

COVID 19 Safety Plan for the Return to Sanctuary Worship

Mountain View Lutheran Church
 3505 122nd Ave E. Edgewood, WA 98372
 Phone: (253) 863-5171

Primary Contact: Rev. Michael Greenwalt
 Office: (253) 863-5171
 Cell: (360) 876-5053

In response to the novel coronavirus disease (COVID-19) pandemic, Mountain View Lutheran Church has developed a COVID-19 Safety Plan. This Safety Plan relies on a common understanding of the “multiple barrier approach” to maximize the health and safety of participants, and to reduce exposure and transmission of the COVID-19 virus. The safety, health and emotional well-being of our members and visitors are our highest priority. The “multiple barrier approach” is a research-based discipline to facilitate in the realization of these priorities.

These barriers include, but may not be limited to:

- Personal health and hygiene; promote awareness of personal health, and to direct potential participants who are sick or feeling sick to stay home. Instruct all potential participants to conduct a self-health assessment before considering attending worship. Provide information on reducing risk through avoiding touching eyes, ears, nose, mouth.
- Hand washing; post signage in and near bathrooms on effective and frequent hand-washing.
- Masking; face masks are recommended by the CDC, required by Washington State and the Pierce County Health Department. Masks will be worn by all participants at all times.
- Social Distancing; post signage and verbally communicate to participants the importance of “self and others space” awareness, maintaining a minimum of 6 feet of separation from all non-household family members.
- Cleaning and Disinfecting of all Usage Spaces; provide resources and equipment, schedule and staff hours for thorough cleaning/dis-infecting by janitorial staff prior to services, between services and following services.
- Participant Flow plan; implement a plan for the safe entrance, seating and exit of worship participants to maximize safe social distancing.
- Health/Well-ness Screening; provide a self-assessment screening tool to all staff and volunteers prior to worship participants arrival. Those who respond “Yes” to any questions will not be allowed to support services on that Sunday. The self-assessment screening tool will also be posted on the church web-site.
- Personal Protective Equipment (PPE); face masks will be made available for all staff, volunteers and participants. Disposable gloves will be worn by volunteers who are at a higher risk from personal contact with participants.
- Sanctuary Worship Policies and Procedures; will be posted on the church web-page. All staff and volunteers will become familiar with these policies and procedures. Staff who personally believe that their health safety is at risk will be excused from direct support of services.

*The Safety Plan for the Return to Worship Notebook is the tool used by the designated Safety Officer at worship services. The notebook will be maintained and updated by the Church Staff.

Revised 26 SEP 2020

COVID 19 Safety Plan for the Return to Sanctuary Worship
Mountain View Lutheran Church
3505 122nd Ave E. Edgewood, WA 98372

ACTION ITEM INDEX

I. RESPONSIBILITIES OF CLERGY, STAFF, VOLUNTEERS

II. COMMUNICATIONS PLAN

III. FACILITY PROTECTIVE MEASURES

IV. CLEANING AND DISINFECTION PLAN

V. SAFE WORSHIP PLAN

VI. EXPOSURE PLAN

VII. RECORD OF ATTENDANCE

I. RESPONSIBILITIES OF CLERGY, STAFF, VOLUNTEERS

1. Clergy: Identified as called or contract clergy in service to and with the congregation of Mountain View Lutheran Church.

- a. Be familiar with this plan, and be ready to answer questions from volunteers and participants regarding the execution of this plan.
- b. Set a good example by modeling this plan.
- c. Be sensitive to, take note of and communicate any concerns regarding this plan and/or the safety of sanctuary worship to the whole staff (clergy and staff), and the Return to Worship Committee.
- d. Conduct a personal health self-assessment prior to arriving at the campus. Immediately request co-clergy support if sick or symptomatic.
- e. Ensure that staff and volunteers have conducted a personal health self-assessment prior to any direct contact with others at the campus.
- e. Lead and/or participate in the training of staff and volunteers to this plan.
- f. Visually observe staff and volunteer safety behaviors from pre to post worship.
- g. Privately speak to staff members and/or volunteers regarding any unsafe steps or actions.
- h. Communicate noted needs for adjustment to this plan for safety or increased compliance reasons to the Lead Administrative Pastor.

2. Staff: Identified as hired non-clergy staff in service to and with the congregation of Mountain View Lutheran Church.

- a. Be familiar with this plan, and be ready to answer questions from volunteers and participants regarding the execution of this plan.
- b. Set a good example by modeling this plan.
- c. Be sensitive to, take note of and communicate any concerns regarding this plan and/or the safety of sanctuary worship to the whole staff (clergy and staff), and the Return to Worship Committee.
- d. Conduct a personal health self-assessment prior to arriving at the campus. Immediately request co-staff support if sick or symptomatic.
- e. Follow established procedures and protocols for the securing of volunteers, setting up, recording and post-service securing of the sanctuary and facilities.
- f. Post health safety signage as identified in Index V. Safe Worship Plan.
- g. Ensure disinfection, cleaning and PPE supplies on site and accessible as identified Index V. Safe Worship Plan are on hand and in place.
- h. Visually observe clergy, staff and volunteer safety behaviors pre-worship to post-worship.
- i. Privately speak to clergy, staff members and/or volunteers regarding any unsafe steps or actions.
- j. Communicate noted needs for adjustment to this plan for safety or increased compliance reasons to the Lead Administrative Pastor.

3. Volunteers: Identified as those who provide direct volunteer support to the worship experience. These may include but are not limited to Musicians, Greeters, Ushers, Communion Distribution Assistants, Altar Guild Members, Deacons, Safety Officer (Head Usher).

a. Be familiar with this plan, and be ready to answer questions from volunteers and participants regarding the execution of this plan.

b. Set a good example by modeling this plan.

c. Be sensitive to, take note of and communicate any concerns regarding this plan and/or the safety of sanctuary worship to the whole staff (clergy and staff), and the Return to Worship Committee.

d. Conduct a personal health self-assessment prior to arriving at the campus. Immediately notify your ministry team leader if you are sick or symptomatic.

e. Specifics of volunteer roles are identified in Index V. Safe Worship Plan.

f. Visually observe clergy, staff and volunteer safety behaviors pre-worship to post-worship.

g. Privately speak to clergy, staff members and/or volunteers regarding any unsafe steps or actions.

h. Communicate noted needs for adjustment to this plan for safety or increased compliance reasons to the Lead Administrative Pastor.

II. COMMUNICATIONS PLAN

The purpose and intent of the Mountain View Lutheran Church Communications Plan is to provide the most robust, detailed and current information needed to facilitate the highest level of safety in the midst of the COVID-19 pandemic to all parties who participate and/or support in-sanctuary worship services. The list of communication tools includes, but is not limited to the following:

1. Church Website: Manager and Supervisor – Communications Director.

a. Post announcement of return to sanctuary worship at least 7 days prior to the first scheduled services at 8:15 am and 10:45 am. This announcement will contain “Important Guidelines” for worshippers. Appendix A.

b. Post video prepared by clergy which will explain safety procedures prior to, during and following services.

c. Post Health Self-Assessment tool. Appendix B.

d. Post and maintain RSVP worship service sign-up tool in coordination with Parish Worker who may receive RSVP’s via phone or email. Post notices onsite when services have reached their maximum sign-up. Provide completed RSVP list(s) to Safety Officer (Head Usher).

e. Post Worship Participation Consent Agreement to wear mask and maintain safe distancing, as a part of the RSVP sign up tool. Appendix F.

f. Post link showing how to open individual communion kits.

g. Post information that the sole points of entry and exit for sanctuary worship will be the two access doors of the Gathering Place nearest the parking lot. Emergency exit doors will remain fully operational. Post pictures of arriving, worshipping and leaving after the first services are held to reflect application of safe social distancing, and entry and exit routes.

h. Post information encouraging participants to bring their own Bible, pen and/or pencil for their personal use. These items will not be provided at the church.

i. Post information on the availability of “Drive Up Communion” for those who wish to continue participating in worship via live-streaming, but also desire communion.

- communion via individual communion kits will be served by church Deacons at the 122nd St. entrance between the Community Center and the Chapel

- communion will be available from Sunday 10:00 am to 10:30 am

2. E-News: Manager and Supervisor – Communications Director.

a. Post announcement of return to sanctuary worship at least 7 days prior to the first scheduled service. This announcement will contain “Important Guidelines” for worshippers. Appendix A.

b. Post video prepared by clergy which will explain safety procedures prior to, during and following services.

c. Post Health Self-Assessment tool. Appendix B.

d. Direct viewers to utilize the RSVP tool on the church website.

e. Post Worship Participation Consent Agreement to wear mask and maintain safe distancing, as a part of the RSVP sign up tool. Appendix F.

f. Post information that the sole points of entry and exit for sanctuary worship will be the two access doors of the Gathering Place nearest the parking lot. Emergency exit doors will remain fully operational. Post pictures of arriving, worshipping and leaving after the first services are held to reflect application of safe social distancing.

h. Post information encouraging participants to bring their own Bible, pen and/or pencil for their personnel use. These items will not be provided at the church.

i. Post information on the availability of “Drive Up Communion” for those who wish to continue participating in worship via live-streaming, but also desire communion.

- communion via individual communion kits will be served by church Deacons at the 122nd St. entrance between the Community Center and the Chapel

- communion will be available from Sunday 10:00 am to 10:30 am

3. Worship Folder Announcements: Manager and Supervisor – Communications Director.

a. Print announcements on the following;

- safe social distancing, 6 ft.

- bathroom usage

- Offerings

- Passing the Peace

- Importance of Health Self-Assessment

4. Worship Announcements: Presiding Clergy.

a. Announcements may include, but not limited to;

- safe social distancing, 6 ft.

- bathroom usage

- Offerings

- Passing the Peace

- Importance of Health Self-Assessment

5. Live-stream and record worship service: Manager and Supervisor, Church Administrator.

a. To be done in coordination with contract Videographer.

6. Safety Signage: Manager and Supervisor, Communications Director and Parish Worker.

a. Parking lot signs near entrance to the Gathering Place;

- Safe Distancing, 6 ft at all times, outside and inside

- Health Self-Assessment – “Have you done yours this morning?”

- Health Self-Assessment tool

b. Signs to available restrooms.

c. Sign at the bathrooms indicating maximum number of users at any given time (this can be equal to the number of stalls in the bathroom).

d. Signs on the open bathroom doors instructing healthy and effective handwashing.

7. Additional communication tools: Manager and Supervisor, Parish Worker

a. Include card in weekly mailing of Worship Liturgy and Sermon Notes as sent to those who are not accessing church news and announcements via the web or email.

- this card will contain an announcement of Sunday sanctuary services commencing or in process, and who they can conduct a Healthy Self-Assessment and RSVP to attending services.

- this mailing list will include those who are currently receiving weekly Worship Liturgy and Sermon Notes, as well as though identified as receiving Deacon ministries.

III. FACILITY PROTECTIVE MEASURES

1. **Signage**: Signs will be posted outside the entrance to the Gathering Place which is the sole point of entry, discouraging any person who is showing symptoms of COVID-like illness from entering the facility. Signs will be posted both outside and inside reminding worshippers to maintain safe social distance. Signs will be posted providing direction to the available restrooms. Signs at the restrooms will communicate restroom capacity, and handwashing protocols.

2. **Health Self-Assessment**: Worshippers will be asked to conduct a Health Self-Assessment prior to attending worship services. The assessment tool will be available on the church web-site, via E-News and at the campus. Those who answer “Yes” to one or more questions will be asked to remain at home and participate in the service via live-stream. All staff will conduct a Health Self-Assessment screening prior to beginning their Worship Day duties. All volunteers will conduct a Health Self-Assessment prior to beginning their Worship Day duties.

3. **Personal Hygiene**: Hand-washing stations will be available in the identified restrooms. Hand sanitizer will be available at identified stations; prior to entering the Gathering Place, within the Gathering Place, near the entrance to the restrooms. Tracking and maintaining hand sanitizer supplies will be under the management of the Parish Worker. The following spread sheet serves as an example for tracking and maintenance, Appendix E;

Safety Resource	Location	Maintenance Frequency

4. **Personal Protective Equipment (PPE)**: Masks will be worn at all times by clergy, staff, volunteers and worshippers. In addition, volunteers who may risk physical contact with worshippers will wear disposable gloves, i.e. communion distribution assistants.

5. **Facility Ventilation and Engineering Controls**: To increase air-flow in the sanctuary without undue turbulence, fans will be placed at the opened east exit door and opened exit door in the sacristy. The doors from the Gathering Place to the Sanctuary and the outside doors to the Gathering Place will also remain open during worship services. If possible, the sanctuary heating system will be set to ventilation only from 0800 – 1200 on Sundays to provide additional fresh air, this is seasonally and weather dependent.

6. Sanctuary Seating: In accordance with Washington State Guidelines the sanctuary and choir loft will be limited to no more than 25% of the building code maximum occupancy. This translates into 125 persons in the sanctuary and 26 persons in the choir loft. 110 chairs are staged at safe distance intervals in the sanctuary, and 20 chairs in the choir loft while maintaining 6 ft distances between family groups. In the interest of maintaining the highest possible level of safety, the church will self-impose an RSVP capacity of 110 persons in the sanctuary and choir loft combined. This count will not include, Safety Officer (Head Usher 1), Ushers (3), Greeters (2), Music Director and Musicians (5), Staff and Videographer (3), Lector and Presiding Clergy person.

IV. CLEANING AND DISINFECTION PLAN

Mountain View Lutheran Church currently maintains a robust discipline of regular housekeeping, including cleaning and disinfection of frequently used equipment and high touch surfaces for those spaces which are used by the staff during the work-week. These cleaning and disinfection procedures are under the direction of the Church Administrator to the church janitorial services staff member.

In developing a plan for the return to sanctuary worship by church members and visitors, the existent cleaning and disinfection discipline is being expanded to include those areas where church members and visitors may transit, gather or use. These include: Gathering Place, Sanctuary and Choir Loft, Main Hallway, Female, Male and Family bathrooms.

Chemicals and equipment capable of disinfection will be used on surfaces to eliminate COVID-19. All disinfectants provided by Mt. View Lutheran Church are approved for use by the EPA. A listing of EPA approved products is found at this link: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sarscov-2>

The church janitorial services staff member will be familiar with the necessary “contact time” listed on the directions for each chemical in order to effectively disinfect. Chemicals and equipment are identified in Appendix C.

There is a schedule for the cleaning and disinfecting of all spaces used in conjunction with worship services. These spaces will have a cleaning and disinfecting schedule identified as pre-service, between services, and post-service. This schedule is identified in Appendix D.

V. SAFE WORSHIP PLAN

The Safe Worship Plan addresses the specific tasks and responsibilities of all staff, contract persons and volunteers in support of providing a safe, worshipful environment for members and visitors. All staff, contract persons, volunteers and clergy are expected to be familiar with the Safety Plan for the Return to Sanctuary Worship, and have a working knowledge of the Safe Worship Plan. All Staff, contract persons, volunteers and clergy will complete a Health Self-Assessment and an IR temperature check prior to the commencement of their support to the worship services. Any person on this list have a temperature of 100.4 or higher will not be allowed to have contact or provide support to the worship service(s). They will be directed to return home, self-monitor and if conditions worsen to contact their healthcare provider. They may return to the campus following recommendation of their healthcare provider.

1. Staff:

a. Tracking and recording attendees;

- develop, post, maintain RSVP sign-up tool on church website. Promote sign-up per tools identified in Communication Plan
- develop and maintain phone-in RSVP tool
- track sign-ups through both tools, cut off sign-up at 115
- provide copies of RSVP list to greeters prior to services
- place copy of RSVP record in Safety Officer Notebook

b. Pre-Service Set-up;

- station safety signage outside Gathering Place, inside Gathering Place, hall to bathrooms, at bathrooms and on bathroom doors, signage will include;
 - Health Self-Assessment
 - Social Distancing
 - COVID-19 Symptoms
 - Restroom capacity
 - Handwashing
- establish ventilation through opening of Gathering Place doors to parking lot, Gathering Place to Sanctuary, east Sanctuary Exit and Sacristy Exit doors, box fans should be placed at the last two doors identified
 - ensure sanctuary and choir loft chairs (as arranged in family groupings) are at least 6 feet apart, mark locations with tape on floor
 - place Worship Folders on all chairs
 - stage disinfectant hand pump dispensers outside Gathering Place, inside Gathering Place, at back of Sanctuary, outside restrooms
 - stage face masks with hand pump dispensers outside Gathering Place, inside Gathering Place
 - stage waste containers and tissues in the Gathering Place, Sanctuary, and outside restrooms
 - all other normal staff duties will continue

- c. During Worship;
 - assist Greeters and Ushers in observing the congregation for masks and safe distancing, gently reminding worshippers to be safe
 - support Live-streaming and recording
 - respond to any medical emergencies
- d. Post-worship;
 - assist Greeters and Ushers in the safe and distanced exit of worshippers from the facilities
 - wearing disposable gloves assist Greeters and Ushers in cleaning paper and communion trash from all spaces
 - check mask and disinfectant hand dispensers, resupply as needed
 - assist Janitorial Services staff member in disinfection process as requested

2. Safety Officer (Head Usher):

- a. Be familiar with the Safety Plan for the Return to Sanctuary Worship, and brief all volunteers on the Safe Worship Plan and their duties/responsibilities.
- b. Have Greeters and Ushers arrive 20 minutes prior to worship.
- c. Ensure that Greeters and Ushers have the resources needed to perform their duties/responsibilities.
- d. Maintain the Safety Plan for the Return to Sanctuary Worship Notebook during services;
 - insert RSVP attendance log from Greeter(s) and include in the Notebook
 - return Notebook to Staff at the end of services
 - communicate any concerns, issues, discrepancies/supply needs with staff

3. Greeters (2):

- a. There will be two (2) Greeters for each worship service. Each Greeter will have responsibilities specific to their location to facilitate the safety and positive experience of worshippers.
- b. Greeter 1 – Location; Outside the Gathering Place doors
 - welcome worshippers
 - ask if they have taken a Health Safety Assessment within the last 24 hours, if not, as that they refer to the posted assessment and answer the questions to themselves, anyone who says “YES” to one or more question will be asked to not attend worship today
 - Remind worshippers to wear masks at all times, maintain 6 ft from non-household members, and to use the hand disinfectant dispensers before entering the Gathering Place
- c. Greeter 2 – Location; Inside the Gathering Place doors
 - welcome worshippers
 - ask if they have RSVP’d, check their names off on the list
 - if they have not RSVP’d, and there is still space on the list, write in their names, and ask them to RSVP prior to next Sunday, if the list is already full gently ask them to worship online and RSVP for the next Sunday
 - as worshippers to place sit in grouped chairs that reflect the number in their family
 - remind worshippers that chairs cannot be moved
 - return completed RSVP list to the Head Usher

4. Ushers (3):

- a. Two (2) ushers will serve in escorting worshippers to available seating which allows for the maximum usage of staged chairs.
- b. One (1) usher will distribute communion kits to worshippers as they enter the sanctuary;
 - disposable gloves will be worn by this usher
 - usher is reminded to offer individually packaged gluten-free wafers for those who follow this discipline
 - usher will have available individually packaged regular wafer for those who are likely to experience difficulty in opening the communion kit
- c. Two (2) ushers will serve in directing worshippers out of the sanctuary at the end of services to avoid congestion at the exits. Worship participants will be guided to exit through the doors into the fellowship and administration hallway and exit.

5. Altar Guild:

- a. Set the altar for Holy Communion with elements for consecration, but without elements for distribution.
- b. Provide a basket for usher containing individual communion kits, single package regular wafers, single package gluten-free wafers.
- c. Provide 2 baskets for Deacons containing individual communion kits, single package regular wafers, single package gluten-free wafers, to be used for Drive Up Communion following the second service.

6. Music Director and Musicians;

- a. Musicians will remain masked at all times.
 - woodwind and brass instrumentalist masks must be worn while playing. Instrumentalist masks will be provided.
 - bell covers for woodwind and brass instruments will be provided (Win-D-Fender for flutists)
- b. Musicians will play for both services to minimize contact with music stands, cords, mics, etc.
- c. Only 1 singer will be allowed to sing each week
 - Singers must be masked. Singer masks will be provided upon request.
 - Singers will use non-hand-held mic
- d. Health safety practices by the Music Director and Musicians will follow the recommendations of International Coalition of Performing Arts Aerosol Study Round 2, <https://www.nfhs.org/media/4119369/aerosol-study-prelim-results-round-2-final-updated.pdf>

7. Presiding Clergy:

- a. Wear masks at all times.
- b. Provide guidance to the congregation during announcements which address all safe practice protocols;
 - masks
 - safe health distance
 - Passing the Peace
 - Offering
 - following the guidance of the ushers
 - how to communicate the need for assistance in the event of a medical emergency

8. Deacons (2):

- a. Provide individual kit communion on a drive-up basis to those who do not wish to attend in sanctuary worship.
- b. Deacons will work in pairs for safety and mutual support.
- c. Altar Guild will provide baskets containing communion supplies for the Deacons.
- d. Deacons will wear disposable gloves, masks and reflective vests at all times.
- e. Deacons will be on station from 10:00 am to 10:30 am.
- f. The location for distribution is in the parking drive between the Community Center and the Chapel accessible from 122nd St.

8. Sanctuary Set-Up and Worship Practices:

- a. Communion will occur via individual communion kits, worshippers will remain seated.
- b. Passing the Peace will occur by worshippers waving and/or sharing the sign of the cross with one another, worshippers will remain at their chairs.
- c. Baptismal Font will remain dry.
- d. Worshippers will be invited to place their offering into the offering box (near the baptismal font), before worship or as they leave worship.
- e. Singing, worshippers will be invited to hum, but there will be no singing.
- f. Worshippers will be instructed to follow the direction of the ushers in leaving worship.
- g. Everyone will be asked to wear masks and maintain safe health distances while on campus.

VI. EXPOSURE PLAN

In the event that Mountain View Lutheran Church receives notification via phoncom or email from a worship participant who has tested positive after attending a service the following steps will be taken.

1. Managing COVID-19 Personal Information: The name of a person reporting to the church as having tested positive for COVID-19 will be managed as Private Information. This Private Information will only be available to Pastoral Staff, currently employed Staff and the Congregational Council President.

a. This Private Information will not be shared with the congregation or larger community other than as required by the reporting policies of the Department of Health for Washington State and Pierce County.

b. The reporting person will be informed of this policy at the earliest possible point in the verbal conversation or in email response to an email notification.

2. In the event that Mountain View Lutheran Church is contacted by a staff member, volunteer, member of the congregation or a visitor who has attended or supported sanctuary worship, and has tested positive for COVID-19, the following questions will be asked and recorded. The Church Administrator will maintain for record the responses to these questions, and will notify all staff immediately via email of a Positive Test Incident.

a. Name of person.

b. Date and time they were on campus. (Exposure Information)

c. Where did they sit in the sanctuary, and what areas of the campus did they visit. (Cleaning and Disinfection Information)

2. Notification of Mt. View Lutheran Church Congregation and Department of Health:

a. In the event of a potential COVID-19 exposure related to a sanctuary worship service, other members will be notified in order to protect each other's health and safety as much as possible. Member notification will occur through use of the church "e-news.)

b. The notification will provide the following information;

- a potential COVID-19 exposure has occurred

- a worshipper (Anonymous) has tested positive for COVID-19

- identify their most recent worship date

- identify the time of the worship service they attended (0815 or 1045)

- encourage self-care if they are experiencing any symptoms; "If you are experiencing any flu-like symptoms, please contact your healthcare provider immediately"

c. In accordance with guidance provided by the Washington State Department of Health COVID-19 Information Center, 1-800-525-0127, <https://www.doh.wa.gov/Emergencies/Coronavirus> all reported COVID-19 positive incidents will be immediately reported via phone to the Pierce County Health Department, (253) 798-6534.

b. The Church Administrator will be the Church reporting agent for these cases.

3. Cleaning and Disinfection Actions:

- a. Notify Janitorial Services Staff member sharing date of incident, and likely locations visited by worshipper.
- b. Implement the following disinfection actions IF all the identified spaces have not already received their normal cleaning and disinfection as already noted in this document.
 - secure areas used by the person who is sick
 - open outside doors and windows
 - wait 24 hours before cleaning and disinfecting
 - close outside doors and windows
 - clean and disinfect wearing gloves all areas used by the person who is sick
 - following a complete drying of all cleaning and disinfection products, impacted areas are once more available for use
- c. The Church Administrator will serve to;
 - notify the Janitorial Services Staff member of the required cleaning and disinfection actions
 - schedule cleaning and disinfection action in conjunction with the Janitorial Services Staff member
 - record time and date of cleaning and disinfection completion

VII. RECORD OF ATTENDANCE

A record of attendance in worship will be kept in the Safety Plan for the Return to Sanctuary Worship Notebook for no less than 4 weeks from the service date. It will be the responsibility of the Safety Officer (Head Usher) to ensure that this record is included at the conclusion of each service. Staff will track this action and address to resolve any discrepancy. This information will also be included in the church electronic church management database, in accordance with the discipline of maintaining church member attendance records.

The specifics of these records which include names of worshippers and their family/group size will be the sole property of Mountain View Lutheran Church under the stewardship of the Church Administrator. These specifics will not be shared with congregational members, community or officials.

A record of attendance will at a minimum reflect Worship Date and Time, Worshipper(s) name, number of persons in the attending group or family.

Appendix F contains a screen shot of the worship registration form as it will appear on the church website.

Appendix A: Important Guidelines for Our Safe Return to Sanctuary Worship

Important Guidelines for Our Safe Return to Sanctuary Worship, starting Sunday, 04 OCT 2020

As we resume worship in the sanctuary, some of us are wondering, “How will we do this?” The following guidelines are an aid for each of us, so that together we can worship safely and reduce the risks of spreading or contracting COVID-19. Please be patient with your pastors, worship leaders, greeters, ushers and one another as we learn these new routines and exercise our care for one another.

These guidelines are based on the Mt. View Lutheran Church **COVID-19 Safety Plan for the Return to Sanctuary Worship**. This plan reflects guidance by the National Center of Disease Control, Washington State and Pierce County Departments of Health, and the ELCA.

- RSVP for the worship date and time you want to attend. You may RSVP either on the church website or by calling the church. For safe distancing, seating is limited at each service.
- Take the Health Self-Assessment BEFORE you complete the RSVP form. The Health Self-Assessment is part of the RSVP form. If you answer YES to either question, DO NOT submit your RSVP form or plan to attend in person worship that Sunday. Please join us online with the live-stream service at 10:45 am.
- Take the Health Self-Assessment again before you leave home for in person worship. If you answer YES to either question, DO NOT attend in person worship that Sunday. Please join us online with the live-stream services at 10:45 am.
- Wear a mask from the time you leave your vehicle until you return to your vehicle after services. Masks will be provided if you have forgotten yours.
- Maintain safe social distancing (6+ feet) the entire time you are on campus.
- Plan to enter the facility through the Gathering Place doors nearest the parking lot.
- Follow all guidance of the Greeters and Ushers. Use the no-touch disinfectant dispensers.
- You will receive your individual communion kit from an Usher in the gathering place. Your worship folder is already pre-staged on the chairs in the sanctuary.
- Offering plates will not be passed. You may place your offering in the offering box by the baptismal font either as you enter or exit the sanctuary.
- Follow the guidance of the Ushers who will assist you to pre-staged seating. DO NOT move any chairs in the sanctuary. The sanctuary will be filled from the front to the back.
- Enjoy the music of the service, you may hum or clap hands along with the hymns. DO NOT sing.
- As we Share the Peace, wave, smile, make the sign of the Cross. DO NOT embrace, hug, kiss or elbow-bump anyone but for the immediate family members you are seated with. Enjoy the presence of one another.
- In using the restrooms, follow the capacity guidance posted outside the restroom doors. Practice safe hygiene by washing your hands with soap and water before leaving a restroom,

and disinfecting your hands using a no-touch disinfectant dispenser located outside the restrooms.

- Follow the guidance of the ushers in safely leaving the sanctuary. We will exit the sanctuary from back to front under the direction of the ushers. Everyone will exit the sanctuary through the doors leading to the Administration hallway. Please follow this hallway and exit the facility. DO NOT loiter inside the facility after the service.
- Be flexible, patient and joyful as we gather together again in worship! Remember, we will all be learning together this “new” way of safely worshiping in person and together.
- Notify the church office if you receive a positive COVID-19 test result within 7 days of attending a worship service. Your name will be kept anonymous unless required for reporting to the Department of Health.

Holy Communion will be celebrated at every worship service. If your health, physician guidance, or personal safety concerns lead you to not worship at this time in person, please join us for the 10:45 am live-streaming of worship. We want you to be able to celebrate Holy Communion, so Deacons will be distributing individual communion kits from 10:00 am until 10:30 am every Sunday. You will find the Deacons waiting to provide you with an individual communion kit as you enter the upper parking lot off of 122nd St. between the Community Center and Chapel.

The Return to Worship and Building Use Committee, and the Congregational Council will continue to monitor local case activity and Washington State guidance, and will notify the congregation via e-News and the church website should circumstances require changes to our worship plans.

Appendix B: Mountain View Lutheran Church, Health Self-Assessment Tool

For your health safety, and for the health safety of all those who plan to gather at Mountain View Lutheran Church in worship on Sunday morning, please take the following screening questionnaire **BEFORE** you RSVP for either the 0815 am or the 1045 am service.

If you answer YES to any of the following questions DO NOT RSVP or plan to access the worship facility until after you have spoken to your medical provider and have their approval.

1. Are you **CURRENTLY SICK** with any of the following symptoms? Fever, Cough, Sore Throat, Shortness of Breath, Nausea or Diarrhea? If you answered YES, DO NOT RSVP or plan to access the worship facility this week.
2. Have you had **CLOSE PERSONAL CONTACT** with anyone who has been diagnosed or is awaiting test results for COVID-19 in the past 14 days? If you have answered YES, DO NOT RSVP or plan to access the worship facility this week.

PRIOR to you leaving your residence to attend worship services, please answer the questions of the screening questionnaire again. If your situation has changed and you answer YES to any of the above questions, DO NOT plan to access the worship facility this week. Please join your brothers and sisters via live-stream services.

Appendix C: Chemicals and Equipment for Cleaning and Disinfection

Chemical Name	Equipment Name	Manufacturer	Storage Location

Appendix D: Facilities Cleaning Schedule for Safe Worship

Location	Maintenance Frequency	Assigned to	Time of Maintenance

Appendix E: Hand Sanitizer Management

Safety Resource Item	Location	Maintenance Frequency

Appendix F: Worship Registration Form



8:15 Worship Service Registration - October 4th

For your health safety, and for the health safety of all those who plan to gather at Mt. View Lutheran Church in worship on Sunday morning, please take the following screening questionnaire **BEFORE** you RSVP for the 8:15 am or the 10:45 am service.

If you answer YES to any of the following questions DO NOT RSVP or plan to access the worship facility until after you have spoken to your medical provider and have their approval.

- Are you **CURRENTLY SICK** with any of the following symptoms? Fever, Cough, Sore Throat, Shortness of Breath, Nausea or Diarrhea?
- Have you had **CLOSE PERSONAL CONTACT** with anyone who has been diagnosed or is awaiting test results for COVID-19 in the past 14 days?

PRIOR to you leaving your residence to attend worship services, please answer the questions of the screening questionnaire again. If your situation has changed and you answer YES to any of the above questions, **DO NOT** plan to access the worship facility this week.

Note: If we have reached the maximum number of attendees, the form will not allow you to register.

Worship Service Attendee 1

Revised 26 SEP 2020

FIRST NAME

LAST NAME

ADD ANOTHER WORSHIP SERVICE ATTENDEE

EMAIL

PHONE NUMBER

BEST WAY TO REACH YOU *optional*



Email



Phone

What are the requirements for those who will attend?

- * You will be asked to enter and exit as households (only those who live in your house) and sit together.
- * An usher will seat you when you arrive for worship.
- * You will be required to wear a mask that covers both your nose and mouth, keeping it on the entire time you are in the building.
- * You must observe the six feet social distancing requirement with individuals not in your household.
- * You will need to bring a copy of your own Bible, since pew Bibles have been removed.
- * Households are asked to remain seated until dismissed at the end of the service.
- * Restrooms will be open, but you are asked to maintain social distancing.

I AGREE TO ABIDE BY THE ABOVE REQUIREMENTS.



Agree

SUBMIT

Appendix G: Poster Images

COVID-19 Instruction Posters and images are available within this notebook or on file at the church office.