

Redeemer Covid-19 Preparedness Plan

REVISION 7/6/2020

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COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Contents

Health Screening and Illness Policies for Staff.....	4
Health Screening and Illness Policy for Congregation Members and Visitors	4
Handwashing.....	5
Respiratory etiquette: Cover your cough or sneeze	5
Social distancing	5
Protective supplies:	6
Physical changes in the workplace and shared facility space:	6
Housekeeping.....	7
Disinfecting the workplace if staff, congregation member or visitor is diagnosed with COVID-19:	7
Building and Ventilation.....	8
Communications plans:.....	8
Training.....	9
Appendix A – Guidance for Developing a COVID-19 Preparedness Plan	10
Businesses	10
Employees exhibiting signs and symptoms of COVID-19.....	10
General.....	10
Handwashing.....	10
Housekeeping.....	10
Respiratory etiquette: Cover your cough or sneeze	11
Social distancing	11
Training.....	11
Appendix B—POLICIES.....	12
Health Screening Policy for Staff.....	13
COVID-19 Illness Policy for Staff	14
COVID-19 Sick Leave and Extended Family Leave Policy	15
Health Screening and Illness Policy	16
For Congregation Members and Visitors.....	16
Health Screening and Illness Policy	17
For Congregation Members and Visitors.....	17
Working from Home Policy.....	18
COVID-19 Plan for: Redeemer Office Opening to Public	19
Phase II: Outdoor Worship	21

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Hybrid Outdoor Worship Diagram	22
Hybrid Outdoor Worship	22
COVID-19 Plan for: Personal Meditation/Prayer in the Church Sanctuary	24
COVID-19 Plan for: Parish Nurse Office Visits.....	25
COVID-19 Plan for: Rochester Servant Event Limited ADDition building use.....	28
COVID-19 Plan for: Library Maintenance	29
COVID-19 Plan for: Library Maintenance	30
Food and Drink Policy	31
APPENDIX C—DOCUMENTS	32
CALCULATED ROOM CAPACITY	33
High Touch Cleaning Checklist.....	33
REDEEMER LUTHERAN CHURCH.....	35
RETURN TO WORK FORM.....	35
COVID-19 DIAGNOSIS OR EXPOSURE.....	35
REDEEMER LUTHERAN CHURCH.....	36
RETURN TO WORK FORM.....	36
COVID-19 DIAGNOSIS OR EXPOSURE.....	36

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

COVID-19 Preparedness Plan For Redeemer Lutheran Church

Redeemer Lutheran Church is committed to reopen for the Sacraments, Worship, Bible Study and Ministry in a way that will provide a safe and healthy environment that best meets the needs of our staff, our family of believers, and our community. To ensure that, we, the Transition Team of Redeemer Lutheran Church, under the guiding scripture of Colossians 3:12-14 and Philippians 2:3-4, have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The Transition Team members are responsible for implementing this COVID-19 Preparedness Plan; and with our staff, congregation members, and visitors are responsible for complying with all aspects of the plan. The designated Plan Administrator, Lowell Dale (lcdale1953@gmail.com; 507-421-4059) will supervise the evaluation, monitoring, execution and updating of the Preparedness Plan. Our goal is to mitigate the potential for transmission of COVID-19 in our church and communities, and that requires full cooperation among our staff, congregation members and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our congregation and staff.

All of the members of our staff are our most important assets. We are serious about safety and health and keeping our staff actively carrying out the mission of Redeemer Lutheran Church. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process with regular updates and discussions as well as review and feedback from them regarding this plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Visitor controls and protections for drop-off, pick-up and delivery;
- Housekeeping, including cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to the staff; and
- Management and supervision necessary to ensure effective implementation of the plan.

(Appendix A)

Our staff are at low to medium hazard risk as defined by OSHA, and our Plan is based on these hazard designations:

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

general public. Workers in this category have minimal occupational contact with the public and other coworkers.

(see : <https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>; <https://www.osha.gov/SLTC/covid-19/environmental-services.html>)

It is expected that our staff, congregation members and visitors will follow current general CDC guidelines “How to protect yourself and others”: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

- Clean hands frequently
- Avoid touching eyes, nose, mouth
- Avoid close contact with others
- Stay at home if ill
- Cover mouth and nose with cloth face cover when around others
- Cover cough and sneeze
- Clean and disinfect frequently touched surfaces daily

The Plan outlined below provides additional guidance to further protect our staff, our congregation members, and our visitors (includes non-congregation members, community members utilizing our facility, vendors, delivery persons, etc.). All church related groups and activities are expected to establish policies addressing the safe resumption of their activities. Those policies and protocols in Appendix B will be reviewed and approved by the Transition Team and will be in compliance with the Preparedness Plan prior to resumption of those groups or activities.

Note that this document will remain a work in progress. Guidelines related to COVID-19 change frequently as more is known about transmission of the virus and its prevalence in our community. We can expect the plan will change over time in response as well. The Preparedness plan will be reviewed periodically (at least a minimum of once a year or as needed).

Health Screening and Illness Policies for Staff

Health screening protocols and illness policies have been developed for staff. This includes criteria on when they may return to work after illness and expanded sick leave and extended leave of absence policies. **(Appendix B)**

Health Screening and Illness Policy for Congregation Members and Visitors

To enhance the safety of our congregation members, staff and visitors, all will be asked to complete a self-assessed health screening prior to entering the facility for any activity. **(Appendix B)**

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Handwashing

Basic infection prevention measures are being implemented at all times. Staff 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 work day, prior to and after any mealtimes and after using the toilet. All congregation members and visitors to the facility will be asked to wash their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) will be available that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Necessary hand washing and/or sanitizer facilities will be provided, supplied and maintained: Each staff member will be provided with a personal hand sanitizer dispenser for use in their offices. Congregation members are encouraged to bring their own supply of hand sanitizer with them. In addition, dispensers will be available at each entry, at the main office desk and at various locations throughout the facility for general use. Staff are responsible for requesting refills of their dispensers as needed. The custodian will be responsible for maintaining general use dispensers.

Hand hygiene will be strongly encouraged after any face-to-face interactions: Staff, congregation members, and other visitors should wash their hands immediately after any interaction, either with soap and water or with approved hand-sanitizer.

Respiratory etiquette: Cover your cough or sneeze

Staff, congregation members, and other visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Staff are encouraged to wear cloth face masks when outside of their office or whenever interacting face-to-face with others. All congregation members and visitors over the age of two years will be requested to wear a face mask when within the facility unless a medical condition prohibits use. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and visitors. Individual cloth masks will be available for those without. Signs will be posted at each facility entrance and at various locations within the facility.

Social distancing

Social distancing is being implemented in the workplace through the following controls:

Telework, flexible work hours, and staggered office hours to reduce the number of staff in the workplace at one time have been implemented and will be adjusted over time as social distancing guidelines are updated. **(Appendix B: Working from Home policy, 4/22/2020).**

Staff will assemble together for worship practice, live stream service and congregational services when resumed. All other meetings will be done with Zoom or similar meeting software until restrictions on larger gatherings are eased. Whenever together the staff is to practice social distancing and stay 6 feet

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

apart (as much as possible). A policy has been developed and implemented that details how the office will function within the constraints of the plan (**Appendix B: Policy for Opening the Office**)

Deliveries of packages and mail are to be left outside of the office door and any communication with the office will be accomplished through the glass window. Packages should be opened using disposable gloves and packaging materials immediately disposed of. Hands should be then thoroughly washed with soap and water or hand-sanitizer.

Protective supplies:

Individual hand-sanitizer dispensers will be provided to each staff member with additional dispensers distributed throughout the facility. Disposable gloves will be provided and kept at key locations for use as needed. Disposable tissue will be provided to each staff member and additional boxes of tissue distributed throughout the facility. Staff will be responsible for providing and care of their own cloth face masks, although the church will have a limited number of cloth face masks available if needed. All congregation members and visitors in the facility will be requested to wear a face mask. If they do not have one, the church will provide a cloth face mask which the congregation member/visitor will then have the responsibility for its proper care, cleaning and reuse.

Physical changes in the workplace and shared facility space:

Staff will work primarily in their offices or from home. Congregation members and visitors will be asked to communicate through the office glass windows and enter the office only if necessary to carry out their business.

Worship space and other shared areas will be adjusted to limit number of occupants to no more than recommended by the current Minnesota Department of Health guidelines and/or maintain social distance of at least 6 feet between households. (**Appendix C: List of rooms and capacity**)

Visitor interactions will be safely conducted:

Congregation member and visitor access will be restricted as defined by the current Minnesota Department of Health guidelines. Policies related to the office and adjacent areas have been or will be established. (**Appendix B: Policy for Opening the Office**)

Specific policies for maintaining social distancing and other safety measures when attending worship services, funerals, weddings and other church activities will be developed and implemented upon approval of the Transition Team (**Appendix B--TBD**). Individual staff will maintain a log of significant interactions (>15 minutes) with congregation members and visitors, groups will be encouraged to maintain logs of participants for contact tracing.

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Staff are asked not to use other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them **before** and **after** use. Disposable wipes will be available so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees **before** and **after** each use.

Sanitation schedule and checklists for documentation will be established for each area and activity within the church building. This will include identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitation occurs; and will be described within the policy/protocol for each activity held in the church).

Routine cleaning and disinfection schedule and checklist of the workspace during the workweek will also be established. This will include the following:

- High touch areas such as door knobs, light switches and bathrooms should be routinely cleaned twice a day by the custodian and as needed if soiled. Adherence to the cleaning schedule will be documented via a posted schedule of cleaning time and initials in each bathroom and other public areas as appropriate.
(Appendix C: Example: ServiceMaster Covid-19 High Touch Cleaning Checklist)
- The main Office desk will be cleaned daily by the custodian and as felt necessary after interactions with visitors or congregation members by the secretary or other staff member. Documentation of this cleaning, including time and initials, will be available for review.
- Staff will be responsible for cleaning shared equipment such as copy machines and fax machines **before** and **after** use with appropriate supplied cleaning materials
- Staff will be responsible for cleaning and disinfecting their offices as needed, especially if used to meet with others

Products used to clean the workplace: Any appropriate EPA cleaner as identified at their website:
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Disinfecting the workplace if staff, congregation member or visitor is diagnosed with COVID-19:

- Close off areas visited by the ill persons. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

- Custodian will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

Building and Ventilation

Assessment of the general state of the building and ventilation system will be performed and documented. (**Appendix C: Document--TBD**)

Protocols to address guideline recommendations and maintain safe day-to-day operation of the ventilation system will be established. (**Appendix B--TBD**)

Communications plans:

- **Staff concerns:** The administrative pastor will be accessible to all staff members who have questions or concerns related to the Plan or its implementation. Redeemer Personnel and Staffing Committee members will also be available to staff and the administrative pastor for consultation as needed
- **Staff Updates:** Weekly updates on progress or changes to the plan will be provided to the staff at their regular meeting. More urgent updates will be provided in person and/or via email.
- **Congregation members:** Communication to the congregation members at large will be through the various established communication platforms. Information may include the following:
 - Education on steps being taken for protection of staff and congregation members
 - Policies and protocols so members are aware of expectations
- **Visitors, community members utilizing church space, special event participants (e.g. weddings and funerals):** Specific policies will be established and communication plans developed that inform regarding compliance to our Preparedness Plan. (**Appendix B--TBD**)
- **Provide signage or instructions for staff, congregation members and visitors, including:**
 - **Handwashing:**
<https://www.health.state.mn.us/people/handhygiene/wash/fsgermbuster.html>
 - **Cover your cough:** <https://www.health.state.mn.us/people/cyc/cycpgeneng.pdf>
 - **Stop the Spread:**
<https://www.health.state.mn.us/diseases/coronavirus/materials/preventsymp.pdf>

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Training

This Preparedness Plan was communicated in writing and to all staff at the staff meeting of May 12, 2020. Additional communication and training will be ongoing through further review of the Plan documents and as a regular agenda item for the regularly scheduled staff meetings.

All church leadership and volunteers (including greeters, ushers, childcare, etc.) will be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols. **(Appendix C: Documentation of Training—TBD)**

The Preparedness Plan will be posted in easily accessible locations throughout the facility and on the Redeemer Lutheran Church website for review by leadership, congregation members and visitors.

This COVID-19 Preparedness Plan has been certified by **Redeemer Lutheran Church council** and will be posted throughout the workplace and the website upon approval of the church council. It will be updated as necessary.

Certified by: William Cochran

Title: President, Church Council

Date: June 9, 2019

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Appendix A – Guidance for Developing a COVID-19 Preparedness Plan

Businesses

CDC Resources for businesses and employers – 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

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

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

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html Version 4 30 2020 (EO 2048)

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Appendix B—POLICIES

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Health Screening Policy for Staff

Each staff member will self-monitor for signs and symptoms of COVID-19 prior to entering the facility and report when they are sick or experiencing symptoms.

Staff should monitor twice a day for following signs/symptoms:

- Fever of 100F (37.8C) or greater
- Cough
- Shortness of breath or rapid breathing
- Sore throat
- Diarrhea
- Chills
- Muscle aches
- Loss of taste or smell

If any of these signs or symptoms are present:

- They should not come into the facility
- They must contact the church office or administrative pastor immediately
- If already at work they should contact the administrative pastor or church office immediately and leave work promptly. If unable to leave immediately, they should isolate in a closed room until they can leave.
- They should contact their health care provider for further evaluation and/or testing

Notification of Exposure

- **Any information about the identity or condition of the person with COVID-19 will not be shared with any other individual unless permission is given by this individual to do so.**
- Upon notification from a staff member with COVID-19, and with their permission, the administrative pastor will notify each individual who has had close contact with the infected person.
- Those exposed will be quarantined at home for 2 weeks and may work from home during this time.

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

COVID-19 Illness Policy for Staff

If positive COVID-19 test and employee is symptomatic:

Staff will remain at home in isolation. Timing of return to work will be determined in discussion with their health care provider and the administrative pastor based on current CDC guidelines:

- At least 3 days (72 hours) without fever and without use of fever reducing medications such as Tylenol (acetaminophen), Advil (ibuprofen), Naprosyn (naproxen), aspirin; AND
- Improvement in cough and shortness of breath; AND
- And at least 10 days have passed since symptoms appeared.
- Staff would take at least 10 days of sick leave, but could claim more depending on severity of symptoms and in discussion with health care provider.
- **Once the staff member returns to work**, they should avoid contact with others as much as possible and wear a mask at all times for at least 3 days after return

If positive COVID-19 test but no symptoms:

- May return 10 days after positive test and have had no symptoms in those 10 days
- If symptoms, do occur, then may not return until above criteria have been met
- Have limited contact with others
- Wear a mask at all times for at least 3 days after return
- Staff may continue to work following the work from home policy (except not attend in person staff meetings or worship service practice or participation) without need to claim sick leave if they are able to perform all other regular expectations of their job description

If exposed to positive or suspected COVID-19 individual:

- Immediately contact the church office or the administrative pastor
- Follow Department of Health directions regarding quarantine (currently 14 days) at home
- Staff may continue to work following the work from home policy (except not attend in person staff meetings or worship service practice or participation) without need to claim sick leave if they are able to perform all other regular expectations of their job description

Prior to returning to work in the facility, the Administrative Pastor and staff member will complete the "Return to Work Form COVID-19 Diagnosis or Exposure" (APPENDIX C)

- To ensure staff member meets all requirements for return to work
- To provide documentation that staff member has met the requirements

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

COVID-19 Sick Leave and Extended Family Leave Policy

Redeemer Lutheran Church has expanded sick leave and extended family leave policies as directed by the Families First Coronavirus Response Act (FFCRA) that promote staff staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household due to COVID-19. This also applies if staff members need leave to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19. This is in addition to the established policies related to sick leave and leave of absence.

Links:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

See also: Redeemer Standard Sick Leave Policy and Leave of Absence Policy;]

Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented: Staff are strongly encouraged:

- To wear a face mask at all times
- Practice recommended hygiene practices
- Limit interactions with other staff, congregation members, or other visitors
- Telework will be encouraged
- Further accommodations can be considered at the discretion of the administrative pastor.

Redeemer will protect the privacy of staffs' health status and health information as described in "Pandemic Preparedness in the Workplace and the Americans with Disabilities Act, *March 21, 2020*"

<https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Health Screening and Illness Policy

For Congregation Members and Visitors

(Page 1/2)

Before entering the facility, all visitors and congregation members are asked to assess for the following signs/symptoms of possible COVID-19 and refrain from entering if any are positive:

- Fever of 100F (37.8C) or greater
- Cough
- Shortness of breath or rapid breathing
- Sore throat
- Diarrhea
- Chills
- Muscle aches
- Loss of taste or smell

Congregation members and visitors will also be asked not to enter the facility:

- If they have been diagnosed with COVID-19 within the last 14 days
- If anyone in their household has been diagnosed with COVID-19, or suspected of having COVID-19, in the last 14 days
- Within the last 14 days they, or a household member, may have been in contact with anyone diagnosed with COVID-19 or suspected of having COVID-19

Those at high-risk for severe illness from COVID-19 are encouraged to stay home:

- 65 years and older
- Live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - Chronic lung disease or moderate to severe asthma
 - Serious heart conditions
 - Immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - Severe obesity (body mass index [BMI] of 40 or higher)
 - Diabetes
 - Chronic kidney disease undergoing dialysis
 - Liver disease

(CONTINUED)

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Health Screening and Illness Policy For Congregation Members and Visitors

(Page 2/2)

If a member or visitor tests positive for COVID-19:

- it is their personal decision to contact the Administrative Pastor; however, they are not obligated to do so
- **Any information about the identity or condition of the person with COVID-19 cannot be shared with any other individual unless permission is given by the individual to do so.**
- Redeemer is not obligated to inform other church members or report it to anyone, but if it chooses to provide the congregation awareness of the situation it may do so. **However, identification of the person is not allowed**

NOTE: Public Health will complete an interview with the positive individual and collect names and contact information for those who are at risk of infection because of the contact with that COVID positive person. Public Health will then contact those at risk and give directions on the need for quarantine. If Public Health is informed by the individual that they attended a church activity, they would be alerted to monitor for a cluster to develop.

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Working from Home Policy

(4/22/2020)

During the summer of COVID-19 a called staff member may work from home if there are specific circumstances caused by this time that make this needed. These circumstances need to be explained to and approved by the Administrative Pastor. Working from home is a privilege we will trial on a limited basis to accommodate the needs of the individual staff member balanced with the needs of our team and our family of believers. Please note the following expectations necessary to manage this program. Some of these expectations are here because we value team unity and relationships above TASKS. We are a team and need to stay united during this time and not just get our individual tasks done.

Working From Home Expectations

1. Requests should be submitted to the Administrative Pastor with a start and end date.
2. Deadlines will need to be met.
3. Staff meetings will continue to be in-person, on site when we are able to meet again.
4. Working hours are posted to google calendar and clearly communicated to church office.
5. Be available and reachable during the normal workday just like you were in the office.
6. Church office will know how best to help staff and others get in contact with you.
7. Livestream practice will continue to be in-person during business hours.
8. 1-2 consistent in-person office hours between Tuesday-Thursday during the workday will be selected and posted
9. Review of arrangement will happen after two weeks and periodically after that as defined by Administrative Pastor.
10. If your choice to work at home starts to bring unforeseen hardships on the team or our family of believers you can expect to have conversations around how best to remedy this situation which may result in the cancelation of this trial run period.

(Worker)

(Admin Pastor)

This is based on our best knowledge today. This document is subject to change as new information and realities come about with COVID 19.

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

COVID-19 Plan for: Redeemer Office Opening to Public

Event/ Group name and reason you want to be in the building: Office Staff/Visitors

Inside Space that will be used: Redeemer Staff Office Area

People involved: Redeemer Staff; Congregation Members; Visitors

Dates: Ongoing

Communication Plan: Posted on Redeemer website; weekly ministry update; email notices.

General Precautions:

- Members will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present they should not enter the church building.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building.
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

Precautions specific to your team's work:

- Visits are available by appointment only. Call the church office (507 289 5147) or one of the Staff to schedule the appointment. A log of visitors with office appointments will be kept in the event of a need to contact them.
- Enter the church through the North East door (Door #2) by the church office for appointments or drop off/pick up of items.
- Drop off and pick up of items will be available from 7:30 a.m. to Noon and will utilize the pew outside the office to avoid unnecessary entry of the office space.

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

- Open areas will be limited to the first floor entry area, the office, and bathrooms.
- Room 102 is available for appointment by staff only.
- Staff will work primarily in their offices or from home.
- Visitors and/or congregation members will be asked to communicate through the office glass windows and enter the office by appointment only as necessary to carry out their business.
- Social distancing will be practiced – maintain physical distance of 6 feet between staff and public for all interactions. The Office hub where Chris’s desk is located will accommodate 2 individuals in addition to Chris at one time; others will need to wait in the hallway until someone leaves.

-

Date Approved:

June 9, 2020

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Phase II: Outdoor Worship

Psalm 133:1 “How good and sweet it is when brothers and sisters dwell in unity.”

One of the biggest ways that our Family of Believers expresses our unity—through corporate worship—has changed. We have not been able to gather much in person, and so we have expressed our unity in Christ through other ways like livestream worship, calling check-ins, and other “high fives.”

We are entering “phase II” of our re-opening process and we are overjoyed and grateful to God for providing us this opportunity for outdoor worship and to again express our unity by gathering together. And yet, for now, it must still be a little different. We have different life circumstances that require different comfort levels in public gatherings, but we can be unified by something greater in our desire to worship together. We have an opportunity to display the goodness and the beauty of having unity in our Savior Jesus Christ in a very tangible way. So, this outdoor worship plan extends the opportunity for people across different comfort levels to worship together.

The first time we gather for outdoor worship, we will be using what we have termed the “hybrid” model. That means that as we gather for worship we can host 22 cars, with some room for overflow, which will allow you to keep your windows up or roll them down depending on the needs of your personal circumstance. At the same time, we will also be able to host 55 socially distant units sitting 9-10 feet apart, who walk into the parking lot, bringing their lawn chairs, to worship our Savior together. What a picture! This is what it means to walk together as the body of Christ, to dwell together in the unity of the Spirit, to love each other, and to show forth the goodness and beauty of the Lord who draws near to us even though we are so often distant from Him. May God bless you as you look forward to continuing to be a beloved and precious part of our family of believers and the body of Christ beyond our four walls. Since we are all learning during this time, please bear with us as we will, no doubt, learn as we go and be able to make things better with every service that we experience and offer.

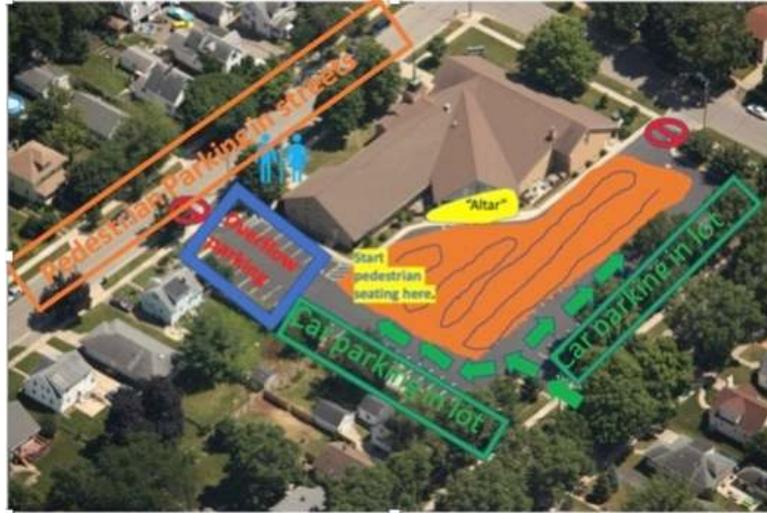
Yours in Christ,

Pastor Ben, Michael, Pastor Adam, April, Josh, and all leadership at Redeemer

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Hybrid Outdoor Worship Diagram



Hybrid Outdoor Worship

- Services are Thursday at 6 PM and Sunday at 10 AM. They start July 16th and 19th.
- Service length will be about 30 minutes.
- Mostly spoken worship service, with some special music and one congregational hymn.
- Communion will take place at every service.
- In case of rain, we will cancel and put out a notice.

Arrival:

- **Cars**
 - 22 cars backed into alternating spots around the outside of lot. (green boxes).
 - Overflow parking in designated area (blue box).
 - enter/exit only from 6th.
 - please come between 5:35 and 5:50 PM (Thursday) and 9:35 and 9:50 AM (Sunday).
 - Cars may be left running in order to keep AC functioning.
 - FM radio station will be provided upon arrival and communicated before if you desire to keep windows up and worship that way.
- **Pedestrians**
 - please arrive and park in the street parking around the church no earlier than 5:50 PM (Thursday) and 9:50 AM (Sunday). You will be walking into lot with lawn chairs.
 - Orange space will fit about 55 socially distant units (55-220 people) in lawn chairs.
 - Filling in orange space by rows starting in northeast corner (designated on diagram).
- Bulletins and communion elements- distributed by the ushers who are at the entrance.

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

- Ushers will greet and direct cars as well as help seat pedestrians.
- Ushers will be masked and will also collect offering at this point if you desire to give.
- Masks are required when entering and walking to your spot. You may remove them as long as you are in your socially distant worship spot. If you need to move about for any reason, or cannot socially distance, masks should be up.
- Keep driving lanes clear (green arrows).

During

- If you need to use the restroom, enter through Door number 2 (marked on diagram). Please remember to put your mask up when moving to and from the restroom and while in the building.
- Room 102 available for nursing mothers, if needed.
- Nursery will be closed and unavailable.
- Car may be left on so air conditioning can work. Windows rolled down, or kept up, if so desired.
- Masks are required when entering and walking to your spot. You may remove them as long as you are in your socially distant worship spot. If you need to move about for any reason, or cannot socially distance, masks should be up.
- Communion will be done during the service in your car/worship spot. The elements will be provided upon entry. We will all commune at the same time in our socially distant spots.

Departure

- For the closing song, masks should be worn and then kept on as we are leaving the parking lot.
- Offering can be handed to usher if not done at beginning.
- When service is over, pedestrians will be ushered out first.
- Cars will be ushered out last via the same driveway they came in on (6th Ave).
- We want to ensure safe departure for both pedestrians and vehicles. Please leave the parking lot area in a timely manner.

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

COVID-19 Plan for: Personal Meditation/Prayer in the Church Sanctuary

Event/ Group name and reason you want to be in the building: Personal meditation/ prayer

Inside Space that will be used: Church Sanctuary

People involved: Congregation Members

Dates: Ongoing

Communication Plan: Posted on Redeemer website; weekly ministry update; email notices.

General Precautions:

- Members will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present they should not enter the church building.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building.
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

Precautions specific to your team's work:

- The Sanctuary will be open for individual prayer and meditation during open business hours Monday - Friday (currently 7:30 a.m. to Noon). Please call ahead to ensure the Office is open and let them know you will be in the building (507-289-5147).
- Enter the church through the North East door (Door #2) by the church office.
- Use hand sanitizer on entry to the Church and on Exit.
- Please use the designated pews in the Sanctuary and practice social distancing.
- Parents, please keep children of all ages with you, and let them know they are to respect other people's space.
- Minimize touching of surfaces, avoid use of restrooms unless necessary.

Date Approved:

June 15, 2020

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

COVID-19 Plan for: Parish Nurse Office Visits

Event/ Group name and reason you want to be in the building: Parish Nurse

Inside Space that will be used: Parish Nurse Office

People involved:

Parish Nurses: Kathy Zarling 507 285 0889; Stephanie Fisk 507 244 0814; Jan Dicke 507 358 4751

Congregation Members

Dates: Ongoing

Communication Plan: Posted on Redeemer website; reviewed at time appointment made

General Precautions:

- Members will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present they should not enter the church building.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

Precautions specific to your team's work:

- Visits are available by appointment only. Call the church office (**507 289 5147**) or one of the Parish Nurses to schedule the appointment.
- Enter the church through the North East door (Door #2) by the church office
- Use hand sanitizer (your own or as provided by the church) on entering.
- A mask is required to enter the parish nurse office.
- Only 3 people are allowed in the Parish Nurse office (including the Parish Nurse) at one time.
- Please clean hands with hand sanitizer as you exit the building.
- Parish nurse will clean and disinfect all surfaces and equipment used with appropriate cleaner and disinfectant after each visit
- Parish Nurse will maintain a log of all visits: Date, names of visitors, name of Parish Nurse

Approval Date: June 15, 2020

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

COVID-19 Plan for: Sharing Medical Equipment

Event/ Group name and reason you want to be in the building: Parish Nurse

Inside Space that will be used: Area adjacent to church office; 2nd floor storage room

People involved:

Kathy Zarling 507 285 0889; Stephanie Fisk 507 244 0814; or Jan Dicke 507 358 4751

Dates: Ongoing

Communication Plan: Posted on the Redeemer website; reviewed verbally at the time the appointment is made

General Precautions:

- Members will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present they should not enter the church.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

Precautions specific to your team's work:

To Pick-up Medical Equipment

- Call the church office (**507 289 5147**) or one of the Parish nurses to request medical equipment and to schedule an appointment to pick up the medical equipment
- Parish Nurse will retrieve requested equipment from the storage room, clean and sanitize it with specified cleaning solution, and place near the pew outside of the church office
- Member to enter through the North East door of the church (Door #2)
- A face mask should be worn when in the building
- You may not enter the church office or Parish Nurse office without an appointment
- Use hand sanitizer (either your own or as provided by the church) on entering
- The equipment will be near the pew by the office door
- Use hand sanitizer as you exit the church
- Parish Nurse will maintain a log of the date equipment was picked up, what medical equipment was picked up, who picked up the medical equipment

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

To Return Medical Equipment

- Call the church office (**507 289 5147**) or one of the Parish nurses to schedule an appointment to return the medical equipment.
- Clean the medical equipment prior to returning
- Member to enter through the North East door of the church (Door #2)
- A face mask should be worn when in the building
- You may not enter the church office or Parish Nurse office without an appointment
- Use hand sanitizer (either your own or as provided by the church) on entering
- Leave the medical equipment near the pew by the office door
- Use hand sanitizer as you exit the church
- Parish Nurse will retrieve equipment, clean and sanitize it with specified cleaning solution, and return it to the storage room
- Parish Nurse will maintain a log of the date equipment was returned, what medical equipment was returned, who returned the medical equipment

Approved Date:

June 15, 2020

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

COVID-19 Plan for: Rochester Servant Event Limited **ADDition building use**

Event: Rochester Servant Event: Limited ADDition

Inside Space that will be used: Room 101, Narthex, Parking Lot entry, Restrooms

Outside Space that will be used: Parking Lot porch, sidewalk, drive

People involved: RSE: LA Planning Team Members

Dates: June 19-21, June 27-28, July 11-12, July 18-19, July 25-26

General Precautions:

- Members will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present, they should not enter the church building.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building.
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Frequent handwashing with soap and water or alcohol-based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

Precautions specific to your team's work:

- All those staffing the room and all those picking up supplies will be signed in on a log.
- All tools and supplies will be wiped down using approved methods after initial load in, and when they are returned
- We will use appropriate loading procedures (No Touch / Limited Touch)
- All high touch surfaces will be wiped down with approved cleaning products

Date Approved: June 8, 2020

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

COVID-19 Plan for: Library Maintenance

Event/ Group name and reason you want to be in the building: The Library Committee will meet once a week.

Inside Space that will be used:

The Redeemer Library behind the Sanctuary and the alcove next to the Library area.

Outside Space that will be used: None

People involved: The Library Committee

Karen Gerke 507-696-5337; Jolene Heining 507-202-2546; Kay Fockler 507-288-0668; Vicki Rud ; Jean Ostgulen 507-438-9423; Dee Christenson 507-282-9108

Dates: Ongoing.

Communication Plan:

General Precautions:

- Attendees will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present, they should stay at home and not participate.
- A log will be kept of all those that are on the Redeemer campus for this event/group.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Before we leave the building and as often as called for by approved cleaning procedures, we will wipe designated surfaces with approved cleaning products (refer to checklist for details)
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

Precautions specific to your team's work:

1. Books will be quarantined for one week after being returned.
2. Pick up the box of returned books by the office and put it under the library desk.
3. Shelf books from the previous week's returns.
4. Process cards of books checked out this week.
5. Unpack new books, order books, recycle books, etc.
6. Discuss plans and other library business.

Approved: 6/22/2020

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

COVID-19 Plan for: Library Maintenance

Event/ Group name and reason you want to be in the building: The Library Committee will meet once a week.

Inside Space that will be used:

The Redeemer Library behind the Sanctuary and the alcove next to the Library area.

Outside Space that will be used: None

People involved: The Library Committee

Karen Gerke 507-696-5337; Jolene Heining 507-202-2546; Kay Fockler 507-288-0668; Vicki Rud ; Jean Ostgulen 507-438-9423; Dee Christenson 507-282-9108

Dates: Ongoing.

Communication Plan:

General Precautions:

- Attendees will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present, they should stay at home and not participate.
- A log will be kept of all those that are on the Redeemer campus for this event/group.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Before we leave the building and as often as called for by approved cleaning procedures, we will wipe designated surfaces with approved cleaning products (refer to checklist for details)
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

Precautions specific to your team's work:

7. Books will be quarantined for one week after being returned.
8. Pick up the box of returned books by the office and put it under the library desk.
9. Shelve books from the previous week's returns.
10. Process cards of books checked out this week.
11. Unpack new books, order books, recycle books, etc.
12. Discuss plans and other library business.

Approved: 6/22/2020

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Food and Drink Policy

Until notified by the MN Department of Health:

- Water-fountains will not be available for use
- Food should not be shared communally
- Coffee Machines will not be available for use

Approved: 7/6/2020

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

APPENDIX C—DOCUMENTS

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

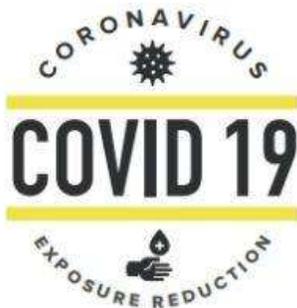
CALCULATED ROOM CAPACITY

		CURRENT GUIDELINE	SOCIAL DISTANCING [no tables]	
ROOM	CAPACITY	50%	SINGLES	W/FAMILIES
102	32	16	10	
1st Grade			30	75
3rd/4th Grade			30	75
8th Grade			6	
Chappel	135	67.5	15	37.5
Choir Room			16	
Fellowship North			40	100
Fellowship South			60	150
L-1 - 5th Grade			8	
L4 - old 6th grade			6	
L5a - Youth Room			15	
Library Table			3	
Office			2	
Pre-School			3	
Sanctuary	300	150	44	110
Upper Room			6	

High Touch Cleaning Checklist

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20



High Touch Cleaning Checklist

High touch items are among the most pathogen heavy surfaces in your facility. Routine cleaning and disinfecting of these items along with frequent hand washing are critical to breaking the chain of infection and creating clean, safe, and healthy environments.



- | | |
|---|---|
| <input type="checkbox"/> CHAIR HANDLES & BACKS | <input type="checkbox"/> PHONES |
| <input type="checkbox"/> COFFEE MACHINES & POTS | <input type="checkbox"/> PODIUMS |
| <input type="checkbox"/> COUNTER TOPS | <input type="checkbox"/> PRINTER/FAX MACHINES |
| <input type="checkbox"/> DESKTOPS | <input type="checkbox"/> REFRIGERATOR HANDLES & DOORS |
| <input type="checkbox"/> DOOR GLASS | <input type="checkbox"/> SINK FAUCETS & HANDLES |
| <input type="checkbox"/> DOOR HANDLES & EDGES | <input type="checkbox"/> STAIR RAILS |
| <input type="checkbox"/> ELEVATOR BUTTONS & DOORS | <input type="checkbox"/> STAPLERS & STAPLE REMOVERS |
| <input type="checkbox"/> EMPLOYEE CELL PHONES | <input type="checkbox"/> TABLETOPS |
| <input type="checkbox"/> KIOSK BUTTONS | <input type="checkbox"/> TAPE DISPENSERS |
| <input type="checkbox"/> KEYBOARDS & MICE | <input type="checkbox"/> TIME CLOCKS |
| <input type="checkbox"/> LIGHT SWITCHES | <input type="checkbox"/> TOASTER OVENS |
| <input type="checkbox"/> MAILBOXES | <input type="checkbox"/> TRASH RECEPTACLES |
| <input type="checkbox"/> MICROWAVES | <input type="checkbox"/> VENDING MACHINES |
| <input type="checkbox"/> PAPER TOWEL DISPENSERS | <input type="checkbox"/> WATER FOUNTAINS |

DON'T OVERLOOK THESE COMMON GATHERING PLACES.

- | | |
|--|--|
| <input type="checkbox"/> BREAK ROOM AREAS (APPLIANCES, SINKS, CHAIRS & TABLES) | <input type="checkbox"/> CONFERENCE ROOM TABLES & CHAIRS |
| <input type="checkbox"/> RESTROOMS (RESTROOM FLUSH HANDLES, TOILET PAPER DISPENSERS) | <input type="checkbox"/> OPEN SHARED WORKSPACES |

While we hope it will never be necessary, ServiceMaster Restore is qualified and equipped with the required protocols and processes should any pathogen outbreak occur within your facility.

PLEASE CALL US IF WE CAN BE OF SERVICE



ServiceMaster Of Rochester
507-282-5747



COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

REDEEMER LUTHERAN CHURCH RETURN TO WORK FORM COVID-19 DIAGNOSIS OR EXPOSURE (page 1/2)

Staff Name _____

Diagnosis or Exposure (circle one) First Reported:

Date: _____

Describe event and any symptoms:

Actions taken, such as doctor's visit, nurse line call:

Return to Work Verification:

*Refer to the Illness Policy COVID-19 to determine if staff is able to return to work based on the answers provided during your conversation with them

Did the Staff Member or household member ever see a doctor or receive guidance from a healthcare professional?

_____ YES, DETAILS OF INSTRUCTIONS GIVEN

_____ NO

Is the Staff Member symptom free and if so for how long?

_____ YES, FOR HOW LONG? _____

_____ NO

Has the Staff member and all Household members been released by Department of Health

_____ YES, how notified _____ (collect documentation if available)

(continued)

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

REDEEMER LUTHERAN CHURCH RETURN TO WORK FORM COVID-19 DIAGNOSIS OR EXPOSURE (page 2/2)

Has Team Member and Household members been tested for COVID-19

____ Yes

Document who tested and results and collect documentation

____ No

Reasoning for not being tested (not everyone will be tested due to test restrictions)

What is the date you would like to return to work _____

Approved return to work date _____

Completed by: _____ **Signature:** _____

Date: _____

COVID-19 Preparedness Plan for Redeemer Lutheran Church

Revision 7/6/20

Redeemer Lutheran Church COVID-19 Preparedness Training

I acknowledge that I have read and understand The Redeemer Lutheran Church COVID-19 Preparedness Plan and the associated approved Policies and Documents.

NAME: _____

SIGNATURE: _____

DATE: _____