

Grace Lutheran Church - Policy for Resuming in-person Gatherings (RiG)

Phase One: Threshold - 1) State gov has reopened county; 2) All preparations to implement phase one are complete; 3) GLC Leadership determination based on CDC, county, and State government recommendations

I. Foot Traffic

a. Parking Lot

- i. Vehicles should park in alternating parking spots - leaving one vehicle spacing between each vehicle
- ii. Parking spaces not to be used will be marked with a small painted circle
- iii. (Potentially have a person to direct?)
- iv. Handicapped spaces will remain as posted
- v. 6-foot distance should be maintained from others while entering and exiting the building

b. Entering/Exiting Building

- i. Wearing face masks is required in order to enter the building; if you do not have a mask, we have some available for you to take one and keep
- ii. Masks are to remain on the entire time you are in the building, covering nose and mouth
- iii. When at all possible wearing masks to and from your vehicle is also encouraged
- iv. Greeters will welcome individuals into church but won't be shaking hands
 1. They will open the doors for individuals entering the church
 2. They will be gloved and masked
- v. Only enter through double doors by the office; all other doors will remain locked
- vi. People are to maintain 6-foot distancing at all times; greet one another with a wave from a safe distance
- vii. All will proceed directly to the sanctuary; no gathering in foyer or other parts of the building
- viii. 6-foot distances will be marked as you are approaching the sanctuary to aid in proper physical distancing
- ix. Ushers will direct individuals to appropriate locations going into the sanctuary or leaving the church service (see worship info); please follow the direction of the ushers
- x. Ushers will monitor use of restrooms to aid maintaining physical distancing; only the restrooms by the kitchen will be in use; please only use restrooms if necessary
- xi. When heading to the restrooms, use the "lanes" marked through the social hall to move to and from the restrooms and the sanctuary; you will always follow the path on the left; directions will be clearly posted
- xii. When leaving you will follow the left lane through the social hall; physical distancing is to be maintained as you exit
- xiii. Greeter will also open the door for individuals exiting the building
- xiv. Only exit from the double doors next to the restrooms
- xv. All areas of the building that are not a part of the flow of traffic in the building will remain off limits

II. Worship

- a. Our goal is to have 1 in-person service per week, provided that sanitization procedures can be adequately maintained, and 2 virtual (Zoom) services per week
- b. People of 65 years of age or older and anyone with a pre-existing condition who have not received the vaccine are strongly encouraged to continue to stay at home
- c. If you have been in contact with someone who has been diagnosed with COVID-19 OR if you have been diagnosed yourself, stay home
- d. If you are sick, feel sick, or have any symptoms that could indicate illness, stay home
- e. A sign-up procedure will be established that will limit the number of individuals that may be in attendance. This is to ensure physical distancing rules are able to be followed. Worship sign-up

will be necessary. Only those who are signed up for a service will be allowed in the building at the time of worship

- f. Hymnals, pew books, and pencils will be removed from the pews; no printed bulletins will be used
- g. Arrival
 - i. Pastor will be seated in the chancel area prior to anyone aside from worship volunteers entering the building
 - ii. Enter building as outlined above
 - iii. Use sanitization station to sanitize your hands; if you are allergic to alcohol-based sanitizer please bring your own form of sanitizer and use it before entering the sanctuary
 - iv. Once in the building, follow traffic pattern established above
 - v. If you have a coat, keep it with you; do not hang it in the coat rack
 - vi. Ushers will seat family groups starting from the front of the sanctuary, filling to the back
 1. Wait at the entrance of the sanctuary for an usher to seat you
 2. Use the markings on the floor to maintain proper physical distancing while waiting to be seated
 3. Only sit with family members or those you traveled with to the building (“family group”)
 4. Pews will be marked with a Lutheran Rose to designate pews where people may sit
 5. The 6 feet in middle of pews will be marked off
 - a. If the middle 6 feet are not occupied, both sides of the pew may be used
 - b. If one family group occupies part of middle six feet of pews no one else may be seated in that pew
 - vii. Once everyone that has signed up for a service has arrived, the sanctuary is at-capacity, or the service begins, the front doors will be locked
 - viii. Greeters and Ushers will sit in black chairs at the rear of the sanctuary, spaced 6 feet apart
 - ix. If it becomes necessary for you to use the restroom during service, please follow the direction of the ushers so that proper physical distancing can be maintained, and the traffic pattern established above
- h. During Worship
 - i. Please see the screens for all worship materials; an electronic copy of the bulletin will be made available for you to download from our website and use on a mobile device if you so desire; if you bring your own printed copy of the bulletin, please take it with you when you leave
 - ii. No worship assistants other than ushers and greeters will be utilized
 - iii. There will be no singing during worship
 - iv. When sharing the peace, stay in your pew; you may share the peace by waving to others from your seat
 - v. No in-person offering will be collected; people may continue to contribute by mailing in their offering, contributing online (see gracemuscatine.org), or setting up direct deposit (Talk with Carol, Office Administrator, about the process)
 - vi. The communion liturgy will be moved to the end of the service; after Pastor has given the blessing, ushers will usher people out of the sanctuary by family group and hand people individually packaged communion kits that they may take with them; communion kits should not be opened or consumed until you have returned to your vehicles so that you can keep your mask on while in the building
- i. Leaving
 - i. Ushers will usher family groups out of the sanctuary one at a time starting in the back and moving to the front
 1. One usher will dismiss people

- 2. One usher will hand out the communion kits
- ii. ONLY leave when the usher has directed you to do so
- iii. Use hand sanitizer before receiving the individually packaged communion kit from the usher
- iv. You may exit following the traffic pattern outlined above (left lane through social hall)
- v. Physical distancing is to be maintained
- vi. The greeter will open the door for you as you exit
- vii. Once you are in your vehicle, you may remove your mask and consume the communion elements

III. Christian Ed - Online only

IV. Board Meetings - Online only

V. Social Gatherings - Online only

VI. Building Function - Staff only in the building for reasons other than in-person worship

VII. Outreach Ministry

- a. No in-person activities
- b. Pastoral Care visits allowable in emergency situations; physical distancing practices and face masks are to be utilized

VIII. Sanitization

- a. Hand sanitizer
 - i. 3 free-standing stations
 - ii. One near entrance to building, in foyer by the office
 - iii. One station in the back of the sanctuary, center aisle
 - iv. One near exit to building, by double doors to parking lot
 - v. People will be asked to use hand sanitizer both when entering and exiting the building and when leaving the sanctuary at the end of service before receiving individually packaged communion kits from ushers
 - vi. People who are allergic to alcohol-based hand sanitizer are to bring their own sanitizer to use
- b. Products needed
 - i. Gloves
 - 1. Will need access to supply of latex gloves for worship volunteers
 - 2. Will need access to vinyl gloves for those who sanitize the building
 - ii. Masks
 - 1. Will need face masks for ushers and attendees
 - 2. Have some cloth masks made by members
 - 3. May also look into having some disposable masks for worship volunteers
 - iii. Buckets and rags
 - iv. Spray bottles
 - v. EPA approved sanitizer
 - vi. 3 free-standing hand sanitizer stations
 - vii. Hand sanitizer for the stations
 - viii. EPA approved sanitizing wipes
 - ix. Tape/stickers to mark floor
 - x. Signs indicating traffic flow, off-limits areas, reminder of 6-foot distancing and masks
- c. Process to sanitize building after each in-person gathering
 - i. Pews - wiped down with EPA approved sanitizer mix

- ii. Light switches - wiped down with Clorox wipe (or other EPA approved sanitizing wipe)
- iii. Doorknobs - sprayed down with sanitizing solution
- iv. Bathrooms
 - 1. Toilets cleaned per usual methods; lids sanitized
 - 2. Sinks, faucets, and flushing mechanisms sprayed down with sanitizing solution or wiped down with sanitizing wipe
 - 3. Floors mopped with sanitizing solution
 - 4. Doors wiped down with sanitizing solution
 - 5. Stall doors sprayed down with sanitizing solution
- v. All hard surface floors - swept and then mopped using sanitizing solution
- vi. Tables in social hall (creating walkways) - sprayed down with sanitizing solution
- vii. Sound booth - supply of sanitizing wipes kept in the booth, projectionist to wipe down the booth before leaving
- viii. Pastor's Mic - wiped down with sanitizing wipe before putting back on charging cradle
- ix. Any rags used need to be properly laundered after each use

Training Greeters – RiG Phase 1

- I. Greeting before worship, as people arrive
 - a. Before entering the building
 - i. Wash hands at home or use hand sanitizer in the car
 - ii. Put on face mask
 - b. Immediately after entering the building
 - i. Use restroom if necessary
 - ii. Go to the workroom and get gloves
 - c. Taking your position
 - i. One greeter will stand outside the double doors
 1. The outside greeter will need to get the sign up sheet and a writing utensil from the work room
 - ii. One greeter will stand inside the foyer behind the mask table
 1. The inside greeter will need to get the individually bagged masks from the work room and spread some out on the table in the foyer
 - d. Outside Greeter
 - . Confirm that ushers are in place and ready to go before letting first family group in
 1. Family group = the people they arrived with
 - i. As people approach, welcome them to Grace
 - ii. Check to see that they are on the sign up sheet
 1. If they are not on the sign up sheet, ask them to please wait outside at a 6 foot distance from others for the time being. If there are some people who have signed up but don't show, they may be able to take their place depending on whether we are at capacity in the sanctuary or not. Apologize for any inconvenience.
 2. If they are on the sign up sheet, mark them as being in attendance.
 - iii. Before they enter the building, politely share the following information:
 1. People are to enter with their family group
 2. Encourage family groups to keep physical distance of 6 feet from other family groups
 3. Remind them that masks are required to be worn inside the building AT ALL TIMES
 4. Ask them to put on their mask before entering the building
 - a. Masks must cover both nose and mouth
 5. If they don't have a mask, invite them to pick one up at the mask table in the foyer as soon as they enter
 6. Let them know that there are hand sanitizer stations inside for them to use
 7. Remind them that once they are in the building, family groups are to stand together in the spots marked on the floor as they wait to be seated by an usher
 - a. They may only stand in spots that are marked
 - ii. Look to see if there is room in the foyer for the family group to enter
 1. Meaning, the physical distance marker closest to the doors is not occupied
 2. If the marker is occupied, politely ask the family group to remain where they are for the time being
 - a. This does not change regardless of weather
 3. If the marker is unoccupied, open and hold the door for them while they enter
 - iv. Close the door until the next family group arrives
 - v. If there are multiple family groups waiting to enter the building, politely remind them to keep physical distance of 6 feet even outdoors
 - e. Inside Greeter
 - i. As family groups enter, welcome them

- ii. If they do not have a mask on but already have a mask, ask them to please put the mask on as they are required to be worn at all times in the building
- iii. If they do not have a mask,
 - 1. Invite them over to the mask table
 - 2. Have them look them over and POINT to one that they would like
 - 3. Hand them the mask they indicate
- iv. Remind them of the following information
 - 1. Point out the hand sanitizer station for them to use and inform them there is another one available at the entrance to the sanctuary if they would prefer to use that one instead
 - 2. Politely remind them that they must wait their turn to be seated by an usher, using the physical distancing markers on the floor
 - 3. If they need to use the restrooms at any time they are in the building
 - a. Only the ones down by the kitchen are available for use
 - b. The restrooms may be accessed through the social hall following the direction signs and feet markers
 - c. Remind them to please stay in areas of the building that are clearly marked for traffic flow as all other areas are closed
 - 4. As needed, politely remind them that masks are to be worn in the building at all times, covering mouth and nose
- v. As physical distance markers become vacant, you may encourage family groups to advance to the next available marker
- f. Once everyone is in the building and seated by ushers, greeters may take a seat in the black chairs in the back of the sanctuary

II. Greeting after worship, as people leave

- a. Before the ushers usher anyone out of the sanctuary when worship is done
 - i. One greeter will head to the doors by the kitchen following the directional signs through the social hall (If took off gloves, will need new ones)
 - ii. One greeter will stand 6 feet from the entrance to the social hall
- b. Social hall greeter
 - i. Will indicate to people which way the direction of traffic through the social hall, gently correcting people who try to walk down the wrong path
 - ii. Will continue to encourage masks and physical distancing as people exit the building
 - iii. This will include polite reminders not to use their individually packaged communion kit until they have reached their vehicles
 - iv. Thank people for coming
- c. Back door greeter
 - i. Will hold the door for people as they are exiting the building
 - ii. Will monitor people using the restrooms
 - 1. When restrooms are in use, if people choose to wait to use them, ask them to step outside and wait 6 feet apart in a line down the sidewalk
 - 2. When the restroom is free, the next person in line, wearing a mask covering their nose and mouth may enter into the building (greeter holds the door)
 - iii. Thank people for coming!

III. After everyone is gone

- a. You are free to dispose of gloves
- b. Go receive your communion kits from the ushers
- c. You may go home

IV. NOTE - If there is any part of this procedure that you are uncomfortable complying with, we politely ask that you remove your name from the list of volunteers for the time being.

Usher Training – RiG Phase 1

- I. Before anyone arrives
 - a. Before entering the building
 - i. Wash hands at home or use hand sanitizer in the car
 - ii. Put on face mask (must cover nose and mouth)
 - b. Immediately after entering the building
 - i. Use restroom if necessary
 - ii. Go to the workroom and get gloves (to be used at the end of service)
 - c. Take position at back of sanctuary, center aisle
 - i. Determine who will seat which side
 - ii. Determine who will seat the first family group
 - d. Take note of the pews
 - i. Pews marked with a Lutheran Rose are OK to seat people in
 - ii. Pews that are unmarked are to REMAIN VACANT
 - iii. Also note that people are NOT ALLOWED to request a particular spot to sit
 - iv. If an exception has been made for a family with young children, you will have specific directions given to you by Pastor Dan on seating that family when they arrive.
- II. Seating people
 - a. Do your best to maintain a physical distance of 6 feet from those you are seating
 - b. People will be standing in line at the back of the sanctuary in family groups (physical distancing is to be maintained using the markings on the floor)
 - i. Family groups = people who arrive to worship together
 - c. Ushers will alternate who is seating a family group
 - d. ONLY ONE FAMILY GROUP IS TO BE SEATED AT A TIME - the usher who is not actively seating a family group will stay at the back of the sanctuary to direct the next family group to remain at the floor marking at the back of the sanctuary until it is their time to be seated
 - e. Usher who is actively seating a family group
 - i. Alternate between seating family groups on the center aisle of the pew and the side aisle of the pew
 1. Note - to make it easier to track which pews are for sitting, it may work best to start with the center aisle as the side isles of the pews are not marked with Lutheran Roses
 - ii. Pews are to be filled starting from front moving to the back
 - iii. If a family group DOES NOT occupy seating space past the RED tape, then the other side of the pew MAY be used to seat a family group
 - iv. If a family group OCCUPIES seating space past the RED tape, the other side of the pew MAY NOT be used to seat a family group
 - v. If a family group is large enough that it will occupy space past the WHITE tape (approx. more than 6 people), politely ask the group to split and seat the other portion of the family group in another designated seating location
 - vi. Point out the open spot for the family group to be seated
 - vii. Instruct the family group to sit as close to the end of the pew as possible
 - viii. As the family group is taking their seat, politely remind them that masks are to remain on, covering mouth and nose, until they exit the building
 - ix. After the family group is seated, thank them for their cooperation and return to the back of the sanctuary
 - f. Once all the family groups have been seated, you may take your seat in one of the black chairs at either side of the center aisle in the back of the sanctuary for the duration of the worship service.
- III. Dismissing people
 - a. At the end of the service put on your gloves

- b. Find the baskets containing the individually packaged communion kits and place them on your black chairs so you have easy access to them
 - c. Family groups will be dismissed ONE AT A TIME starting from the back, moving to the front, alternating between the side aisles and the center aisle
 - d. ALL family groups will exit through the double doors at the back of the center aisle
 - e. Ushers will alternate in dismissing family groups
 - f. Usher not actively dismissing a family group
 - i. Grab your basket of communion kits
 - ii. As the family group being dismissed approaches, ask each person to use the hand sanitizer station at the rear of the sanctuary
 - iii. After they have sanitized their hands, distribute the communion kit saying: "The body and blood of Christ, broken and shed for you. Go in peace."
 - g. After every person in a family group has been dismissed, ushers switch roles
 - h. As people are exiting, as is necessary, remind people to keep masks on until they exit
 - i. Also remind people to not use the communion kits until they get to their vehicles
 - j. After the last family group has been dismissed, wait for the greeters to come receive communion kits; dismiss them in the same manner
 - k. Then you may receive your communion kit and dismissal from the other usher
 - l. Put the baskets where you found them
 - m. Then you are free to discard your gloves and leave the building
- IV. NOTE - If there is any part of this procedure that you are uncomfortable complying with, we politely ask that you remove your name from the list of volunteers for the time being.