

In-Person Worship has Resumed

We are happy to announce we are now having in-person worship! We have missed your smiling faces in the pews and we are excited to see you again. We understand that you might not be ready to return yet, but if you are, here is what to expect:

- ♣ Masks are required.
- ♣ We will socially distance in every other pew.
- ♣ We will limit our sanctuary capacity to 50 people with overflow space in John Knox Hall.
- ♣ As long as you are social-distancing and wearing a mask, you can sing.

We will also continue to livestream our worship on Facebook as well, so you can make the choice that is best for you. Be as cautious as you need to be - we are together in spirit, if not in body, and we celebrate that wherever 3 or more are gathered in his name (gathered in person or joining virtually) Christ is in the midst of us.

Families, we want you to know that we will be offering nursery care during worship beginning in March. Erica, our nursery supervisor, has received both doses of the COVID vaccine and she has a plan in place to make the nursery as safe and sanitary as possible! Again, it is your choice whether or not you are ready to return or whether you are ready to send your kids to the nursery, but we know that having nursery care in place makes it much easier for you to be here.

COVID-19 Preparedness Plan for First Presbyterian Church of Willmar, MN

First Presbyterian Church of Willmar is committed to providing a safe and healthy environment for all our staff and congregation. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Ruling Elders, Teaching Elders, and Staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our church, and that requires full cooperation of the governing body and staff. Only through this cooperative effort can we establish and maintain the safety and health of all persons who come to First Presbyterian Church of Willmar.

The staff is responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. They have the full support of the Session in enforcing the provisions of this policy and we encourage our staff to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for religious organizations, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick Staff and ensure sick Staff stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. building and ventilation protocols;
5. cleaning and disinfecting protocols;
6. drop-off and delivery practices and protocols; and
7. communications, training and supervision practices and protocols.
8. what guests can do to minimize transmission;
9. additional protections and protocols for managing occupancy;

1. Policies and procedures that assist in the identification of sick staff or guests

Staff and congregation will be informed of and encouraged to self-monitor for signs and symptoms of COVID-19 prior to arrival at church. The following policies and procedures are being implemented to assess the health status prior to entering the workplace and for Staff to report when they are sick or experiencing symptoms.

- All staff and congregation will sign in for meetings, small groups, and worship.
- First Presbyterian Church requires staff and guests to stay at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household.
- If either staff or congregation have an abnormal temperature (either higher or lower), they are to be home until they have maintained a normal temperature without drug assistance for 48 hours.

- If a staff member begins to feel ill at work, they will inform their supervisor and then go home.
- If you have been with someone who has tested positive for the COVID virus, you must report your exposure to your supervisor within 24 hours of your awareness of this. Supervisors are to keep Personnel Committee aware of all such circumstances.

If any one from staff or the congregation tests positive for COVID-19 within 14 days of being at First Presbyterian Church, they will inform the Pastors as soon as possible.

- The Administrative assistant will keep a detailed list of church attendees and dates of reported illness in order to contact everyone who was on church property at the same time as the diagnosed person. This notice to staff and congregation will go out the same day as the information is received.
- If the staff has been exposed to a person diagnosed with COVID-19 they will be required to self-quarantine until 14 days have passed since exposure.

At all times, the privacy of staff and congregation health status and health information will be maintained. Shared information will simply be that a person who was at church on the given date has been diagnosed with COVID-19. No further information will be shared.

2. Social distancing – maintaining six feet of physical distancing

Social distancing of six feet will be implemented and maintained between all staff and congregation at First Presbyterian Church through the following protocols:

- The sanctuary may be used for corporate worship, funerals, and weddings at less than 50% occupancy, or most current recommendations, with the following guidelines in place:
 - As of 2/25/21 maximum occupancy of the sanctuary is 50 people.
 - Overflow may be seated in John Knox Hall, maximum of 30 people.
 - Every other pew will be closed.
 - All hymnals, songbooks, and envelopes will be removed from the pews.
 - The congregation will be required to enter through the main doors (including the handicap accessible door).
 - The congregation will be dismissed pew by pew (by ushers or pastors) and directed to depart through one entrance.
 - There will be no passing of the peace or hand-shaking upon entry or exit.
- Nursery Care will be provided (as of 2/25/21) with the following plan in place:
 - Nursery care will be moved to the Family Cafe.
 - A maximum of 10 children will be allowed.
 - Extra cleaning protocols will be in place.
 - Care will be provided by care givers who have received the COVID-19 vaccine.
 - Parents must provide a phone number and leave their phones on vibrate during worship for easy contact by the caregiver.
- Sunday School will be discontinued until a later date.
- Coffee Fellowship will be discontinued until a later date.
- Events that involve the sharing of food, including funeral receptions, will be discontinued until a later date.

- Meetings of 10 or less people may be held in person but must meet in John Knox Hall where people are able to social distance around multiple tables.

3. Worker hygiene and source controls

Staff hygiene and source controls are being implemented at the church at all times according to the following protocols:

- Staff are required to wear masks when interacting with congregation members. Masks are not required to be worn when staff members are working in their own offices or on the chancel leading worship.
- Staff will regularly wash their hands.
- Handwashing and hand-sanitizer facilities will be readily available and appropriately stocked.
- Drinking fountain will be taped off and not used.
- Congregants will be required to wear masks at all times when they are interacting with people outside of their households. The expectation that guests bring masks with them to church will be communicated to them in advance. Masks will be provided if individuals do not bring their own.

4. Building and ventilation protocols

Reopening the church includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. We will adhere to the following protocols:

- The Building & Grounds Committee will consult changing CDC recommendations to determine how often to change air filters and to improve ventilation and exchanges for air from outside to the extent possible.

5. Cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. These protocols include:

- Routinely cleaning and disinfecting all areas, such as offices, restrooms, common areas, shared electronic equipment, instruments, tools, controls, etc.
- Personal equipment, tools, items used in worship, microphones, cameras and phones should not be shared or, if shared, should be disinfected between users.
- All high-touch items, such as doorknobs, countertops, barriers, railings, handles, tops of chairs, and other surfaces will be cleaned frequently.
- Implement immediate cleaning and disinfecting of the work and gathering space if a staff, member, or visitor becomes ill with COVID-19.

6. Drop-off and delivery practices and protocols

Protocols for drop-off of supplies are:

- Receive deliveries via a contactless method whenever possible. Mail will be left in the outdoor mailbox and one staff member will retrieve the mail each day.
- Provide for contactless deliveries that promote delivery at a doorstep, where persons maintain a distance at least 6-feet away while verifying receipt of the delivery between the staff and the delivery person. Whenever possible, attempt to do everything electronically (e.g. app, phone) to eliminate the need for close contact between staff and delivery personnel.

7. Communications, training and supervision practices and protocols

- All leadership and staff must be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols.
- Leadership must ensure the COVID-19 Preparedness Plan is posted in easily accessible locations and is shared with and reviewed by all staff. It should be shared on website, social media and in advance of face to face gatherings.
- Leadership must ensure the necessary or required rules and practices are communicated to all users of the church and adequately enforce their provisions.
- All staff must ensure they comply with and follow established rules and practices, and communicate those expectations to visitors to the church.
- Protective measures will be communicated to congregants prior to, and at the start of, the event or gathering to both educate and inform them of their role in protecting themselves and others.

8. What congregants can do to minimize transmission of COVID-19

Congregants can help maintain the safety of First Presbyterian Church by:

- Staying home if they or a household member have symptoms of COVID-19. Symptoms can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea.
- Staying home if they are in a high-risk category for COVID-19.
- Signing in upon arrival at First Presbyterian Church.
- Regularly washing and/or sanitizing hands.
- Wearing face masks in public spaces and with non-household groups.
- Maintaining a distance of at least 6 feet from people not in the same household at all times.