

Saved by the Grace of God to Witness and Serve Others
St. John's Lutheran Church
Stony Ridge, OH
March 16, 2021

St. John's Plan for Return to In-Church Worship Services

Purpose

Due to COVID-19, in-church worship services were stopped out of love and concern for the most vulnerable among our congregation. For a variety of reasons – to be able to worship God together, to feel the support of our church family, to reach those not using technology to worship, and to receive the Sacraments of the Altar – we are now resuming in-church worship services. The purpose of this plan is to provide a safe environment to do this.

General Comments

- 1) We will follow the directives and recommendations of the Ohio Department of Health, the Centers for Disease Control (CDC) and the Wood County Health Department. This includes the wearing of masks, safe distancing, size of gathering limitations and so forth.
- 2) All members shall make their own determination on attending in-church worship services. Members may consider consulting with their primary physician in making this determination.

Worship Guidelines

1. Worship Service will continue to be streamed via Facebook Live, Zoom or telephone.
2. Mailing of DVD of service, Weekly Voice and/or sermon copies will be continued to those requesting.
3. Member Responsibilities for in-church Service
 - a. At this time (March 9, 2021), reservations will not be required but if that would change the following procedure would be reimplemented:
 1. Please make a reservation by noon on the Wednesday before the Sunday service, providing the names of all attending. You can do this by telephone (419-837-5115); e-mail officeadmin@stjohnsstonyridge.net; website www.stjohnsstonyridge.net ; or St. John's Lutheran Church – Stony Ridge, Ohio on Facebook. This allows participation in an attendance system in case of the need for a positive COVID-19 case notification. (Ohio Department of Health requirement). This will also allow us to determine if we need to set up overflow seating on a Sunday morning.
 - b. Wash your hands before leaving home. Bring hand sanitizer with you to worship service, if possible.
 - c. Any person entering worship must be asymptomatic. If you are not feeling well, or have been exposed to someone who has shown symptoms of or has been diagnosed with COVID-19, please do not come to in-church services.

- d. We encourage worshipers to wear masks while in the building, in accordance with CDC guidelines. Wear your mask from the time you leave your vehicle until you re-enter your vehicle.
- e. Follow social distancing guidelines, remaining six (6) feet apart as you enter the building, are in the building and when exiting the building.
- f. Follow the usher to your pew, filling Sanctuary from front to back.
- g. Keep at least six (6) feet of distance between yourself and those in same pew, except those inside your social distancing “bubble”. Your “bubble” includes those family and friends you routinely spend time with, without social distancing.
- h. When the service ends, leave the church from back pews first, following social distancing guidelines. If desired those sitting in front may leave the Sanctuary via the front side exit doors.
- i. Return immediately to your vehicle. No coffee hour or fellowship will be held in the church. Once in the parking lot and maintaining distance of a car width between you, you may visit with others. Just because we are being cautious does not mean people cannot be friendly.

4. During the Worship Service

- a. Bulletins will not be available for worship in the building. “Celebrate” inserts with scripture reading and prayers are being mailed with the monthly Voice.
- b. Bibles, Hymnals, envelopes, pens, children’s bags, etc. have all been removed from the Sanctuary.
- c. On September 22, 2020 Church Council approved the resuming of singing by the congregation during the Worship service. Worshipers will continue to wear masks and remain seated while singing. Hymns and songs will be pre-recorded by our parish musicians (Stones of Praise, members of our Festival or Jubilee choirs, etc.) for play-back during the worship service. During In-Church services, the words will be projected on wall for worshippers to follow. Sharon Bitter (or substitute) will provide instrumental organ music from the balcony. Special instrumental music may also be played live from the balcony.
- d. There will not be “passing of the peace”. Greet one another in ways that acknowledge each other without physical touching.
- e. On August 25, 2020, St. John’s Church Council approved the resumption of Communion at the In-Church Worship Services. Communion (2 station) has resumed following guidelines dated 9/25/20. These guidelines are included later in this document (see pages 4, 5 and 6).
- f. Offering plates will not be passed during the service, these will be located at the Sanctuary entrance. We encourage you to consider on-line giving.
- g. For the time being, there will be no “Children’s Chapel” or children’s sermon and the nursery will not be available.
- h. During the sending song, worshippers not receiving the Lord’s Supper may exit the sanctuary and the building following social distancing guidelines. Worshipers who will be receiving the Lord’s supper will remain seated until directed to come forward by an usher. After receiving Holy Communion, worshippers will exit the sanctuary and the building following social distancing guidelines.

- i. As of February 16, 2021, the resuming of in-church Sunday School for all ages was approved by St. John’s Church council. Participants including children are to wear masks and maintain social distancing as much as possible
- j. If restroom use is necessary, please follow social distancing guidelines.

5. Building Preparation

- a. The church will receive a thorough cleaning before and after in-church worship services.
- b. Pews will be marked off (at both ends) and in middle, to maintain social distancing guidelines (6 feet apart).
- c. As weather permits, doors will be open before and after services to allow less hand contact.
- d. Hand sanitizers will be located by entrances.
- e. As of September 13, 2020, the Parish House is available to be used for overflow seating during In-Church Worship Services. Set up is done prior to the Sunday service. Social distancing, mask wearing, etc. will be maintained here, also.
- f. Restroom doors will be propped open.
- g. Dayschool rooms other than those used for Sunday School are NOT available and doors should remain closed.
- h. The office, library, cloak room, and kitchen are NOT available and doors should remain closed. On Sundays, the lounge and Chapel are being used as Sunday School classrooms only.

Resumption of In-Church Worship Services – February 16, 2021

- 1. Following the Ohio Public Health Advisory System was an objective way to try to protect the most vulnerable populations in our congregation: the elderly, those with compromised immune systems, etc. Council used this as a guide to determining when In-Church Worship Services should take place.
- 2. Now many of these people have received the coronavirus vaccine or have access to receive the vaccine if they want. That, combined with the decrease in new COVID-19 cases in Wood County spurred the St. John’s Church Council to consider resuming In-Church Worship Services.
- 3. On February 16, 2021, Council voted to resume In-Church Sunday School at 9:30 am and In-Church Worship Services at 10:30 am. These will follow Worship Guidelines given earlier in this document. This service will continue to be available online through Facebook Live and Zoom.
- 4. On February 16, 2021, Council also voted to add a “parking lot” Worship Service at 8:30 am. This will allow our members, who choose, to gather for worship outside the sanctuary in a safer “COVID-19” environment. An FM transmitter will broadcast the audio of the service to member’s vehicle’s radio. This service will be “Word” only, the Lord’s Supper will not be served.
- 5. For the time being, the pre-recorded music will be the same for both services.

Worship Guidelines for Worship in the Parking Lot

- 1. Worshipper’s responsibilities

- a. Wash your hands before leaving home. Bring hand sanitizer with you, if possible.
 - b. If you roll down your vehicle window, we ask that you please wear a mask if you are within six (6) feet of another individual or vehicle.
 - c. Follow social distancing guidelines, remaining six (6) feet apart if exiting your vehicle. We ask that you maintain social distancing and wear a mask if you enter the building, are in the building and when exiting the building.
2. During the Worship Service
- a. Bulletins with an order of service and lyrics to the hymns and songs will be provided as you enter the parking lot.
 - b. Please follow the direction of the ushers as you enter the north parking lot. Vehicles should be parked facing south (towards the building).
 - c. There will not be a “passing of the peace”. Greet one another in ways that acknowledge each other without physical touching.
 - d. The Lord’s Supper will not be served at this service.
 - e. Offering plates will not be passed during the service. Ushers will be stationed at the exits from the parking lot, with offering baskets to receive an offering as worshippers leave.

Communion Guidelines for Congregation – 2 stations – September 24, 2020/March 9, 2021

- a. Any member of the Congregation may refrain from receiving Holy Communion, or commune in one kind (e.g., only the Host or only the cup), if they so desire.
- b. Receiving the Lord’s Supper by the method of intinction will be suspended at this time.
- c. Guild members, the pastor, and the communion assistants should model good hygienic practices before, during, and after the Lord’s Supper.
- d. The pastor and communion assistants may discreetly to use hand sanitizer before, during, and following the distribution of Holy Communion.
- e. Prior to the worship liturgy, altar guild members (masked) will place on the altar a small chalice with wine pre-poured into it (for the pastor), a paten with individual Hosts (the number of which will be based upon the number of expected communicants), and one large celebrant’s Host (for the pastor).
- f. The wine and grape juice will be pre-poured by members (masked) of the altar guild into individual communion cups and placed on the round communion trays. These cups will be placed in such a way that there is an empty space between the cups so there is less likelihood of the communicant touching cups other than the one he or she is picking up. The trays of wine and juice will be placed on tables in the front of the Sanctuary and covered. A port wine (which has a higher alcohol content than the low alcohol kosher wines we have used in the past) will be used. This higher alcohol content will help in germ prevention.
- g. The Great Thanksgiving (communion liturgy) will be celebrated at the normal place in the service; however, the reception of the Lord’s Supper will take place following the service. The following is an order of service, subject to change.

Sermon

Hymn/Song

Creed

Prayers of the Church

The Great Thanksgiving (communion liturgy) & Lord's Prayer

Announcements

Benediction

Hymn/Song (*as those who do not wish to commune leave the Sanctuary*)

Distribution of Holy Communion (with postlude music playing throughout the distribution)

h. The Lord's Supper will be served by the Pastor and three (3) communion assistants.

Following departure of worshippers who do not wish to commune, the Pastor and the communion assistants (all masked) will come to the front part of the Nave, where the communion assistants will receive communion from the Pastor.

i. "Bubble" groups (those seated together) will approach the chancel, at the direction of the ushers, one seating group at a time (i.e. no "lines" of communicants down the aisles). Once a "bubble" group has communed, the next group will come forward. Masks will be worn by all, except for the brief moments when the communicant lowers his or her mask to eat the Host and drink the wine/grape juice.

j. The communicant will place his or her hand under the touchless hand sanitizer dispenser and receive the hand sanitizer. Then the communicant's ungloved palms should be placed one on top of the other with the upper palm extended flat allowing the minister to easily place the Host on the communicant's hand without physical contact. The Pastor or communion assistant wearing a mask, will take a Host – with ungloved hand, so as to be able to better feel if there is accidental contact with the hand of the communicant – and place it onto the sanitized, ungloved hand of the communicant, while saying "The Body of Christ given for You".

k. The communicant will move to a free-standing touchless hand sanitizer, where he or she will lower his or her mask to eat the Host and then replace his or her mask securely. Then the communicant will place his or her hand under the dispenser and receive the hand sanitizer. After applying to both hands and letting it dry, the communicant will move to the tables with wine and grape juice.

l. The communicant will choose an individual cup of wine or grape juice. The communicant may choose to commune in one kind (i.e., to only receive the Lord's Body in the Host). In either case, the communion assistant (wearing a mask) will say "The Blood of Christ shed for You". The communicant will move to in front of the basket of empty cups, lower his or her mask to drink the wine or grape juice and then securely replace his or her mask. The communicant will place the used communion cup in the basket provided and then leave the sanctuary.

m. Holy Communion will be served in a continuous style. First, those communicants seated along the side aisle on the west side (pulpit) side will come forward down that side aisle, receive the Lord's Supper, and then depart the sanctuary via the center aisle. Simultaneously to this, those communicants seated along the center aisle on the east (lectern) side will come forward down the center aisle, receive the Lord's Supper and

depart the Sanctuary via the side aisle on the east (lectern) side. The Pastor and communion assistants will then distribute the Lord's Supper to those worshippers remaining in these aisles (who will receive communion while seated).

n. Then the Pastor, communion assistants and/or ushers will move the hand sanitizers and the baskets for receiving the used communion cups to facilitate a change in direction of the flow of communicants.

o. Secondly, the communicants seated along the center aisle on the west (pulpit) aisle of the Sanctuary will come forward down the center aisle, receive the Lord's Supper and depart the sanctuary via the side aisle on the west (pulpit) side. Simultaneous to this, those communicants seated along the side aisle on the east (lectern) side will come forward down that side aisle, receive the Lord's Supper, and depart the Sanctuary via the center aisle. The Pastor and communion assistants will then distribute the Lord's Supper to those worshippers remaining in these aisles (who will receive communion while seated).

p. Any communicants from overflow seating will commune in the Sanctuary at this time, following the flow of continuous communion as directed by the ushers.

q. Lastly, if there are any who have worshipped in their vehicles parked on the east and west sides of the building during the 10:30 am worship service, the Pastor and communion assistants will go to their vehicles and distribute the Lord's Supper to these worshippers. These worshippers will have indicated their desire to receive communion to an usher who will be greeting them at the start of the 10:30 am worship service.

r. Procedures will be re-evaluated and revised as necessary.

Meetings – March, 2021

1. While committees are encouraged to hold their meetings electronically (ex. through the use of email, Zoom) they may meet in-person if deemed necessary. All safety guidelines including social distancing, wearing of masks, etc. and cleaning procedures must be followed.
2. All areas of the building visited by anyone attending the meeting must be cleaned by members of the group holding the meeting.
3. Cleaning procedures, materials and instructions for use will be provided by the church. The Property Committee has put together "cleaning kits" with cleaning guidelines. These will be available when needed by groups to disinfect following any meetings in the church. Procedures will follow product guidelines and CDC recommendations on cleaning.
4. See "Cleaning Procedures" below.
5. At this time, the Parish House is being used regularly by AA, Food Pantry and the Red Cross for Blood Drives.
6. If an outside community group would request the use of the Parish House, their first step will be to submit to Council for review the plan they will be following to meet COVID-19 guidelines. St. John's Church Council would then need to approve the request.

Cleaning Procedures for meeting rooms at St. John’s Lutheran Church (updated 7/28/2020 from Property Committee)

1. During business hours

- a. When you arrive for your scheduled meeting go to the main office where you will find a cleaning kit.
- b. Take the cleaning kit with you.
- c. The kit contains Disinfecting wipes, Husky 892 spray, hand sanitizer and a laminated sign that reads disinfected. Please follow the cleaning procedure below.
- d. After you have cleaned and disinfected the area, return the cleaning kit to the main office.

2. After hours meetings

- a. When you arrive at St. John’s go to the area you previously reserved for your meeting. St. John’s staff will have placed a cleaning kit in the area you reserved.
- b. The kit contains Disinfecting wipes, Husky 892 spray, hand sanitizer and a laminated sign that reads disinfected. Please follow the cleaning procedure below.
- d. After you have cleaned and disinfected the area you used, leave the cleaning kit outside main office door.

3. Cleaning Procedures:

- a. When you arrive at the location you reserved, you will see a sign on the table that reads disinfected. That means the group before you used the procedure below. If you are concerned the area may not be disinfected, you may spray the table and chairs with Husky 892. Shake the spray bottle vigorously, then spray. After you spray wait **five minutes** for the spray to kill any viruses on the surfaces. You do not need to wipe the areas you sprayed; it will be safe to use.
- b. At the conclusion of your meeting, remove your items from the tables and chairs. Clean the hard-non-porous surfaces with Disinfecting wipes. Use enough wipes that the surface remains visibly wet for **4 minutes**. Remember to also wipe down frequently touched areas such as doorknobs, light switches, handles and countertops. If you have questions about using Disinfecting wipes on a particular surface, review the instructions on the back of the container. Dispose of the used Disinfecting wipes in the trash can.
- c. Then spray Husky 892 on any soft surfaces where you could not use Disinfecting wipes. This spray can be used on any surface hard or soft including computer keyboards.
- d. Place the **disinfected sign** on the table/area you used, this will let the Housekeeping Custodian know it has been cleaned.
- e. Wash your hands for 20 seconds.
- f. Return the cleaning kit to the main office.

Funerals – July 22, 2020

1. Ohio Public Health Advisory System **Level 1**

- a. May have In-Church Funeral Service following the “St. John’s Plan for Return to In-Church Worship” guidelines (masks, social distancing by “bubble groups”, etc.).
- b. Visitation prior to service following the “St. John’s Plan of Return

- to In-Church Worship” guidelines (masks, social distancing, etc.).
- c. No funeral luncheons.
- d. Provide Zoom call for viewing.
- 2. Ohio Public Health Advisory System **Level 2**
 - a. May have In-Church Funeral Service following the “St. John’s Plan for Return to In-Church Worship” guidelines (masks, social distancing by “bubble groups”, etc.) **for family only**.
 - b. Visitation prior to service **by family only** following the “St. John’s Plan of Return to In-Church Worship” guidelines (masks, social distancing, etc.)
 - c. Limit of 50 people (approximately).
 - d. No funeral luncheons.
 - e. Provide Zoom call for viewing.
- 3. Ohio Public Health Advisory System **Level 3**
 - a. May have In-Church Funeral Service following the “St. John’s Plan for Return to In-Church Worship” guidelines (masks, social distancing by “bubble groups”, etc.) **for family only**.
 - b. Visitation prior to service **by family only** following the “St. John’s Plan of Return to In-Church Worship” guidelines (masks, social distancing, etc.)
 - c. Limit of 50 people (approximately).
 - d. No funeral luncheons.
 - e. Provide Zoom call for viewing.
- 4. Ohio Public Health Advisory System **Level 4**
 - a. Restrict to graveside service.
 - b. No funeral luncheons.
 - c. Memorial service at a later date, if desired.
- 5. At this time no funeral luncheons will be permitted. While “the bereaved family” may be able to socially distance, our facility does not allow our volunteers the space to do this. Our kitchen is too small for the number of volunteers needed.

Reaction to Confirmed or Suspected COVID-19 Infection in St. John’s Lutheran Church

1. In case of a member/guest who has attended an in-church Worship Service testing positive for COVID-19:
 - a. When the Wood County Health Department (WCHD) receives notification of any individual testing positive for COVID-19, they contact the individual and conduct an interview.
 - b. Then the WCHD will notify any individual(s) who was/were around that person, individually. Potentially this could be someone sitting close to the individual in church.
 - c. All laws regarding health confidentiality are followed.
 - d. The WCHD may contact St. John’s for help in reaching individuals. Otherwise, they would not contact St. John’s regarding a positive COVID-19 test.
 - e. Upon learning of a positive test, we would complete a thorough cleaning and disinfecting of the church.

- f. In-church Worship Services would continue unless directed differently by the WCHD.
2. Re-evaluate procedures and revise as necessary.
3. The above information was provided by the Wood County Health department.

While the **Ohio Public Health Advisory System** is no longer our basis for holding or not holding In-Church Worship Services, it does provide good information as future decisions and plans are made. Therefore, this information remains a part of this document.

Ohio Public Health Advisory System – July 1, 2020

1. The Public Health Advisory Alert System is a color-coded system designed to supplement existing statewide orders through a data-driven framework to assess the degree of the coronavirus' spread and to engage and empower individuals, businesses, communities, local governments and others in their response and actions.
2. The System consists of four levels that provide Ohioans with guidance as to the severity of the problem in the counties in which they live. The levels are determined by seven data indicators that identify the risk level for each county and a corresponding color code to represent that risk level.
 - a. Level 1 – Yellow: Public Emergency; Active exposure and spread. Follow all current health department orders (Conduct daily health/symptom evaluation and stay at home if symptomatic. Maintain 6' social distancing. Wear face coverings in public. Avoid travel to high-risk areas. Follow good hygiene standards.).
 - b. Level 2 – Orange: Public Emergency; Increased exposure and spread. Exercise high degree of caution. Decrease in-person interactions. Follow all current health orders as listed under Level 1.
 - c. Level 3 – Red: Public Emergency; Very high exposure and spread. Limit activities as much as possible. Decrease in-person interactions with others. Consider necessary travel only. Limit attending gatherings of any number. Follow all current health orders as listed under Levels 1 and 2.
 - d. Level 4 – Purple: Public Emergency; Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders as listed under Levels 1 – 3.

When Holy Communion was resumed as part of the In-Church Worship Service, it was done with only one (1) station of distribution. We quickly went to using two (2) stations of distribution. The following guidelines for the 1 station distribution remains part of this document to provide information for future decisions and plans.

Communion Guidelines for Congregation – 1 station – August 25, 2020/September 10, 2020

- a. Any member of the Congregation may refrain from receiving Holy Communion, or commune in one kind (e.g., only the Host or only the cup), if they so desire.
- b. Receiving the Lord's Supper by the method of intinction will be suspended at this time.

- c. Guild members, the pastor, and the communion assistant should model good hygienic practices before, during, and after the Lord's Supper.
- d. The Pastor and communion assistant may continue discreetly to use hand sanitizer before, during, and following the distribution of Holy Communion.
- e. Prior to the worship liturgy, altar guild members (masked) will place on the altar a small chalice with wine pre-poured into it (for the pastor), a paten with individual Hosts (the number of which will be based upon the number of expected communicants), and one large celebrant's Host (for the Pastor).
- f. The wine and grape juice will be pre-poured by members (masked) of the altar guild into individual communion cups and placed on the round communion trays. These cups will be placed in such a way that there is an empty space between the cups, so there is less likelihood of the communicant touching cups other than the one he or she is picking up. The trays of wine and juice will be placed on tables on the pulpit side of the Sanctuary and covered. A port wine (which has a higher alcohol content than the low alcohol kosher wines we have used in the past) will be used. This higher alcohol content will help in germ prevention.
- g. The Great Thanksgiving (communion liturgy) will be celebrated at the normal place in the service; however, the reception of the Lord's Supper will take place following the service. The following is an order of service, subject to change.

Sermon

Hymn/Song

Creed

Prayers of the Church

The Great Thanksgiving (communion liturgy) & Lord's Prayer

Announcements

Benediction

Hymn/Song (*as those who do not wish to commune depart the sanctuary*)

Distribution of Holy Communion (with postlude music playing throughout the distribution)

- h. The Lord's Supper will be served by the Pastor and one (1) communion assistant. Following the departure of worshippers who do not wish to commune, the Pastor and the communion assistant (both masked) will come to the front part of the Nave.
- i. "Bubble" groups (seated together) will approach the chancel one seating group at a time (i.e., no lines of communicants down the aisles). Once the group has communed, the next seating group may come forward. Masks will be worn by all, except for the brief moments when the communicant lowers his or her mask to eat the Host and drink the wine/grape juice.
- j. The communicant will place his or her hand under the touchless hand sanitizer dispenser and receive the hand sanitizer. Then the communicant's ungloved palms should be placed one on top of the other with the upper palm extended flat allowing the minister to easily place the Host on the communicant's hand without physical contact. The Pastor, wearing a mask, will take a Host – with ungloved hand, so as to be able to better feel if there is accidental contact with the hand of a communicant –

and place it onto the sanitized, ungloved hand of the communicant, while saying “The Body of Christ given for You”. If the Pastor feels that there has been contact with the hand of a communicant, the Pastor will apply hand sanitizer before any continued distribution of communion.

- k. The communicant will move to a free-standing touchless hand sanitizer, where he or she will lower his or her mask to eat the Host and then replace his or her mask securely. Then the communicant will place his or her hand under the dispenser and receive the hand sanitizer. After applying the hand sanitizer to both hands and letting it dry, the communicant will move to the tables with the wine and grape juice.
- l. The communicant will choose an individual cup of wine or grape juice. The communicant may choose to commune in one kind (i.e., to only receive the Lord’s Body in the Host). In either case, the communion assistant (wearing a mask) will say “The Blood of Christ shed for you”. The communicant will move to in front of the basket for empty communion cups, lower his or her mask to drink the wine or grape juice and then securely replace his or her mask. The communicant will place the used communion cup in the basket provided and then the leave the sanctuary.
- m. Holy Communion will be served in a continuous style. First, those communicants seated along the side aisle on the west (pulpit) side of the sanctuary will come forward down that side aisle, receive the Lord’s Supper, and depart the sanctuary via the center aisle.
- n. Secondly, those communicants seated along the center aisle on the west (pulpit) side of the sanctuary will come forward down the center aisle, receive the Lord’s Supper, and depart the sanctuary via the side aisle on the west (pulpit) side.
- o. Thirdly, those communicants seated along the center aisle on the east (lectern) side of the sanctuary will come forward down the center aisle, receive the Lord’s Supper, and depart the sanctuary via the side aisle on the west (pulpit) side.
- p. Fourthly, those communicants seated along the side aisle on the east (lectern) side of the sanctuary will come forward down that side aisle, receive the Lord’s Supper, and depart the sanctuary via the side aisle on the west (pulpit) side.
- q. Any communicants from overflow seating will commune at this time, following the flow of continuous communion as directed by the ushers.
- r. Lastly, the pastor and the communion assistant (taking a nearly-empty wine tray from the tables) will move to those communicants receiving the Lord’s Supper in their pews. As this last group is typically small in number, the used wine cups can be deposited by the communicant in the empty slots on the tray carried by the communion assistant. Communicant will leave via their aisle of seating.
- s. Procedures will be re-evaluated and revised as necessary.

The following topics were included in the Council’s working version of “St. John’s Plan for Return to In-Church Worship”. They are now being added to this document and from here forward we will use this one document as St. John’s plan.

Church leaders and staff

1. The pastor, staff and church leaders must be examples and follow these guidelines. As the pastor and church leaders greet those in attendance, they must do so while maintaining safe distances and without physically touching the person they are greeting.

Employees

1. Personnel Committee will provide any information, as needed, to be added here.

Ushers

1. Will need to update list of those willing to serve as ushers. Pastor Mike will have Rachael contact those who have served as ushers in the past (also assisting ministers, lay readers, those providing Joys and Concerns prayers, etc.) to determine their willingness to continue in this service.
2. Will receive training on new procedures.
 - a. Will be lighting candles ahead of the service
 - b. Will be greeting attendees.
 - c. Opening entrance doors and keeping open (as the weather allows) to decrease hand contact with handles.
 - d. Encouraging members to follow social distancing.
 - e. May offer a mask if attendee is not wearing one. Extra masks are on table in Narthex.
 - f. Escorting attendees to pews starting from front to back.
 - g. Directing worshippers to Communion Table.
 - h. Dismissing attendees after service from back to front.
3. Will start with 6 ushers at a service and re-evaluate as needed.
4. Ushers will be stationed - one each by the east and west doors and Welcome Center and 3 at entrance to Sanctuary to seat attendees.
5. Ushers will also be used at the out-door service to pass out printed order of service and lyrics to songs/hymns. Also, collection of offering as needed.

Supplies

1. The Property Committee reviews need for supplies. Also, are checking resources for and costs.
2. The Property Committee has put together “cleaning kits” with cleaning guidelines. These follow product guidelines and CDC recommendations on cleaning.
3. “Husky 892” misters, have been purchased. These have been tested on the pews, seemed to dry quickly and did not leave a film. Basically, these may be used on anything (hard or soft surfaces, computer keyboards, etc.) to disinfect.
4. See” Cleaning Procedures” on page 7.
5. Additional supplies being looked at:
 - a. Face Masks - Gordon ordered 4 boxes of masks containing 50 masks per box at a cost of \$.95 per mask.
 - b. Face Shields - Pinnacle Tool and Supply
 - c. Hand Sanitizer - Brown Supply and Pinnacle Tool and Supply

- d. UVC lights - Use between services on pews and in the bathrooms. This would be fast with no fumes. The cost is approximately \$139.00 ea.
- e. Cleaners for hard and soft surfaces - For hard surfaces multiple volunteers with spray bottles of Disinfectant/water and paper towels?

Water System

1. The Ohio EPA issued instructions for the disinfection of a Public Water System well and distribution system. Add chlorine to the well, run all the faucets, both cold and hot until the smell of chlorine is noticed; then shut off the water for a minimum of 8 hours, preferably 24; then flush the system to remove the chlorine smell.
2. The Property Committee will do this disinfecting early in the week of June 14, 2020.
3. Mike Cole from CWS can provide chlorine test kits.
4. The water fountains will be remained covered and are not to be used.
5. Bottled water is being provided on Sunday mornings at In-Church Worship Service. These are placed (spaced apart) on a table in Narthex for individuals to take.

The next section covers procedures for maintaining a log of any one entering the church buildings. But on June 16, 2020 this next section was removed from Council's Policies and Procedures at our meeting on June 14, 2020. I am keeping the information below just as a reference in case this decision needs to be reversed. At this time, we will NOT be logging people coming into the church except those on Sunday morning.

Log – Church and Dayschool employees, visitors, volunteers, vendors, delivery drivers, etc

1. In addition to Sunday service attendees, all other individuals entering any of the church buildings on any day, will be required to log in. This allows participation in an attendance system in case of need for a positive COVID-19 case notification.
2. During office hours, anyone who enters the building should check in at the office. Signs will be placed on all entrances informing all who enter to report to the office.
3. The office administrator or substitute will complete the log including date, time, name of individual and of company, if appropriate. Laurie is going to discuss this with Rachael.
4. Cleaning protocols will be provided to the individual, when appropriate. Example, when individual is attending a meeting and cleaning/sanitizing will need to be done after.
5. Church or Dayschool employees should inform the office administrator or substitute of any expected vendors/delivery/repair people/etc. The employee should also inform the expected person/company of need to complete the log.
6. After office hours, log sign-in sheets (with directions) will be available at every door.
7. When group meetings resume, the chairperson/leader of the group should record the committee or group name, date, time, names of every individual attending and church space used. This log should be forwarded to the church office.
8. The church administrator will be responsible for keeping the logs for 2 months per recommendation of the Wood County Health Department.
9. This policy will be revisited and revised, as needed.
10. Council representative should notify all individuals on their committees of this policy. Personnel Committee should notify employees of this process. Dayschool administrator should make all Dayschool employees aware.

Reviewed March 15, 2021