

**IMMANUEL LUTHERAN CHURCH ELCA  
COVID-19 PROTOCOL  
INDOOR WORSHIP**

**Description:** Worship will be held at the designated dates and times.

**Leaders:** Pastor Jamie and up to 9 assistants (audiovisual, ushers, reader, pianist and *possibly* cantor, vocalist(s) and musician(s))

**Supplies/Equipment:** Lectern; microphones for each worship leader; table with communion elements and signs for wine, juice, and gluten free communion options; table and offering plate; check-in table with check-in instructions, roster on clipboard, symptom screening questions, additional sign-up and waiver sheets for onsite sign-up (if spots are available) with clean pens and a container for used pens; hand sanitizer stand; Signs: disclaimer, masks required, bathroom handwashing.

**Attendance**

- Up to 50 people (including worship leaders and staff). The maximum number of people allowed to attend indoor worship may vary at any time. Provision of additional services will be considered based on attendance needs.
- Sign up via *Sign-up Genius* or by calling the office.
- The sign-up will have a waiver attached as recommended by Church Mutual.
- Sign-up and waiver will be available for onsite sign-up if there are spots available. If there are not any spots available, they will be offered the sign-up for another worship service.
- Persons in quarantine, experiencing any symptoms of illness or awaiting COVID test results should stay home.
- Usher at check-in table will screen people for symptoms upon entry.
- Indoor service could be cancelled at a moment's notice. Pastor will seek approval from the Council executive team for a last-minute cancellation.

**Set-up**

- Check-in table: Check-in instructions; symptom screening questions and attendance sheet on clipboard; additional sign-up and waiver sheets and supplies for onsite sign up. Masks available for those who arrive without them.
- Signs posted (i.e., disclaimer, masks required, bathroom signs).
- Place hand sanitizer stand at entry.
- Lectern. Sanitizing wipes if used by more than one person.
- One offering plate on stand at sanctuary exit door.
- Communion table station will be set up in the front of the sanctuary with prepackaged elements, grouped with premade signs indicating wine, juice and gluten free options.
- Wastebasket for communion cup disposal will be located at exit aisles.
- Coat racks are closed. Worshippers will be asked to take their coats to their seats with them.
- Nave chair spacing and layout per seating chart developed from sign-up.
- Ceiling fans will be on.

**Masks**

- All congregants above the age of 2 years old, staff, and worship leaders will wear masks.
- A positive message of care will be consistently expressed urging people to wear masks.
- Ushers will have masks available as people walk in, for those who do not have their own mask.
- If people refuse to wear a mask, they will be encouraged to participate in worship via livestream service.

### **Spacing**

- Floor will be marked for spacing at 6-foot intervals at entrance, bathrooms and sanctuary aisles.
- Individuals and family units will be seated by ushers per seating chart and spaced 6 feet or more apart.
- Chairs designated for spacing rather than seating will be clearly marked to help with distancing.
- Seating in Luther Hall may also be made available.
- Ushers will guide people in lines and to seats.

### **Bathrooms**

- One person or family at a time in the restrooms, sign posted.
- Floor will be marked for 6-foot spacing while waiting in line.
- Signs posted near sinks to reinforce proper handwashing and to sanitize hands with sanitizer before entering and after leaving the bathroom.
- Sanitizer and waste basket located outside the bathroom doors.

### **Duration & Content**

- Service will be 30 minutes or less.
- Service will consist of piano music, non-unison spoken prayers, scriptures, preaching, and possibly a cantor.
- The number and activities of worship leaders will be based on current Eau Claire County Health Department "Community Expectation" publications.
- Service will also be live streamed to our YouTube page.
- There will be no coffee hour or food served.

### **Procedures for Leaders**

- Doors will open 15 minutes prior to worship service.
- If more than one family is entering or exiting the church building at the same time, ushers will guide them to stay six feet apart.
- The ushers will follow written instructions.
- No bulletins or hymnals will be provided.
- Ensure 6 foot spacing between seated individuals and family groups.
- Families with small children may sit at well-spaced tables in Luther Hall and bring their own supplies that they take with them when they leave.
- All worship leaders who sing will be at least 12 feet from others. The current recommendation is that singers mask per National Institutes of Health.
- Wipe lectern between users.
- No masks will be placed on the lectern.
- Communion procedure:
  - Assistant and pastor sanitize hands.
  - Elements offered in prepackaged form. Separated into 3 choices (wine, juice, gluten free) on the tray.
  - Assistant and pastor distribute to seated individuals under pastor's direction.
  - The pastor will lead worshippers through communion, prompting when to remove and replace masks.
  - Worshippers dispose of wrappings in wastebasket when exiting after worship service.
- Attendees are dismissed by ushers and reminded to exit the building immediately after worship and to keep socially distanced with masks on outside the building after worship.

### **Procedures for Ushers**

- See separate instructions

### **Safety Procedures**

- Immanuel Lutheran will follow the guidelines of state and local recommended protocols and consider Wisconsin Council of Churches and synod recommendations.
- Attendance will be taken, should Health Department contact tracing and follow-up be needed.
- In the event that a worshipper or worship leader tests positive for COVID-19, Immanuel will seek and follow the guidance of the Health Department.
- If a worshipper becomes ill during the service, they will be isolated away from the sanctuary.
- The Council will determine when in-building worship will occur.

### **Cleaning Procedures**

- Proper cleaning protocols will be followed after the service by custodial staff.

These protocols may be changed based on the most up to date recommended protocols from state and local health officials, as well as input from staff, Council and congregation.

### **Communications with Volunteers & Worshippers Beforehand**

- If ill, please stay home
- If exposed to anyone who has tested positive, please stay home
- Contact Immanuel COVID-19 Team with any questions about exposure
- Anyone who is at high risk due to age and/or underlying medical condition can opt out.
- Please understand that indoor worship could be cancelled at a moment's notice due to inclement weather or if public health recommendations change
- Bring a mask and wear it throughout
- Follow restroom protocol

### **In case of issues or questions, contact:**

- Pastor Jamie Brieske at the church office: [jamie.brieske4hope@gmail.com](mailto:jamie.brieske4hope@gmail.com) , 715-832-7832 or
- Karen Betzig-Lundberg: [betziglundberg@charter.net](mailto:betziglundberg@charter.net) , 715-579-9892

### **Resources:**

- Wisconsin Council of Churches, "Returning to Church 2.0", February 2021
- ELCA NW Synod
- WI Dept of Health
- <https://www.dhs.wisconsin.gov/covid-19/index.htm>
- Eau Claire City County Health Department
- <https://coronavirus-and-covid-19-information-hub-eccounty.hub.arcgis.com/pages/e86da215a6814355b45695a0af7a71e8>
- CDC "Event Planning and COVID-19: Questions and Answers (Information for Event Planners and Individuals)." 1/5/21
- Cleaning and Disinfecting Your Facility  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- CDC Faith-based
- <https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html>
- National Institute of Health, published in Journal of Voice

October 8, 2020

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