach our first Sunday of indoor worship, may we approach it with humility, patience, and love for each other.

**“I give you a new commandment, that you love one another.
Just as I have loved you, you also should love one another.” John 13:34-35**