

COVID-19 Recovery Plan

Our Savior’s Way Lutheran Church

PURPOSE OF THIS DOCUMENT

To provide a roadmap for the recovery efforts of Our Savior’s Way Lutheran Church operations, church services, facility, and staffing changes in response to COVID-19.

This document provides guidance for the following:

- Recovery Timeline and Milestones
- Service and Ministry Changes with an Online Strategy
- Social Distancing and In-Person Contact
- Facility Changes and Sanitation
- Special Events (e.g., Weddings, Funeral/Memorials, etc.)
- Screening Process for Staff and Volunteers

“At-Risk” population (according to Virginia guidance) are individuals over the age of 65 or those who have compromised immune-systems.

RECOVERY TIMELINE AND MILESTONS

Our Savior’s Way recovery timelines are predicated on government guidance from its various sources (CDC, VA Health, OSHA). While some OSWLC programs will continue during all the phases, they may have different expressions (online versus in-person groups) which will depend on the Phase the congregation is currently under.

Elements and Events	PHASE 1 Restricted Operations	PHASE 2 Reduced Operations	PHASE 3 Limited Operations	PHASE 4 Regular Operations
Worship	Online	Online	Online / Limited #	Online / In-Person
Small Groups	Online	Online	Online/ In-Person	Online / In-Person
OSW Campus	Closed	Closed	Limited Open	Open

Counseling	Online	Online	Online / In-Person	Online / In-Person
Events	Cancelled	Cancelled	Limited**	Allowed
Special Services	Postponed	Postponed	Limited**	Allowed
Staff	Remote	Critical Staff as Needed	On-Site	On-Site
At-Risk	Online	Online	Online	In-Person

“Online” opportunities will remain in effect even after OSWLC reaches Phase 4 and is “open” for regular operations. Limitations** based on government guidance.

PHASE 1 RESTRICTED Operations

Phase 1 operations have the strictest requirements due to concern of spread of the virus, where the church has the most responsibility to keep social distancing and isolation of the staff. No gathering of staff or congregation is authorized with the exception of production of streaming/pre-recorded worship services and the recording of special communications to the congregation. Only facilities personnel and excepted staff may be on campus by the approval of the Senior Pastor.

During this phase, the following will be observed:

- Worship Services Online only (website, FB, App, YouTube)
- Small Groups Online only (various platforms)
- Bible Study Online only (various platforms)
- Campus Closed
- Counseling Online only (various platforms)
- Events Cancelled
- Memorials/Funerals Postponed
- Weddings Postponed
- Staff Remote (tele-commute)
- At-Risk Online only (various platforms)

PHASE 2 REDUCED Operations

Phase 2 Operations allowed for “reduced” restrictions towards gatherings, allowing for small groups of people to gather together. This is the milestone that will allow for in-person meetings of <50 people in attendance while maintaining social distancing and close-contact limitations.

During this phase, the following will be observed:

- Worship Services Online only (website, FB, App, YouTube)
- Small Groups Online and In-Person (within limitations)
- Bible Study Online and In-Person (within limitations)
- Campus Closed
- Counseling Online only (various platforms)
- Events Cancelled
- Memorials/Funerals Postponed
- Weddings Postponed
- Staff Critical Staff on Campus as needed
- At-Risk Online only (various platforms)

PHASE 3 LIMITED Operations

Phase 3 Operations allows for the gathering of larger groups of people per local government guidance (e.g., 50% occupancy of space). Larger groups (>50) will be allowed to gather and the church's leadership (staff and MMSLG) will determine which activities will be allowed during each of those levels of gathering, ensuring safety and security of those who gather.

During this phase, the following will be observed:

- Worship Services Online and In-person (50% of space)
- Small Groups Online and In-person (50% of space)
- Bible Study Online and In-person (50% of space)
- Campus Limited to 50% of approved occupancy
- Counseling Online and In-Person
- Events Limited to 50% of approved occupancy
- Memorials/Funerals Limited to 50% of approved occupancy

- Weddings Limited to 50% of approved occupancy
- Staff On-Site
- At-Risk Online only (various platforms)

PHASE 4 REGULAR Operations

Phase 4 Operations is the new “regular” state for Our Savior’s Way, keeping protective measures in place, but allowing for the return of our “at-risk” members.

During this phase, the following will be observed:

- Worship Services Online and In-Person
- Small Groups Online and In-Person
- Bible Study Online and In-Person
- Campus Open
- Counseling Online and In-Person
- Events Allowed
- Memorials/Funerals Allowed
- Weddings Allowed
- Staff On-Site
- At-Risk In-Person

SERVICE AND MINISTRY CHANGES

Services are currently being conducted online only over the website, Facebook, OSWLC App, and YouTube. Online worship services will continue henceforth, either pre-recorded or livestreaming as equipment and personnel permit.

Protection of “At-Risk” Members

People over the age of 65, those with compromised immune systems, or anyone who is sick are strongly encouraged not to attend “in-person” gatherings until Phase 4. ***Volunteers in the “at-risk” category are also asked to refrain from serving until it is safe (i.e., Phase 4).***

Worship Service Elements

During Phases 1 & 2 (Restricted and Reduced Operations), there are no in-person contacts among participants. The various parts of the worship services are recorded in sections to prevent >10 people in the space at a time.

During Phase 3 (Limited Operations), there will be an allowance for in-person worship services (50% of approved occupancy) according to VA Health guidance:

- Seating will be marked for use or closed off. Spacing will be alternating pews. Each pew will allow an individual or family on each end of the open pews (maintaining social distancing of six (6) feet between families or individuals).
- One set of double doors will be used for entry and one set for exiting the space.
- Signage will be posted:
 - At the entrance, reminding worshipers of the social distancing limits (“Please maintain 6 feet of space,” “Please sit one row apart,” “Please wear a facemask before entering the Narthex/Lobby”).
 - The “meet and greet” portion of the worship services will be discontinued.
 - Assisted listening devices will not be distributed.
 - In the restrooms reminding everyone to wash their hands thoroughly (20 seconds or a verse of “Jesus Loves Me, This I Know”).
- Hand sanitizer will be available in the Narthex/Lobby area.
- The small kitchen will be closed, and socializing discouraged after the worship service in the facility.
- People are to remain in designated areas for the service with the rest of the building closed.
- Holy Communion will be offered in a devotional/confessional service format:
 - The elements will be prepared by volunteers who will wear masks/face-shields and gloves. Individual wafers will be placed in individual portion cups; the communion trays will be filled 50%, with a space between each of the cups.
 - The pastor and worship assistants will wear masks/face-shields and gloves. The pastor will give a portion cup with the wafer; the worship

assistants will give an individual cup to each communicant. The portion cup and individual cup will be collected and disposed of.

- Communion will be distributed in continuous fashion with communicants maintaining the social distancing of 6 feet between them.
- All worship elements will be projected onto the screens; hymnals and Bibles will not be used.
- Offering baskets will be placed at the exits for worshipers to drop off their offerings and/or communication cards for collection. The baskets will be collected and taken to the counting area.

During Phase 4 (Regular Operations), most of the restrictions will be removed, but new “standards” of behavior will be maintained (e.g., lessening of printed materials, coffee and donuts served rather than self-service, etc.).

Ushers, Greeters, Counters, and Communion Assistants

Ushers, greeters, counters, and communion assistants (elders) generally interact with people and typically are in close contact with church members.

During Phases 1 and 2, there will be no in-person worship and ushers, greeters, counters, and communion assistants will not be needed.

During Phase 3, there will be the need for limited contact. There will be no physical contact (handshakes, hugs) to make worshipers feel comfortable. A simple wave and friendly greeting will have to suffice as we welcome people back to the church. Anything needed by worshipers will be provided at the Welcome Desk. Money counters will need to be spread out using masks and gloves in enclosed offices (suggestion: use of both financial offices in the administrative section of the church).

During Phase 4 we may return to previous practices, but with modifications such as:

- Coffee and pastries will be served rather than self-service; the server(s) will continue to wear gloves as they give coffee and pastries to members.
- Pastries should be pre-packaged.
- Assisted hearing devices will be returned and sanitized between services.

- Use of the common cup will have to be discussed prior to making it available (there are theological ramifications to be considered as well).

Small Groups, Youth, and Grace Place

Under Phases 1-2 there are no in-person gatherings of youth or children.

Under Phase 3, there will be limited gatherings (restricted to 50% of approved occupancy). There will be increased oversight in interaction between the children, in addition to increased disinfection in the children's areas before and after sessions.

Under Phase 4, we will return to a regular operation, but there will continue to be a need for due diligence among our youth, children, volunteers, and staff.

SOCIAL DISTANCING AND IN-PERSON CONTACT

Government guidance at all phases (CDC, VA Health, OSHA) strongly recommend that we keep social distancing (a 6-foot buffer between people) at all times during Phase 1, which may be relaxed in later phases. We will practice social distancing through Phase 3 for safety and security (peace of mind) of OSWLC members.

With Phase 3, we may see a large number of people desiring to return and be with their fellow members that they have missed for the past several weeks. There will be a desire for people to come in close contact with one another, which will need to be avoided until we hit Phase 4. Even then, caution needs to be considered as we move forward to an "open" campus.

FACILITY CHANGES AND SANITATION

The following facility changes will be made to protect the congregation before, during, and following worship services on the campus:

- All adult restrooms will have to be monitored in order to keep surfaces clean and somewhat sanitized. Worship services in a Phase 3 setting should be short and simple, being completed in a timely fashion to minimize the need

for worshipers to make use of the restrooms. Doors to the restrooms will remain open to minimize surface contact with handles.

- Volunteers will be recruited to help clean the Sanctuary after each service during Phase 3; the cleaning service will also be used to “sanitize” the space prior to worship services.
- Disinfecting efforts will include high-touch areas (doors, chairs, etc.) that will be wiped down regularly during and after worship services.
- Hand sanitizer stations will be located throughout the facility.
- Anything used during worship services (e.g., assisted hearing devices) shall be sanitized once they are returned and before being used again.
- Through Phase 3 it is encouraged that professional cleaners be used to maximize sanitation and minimize liability.

SPECIAL EVENTS, FUNERALS/MEMORIALS, WEDDINGS

All special events on the OSWLC are cancelled through Phases 1-3. The campus is not “open” until Phase 4.

Funerals/Memorials and Weddings will be postponed until at least Phase 3. When we return to limited operations, memorials services for the fallen will be scheduled to allow for thorough cleaning after each service. Weddings will be scheduled to allow for thorough cleaning after each service. Attendance will be limited to the 50% of approved occupancy of the Sanctuary.

SCREENING PROCESS FOR STAFF AND VOLUNTEERS

Staff members and volunteers who need to be present on the campus during Phases 1-3 will be screened prior to entrance into the church. A designated staff member will be responsible for screening (on a rotating schedule).

Screening Questions to be Asked

Do you have any of the following?

- Fever – individuals who have symptoms of acute respiratory illness are recommended to stay home until they are free of fever, have signs of a fever,

and any other symptom for at least 24 hours, without the use of fever-reducing or other symptomatic altering medicines (e.g., cough suppressant).

- Shortness of breath
- Cough
- Repeated shaking with chills
- Muscle pain'
- Headache
- Sore throat
- New loss of taste or smell

Are you ill, or caring for someone who is will?

- Individuals who are well but who have a sick family member at home with COVID-19.

In the previous two weeks before you felt sick, did you:

- Have contact with someone diagnosed with COVID-19?
- Live or visit a place where COVID-19 is spreading?

The following procedures are required to enter the building:

- All staff will answer a health screening check list (see above).
- IF no issue with the questions, the person enters through the glass door. Please wait at the blue tape until called.
- Each person's temperature is taken (and it must be below 100.4 degrees).
- You will be instructed where to proceed.
- Masks are required for entry and must remain on while in the common areas of the building (hallways, restrooms, etc.). Masks are not required while in your dedicated workspace.

A resource from Our Savior's Way Lutheran Church, Ashburn VA
Shared by the Southeaster District, LCMS

ADDENDUMS

Memorandum

To: All Staff

From: Human Resources

Re: COVID-19 Employee-Screening Procedures

Effective Monday, May 18, 2020, all employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

Every employee will be screened, including having their temperature taken, when reporting to work. Employees should report to the location indicated below upon arrival at work and prior to entering any other areas of the building.

Each employee will be screened privately using a touchless forehead/ temporal artery thermometer. The employee's temperature and answers to respiratory symptom questions will be documented, and the record will be maintained as a private medical record.

School employees should report to the Great Room entrance at the beginning of their shift.

Church employees must make arrangements in advance with ___ prior to coming to the building.

Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. The employee should monitor their symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten (10) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

An employee who experiences fever and/or respiratory symptoms while at home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction.

A resource from Our Savior's Way Lutheran Church, Ashburn VA
Shared by the Southeaster District, LCMS

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

Date the employee returned to work: _____

	PHASE 1 Restricted	PHASE 2 Reduced	PHASE 3 Limited	PHASE 4 Regular
Worship Services	Online	Online	Online/Limited** <50 or 50% Capacity	Online / In- Person
Small Groups	Online	Online	Online / In- Person	Online / In- Person
Campus	Closed	Closed	Limited** (Government Guidance)	Open
Counseling	Online	Online	Online / In- Person	Online / In- Person
Events	Cancelled	Cancelled	Limited** < 50 or 50% Capacity	Allowed
Special Services (Funerals/Weddings)	Postponed	Postponed	Limited** < 50 or 50% Capacity	Allowed
Staff	Remote	Critical Staff (as needed)	On-Site	On-Site
At-Risk*	Online	Online	Online	In- Person

At-Risk = 65+ years, compromised immunity **Limited** = based on specific government guidance**