

Step 1: We will begin a move back in toward limited summer office hours beginning **Monday, June 15** provided that we can make sure we have adequate supplies on hand to protect our staff and congregation:

- Masks—disposable masks for the eventuality of unlocking the doors.
- Hand sanitizer
- Sanitizing wipes
- Bleach
- Spray bottles
- Under Governor Walz’s “Stay Safe MN” Plan, even workers at “Critical Businesses” (and the church is considered a “Critical Business”) “*must telework if you can.*” (www.staysafe.mn.gov)
- Our reentry to the office will begin with limited hours, as follows:
 - Monday: 9am – 1pm Liz only, except for Council Mondays (2nd Monday of the month), when at least one pastor will be present.
 - Tuesday – Thursday: 10am – 2pm Liz will be present in the office. At least one pastor will be in at least TWO of those days.

Friday: Summer Hours—office is closed.

- Office doors will remain locked for the time being until, as with worship reentry, we experience 14 days of declining case numbers.
- We will encourage the congregation to “conduct business” over the phone.
- The pastors will offer pastoral care by appointment. Masks will be required. Pastor Mike will receive visitors in his office, provided they can maintain a physical distance of 6 feet.

We’ll invite people to come to Pastor Mike’s office through the sanctuary entrance.

Pastor Kari’s office is too small and will receive visitors elsewhere in the building where physical distancing can be maintained.

- Our signage will be updated to alert visitors of these policies and procedures, as well as publicized thoroughly through our regular communication channels.
- In the event that visitors are received for pastoral care, a thorough sanitizing process will occur, wiping down all surfaces contacted by visitors after they have left.
- We will continue to encourage people in higher risk categories to stay home and conduct business by phone. The pastors will begin developing strategies for conducting home visits in a physically distant way (i.e., at least 6 feet away, outdoors, through a slightly opened window, etc.) but will continue to use their phones for most connections and checking in.
- In addition, people will be discouraged from coming to the office for any reason...
 - ...if they are feeling ill or exhibiting any kind of respiratory symptom (coughing, sneezing, etc.);
 - ...if they have been exposed to Covid-19;
 - ...if they have compromised immune systems (chemotherapy patients, etc.); or
 - ...if they are at a higher risk of exposing others (i.e., nursing home employees, etc.).
- Each work day will end by spraying and wiping down all work surfaces (4 t. bleach to 1 quart of water is the CDC recommendation) and all entry/exit portals.

Step 2: We will tentatively plan to start moving back in toward normal office hours once we have experienced 14 days of declining case numbers.

- Front doors will be unlocked during normal office hours (Summer: M – Th, 9am – 2pm, Regular: M – F, 9am – 2pm).
- The office door will remain closed and a “check-in” station will be set-up in the entry way that will include hand sanitizer and a supply of masks for people to “wash” and “mask up” for office business. Liz or one of the pastors will come and check-in with visitors at the check-in station to help determine their needs and our response.
- Masks must continue to be worn until health department regulations say otherwise.
- Appointments will still be encouraged.
- Hand sanitizer will be placed throughout the building.