



Welcome International Friends

2040 South Commerce Road—Walled Lake, MI 48390—248-624-7676 ext. 115
Email: international.friends@st-matthew.org Website: www.smifriends.org

*All the staff and team members are excited to welcome our new friends and see our old friends again. We are so happy you will be with us.
Have you moved to America recently? Do you need information or some kind of help to begin your life here? Please email or call if we can help you in any way.*

1. General Health Policies:

Because St. Matthew will follow the latest mandates and guidelines from the Oakland County Health Division (OCHD), please check their website for all of the latest updates, as this changes often. <https://www.oakgov.com/covid/Pages/Health-Orders.aspx>
If you have been exposed to COVID-19, have any symptoms of COVID-19, or test positive for COVID-19, please contact the International Friends office to let them know as soon as possible. All information is confidential.

- If you have a fever of 100.4°F/38°C you must stay home from class. You can return to class when you are fever free and medication free for 24 hours. This is different if you have COVID-19. Please see below on what to do if you have been exposed or tested positive for COVID-19.
- If there is anyone in the household who has come down with symptoms of COVID-19, please contact your healthcare provider. COVID-19 symptoms are listed here - <https://www.oakgov.com/covid/best-practices/sick-caring/Pages/symptoms.aspx>.
- If you or any household member has come in contact with someone who has tested positive for COVID-19, the household should self-quarantine according to current OCHD guidelines. <https://www.oakgov.com/covid/best-practices/sick-caring/Pages/self-monitor-quarantine-isolation.aspx>
- If you or a household member has tested positive for COVID-19, the family should remain home and follow current OCHD guidelines as to when you should return to class (see the above website for latest information as this changes often).
- The Center for Disease Control (CDC) also has detailed explanations for a variety of scenarios regarding COVID-19 and exposure. <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

2. Screening Questions

These are the questions you will be asked when you come to class. You must be able to answer “no” to all these questions.

1. Do you have any of the following symptoms: fever of 100.4°F/38°C or more, uncontrolled cough, or atypical new onset of shortness of breath or at least 2 of the following not explained by a known physical condition: Loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, or abdominal pain? YES or NO
2. Have you traveled internationally within the last 14 days? YES or NO
3. Have you had close contact* (including with members of your household) with a confirmed/probable COVID-19 case in the past 14 days? YES or NO

Close contact = Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

3. If you are going to be absent from class:

These attendance policies are important because of our large waiting lists for many classes. Thank you for your help with the following:

- If you will be absent for any reason – tell your class leader (email, phone call, or text is ok)
- If you are going to be absent for more than 2 weeks at one time (vacation, morning sickness, etc) – tell your class leader (email, phone call, or text is ok).
- If you are very sick or need help in an emergency, please tell us how we may help you or pray for you. We think of you as our friend and we will be concerned if we do not see you.
- If you can no longer take a class please tell your class leader or the International Friends office (email, phone call, or text is ok.)

4. How will I know if class is canceled?

- If bad weather or loss of electricity causes school to close for St. Matthew Lutheran School in Walled Lake **OR** Walled Lake Public Schools, then International Friends classes will also close that day. These closings will be announced on TV, WXYZ Channel 7 or Channel 4, or on the radio by WWJ 950AM. You can also check for school closings in Oakland County on this website: www.WXYZ.com. We will notify you by e-mail or phone regarding other important information.
- If class is cancelled due to a COVID-19 related issue you will receive an email.

5. Photos:

We will be taking pictures this year in our classes and on our field trips. We want to show the fun we have with our friends. These pictures could be used on TV monitor outside the International Friends office and possibly on the St. Matthew web site. Please let us know in the International Office if you would not like your picture used in either of these places. Thank you!

6. Learning About Christianity:

We have resources in many languages about Christianity that you are welcome to borrow. If you need materials in another language, please let us know, and we will get you what you need. On Thursdays, Becky will be leading an easy English discussion group about Jesus, the Bible and other topics that you may be interested in. Everyone is welcome to attend at any time, just contact Becky or our office. You do not have to be Christian to attend.

7. Parking lot safety:

Please follow these rules when you are in the parking lot – this is for your child’s safety. Always hold your child’s hand when walking to your car in the parking lot. **Never let your children run in the parking lot.**

The traffic is very heavy in the entire parking lot at 3:30-3:45 pm when St. Matthew School ends. Over 100 cars exit the parking lot together! Please take special care to keep your children close to you if you leave the building at that time.

8. Office Phone Numbers (248)624-7676:

FAX 248-624-0685 - international.friends@st-matthew.org



Becky Masters (Director)
extension 119
Japanese Language

rebecca.masters@st-matthew.org



Jan Roth-Heikkinen (Assistant Director)
extension 113

jan.roth@st-matthew.org



Nora Meyer (Assistant)
extension 115

nora.meyer@st-matthew.org



Joann Wiliford (Survival Classes Teacher)
(248)891-1824

joann.wiliford@st-matthew.org



Megumi Kurata (JCFN* Associate Staff)
734-717-5542

mkurata@jcfn.org

ABOUT ST. MATTHEW CHURCH

Everyone is welcome to come to our worship services and other activities.

You do not have to be Christian to attend.

St. Matthew has worship in English every Sunday morning at 8:45am (traditional worship in the sanctuary – this service is also available by LIVE stream) and 11:00am (contemporary worship in the gym). There is also a Bible study for adults and Bible School for children at 10:00am.

Website: www.st-matthew.org

We are happy to tell you about the customs and symbols that you see in our church. Please ask your American friend or come see us in the office.

*We have Bibles and videos available in Japanese, Korean and other languages.

St. Matthew Lutheran Church is a Christian Church. It has no relationship with Mormons, Jehovah’s Witness, Aum Shinrikyo, or the Unitarian Church. If you are having difficulties with any of these groups, please let us know.