

**Protocols for Restarting In-Person Ministry**  
**“Infectious Disease Preparedness and Response Plan.”**  
**St. Matthew Lutheran Church, Walled and Wixom**

7/22/20 updated 8/26/20

Out of love and concern for all staff and people, especially for those in the vulnerable population, including “older adults and people of any age who have underlying medical conditions” (according to the Centers for Disease Control and Prevention (CDC); for a more detailed description, see <https://www.cdc.gov>), the following items are part of the initial regathering plan for in-person ministry at St. Matthew, once the Implementation Team determines that it may resume:

**Before the Buildings Are Opened**

1. The congregation will be informed through a variety of means about the cleaning and safety measures that have been put into place.
2. The congregation will be informed through a variety of means that, out of love and concern for themselves and others, they are requested to not enter the church buildings if they have a fever, are sick, or have been in close contact within the last two weeks with anyone with a positive diagnosis of COVID-19.
3. The facilities will be cleaned after prolonged non-use.
4. The standards of facility cleaning and disinfection will be increased between facility usage (e.g. door handles, faucets, toilet seats, chairs, pews).
5. Hand sanitizers will be placed strategically around the buildings.
6. The water fountains will be turned off, with the exception of the water bottle filling station in the Walled Lake campus gym.

**General for All Uses of the Buildings**

1. All staff will undergo a daily screening program, which, according to the Michigan Governor’s Executive Order 2020-114, includes, “at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.” Unless otherwise specified for specific ministries below, all staff will be asked:
  - Do you have a temperature or any of the COVID-19 symptoms? An affirmative response requires the employed to be excluded from working onsite:
    - In the case of a fever for at least 24 hours and until there is no fever without the aid of fever reducing medicine
    - In the case of any of the COVID-19 symptoms until a COVID-19 test returns a negative result and a doctor gives a written permission to return to work.
  - Have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19? An affirmative response requires the individual to be excluded from working onsite 14 days after the last exposure to the person with COVID-19 and a doctor gives a written permission to return to work.
2. Staff will have a designated point of entry, with hand sanitizers.
3. Staff will receive training on hand washing, health, social distancing expectation, and any other safety needs.
4. Staff will be provided masks and gloves, as needed. Face coverings are to be worn when staff cannot consistently maintain 6 feet of separation.
5. Cleaning supplies will be made available to staff upon entry and at the worksite.
6. Staff will work remotely to the fullest extent possible.

7. The buildings will be locked and secured, with limited, approved outsiders and staff being let into the building.
8. Ministry leaders will communicate to participants that, out of love and concern for themselves and others, they should not be present if they have a fever, are sick, or have been in close contact within the last two weeks with anyone with a diagnosis of COVID-19.
9. Ministry leaders will communicate to participants that, unless specified elsewhere in this document, they are encouraged and will be expected to wear a mask within a church building, if physically able.
10. Extra masks will be available and given to those who forgot them.
11. Ministry leaders will remind participants about normal precautions for protecting against the spread of disease, including:
  - Staying at least 6 feet apart from others to the maximum extent possible
  - Washing hands with soap and water for at least 20 seconds
  - Avoiding touching their eyes, nose, or mouth with unwashed hands
  - Covering their mouth and nose with a tissue or upper sleeve when coughing or sneezing
  - Avoiding contact with people who are sick
  - Staying home when they have a fever (or until the end of the recommended period of contagion)
  - Greeting others with the use of waves, nods, and smiles, instead of handshakes, elbow or fist bumps.
  - Encouraging them to lessen / limit the person to surface contact (for surfaces that are touched by multiple persons).
  - Encouraging those who travel to follow the federal, state, and local guidance regarding when to stay home.
12. Increase circulation of outdoor air as much as possible by opening windows and doors, using fans, etc. But do not open windows and doors if they pose a safety risk to children using the facility.

**General Plan for When a Staff Member or Others in Any Building Becomes Sick with COVID-Like Symptoms**

(in accordance with the Center for Disease Control and Prevention Interim Guidance for Schools and Child Care Programs, May 2020; and Michigan Governor’s Executive Order 2020-114)

1. Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation, and ensure that children are not left without adult supervision.
2. Establish procedures for safely transporting anyone sick to their home or to a healthcare facility, as appropriate.
3. Notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. When an employee is identified with a confirmed case of COVID-19, immediately notify the local public health department; and within 24 hours, notify any co-workers or others who may have come into contact with the person with a confirmed case of COVID-19.
4. Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before you clean or disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants, and keep disinfectant products away from children.
5. Advise sick staff members or children not to return until they have met CDC criteria to discontinue home isolation.
6. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

7. In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a short time (1-2 days) for cleaning and disinfection.

### Offices

1. Once staff is allowed to return to work, an effort will be made to maintain distance and minimal contact with one another, with the following options available, as approved by and coordinated with supervisor:
  - Working in shifts will be encouraged, as possible.
  - Working from home will be permitted, as needed.
  - Official office hours will be adjusted as necessary, with the intent and focus on the protection of all staff
2. St. Matthew will provide the following, for the safety of staff:
  - An appropriately socially distanced, clean and sanitized workspace and/or products to maintain the cleanliness of the space
  - Cleaning products for self cleaning touch points - door handles, restrooms, etc.
  - Masks, gloves, and hand sanitizer
  - A designated point of entry and exit, with cleaning and sanitizing products available at the point of entry/exit
  - Training on hand washing, health, social distancing expectations, and any other safety needs and changed during this time
  - Maintaining a locked and secured building, with limited outsiders being let into the building, by unlocking the door for only approved outsiders or staff.
  - Providing guidance on who should and should not be let into the building and how to handle the situation when someone should be denied access.
  - Proper signage explaining safety measures and expectations for staff and visitors
  - The ability to work from home, as approved by supervisor
  - Adhere to proper reporting of and response to any COVID-19 cases that are reported
3. Expectations of staff
  - Take temperature and self assess for symptoms of respiratory or digestive illness, and do not come to work if symptoms exist.
  - Communicate to supervisor reasons and symptoms.
  - If staying home with symptoms, work from home as possible, but first ensuring the employee's health is taking priority.
  - Wear a mask, as needed, for the protection of those in the office space, and for yourself, especially when social distancing protocols cannot be adhered to or when in group settings
  - Maintain social distancing protocols
  - Wash hands frequently, as per instructions, and/or use hand sanitizer
  - Practice proper hygiene (covering coughs and sneezes, etc.)
  - Only allow access to the building for limited and approved outsiders and staff.
4. Expectations of visitors to the building
  - Number of visitors may be limited

- Masks must be worn
- Visitors must maintain social distance
- Anyone exhibiting symptoms of illness will be asked to not enter

### **In-person worship**

Out of love and concern for members and guests, the following items are part of the initial regathering of in-person, in the building worship protocol. (Many of these are from the intermediate plan of the Pandemic Plan.) Those components which would be part of protocol for an in-person outside worship gathering are in brackets.

1. Tissue boxes and sanitizer bottles will be placed conveniently around the building. [Outside: portable sanitizer stations will be placed in strategic areas.]
2. All items will be removed from pews and chairs.
3. Brochures would be removed from all lobbies
4. No bulletins or communication cards will be passed out. [Also outside]
5. Disposable worship bags will not be provided for the children. Parents will be encouraged to bring quiet activities for children as desired. [Also outside]
6. The worship space and restrooms will be the ONLY available areas in the building during the service. [Also outside]
7. The elders or ushers will sanitize hearing aid equipment for Blended style worship after each use. Those who use them will be encouraged to bring their own headpieces.
8. Participants will be reminded about normal precautions for protecting against the spread of disease, including: [Also outside]
  - Washing your hands with soap and water for at least 20 seconds
  - Avoiding touching your eyes, nose, or mouth with unwashed hands
  - Covering your mouth and nose with a tissue or upper sleeve when coughing or sneezing
  - Social distancing
  - Avoiding contact with people who are sick
  - Staying home when you have a fever (or until the end of the recommended period of contagion)
  - Greeting others with the use of waves, nods, and smiles, instead of handshakes, elbow or fist bumps.
  - Encouraging people to lessen / limit the person to surface contact (for surfaces that are touched by multiple persons).
  - Encouraging those who travel to follow the federal, state, and local guidance regarding when to stay home.
9. Leaders of volunteer worship ministries will ask volunteers if they feel comfortable serving and respect volunteers who do not feel comfortable serving at this time. [Also outside]
10. Worship volunteers and staff will have temperature taken and, if the temperature is below 100.4, will be allowed to serve, though they will be asked to wear a mask. [Also outside]
11. Greeters/ushers, equipped with gloves and masks, will be asked to open doors for attendees.
12. Worship participants will be encouraged and expected to wear a mask. Masks will be provided for those who don't bring them. For those who do not come wearing a mask, greeters/ushers/elders will ask if they

need one; and offer one to them. They will be asked to wear the mask out of Christian love and concern for others. [Outside: mask is optional]

13. While people with a fever will be expected to stay home, temperature checks will not be required of worship participants. [Also outside]
14. Some people will be encouraged to stay home and worship by telephone or online. According to the Centers for Disease Control and Prevention (CDC), “older adults and people of any age who have underlying medical conditions might be at higher risk for severe illness from COVID-19.” For a more detailed description, see <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html> [Also outside]
15. The liturgist may verbally take prayer requests. [Also outside]
16. The length of in-person worship services may be reduced. [Also outside]
17. Congregational singing will be reduced [also outside]; and the congregation should not remove their masks to sing
18. Initially, communion will only be offered at the monthly “drive-in communion service.”
  - When communion starts at in-person worship, the common cup will not be offered for communion. Extra precaution will be taken in the disposal of individual communion cups. Individual cups and communion wafers will be distributed in a plastic bag. The celebrant and distributors will use hand sanitizer before distributing the elements. The distributors would wear a mask and gloves. Gloves will be provided for elders, altar guild, and anyone touching the communion ware. “Pass through” communion will be used in all worship venues, while maintaining 6’ distance between each other (assisted with markings on the floor; and in blended with only one line). [Also outside]
19. Offering plates will be placed at the worship space exits as people leave.
20. If the worship doors are closed during services, then they will be opened / closed by the ushers for members. The ushers will be responsible to sanitize the door handle before and after their shift.
21. In Blended style worship, there will not initially be any printed bulletins. As time goes on, Blended worshipers will be asked to not use bulletins, but given one if requested. There will be no reused bulletins [also outside]. Recycle bins will be placed at the exit of the main worship center [also outside].
22. In order to provide adequate social distancing, every other pew will be blocked off and chairs spaced apart in the blended worship setting
23. Chairs will be spaced apart in contemporary worship settings. Ushers would encourage household units to move chairs together for their unit and space their unit 6 feet apart from other household units. Wipes will be available. People will be invited to bring their own chairs, if they feel more comfortable with that from a safety standpoint. [Also outside]
24. Praise Teams: Do not use the full team. Consider rotations. Social distance singers/musicians. [Also outside]
25. To avoid large numbers leaving at the same time, people will be dismissed one pew or section at a time. [Also outside]
26. Initially there will be no coffee bar offered. The decision is tabled for now as to when we will reopen that.
27. Only in-person worship will be offered initially for a season without Bible Adventure, youth and adult classes. These classes will be available in some kind of online format.

28. Initially there will be no choirs. Table the decision for now as to when we will reopen choir in-person practice and performance.
29. Consideration will be given regarding not using choir robes as space for robe changing may be limited. Just as healthcare workers change or wash their coats after each use, so should the robes be dry cleaned and stored in the bags from the cleaners.
30. [Outside, use of the playground will be determined by government regulations.]

**School** [see separate documents for school]

### **Hearts and Hands Child Development Center**

Entering back to Hearts and Hands

Parents

1. Your child must not have a fever, vomiting, diarrhea, coughing, runny nose, or common cold to attend Hearts and Hands. Since Covid 19 has similar symptoms to allergies Children will need to stay home unless a doctor note states they have been seen and it is Seasonal allergies. Parents should not give their child a Pain/Fever reducing medication before attending due to teething, pain, etc. before attending for the day. Suggestion is to have a Plan B in case your child or household member has any of these symptoms.
  - Should your child have a fever of 100.4 or higher your child must stay home for 24 hours fever free and medication free before returning to school. Per LARA update on 8/14/2020
  - If any household member has a fever of 100.4 your child must stay home. Your child can return when the household member is fever free and medication free for 24 hours. Per LARA update on 8/14/2020
  - If anyone in the household who has come down with symptoms of COVID 19, fever, vomiting, cough, etc. all family members must stay home and be monitored for 3 days.
  - If any child or household member has tested positive for COVID 19, the family should remain home until receiving a negative COVID 19 test and with a note cleared by the Doctor.
  - If your child or any household member has come in contact with someone who has tested positive for COVID 19, the household should self-quarantine for 14 days, and not attend HH's for that time.
  - If a child or staff member has a confirmed case of COVID while attending HH's we will report the case to the Health Department and Licensing Consultant. The Health Department will guide us if the classroom or the Center should be shut down including the amount of days. The maximum number of days the Center could be closed is 14 days. The Classroom/Center will be cleaned thoroughly.
  - All Parents will be notified of any cases of COVID.
2. Children and parents will have their temperatures taken before entering through second doors. If no one is at the front desk then a staff member will take temperatures at the classroom doors.
3. One family in "check in" area at one time, all others remain outside of entrance.
4. Children 4 years and older are required to wear masks when entering and exiting the building. They can remove mask in the classroom.
5. Parents will be required to wear a mask when in the building.
6. Staff will wear a mask.

7. Parents will be called should any symptoms, listed above, appear throughout the day and will have to pick up their child immediately.
8. A sick room (Directors office) will be set up should any child become sick during the day.
9. When entering the classroom, after temperature is taken, children will need to wash their hands.
10. There will be wipes located by the computer for parents to wipe the computer keys and mouse.
11. Hand sanitizer will be available for parents to use only at the front desk. Licensing will not let us use hand sanitizer on children in classrooms, but parents can if they choose to.
12. Birthday treats or any treats must be in a single wrapped wrapper. Lunches need to be in a lunch box. No paper bags.
13. Staff will pour water for the children during this time. No community water Jug and no personal water bottles can be left on counter.
14. No toys and no stuffed animals are allowed.
15. Girls long hair should be put in a ponytail or barrettes. This will limit them from touching their faces often.
16. Water fountain is not in use
17. Have checks already made out before placing in drop box. No pens will be available during this time. Cash should be in a sealed envelope marked with child's name and the amount before placing in drop box. Payments must be made on Friday and will be taken out on Monday to allow two-day cleansing.
18. This is a working Document we will update it as we work through this process.

#### Staff

1. Parents, children, and staff will have temperatures taken before entering 2<sup>nd</sup> set of doors. Only one family at a time in check in area. All others need to wait outside.  
 NO Fevers, cough, runny nose, rash, diarrhea
2. Director, Office manager, or other staff member will check temperatures of anyone entering the building. If no one is at front desk, temperatures will be taken at the classroom's doors. Note: no one should enter building if they are not a family of HH's or deliveries.
3. Staff will be required to wear a mask. If you need a break from it, step out of classroom and breath.
4. Children 4 years and older are required to wear masks when entering and exiting the building. (Common Area). They can remove masks in the classroom.
5. Staff will wash hands when entering the building, during the day, and before and after serving food.
6. Staff will not be able to work if any signs of fever, coughing (unless it is asthma related), or runny nose, common cold.
7. Snack and Lunch items will not be shared between children and need to be in a lunch box.
8. Utensil and napkin baskets will not be offered. Staff will hand them out.
9. Water Container will not be used at this time. No child's personal water bottle during this time.
10. Extra cleaning throughout the day, including doorknobs, counters, changing tables, toys, light switches, faucets, toilets, crib railings, garbage, diaper pails, windows and sills.
11. Expl, Tot's and PS Toys and shelves need to be sprayed down at nap time.
12. Any mouthed toys MUST be picked up immediately and put in sink to wash with the 3-step process. Infant, Expl, and Tot staff must watch closely for this but keep in mind this is a natural and expected behavior so be gently when approaching this situation. No shaming please!
13. Any coats, smocks, clothing, towels used from HH's supplies must be put in laundry to wash.

14. Laundry baskets spray with bleach solution after dirty laundry is put in washer
15. Dress up clothes, including hats, should not be used at this time.
16. Staff bathrooms, a bleach bottle will be placed in bathroom, please bleach countertop, faucet, toilet seat, handle, and door handle after you use the restroom.
17. Mop floors every day.
18. PS Naps, Cots are to be further distance than normal with children head, toe positioned. If we need to use Gathering Room B OR the big room we will split the group. Depending on how many children we have in the day.
19. Tot's, depending on the daily count of toddlers, I am planning on splitting children 8 and 4 or 8 and 8(the total amount after the first 8) to keep the group less in each classroom. This will help at nap time too. Children need to be head to toe when placed on cots.
20. Outside-the equipment will be sprayed down after using it. Big room items- also spray down after each use.
21. Bleach to water solution mix 4 tbs of bleach to 1 gallon of water per licensing. A chart will be posted in Kitchen and classrooms.
22. Water Fountain taped off and not in use
23. Ice Machine is shut off
24. Staff lunches in sealed containers (no paper bags)
25. All packages delivered will be set aside for 2 days before opening.
26. This is a working Document; we will update it as we work through this process.

### **International Ministry**

1. We strongly recommend that since the majority of the Int'l Classes meet during school hours that ALL people entering and exiting the main building, regardless of ministry, follow the same protocols that the school will have to follow.
2. We also discussed moving up registration to the first week of August in order to have more time to shift classes etc. where needed.
3. Our ability to meet in person is hinging heavily on what the local public schools decide to do for the fall as well as what social distancing policies will be in place at that time (ie - only groups of 30 or more, 20 or more, 10 or more, etc.).
4. we could manage classes based on the social distancing parameters, as our largest class rarely exceeds 30 individuals. With lower anticipated registration, it is likely we would not exceed 30.
5. Should there be staggered work time in the International Ministry office?
6. Translation of hand washing signs

### **Nursery, Bible Adventure**

1. We recommend offering only in-person worship initially for a season without Bible Adventure, youth and adult classes. We recommend online classes for Bible Adventure, youth and adults. Dawn and John agree that this should be the tentative plan.
2. Pay attention to the preschool and children's areas. Consider removing everything nonessential from the room to limit surfaces for potential contamination and do a thorough cleaning in between uses. Please see the preschool/children section for more information to consider.
3. Sunday Morning Nursery will initially not be offered and we will encourage use of cry room.

### **Bible classes, confirmation, youth events, Celebrate Recovery**

Everyone will be reminded:

1. Washing your hands with soap and water for at least 20 seconds
2. Avoiding touching your eyes, nose, or mouth with unwashed hands
3. Covering your mouth and nose with a tissue or upper sleeve when coughing or sneezing
4. Avoiding contact with people who are sick
5. Staying home when you have a fever (or until the end of the recommended period of contagion).
6. Encouraging people to lessen / limit the person to surface contact (for surfaces that are touched by multiple persons).
7. Facemasks will be encouraged to be worn.
8. Social distancing guidelines will be followed.
9. If staff is sick, they will stay home and teachers will be found or classes will be cancelled.
10. Tissue boxes and hand sanitizer will be made available in the rooms
11. Common use items will be cleaned between classes and immediately following.
12. Confirmation Classes (except for Lord's Supper) will be offered via Zoom for the immediate future.

### **Youth and College Events**

Everyone will be reminded:

1. Washing your hands with soap and water for at least 20 seconds
2. Avoiding touching your eyes, nose, or mouth with unwashed hands
3. Covering your mouth and nose with a tissue or upper sleeve when coughing or sneezing
4. Avoiding contact with people who are sick
5. Staying home when you have a fever (or until the end of the recommended period of contagion).
6. Encouraging people to lessen / limit the person to surface contact (for surfaces that are touched by multiple persons).
7. Facemasks will be encouraged to be worn.
8. Social distancing guidelines will be followed.
9. Tissue boxes and hand sanitizer will be made available if possible
10. Common use items will be cleaned before use and immediately following.

Start Up Plan for Activities

1. Church leadership will provide direction as to what dates activities can begin and what activities would be allowed to begin.
2. Initial Group Activities will meet outside to allow for greatest possible social distancing. Examples-bike rides, kayaking, bonfires.
3. Mission Trips are cancelled.
4. Fall Retreats are currently still scheduled and will be re-evaluated in July/August.

### **Homebound and Hospital Visitation**

1. Still provide ministry of the Word as much as possible through the telephone only.
2. Where there are people who are dying, facing life-threatening situations, or in deep spiritual, emotional need (use pastoral judgment), in-person visits can be made, if...
  - a. People request it
  - b. Adult children of elderly people are ok with it.
  - c. If the pastoral visitor does not have COVID-19 symptoms and has not been in close contact with someone with a diagnosis of COVID-19 within the previous 14 days.

- d. Those served do not have COVID-19 symptoms and have not been in close contact with someone with a diagnosis of COVID-19 within the previous 14 days.
- e. The pastoral visitor uses a mask and social distancing as much as possible.
- f. And, obviously, only if the hospital, rehab facility, etc. permits it.

### **Funerals and weddings**

1. Funerals will involve immediate family only, with no funeral luncheon at the church.
2. Weddings will either involve immediate family only in the church building with appropriate safety precautions; or, weather permitting, be held outside with appropriate safety precautions.

### **In-person meetings**

1. Encouraging people to lessen / limit the person to surface contact (for surfaces that are touched by multiple persons).
2. Tissue boxes will be made available if possible
3. Common use items will be cleaned before use and immediately following.

### **Funeral luncheons, Lenten meals, coffee in Hub, Wixom coffee bar**

1. Food will be served by servers
2. Drinks will be poured by servers

### **Women's fitness**

1. Participants will keep social distancing and capacity guidelines according to the Michigan Safe Start reopening plan.
2. Possible outdoor classes
3. One person will sign in all people.
4. Hands will be sanitized.
5. There will be no physical contact or partner exercises.
6. Each person will use their own weights and equipment; and all weights and equipment are wiped off
7. Stay home when you have a fever (or until the end of the recommended period of contagion)
8. The leader will wipe down door handles before and after the class.

### **Floor hockey**

1. Floor Hockey will be suspended until we enter phase 6 of the Michigan Safe Start reopening plan and are post pandemic.