



Our Savior's

LUTHERAN CHURCH

August 5, 2020

Dear Members and Friends of Our Savior's Lutheran Church

Included with this letter is a phased re-opening plan for Our Savior's Lutheran Church. This plan has been put together by the church's Covid Task Force and has been approved by the church Council. It is meant to guide us in our re-opening process. The plan is being sent to the entire congregation so everyone can understand how decisions on starting again will be made.

As we prepare for our outdoor worship service on August 12th, we will rely on the trend in the number of cases in our area to determine our status. The news for Minnesota has not been good lately, and that continues to be a concern. Negatively, case counts have risen significantly again in our state. On the positive side, deaths from this virus seem to have leveled off as we do a better job of protecting the most vulnerable and create better treatment protocols.

Please take the time to read through the phases. Again, if you have questions, please don't hesitate to contact any member of the Covid Task Force. We're always looking for ideas that can help us through these challenging times.

Also, please don't forget about the outdoor service on August 12th. We would love to see you there, we do need to know how many people plan to attend so we are appropriately prepared. To aid in this, we are asking you to register by calling the church office 331-2276 if you plan on attending.

Peace to all,

OSLC Covid Task Force
Ken Hubert – Chair
Jill Finstuen
Dawn Peanasky
Gary Glienke
Jim Huberty
Mike Hildebrandt
Marnie Roiger
Pastor Jeff Sandgren
Kira Anderson
Georganne Danielson

faith grows here.

1207 Prairie Ave. SW | Faribault, MN 55021

507-331-2276

www.oursaviorsfbo.org

Our Savior's Lutheran Church (OSLC) Response Plan to COVID-19 August 2020

This plan was developed with thoughtful consideration about caring for our congregation AND larger community in which we live.

Information received from the Minnesota Department of Health, the Evangelical Lutheran Church in America (ELCA) and the South East Minnesota Synod of the ELCA have influenced our decisions and strategies.

This document contains four levels of operations, with the final, or open building, level being Level 4. Under each level there are recommendations for building users, office and staff schedules, volunteers and small groups, worship services and cleaning schedules, as well as a response to a positive COVID-19 case within our community.

The COVID-19 Task Force will monitor and make decisions to move from one level to another in either direction. As we move through each level information will be communicated to church members and building users. (The only exception to the criteria set out in this document will be public elections held on August 11th and November 3rd. City and County officials will be providing security and necessary measures to ensure the safety of all voters and volunteers.)

*****During the COVID-19 pandemic all people in the building are required to wear a mask, social distance, and practice proper hygiene according to the Minnesota Department of Health. All areas must be disinfected after each use. Disinfectant solutions will be located throughout the building. If anyone knows they have been exposed to COVID-19 it is required that they stay away from any on-site church activities for two weeks. If anyone has symptoms of COVID-19 it is required that they stay away from any on-site church activities for at least two weeks and until they are no longer ill.**

Level One

We will operate at this level under the following conditions:

1. The church building is closed, **and**
2. there has not been a consistent two-week reduction in the number of reported COVID-19 cases, beginning August 1, in the following Minnesota counties: Rice, Waseca, Steele, Dakota, and Scott. (This will be monitored by the COVID-19 Response Task Force.)

Building Users (not OSLC groups)

- No building users inside the building.
- Building users may meet outside on OSLC property but with no admission to the building.
- Building users must contact Office Coordinator, Wendy Becker-Smith or Operations Director, Georganne Danielson to inform the church of a meeting on OSLC property that will be outside of the building.

Office and Staff Schedule

- The church office is closed.
- The staff will work from home and occasionally go into the office for essential duties. (see^{***})

Volunteers and Small Groups

- Small groups will meet online only.
- Only building maintenance and essential volunteers are allowed in the building. (see***)

Worship Services

- All worship services will be online only.
- Pastor Jeff, Kira Anderson, Brendan Cox (for Communication purposes) and up to two families for musician leadership, will be recording worship in the sanctuary.
- No weddings, funerals, or baptisms will be performed inside the sanctuary.
- Pastor Jeff and Kira Anderson will be available for pastoral care over the phone and online.

Cleaning Schedule

- Cleaning services will be maintained once a week.
- Individuals will disinfect encountered areas after each use. (see***)

COVID-19 Positive Case Scenario

- Anyone who has been in the building and who has been exposed to or has tested positive for COVID-19, should contact Pastor Jeff immediately.
- While maintaining confidentiality, all OSLC staff, and essential volunteers will be informed of a positive COVID-19 case.
- Cleaning services will be informed.

Level Two

We will operate at this level under the following conditions:

1. Gatherings of 10 or fewer individuals are allowed by the Minnesota Department of Health; **and**
2. there has been a consistent two-week reduction in the number of reported COVID-19 cases, beginning August 1, in the following Minnesota counties: Rice, Waseca, Steele, Dakota, and Scott. (This will be monitored by the COVID-19 Response Task Force.)

Building Users (not OSLC groups)

- Building users of 10 or fewer individuals are allowed inside the building. (see***)
- Building users may meet outside on OSLC property, with limited admission to the building. (see***)
- Building users may use education restrooms only.
- Building users must contact Office Coordinator, Wendy Becker-Smith or Operations Director, Georganne Danielson to inform the church of a meeting schedule and discuss feasibility.

Office and Staff Schedule

- The church office will be open on a part-time basis.
- The church staff will decide their schedule for work in the office. (see***)

Volunteers and Small Groups

- Small groups of 10 or fewer individuals may meet in the Fireside Room, Noah's Ark Conference Room or specific classrooms in the Education Wing, with open windows. (see***)
- Office Coordinator, Wendy Becker-Smith or Operations Director, Georganne Danielson must be contacted to schedule meetings in advance.

Worship Services

- All worship services will be online.
- Outdoor worship may be held occasionally if determined to be appropriate by the worship leaders and Task Force with specific social distancing requirements posted and expectations that all requirements will be followed by participants.
- There will be no congregational songs, sharing of the peace, communion or children's message gatherings.
- Staff will decide their comfort level with multiple staff present to record worship in the sanctuary.
- Weddings, funerals, and baptisms with 10 or fewer individuals will be allowed in the sanctuary.
- Pastor Jeff and Kira Anderson will be available for pastoral care over the phone, online and for meetings with 10 or fewer individuals inside or outside the building. (see***)

Cleaning Schedule

- Cleaning services will be maintained once a week.
- Individuals will disinfect encountered areas after use. (see***)

COVID-19 Positive Case Scenario

- Anyone who has been in the building and who has been exposed to or has tested positive for COVID-19, should contact Pastor Jeff immediately.
- While maintaining confidentiality, all OSLC staff, and essential volunteers will be informed of a positive COVID-19 case.
- Cleaning services will be informed.
- The church office and meeting rooms will be closed for seven days following that notification.

Level Three

We will operate at this level under the following conditions:

1. Gatherings of 50 or fewer individuals are allowed by the Minnesota Department of Health; **and**
2. state and local health officials determine that the risk of community transmission of the coronavirus in Minnesota is low;

Building Users (not OSLC groups)

- Building users of 50 or fewer individuals are allowed inside the building. (see***)
- Building users may meet outside with limited access to the building. (see***)
- Building users will use Education restrooms only.
- Building users must contact Office Coordinator, Wendy Becker-Smith or Operations Director, Georganne Danielson to inform the church of a meeting schedule and to discuss feasibility.

Office and Staff Schedule

- The church office will be open to its previous COVID-19 schedule.
- Church staff will decide their schedule for work in the office. (see***)

Volunteers and Small Groups

- Small groups of 50 or fewer individuals may meet in the building, with recommended open windows. (see***)
- All groups of 50 or fewer individuals will use discretion and defer to the group leader for safe practices for the individual group. (see***)
- All groups must contact Office Coordinator, Wendy Becker-Smith or Operations Director, Georganne Danielson to schedule meetings in advance.

Worship Services

- All worship services will be online.
- Outdoor worship may be held occasionally if determined appropriate by the worship leaders and Task Force with specific social distancing requirements posted and expectations that all requirements will be followed by participants.
- There will be no congregational songs, sharing of the peace, or children's message gatherings.
- Communion will be offered with instructions for the gathered on how it will be received.
- Staff will decide their comfort level with multiple staff and/or volunteers present to record worship in the sanctuary.
- Weddings, funerals, and baptisms in the sanctuary will be allowed with 50 or fewer individuals.
- Pastor Jeff and Kira Anderson will be available for pastoral care over the phone, online, and for meetings inside or outside with 50 or fewer individuals. (see***)

Cleaning Schedule

- Cleaning services will be maintained once a week and daily for all restrooms and meeting spaces that are used.
- Individuals will disinfect encountered areas after use. (see***)

COVID-19 Positive Case Scenario

- Anyone who has been in the building and who has been exposed to or has tested positive for COVID-19, should contact Pastor Jeff immediately.
- While maintaining confidentiality, all OSLC Staff, church members, and building users will be informed.
- Cleaning services will be informed.
- The church office and all church space will be closed for seven days following that notification.

Level Four (Open Building Level)

We will operate at this level under the following conditions:

1. There are no restrictions to the number of people gathered; **and**
2. the risk to vulnerable community members need not restrict in-person gatherings based on the Minnesota Department of Health.

While Open at Level 4 we will continue to practice safe hygiene.

Building Users (not OSLC groups)

- The building will be open to all building users. (see***)
- Users should contact Office Coordinator, Wendy Becker-Smith or Operations Director, Georganne Danielson to inform the church of a meeting schedule and discuss feasibility.

Office and Staff Schedule

- The church office will be open at its previous COVID-19 schedule.
- The staff will resume its normal working hours in the office.

Volunteers and Small Groups

- The building will be open to all volunteers and small groups.
- Office Coordinator, Wendy Becker-Smith or Operations Director, Georganne Danielson should be contacted to schedule meetings in advance.

Worship Services

- Worship will be in person and online services will be available.
- Music, communion, sharing of the peace, children's message gatherings and liturgy will be re-introduced under the consideration of Pastor Jeff, the staff, council and COVID Task Force.
- The pastor, staff, worship leaders and church leaders will set up best practices.

Cleaning Schedule

- Cleaning services will be maintained once a week for those areas.

COVID-19 Positive Case Scenario

- Anyone who has been in the building and who has been exposed to or has tested positive for COVID-19, should contact Pastor Jeff immediately.
- While maintaining confidentiality, all building users will be informed following that notification.
- Cleaning services will be informed.
- The church office and all church spaces will be closed for seven days following that notification.

...During the COVID-19 pandemic all people in the building are required to wear a mask, social distance, and practice proper hygiene according to the Minnesota Department of Health. All areas must be disinfected after use. Disinfectant wipes are located throughout the building. If anyone knows they have been exposed to COVID-19 it is required that they stay away from any on-site church activities for two weeks. If anyone has symptoms of COVID-19 it is required that they stay away from any on-site church activities for at least two weeks and until they are no longer ill.

Thank you to the members of the COVID-19 Task Force: Ken Hubert, Marnie Roiger, Gary Glienke, Dawn Peanasky, Jim Huberty, Mike Hildebrandt, Jill Finstuen.

This document was approved by the Our Savior's Church Council on August 4, 2020.

If you have any questions please contact Pastor Jeff Sandgren at pastorjeff@oursaviorsfbo.org or 507-331-2276.

To schedule meetings and events with Office Coordinator, Wendy Becker-Smith or Operations Director, Georganne Danielson please e-mail at wendy@oursaviorsfbo.org or geo@oursaviorsfbo.org or call the church office at 507-331-2276.



Our Savior's
LUTHERAN CHURCH

Our Savior's Lutheran Church
1207 Prairie Avenue
Faribault, MN 55021
507-331-2276