

Windsor Heights Lutheran Church

Our Plan to Regather

RISK LEVEL: RED

25+ CASES PER 100,000 PEOPLE IN POLK COUNTY

Worship

- Online only

Other Activities

- All in-person activities cancelled

Staff

- Everyone works from home or individually in office

RISK LEVEL: ORANGE

10-24 CASES PER 100,000 PEOPLE IN POLK COUNTY

Worship

- Pastors offer communion privately to individuals and small groups of 10 or fewer
 - Masks, physical distancing, and hand sanitizing required
 - Communion in one kind
- Small group communion services of ~10 in Crabtree Parish Hall
 - Masks required
 - Physical distancing
 - No singing
 - No printed materials or books
 - Communion in one kind
 - Enter through main doors, exit PH via service door
 - Hand sanitizer available for all
 - Unused areas of building closed
 - Doors propped open
 - Cleaning between services
- Livestream of Sunday service continues

Other Activities

- Small groups of ~10 meet outdoors
- Indoor meetings may be approved, but only if cleaning is possible afterwards
- Masks and physical distancing required

Staff

- Staff continues to work at home and occasionally together in the office

RISK LEVEL: YELLOW

1-9 CASES PER 100,000 PEOPLE IN POLK COUNTY

Worship

- Same as above — group size increases to 25 (initially, then possibly higher)
 - No nursery care provided
 - More clear traffic control needed
 - More volunteers needed to greet and usher
 - Restrooms — limit number of occupants; markings on floor to keep those waiting at a safe distance
 - Socializing in groups discouraged
 - Staggered departure to avoid bottlenecks at exits
- Times and number of services may be adjusted
- Pastors continue private communions for those not comfortable gathering in larger groups
- Livestream of Sunday service continues

Other Activities

- Same as above — group size increases to 25
 - Outdoor meetings still preferred

Staff

- Staff works at home and in person as needed

RISK LEVEL: GREEN

LESS THAN ONE CASE PER 100,000 PEOPLE IN POLK COUNTY

Worship

- Same precautions as above
- Group size increases initially to 50 and then maybe higher
- Location to be determined
- Schedule to be determined
 - Possible return to weekend worship and end of weekday services
- Remove all books from pews before return to sanctuary
- Cleaning and disinfection of high touch surfaces between services required
 - Volunteer help may be needed
- HVAC adjusted to maximize outside air intake (already done)
- Additional traffic flow markings may be needed
- Leaders do not need to wear masks/face shields when more than 15 feet from worshipers

- No gathering in groups to socialize
- No singing, except for soloists and small groups
- Instrumental music allowed — with possible exception of wind instruments
 - Guidance from directors about Alleluia Choir and Windsor Brass participation will be important
- Ushers/greeters trained on how to guide people in a way that maintains physical distancing
 - Hand sanitizer placed at entrances and in pews/chairs where people are seated
 - Tape used to close off rows for physical distancing
 - Members of same household allowed to sit together
 - More research needed on dangers of unison speaking (Creed, Lord's Prayer)
 - Offering plates not passed
 - Bulletins placed in advance in pews/chairs where people are to sit
- Communion protocols:
 - Those preparing and serving sanitize hands immediately before doing so
 - Communion in one kind only
 - A small amount of wine could be placed in a cup, and the assistant could say "the blood of Christ, shed for you," so that communicants hear the words but not partake of the cup (or the presider could speak the words once for all at the beginning or end of distribution)
 - Presider wears a mask and face shield during the Great Thanksgiving and distribution. May stand to the side of the table.
 - The elements kept covered throughout the Great Thanksgiving
 - Communion assistants wear at least masks
 - Markers placed on the floor every six feet to keep people/households physically distanced as they come forward
 - Communicants wear masks as they come forward, receive the wafer in their hand, step to the side and remove their mask, consume the wafer, put their mask back on, and return to their pew/chair. Distribution needs to proceed at a slow enough pace to avoid bottlenecks.
- One of the Sunday services continues to be live-streamed for those not comfortable attending in person
- Pastors continue to offer private communion

Other Activities

- Same precautions as above — group size increases to 50 (and more as conditions allow)
- Indoor meetings approved on a case by case basis and only if cleaning and sanitizing can occur after each use

Staff

- Staff works in the office

GENERAL CONSIDERATIONS

- The allowable group size for other activities generally corresponds to the allowable group size for worship.
- Outside groups are required to follow the same protocols as church groups.
- Need to limit the number of activities held in the building per day. Schedule at least 30 minutes between groups (an hour if possible).
- The main assessment tool used for decision making will be <https://globalepidemics.org/key-metrics-for-covid-suppression/>. The data from this site is now incorporated into another tool — https://covidactnow.org/us/ia/county/polk_county/?s=775136 — which also calculates an infection rate.
- As risk levels change, the nature of in-person activities allowed will change appropriately, but not necessarily immediately. We may need to wait and see whether a pattern becomes established before adjusting course.
- Generally, moving from a more restrictive level to a more permissive level of activity will happen only after a period of decline in new cases of at least two weeks. For example, if the risk level shifts from orange to yellow, there may be a two-week lag before shifting to yellow-level activities.