

COVID-19 Preparedness Plan for Glenwood Lutheran Church

Revision 02/23/22

Glenwood Lutheran Church is committed to providing a safe and healthy place to worship for all our members and visitors. To ensure we have a safe and healthy place for worship, Glenwood Lutheran Church has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All staff members at all levels of the congregation are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our parish and communities.

The COVID-19 Preparedness Plan is administered by Rev. Katherine Rood, Lead Pastor and Leadership: Church Executive Board and Council, who maintains the overall authority and responsibility for the plan. However, employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

Our COVID-19 Preparedness Plan follows the 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. COVID continues to be fluid and this plan is subject to change based on the situation.

The Plan addresses the following components:

- Staff Protection and Protocols
- Ways to Minimize Possible Transmission
- Minimizing Transmission in Worship
- Protections and Protocol for Managing Occupancy

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/Social distancing:

- We recommend at least six feet between people who do not live in the same household
- Staff are encouraged to be always at least 6 feet apart. Six feet of distancing in work areas, including workstations and shared offices.
- Recommend 6 feet of distance between staff and the public whenever interacting
- Encourage meetings be held in large spaces where people can spread out at six-foot intervals.
- Virtual meetings may be implemented when employees or committee members are in quarantine or as needed

Getting Vaccinated

We encourage you to receive the COVID-19 vaccine, whether in two doses at the recommended intervals (i.e., 21 or 28 days apart) or in one dose if a single dose is available in addition to the booster. Refer to the vaccination “When are You Up to Date” chart below.

You are expected to comply with all other COVID-19 safety precautions, social distancing, not using shared equipment prior to disinfecting, etc., whether you receive a vaccination or not.

Going to Work When you Have Side Effects

Side effects can happen after vaccination and can be similar to symptoms of illnesses, like COVID-19. These side effects can include pain, swelling, or redness where the shot was given. Less common side effect can include headache, fatigue, or fever.

- If you are experiencing side effects where the shot was given (such as pain, swelling, or redness), but otherwise well, you can return to work. Typically, side effects start within a day of receiving the vaccine and may last for three days.
- If you are experiencing other symptoms of illness like fever, headache, or noticeable tiredness, then you should stay home. These may or may not be due to the vaccine. With any of these symptoms, stay home until your symptoms are improved and you have not had a fever for 24 hours. If symptoms worsen or last longer than three days, stay home and call your health care provider. It is possible that you were exposed to COVID-19 before or around the same time you were vaccinated so it may be helpful to get tested.

It takes about two weeks after getting vaccinated for your body to build up protection against COVID-19 to help protect you from getting sick. There is still a small chance that you could get infected and become sick even after being vaccinated.

Masks:

Masks will be available for individuals that would like to wear face coverings. Masks are encouraged to be worn where social distancing cannot be maintained.

Masks are also recommended following the CDC guidelines in regards to quarantining and isolation.

Well-fitting Mask Use:

1. Correct and consistent mask use is a critical step everyone can take to prevent getting and spreading COVID-19.
2. Masks should fit snugly over your nose, mouth, and chin, without gaps at the edges.
 - Check for gaps by cupping your hands around the outside edges of the mask
 - Make sure no air is flowing from the area near your eyes or from the sides of the mask
 - If the mask has a good fit, you will feel warm air come through the front of the mask and may be able to see the mask material move in and out with each breath
3. Masks with layers should be used to keep respiratory droplets in and other's out.
 - 2 ways to layer
 - Use a cloth mask that has multiple layers of fabric
4. Make sure you can see and breath easily

Staff Protection and Protocols

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. Therefore, we retain the right to close at any time that events or circumstances are deemed unsafe.

Ensure Sick Staff Stay Home

Glenwood Lutheran Church has established health screening protocols prior to entering the facility. All who enter shall self-screen by using the Visitor and Employee Health Screening Checklist.

Employees 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 employees' health status prior to entering the workplace and for employees to not report to work when they are sick or experiencing symptoms.

Health Screening Protocols for Employees at the start of each shift:

Employees should self-screen prior to coming to work answering the health screening questions, in addition the questions will be posted at the entrance:

If an employee 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?
- Cough?
- Chills?

- Shortness of breath?
- Sore Throat?
- Muscle aches?
- Headache?
- Loss of smell or taste?
- Fatigue?
- Runny Nose or Congestion?
- Nausea or vomiting?
- Diarrhea?

This list is not all inclusive. CDC will continue to update this list as they learn more about COVID-19. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Employees with COVID-19 symptoms will be sent home immediately. If they cannot go home immediately, isolate in a closed room until they can go home.

If you develop symptoms while at work, contact your supervisor immediately and go home and follow the “When to Stay Home” chart below.

If an employee with symptoms is testing for COVID-19:

The employee should stay home and isolate away from other people until test results are available.

Isolation: is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it’s safe for them to be around others. At home, anyone sick or infected should separate from others, or wear a [well-fitting mask](#) when they need to be around others. People in isolation should stay in a specific “sick room” or area and use a separate bathroom if available. Everyone who has presumed or confirmed COVID-19 should stay home and isolate from other people for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons). They should wear a mask when around others at home and in public for an additional 5 days. People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of their vaccination status. This includes:

- People who have a [positive viral test](#) for COVID-19, regardless of whether or not they have [symptoms](#).
- People with [symptoms](#) of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

Quarantine: is a strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others.

Close Contact: Someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting 2 days before they have any symptoms (or, for asymptomatic people, 2 days before the positive specimen collection date).

Who needs to quarantine?

If you come into close contact with someone with COVID-19, you should quarantine if you are not [up to date](#) on COVID-19 vaccines. This includes people who are not vaccinated.

Up to date means a person has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible.

Fully vaccinated means a person has received their primary series of COVID-19 vaccines.

If participants are needing to quarantine, virtual attendance (Zoom) will be available to those individuals.

When Are You Up to Date?

You are up to date with your COVID-19 vaccines when you have followed the current recommendations listed below. The recommendations will be different depending on your age, your health status, and when you first got vaccinated.

Pfizer-BioNTech ^[1]	Moderna ^[1]	Johnson & Johnson's Janssen ^[1,2]
Ages Recommended 5+ years old	Ages Recommended 18+ years old	Ages Recommended 18+ years old
Primary Series 2 doses ^[3,4] Given 3 weeks (21 days) apart ^[5]	Primary Series 2 doses ^[3] Given 4 weeks (28 days) apart ^[5]	Primary Series 1 dose
Fully Vaccinated 2 weeks after final dose in primary series	Fully Vaccinated 2 weeks after final dose in primary series	Fully Vaccinated 2 weeks after 1st dose
Booster Dose Everyone ages 12+ should get a booster dose at least 5 months after the last dose in their primary series. Teens 12–17 should only get a Pfizer-BioNTech COVID-19 Vaccine booster Everyone 18+ should get a booster dose of either Pfizer-BioNTech or Moderna (mRNA COVID-19 vaccines)	Booster Dose Everyone ages 18+ should get a booster dose of either Pfizer-BioNTech or Moderna (mRNA COVID-19 vaccines) at least 5 months after the last dose in their primary series.	Booster Dose Everyone ages 18+ should get a booster dose of either Pfizer-BioNTech or Moderna (mRNA COVID-19 vaccines) at least 2 months after the first dose of J&J/Janssen COVID-19 Vaccine. You may get J&J/Janssen in some situations.
When Boosted A person is considered “boosted” and up to date right after getting their booster dose.	When Boosted A person is considered “boosted” and up to date right after getting their booster dose.	When Boosted A person is considered “boosted” and up to date right after getting their booster dose.

When to Stay Home

Calculating Quarantine

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.**

Stay home and away from other people for at least 5 days.

<p>IF YOU Were exposed to COVID-19 and are NOT up-to-date on COVID-19 vaccinations</p>	<p>Quarantine for at Least 5 days</p> <p>Stay home Stay home and quarantine for at least 5 full days.</p> <p>Wear a well-fitted mask if you must be around others in your home.</p> <p>Get Tested Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.</p>	<p>After quarantine</p> <p>Watch for symptoms Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.</p> <p>If you develop symptoms Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.</p>	<p>Take precautions until day 10</p> <p>Wear a mask Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.</p> <p>Avoid travel</p> <p>Avoid being around people who are at high risk</p>
<p>IF YOU Were exposed to COVID-19 and are up-to-date on COVID-19 vaccinations</p>	<p>No quarantine You do not need to stay home unless you develop symptoms.</p>	<p>Watch for symptoms Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.</p> <p>If you develop symptoms Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.</p>	<p>Take precautions until day 10</p> <p>Wear a mask Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.</p> <p>Avoid travel</p> <p>Avoid being around people who are at high risk</p>
<p>IF YOU Were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test)</p>	<p>No quarantine You do not need to stay home unless you develop symptoms.</p>	<p>Watch for symptoms Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.</p> <p>If you develop symptoms Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.</p>	<p>Take precautions until day 10</p> <p>Wear a mask Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.</p> <p>Avoid travel</p> <p>Avoid being around people who are at high risk</p>

Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

<p>IF YOU Tested positive for COVID-19 or have symptoms, regardless of vaccination status</p>	<p>Stay home for at least 5 days Stay home for 5 days and isolate from others in your home.</p> <p>Wear a well-fitted mask if you must be around others in your home.</p>	<p>Ending isolation if you had symptoms End isolation after 5 full days if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.</p> <p>Ending isolation if you did NOT have symptoms End isolation after at least 5 full days after your positive test.</p> <p>If you were severely ill with COVID-19 You should isolate for at least 10 days. Consult your doctor before ending isolation.</p>	<p>Take precautions until day 10</p> <p>Wear a mask Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.</p> <p>Avoid travel</p> <p>Avoid being around people who are at high risk</p>
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Who does not need to quarantine?

If you had close contact with someone with COVID-19 and you are in one of the following groups, you **do not need to quarantine**.

- You are [up to date](#) with your COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (meaning you tested positive using a [viral test](#)).

You should wear a [well-fitting mask](#) around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0). [Get tested](#) at least 5 days after you last had close contact with someone with COVID-19. If you test positive or develop COVID-19 symptoms, isolate from other people and follow recommendations in the [isolation](#) section below. If you tested positive for COVID-19 with a [viral test](#) within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, you do not need to quarantine or get tested after close contact. You should wear a [well-fitting mask](#) around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0).

What to do for quarantine

- Stay home and away from other people for at least 5 days (day 0 through day 5) after your last contact with a person who has COVID-19. The date of your exposure is considered day 0. Wear a [well-fitting mask](#) when around others at home, if possible.
- For 10 days after your last close contact with someone with COVID-19, watch for fever (100.4°F or greater), cough, shortness of breath, or other [COVID-19 symptoms](#).
- If you develop symptoms, [get tested](#) immediately and isolate until you receive your test results. If you test positive, follow [isolation](#) recommendations.
- If you do not develop symptoms, [get tested](#) at least 5 days after you last had close contact with someone with COVID-19.

- If you test negative, you can leave your home, but continue to wear a [well-fitting mask](#) when around others at home and in public until 10 days after your last close contact with someone with COVID-19.
- If you test positive, you should isolate for at least 5 days from the date of your positive test (if you do not have symptoms). If you do develop [COVID-19 symptoms](#), isolate for at least 5 days from the date your symptoms began (the date the symptoms started is day 0). Follow recommendations in the [isolation](#) section below.
- If you are unable to get a test 5 days after last close contact with someone with COVID-19, you can leave your home after day 5 if you have been without [COVID-19 symptoms](#) throughout the 5-day period. Wear a [well-fitting mask](#) for 10 days after your date of last close contact when around others at home and in public.
- Avoid people who are [immunocompromised or at high risk for severe disease](#), and nursing homes and other high-risk settings, until after at least 10 days.
- If possible, stay away from people you live with, especially people who are at [higher risk](#) for getting very sick from COVID-19, as well as others outside your home throughout the full 10 days after your last close contact with someone with COVID-19.
- If you are unable to quarantine, you should wear a [well-fitting mask](#) for 10 days when around others at home and in public.
- If you are unable to wear a mask when around others, you should continue to quarantine for 10 days. Avoid people who are [immunocompromised or at high risk for severe disease](#), and nursing homes and other high-risk settings, until after at least 10 days.
- Do not travel during your 5-day quarantine period. Get tested at least 5 days after your last close contact and make sure your test result is negative and you remain without symptoms before traveling. If you don't get tested, delay travel until 10 days after your last close contact with a person with COVID-19. If you must travel before the 10 days are completed, wear a [well-fitting mask](#) when you are around others for the entire duration of travel during the 10 days. If you are unable to wear a mask, you should not travel during the 10 days.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until after 10 days after your last close contact with someone with COVID-19.

After quarantine

- Watch for symptoms until 10 days after your last close contact with someone with COVID-19.
- If you have symptoms, isolate immediately and [get tested](#).

If an employee is confirmed to have COVID-19

Employee sickness reporting protocols. Follow the Attendance Policy and notify Lead Pastor.

Social Distancing – Employees Encouraged to Be At Least Six-feet Apart

Recommend physical distancing in work areas, including at workstations, corridors, concession areas, production lines, break rooms, etc.

Personal Protection and facilities cleaning, sanitizing

- Surfaces are cleaned and sanitized frequently
- Wipes, sanitizer and cleaning products are widely accessible throughout the building.
- Common touch areas are cleaned each day if used.

Social Distancing – Employees Encouraged to Be At Least Six-feet Apart

Recommend physical distancing in work areas, including at workstations, corridors, concession areas, production lines, break rooms, etc.

Employee Hygiene and Source Controls

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All worshipers, guests and visitors to the workplace are encouraged to sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the church so they can be used for hand hygiene in place of soap and water.

1. Ensure employees regularly wash their hands. Employees are instructed to regularly wash and/or sanitize their hands, in particular when entering and exiting the business, before and after eating or drinking, using restroom facilities and using devices. Ensure

handwashing and/or hand-sanitizer facilities are readily available and appropriately stocked. Avoid touching your eyes, nose, and mouth with unwashed hands.

2. Glenwood Lutheran Church will provide recommended protective supplies, such as source control cloth face coverings, gloves, disinfectant, guards, shields, etc.

Food Service

Currently, there is no evidence to suggest that handling food or eating is associated with directly spreading COVID-19. However, people sharing utensils and congregating around food service areas can pose a risk. Limit food or beverage service in areas in which people are more likely to congregate as that may encourage unmasked interactions.

- People should wash their hands with soap and water for at least 20 seconds after removing their gloves or after directly handling used food service items.
- Consider having pre-packaged boxes or bags for each attendee.

Workplace Cleaning and Disinfection Protocols

Frequently clean and disinfect all areas, such as offices, restrooms, locker and changing rooms, common areas, shared electronic equipment, machinery, tools, controls, etc.

Protections and Protocol for Managing Occupancy

Currently there are not any occupancy guidelines but subject to change

Other Important Considerations

Some of our staff, visitors, guest, 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 our radio broadcasts and virtual services. Phone contact, and other outreach to vulnerable community members will continue.

Communication Protocols

Glenwood Lutheran Church leadership will ensure the necessary or required rules and practices are communicated to employees, and adequately enforce their provisions.

Employees must ensure they comply with and follow established rules and practices.

All leadership and employees are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. It will be updated as necessary by Teresa Jergenson, President of Glenwood Lutheran Church.

Certified by:

Rev. Katherine Rood
Lead Pastor

September 2, 2020/Rev Sept. 13, 2021/**Rev Feb 23, 2022**