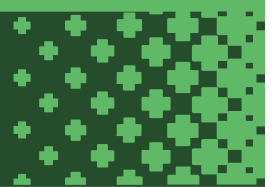
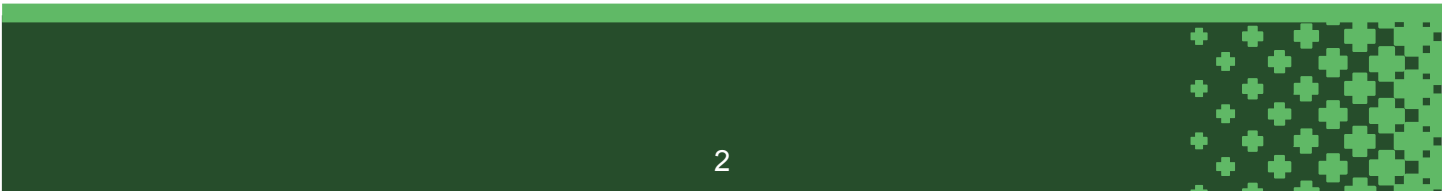




# **Returning to Church**

## Re-Opening Plan





The following text is from the Wisconsin Council of Churches and was obtained from their website.

*Though in the beginning many of us had mental images of all returning at once to our churches in celebration, we are now recognizing that returning to church will have to happen in phases. Gov. Tony Evers and the WI Department of Health Services have released the Badger Bounce Back, a plan to reopen Wisconsin.*

*What future we will find ourselves in depends not only on the behavior of the virus, but on the actions of people – as individuals, churches, communities, and governments. The way forward will not be a matter of following a timetable, but of faithfully discerning the signs of the times, and responding accordingly. It has always been that way for the church: “You have called your servants to ventures of which we cannot see the ending, by paths as yet untrodden, through perils unknown....”*

*Please understand: for at least the next year, we anticipate our lives to be shaped by the timeline set by Covid-19. We face difficult choices between conflicting needs and imperatives. But we must avoid framing our situation in terms of a false choice between reviving the economy — or our churches — and saving lives. If we don’t continue our efforts to contain the virus, a new wave of infections and deaths will cause further damage, and we will lose what we’ve gained from the measures we’ve already taken. And if we push the envelope too far by reopening our buildings and resuming gatherings prematurely, we may unfairly force on our more vulnerable members the choice between keeping themselves and others safe and participating in congregational life like everyone else.*

*We pray for a spirit of discernment, for wisdom, and patience. We pray for researchers and medical professionals; for the planners; for the ill and recovering; for those grieving and struggling with the weightiness of these times. We pray for the watchers and wonderers, and all those who wait upon the Lord.*

*May the Holy One, our Advent Hope, Good Teacher and Resurrection Truth, guide your decisions.*

This plan is loosely based upon a Model for Returning to church put forth by the Wisconsin Council of Churches. It should not be considered set in stone and may require updating regularly as available regulation change and we develop a better understanding of the situation. The plan as presented is developed in steps to mirror the Dane County Public Health’s Forward Dane plan. The phases presented are intended to mirror and match those presented in this plan. A copy of this plan, dated May 18, 2020 is included as an appendix to our plan. A copy of *ORDER OF PUBLIC HEALTH MADISON & DANE COUNTY, DATE OF ORDER: MAY 18, 2020, EMERGENCY ORDER #2* is also included as an appendix to this plan. Emergency Order No. 3 is a further attachment to this document.

Care was taken in developing this plan, as while we all wish to joyfully gather and continue our worship and ministry together, we must also we proceed deliberately, carefully, and thoughtfully to avoid pitfalls and back sliding into conditions that are not maintainable and hazardous to our congregation. Many in our congregation fall into the category of “high risk” to Covid-19. These same people are the ones most likely to want to return to worship immediately. It is important that we take measures steps to protect them both from the virus and their own desire to return to worship. With this in mind the need to maintain social distancing as applicable and opportunities for involvement both in person and remotely will need to be maintained throughout the various phases.



## Phased Reopening

The following table summarizes the phased reopening limitations for faith-based services, religious entities, and places of worship (indoor) as published in the Forward Dane plan. The phases listed will be as determined by the Dane County Health Department and are based upon public health metrics tracked assessed by Dane County. Details on these metrics and criteria can be found in attached plan.

<b>SAFER AT HOME</b> Dane County Order issued May 13, 2020	<b>PREPARE FOR SAFE REOPEN</b> Dane County Order issued May 18, 2020	<b>PHASE ONE</b> All activities in Phase 1 that cannot maintain physical distancing must take place only with household members.	<b>PHASE TWO</b>	<b>PHASE THREE</b>
Allowed with less than 10 people per room	25% capacity	25% capacity	50% capacity	75% capacity
Indoor mass gatherings in	No	10 people maximum in private residences 50 people maximum in public venues Must maintain physical distancing	50% capacity (not including employees) Must maintain physical distancing	75% capacity (not including employees) Must maintain physical distancing
Outdoor mass gatherings in public venues & private residences	No	50 people maximum (not including employees) Must maintain physical distancing Drive in activities are allowed and exempt but individuals must remain in vehicles.	100 people maximum (not including employees) Must maintain physical distancing Drive in activities are allowed and exempt but individuals must remain in vehicles	250 people maximum (not including employees) Must maintain physical distancing Drive in activities are allowed and exempt but individuals must remain in vehicles

While technically, we would be permitted to open services to 25 percent capacity listed in Order #2, Order #3 further limits “Mass Gatherings” to 50 individuals inside or outside, with the assumption that appropriate social distancing and precautionary procedures. We recognize that a large percentage of our congregation are in portions of society that are considered high risk of consequences if becoming infected with Covid-19. As such we anticipate our phased re-opening will lag behind the minimum requirements, as we plan, prepare and implement strategies.

In addition to worship and congregational considerations, we must also consider the health and well being of ELC's employees. The following requirements can be found in the Forward Dane Plan.

**Written and implemented hygiene policy and procedure that includes:**

- Ensuring employees who have a fever or other symptoms of Covid-19 will not be allowed to work.
- Hand washing expectations and supplies available for staff
- A description of proper cough and sneeze etiquette

**Written and implemented cleaning policy and procedure that includes:**

- Cleaning and disinfecting frequently touched surfaces multiple times a day
- Frequently wiping down any shared equipment, such as workspaces, credit card machines, lunchroom items, carts, baskets, etc.
- Cleaning common areas and equipment between use or shift changes.
- Protocols to clean and disinfect in the event of a positive Covid-19 case

**Written and implemented protective measure policy and procedure that includes:**

- Ensuring people are at least 6 feet from others whenever possible.
- Ensuring employees are provided with and wear face coverings when unable to maintain at least 6 feet of distance from people.
- ☞ If a transparent partition is in place, a face covering is recommended, but not required.

**Documented staff receipt, acknowledgment, or training on the policies**

## Pre-Phase 1 – Prepare For Safe Reopen

We are currently in pre-phase one as outlined in the Forward Dane Plan the requirements for operation under this are outlined in *ORDER OF PUBLIC HEALTH MADISON & DANE COUNTY, DATE OF ORDER: MAY 18, 2020, EMERGENCY ORDER #2*. This phase will be in place until May 26, 2020 at which time the Dane County Health Department will assess if movement to Phase 1 is possible

- 
- **Online Services Only** We will continue to record services in the sanctuary with limited numbers of people, while maintaining social distancing. Maintain 6 feet between people and more when singing. Music portions will be recorded first and performers allow to leave to minimize the total time together. Communion will not be offered.
  - **Funerals** should be kept to less than 10 in attendance, including clergy. Funerals by invitation and for immediate family only. Non-family may be invited as part of the 10 in attendance at the discretion of the family. Maintain social distancing. No singing permitted. Instrumental (strings or percussion only) or prerecorded music is acceptable.
  - **Weddings** should be kept to less than 10 in attendance. Weddings by invitation and for immediate family only. Non-family may be invited as part of the 10 in attendance at the discretion of the family. Maintain social distancing. No singing permitted. Instrumental (strings or percussion only) or prerecorded music is acceptable.
  - **Baptism and Ordinations** may be performed under the same conditions as Funerals and Weddings above.
  - **Bible Study, Ministry Meetings, Youth Groups, Other Small Groups, Council** meet online.
  - **Office Operation** continue limited hours of operation, with the building closed to the public. Those in the office should be wearing masks; if you more than one person in the office, make sure that surfaces, including the phone, are regularly sanitized. Employees shall be provided with hygiene policy.
  - **Guidelines** for building cleaning are found as attachments to the plan.
  - **Building Use** Not available for public use. Exceptions, if needed by the local government for emergency use, or use by the Red Cross for Blood drives or other essential operations.
  - **High Risk Individuals** High risk individuals (people over 60 and those with underlying conditions), whether staff or volunteers, should be encouraged to continue to shelter in place.
-

## Phase 1 - Implement

The Phase 1 will last a minimum of 14 days following implementation. The Dane County Health Department will assess 14 days until the gating requirements are met to proceed to Phase 2. The earliest potential date for Phase 2 is June 15, 2020.

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- **Online Services Only** We will continue to record services in the sanctuary with limited numbers of people, while maintaining social distancing. Maintain 6 feet between people and more when singing. Music portions will be recorded first and performers allow to leave to minimize the total time together. Communion will not be offered.
  - **Funerals** should be kept to less than 10 in attendance, including clergy. Funerals by invitation and for immediate family only. Non-family may be invited as part of the 10 in attendance at the discretion of the family. Maintain social distancing. No singing permitted in doors. Instrumental (strings or percussion only) or prerecorded music is acceptable. Larger attendance may be permitted if outdoors.
  - **Weddings** should be kept to less than 10 in attendance. Weddings by invitation and for immediate family only. Non-family may be invited as part of the 10 in attendance at the discretion of the family. Maintain social distancing. No singing permitted. Instrumental (strings or percussion only) or prerecorded music is acceptable. Larger attendance may be permitted if outdoors. Solo singing permitted if outdoors.
  - **Baptism and Ordinations** may be performed under the same conditions as Funerals and Weddings.
  - **Bible Study, Ministry Meetings, Youth Groups, Other Small Groups, Council** Online or phone meetings.
  - **Office Operation** continue limited hours of operation, with the building closed to the public. Those in the office should be wearing masks; if you more than one person in the office, make sure that surfaces, including the phone, are regularly sanitized. Employees shall be provided with hygiene policy. See building cleaning found at the end of this document.
  - **Building Use** Not available for public use. Exceptions, if needed by the local government for emergency use, or use by the Red Cross for Blood drives or other essential operations.
  - **Guidelines** for building cleaning are attached to the plan.
  - **High Risk Individuals** High risk individuals (people over 60 and those with underlying conditions), whether staff or volunteers, should be encouraged to continue to shelter in place.
-



## Phase 2 - Maintain

The Phase 2 will last a minimum of 14 days following implementation. The Dane County Health Department will assess 14 days until the gating requirements are met to proceed to Phase 3. The earliest potential date for Phase 3 is June 30, 2020. Prior to returning to service, at least two weeks prior to our scheduled first service we should prepare a mailing to send detailing what the expectations and requirements for attending services will be. It should reiterate:

- If you are sick please stay home.
  - If you are at risk, please consider staying home. We will continue to provide video services.
  - If you are diagnosed with COVID, and have recently attended a service, event, or visited the church, please let us know.
- 
- **Return to Services** Sunday services will resume 1 month after Dane County enters phase 2. The current return date will be July 12, 2020. Two worship services will be offered on Sundays at 8:30 am and 10:30 am. Guidelines for worship in phases 2 and 3 are found later in this plan. Recorded services will continue to be made the preceding Saturday and available on-line. We will also live stream one of the Sunday services each week. Phone audio will continue to be available.
  - Worship services will be permitted up to 50 % capacity, while maintaining social distancing as set forth by the county.
  - **Funerals** will have the same requirements as guidelines for worship. Funerals may begin immediately upon implementation of Phase 2. We recommend that funerals be by invitation. No lunches yet.
  - **Weddings** will have the same requirements as guidelines for worship. By invitation. No lunches yet.
  - **Bible Study, Ministry Meetings, Youth Groups, Other Small Groups, Council** allow both on-line and small group meetings. Maintain both options if possible and as applicable.
  - **Office Operation** back to normal or as required to meet work load requirements. Those in the office should be wearing masks; if you more than one person in the office, make sure that surfaces, including the phone, are regularly sanitized. Building access will be controlled and opening of building permitted for ELC small group meetings. We will consider a doorbell system for entry. "Tag areas" that are used for cleaning. Se building cleaning found at the end of this document.
  - **Building Use** will remain closed for public use, with the previously noted exceptions listed in Phase 1.
  - **Building General** Post informational signs, remind sick to "stay home". Hand sanitizers etc. Clean high touch and between users.
  - **Communication Plan** A communication plan is attached to the report, should a positive COVID case be identified.
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- **High Risk Individuals** High risk individuals (people over 60 and those with underlying conditions), whether staff or volunteers, should be encouraged to continue to shelter in place. Encourage those who can to take part in on-line and distance opportunities.
-

## Phase 3 - Sustain

The Phase 3 will last until wide-spread protections are available. This would likely be a vaccine or treatment.

Phase 3 will be a continuation of Phase 2. Limited changes in operation is expected, although some portions may be relaxed, depending upon current guidance and science. This is a working document and we expect to update this as we learn and experience more.

## **Phase 4 THE NEW NORMAL**

Occurs when a widespread protection is available.

It is assumed we will return to pre-COVID service schedule and operations. Again, we do not know what the “new normal” may look like.

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## Phase 2 and 3 service guidelines.

- Services will be abbreviated.
  - There will be no singing and limited corporate prayer or call and response. Solo singing will be considered for outside services. May also be sung via wireless microphone in another room. Instrumental music (organ, strings, piano) and pre-recorded music will be used. This will be in accordance with current guidance and may be modified as conditions permit and a better understand of the disease is achieved.
  - Communion will be offered. How this will be done is yet to be determined.
  - People will be asked to stay home if they have any symptoms or feel sick.
  - Masks will be required. We will order disposable cloth masks.
  - Hand sanitizer available at all entries.
  - Doors, weather permitting, will be left open to limit touch points.
  - No hand shaking
  - Seating and Exiting Planned to maintain social distancing area attached as well as guidance for ushers.
  - Bulletins will not be used, no hymnals or friendship pads. Utilize screens to minimize point of contacts.
  - The pew cushions will be removed and placed in the music room to aid in cleaning.
  - A between service cleaning plan for the sanctuary is included as an attachment.
  - Minimize fellowship time. No coffee and donuts.
  - No serving of food.
  - Attendance will be limited to maintain social distancing, rather than the fixed percentage set by the county. The county limit is currently 50 percent by order. The current number of households allowed in the sanctuary to maintain the required separations is anticipated to be 32. A sketch of the main sanctuary layout with seating is shown. We could extend to a larger number by streaming service to a TV in the Chapel which would allow an addition 20 or so households. We could further extend to fellowship hall if required. These two locations are currently capable of this.
  - We may need to consider some sort of reserved seating or other means to limit the attendees to less than the county limit. This could also serve as a means to document attendance and aid in communication in case some one in attendance is diagnosed positive for COVID. Sites such as Eventbrite or SignUpGenious could be used to facilitate this.
-

## Communication Plan

In the event the church is notified of a COVID positive individual attending a service, Pastor John will send out a church wide e-mail indicating the date and time of the service when the infected individual attended. The individual's name will not be listed, unless the person explicitly indicates it is acceptable.

Bruce, Andy, and or John will review the security camera footage at the entrances to attempt to identify any individuals that may not have an e-mail address to contact. John will use the church data base to contact anyone without an e-mail address.

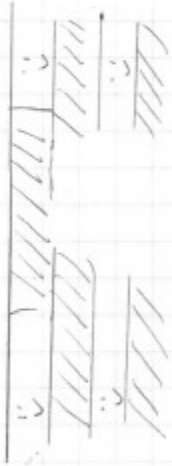
Post Stay Home if You are Sick Poster at each entrance.

Post Handwashing (CDC) signs at each entrance and in each restroom.

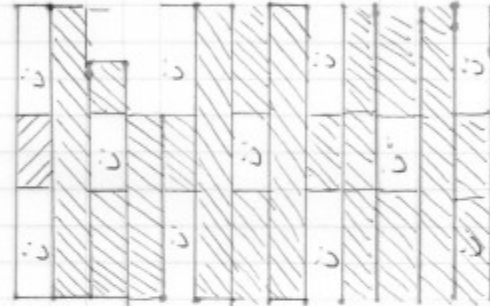
32 Groups

SEATING SPOTS

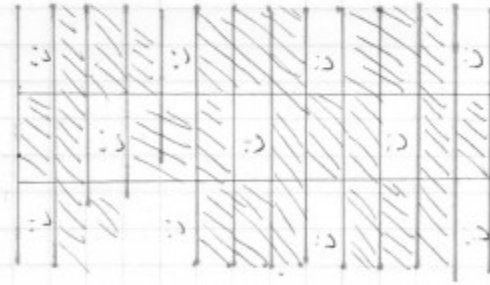
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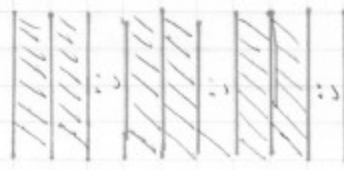
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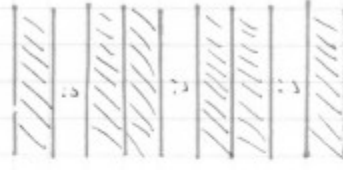
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## Seating Layout in Sanctuary

### **SAMPLE FACILITY CLEANING AND HYGIENE POLICY**

ELC is fully committed to safeguarding the health and safety of all employees, clients, customers, and visitors. For this reason, effective immediately, all employees, regardless of position or authority, must comply with the following facility cleaning and hygiene policy:

ELC is responsible for explaining to all employees the cleaning protocols and frequency of all common areas.

ELC is responsible for explaining to all employees the proper use of cleaning supplies and safety concerns of products used.

ELC is responsible for explaining to all employees how to clean and disinfect after persons suspected/confirmed to have Covid-19 have been in the facility.

ELC is responsible for providing a cleaning schedule to all employees.

In addition, ELC has attached cleaning a schedule, procedures, and chemical safety concerns specific for this facility to this policy for employee review.

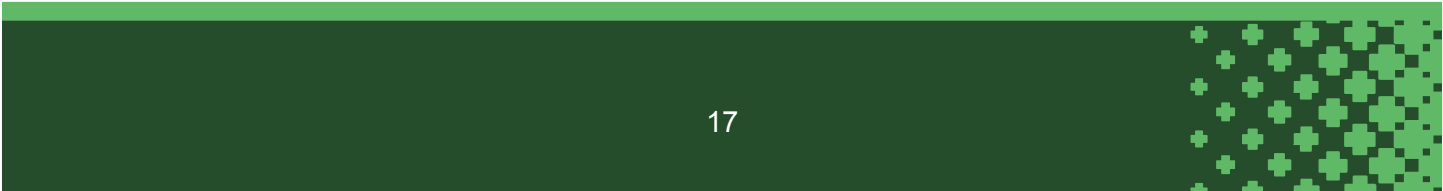
Person-in-charge must ensure:

- All employees understand facility cleaning and hygiene procedures;
- The cleaning frequency of the facility is increased, including the restrooms (CDC Cleaning Guidelines);
- High-touch surfaces (keypads, pens, counters, etc.) are disinfected multiple times a day, ideally between users;
- Only EPA approved disinfectants effective against Covid-19 are used;
- Ensure handwash sinks in break rooms and restrooms are always stocked with soap and single-use towels;
- Where possible, provide hand sanitizer for customer and employee use throughout the facility and at employee workstations;
- Employees do not share equipment or tools. If not possible, disinfect between users;
- Where possible, provide sanitizer wipes to employees for wiping baskets, door handles, and other frequently touched areas.

Employees are responsible for:

- Replenishing or letting the person-in-charge know when cleaning supplies are low;
- Performing cleaning as scheduled;
- Using proper disinfecting supplies.





## Resources for Facility

- [EPA-approved disinfectants](#)
- [CDC Cleaning and Disinfecting Your Facility](#)
- [Cleaning and Disinfection for Community Facilities](#)

# PROTECTIVE MEASURE POLICY

ELC is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, ELC enacts the following policy applicable to all employees, regardless of position or authority:

## Employees shall

- Maintain six feet physical distancing from others whenever possible
- Be required to wear a face covering provided by employer if physical distancing is not possible between visitors or other employees,
- Be required to wear face coverings in elevators, restrooms and other areas within business facility where physical distancing is not possible
- Be required to use additional protective measures such as gloves, eye protection, and face shields if in a stationary position and/or less than six feet from others
- Maintain physical distancing and minimize contact between clients, visitors and other employees
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs)

## Employer shall:

- Require all employees who cannot physically distance to wear face covering if they are able
- Limit in-person meetings and use other means of communications such as Zoom, Skype and email, that are not in person
- Limit number of employees present on the premises at any given time to [Forward Dane](#) limits
- Limit number of visitors at any given time to [Forward Dane](#) limits
- Spread out workstations so employees can remain six feet apart at all times
- Stagger break and lunch times, shift start and end times
- Promote flexible/remote work schedules to reduce number of employees in the office at any one time
- Install physical barriers such as clear, plastic sneeze shields at reception areas or between work stations.
- Remove extra chairs and tables in dining area, waiting areas, breakrooms to allow people to remain six feet apart when possible
- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g. elevators, reception area)
- Use tape or other markings on the floor or footprint graphics to show clients and visitors where to stand
- Consider having clients or visitors wait in their cars for a text or call when it's their turn to enter
- Post [physical distancing signage](#) throughout the premises reminding everyone to practice physical distancing
- Provide special accommodations for vulnerable workers or those unable to wear face covering

# HYGIENE POLICY

## Handwashing, Cough, & Sneeze Etiquette

ELC is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, all ELC employees, regardless of position or authority, must comply with the following personal hygiene policy:

- All employees will be required to frequently wash hands with soap and warm water.
- All employees shall follow proper cough and sneeze etiquette.

### Handwashing Policy

ELC is responsible for explaining to all employees how to hand wash: Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer.

ELC is responsible for explaining to all employees when to hand wash. Employees must wash hands, at a minimum:

- At the beginning of each shift,
- Between every visitor,
- Before interacting with other employees,
- After touching mask,
- After using the restroom,
- Before and after breaks,
- After sneezing, coughing, or blowing nose,
- When hands are visibly soiled, and
- Prior to leaving work.

Employees are responsible for replenishing or letting the person-in-charge know when handwashing supplies or hand sanitizer are low.

### Cough & Sneeze Etiquette

ELC is responsible for providing tissues at work stations, if feasible.

ELC is responsible for explaining cough and sneeze etiquette to all employees. To help stop the spread of germ employees should:

- Cover mouth and nose with a tissue when coughing or sneezing
- Throw used tissues in the trash
- If don't have a tissue, cough or sneeze into elbow, not hand

# SAMPLE EMPLOYEE ILLNESS POLICY

ELC is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, ELC enacts the following policy applicable to all employees, regardless of position or authority:

- All employees will self-monitor for symptoms of illness prior to work arrival.
- Employees who have any symptoms of fever OR respiratory illness will not be allowed to work as reinforced by the employee illness reporting agreement for Covid-19
- Employees living in a household where a member(s) or another close contact tested positive for Covid-19 will not be permitted in the workplace.
- Employees are required to sign an employee illness agreement indicating they understand the policy and agree to follow the guidelines.

## Resources

- [Employee Illness Agreement](#)
- [Guidance for Workers Not In Healthcare](#)



# FORWARD DANE POLICY REQUIREMENTS

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[Forward Dane](#) outlines Dane County's planned approach for reopening. These requirements are for all types of businesses and workplaces and will be in place for every phase of reopening. We have created templates you can use for many of these documents. They are in an editable format so you can modify to best suit your business as long as the minimum following requirements found in [our current order](#) are included:

- **Written and implemented hygiene policy and procedure that includes:**
  - Ensuring employees who have a fever or other symptoms of Covid-19 will not be allowed to work
  - Handwashing expectations and supplies available for staff
  - A description of proper cough and sneeze etiquette
- **Written and implemented cleaning policy and procedure that includes:**
  - Cleaning and disinfecting frequently touched surfaces multiple times a day
  - Frequently wiping down any shared equipment, such as workspaces, credit card machines, lunchroom items, carts, baskets, etc.
  - Cleaning common areas and equipment between use or shift changes
  - Protocols to clean and disinfect in the event of a positive Covid-19 case
- **Written and implemented protective measure policy and procedure that includes:**
  - Ensuring people, whenever possible, are at least six feet from others
  - Ensuring employees are provided with and wear face coverings when unable to maintain at least six feet of distance from people
- **Documented staff receipt, acknowledgment, or training on the policies**

# EMPLOYEE HEALTH REPORTING AGREEMENT

## FOR COVID-19 RESPONSE

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

### Employees should self-monitor daily for these COVID-19 symptoms:

1. Cough
2. Shortness of breath or difficulty breathing
3. Fever >100F
4. Chills
5. Muscle pain
6. Sore throat
7. New loss of taste or smell

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

### Employees must report if they are diagnosed with COVID-19:

- by a positive lab test, or
- diagnosis from a health care provider (without lab testing)

### Employees must also report COVID-19 Exposures:

- Living with a person that has been diagnosed with COVID-19, or
- Having close contact with a person that has been diagnosed with COVID-19

### I understand the Employee Health Reporting Agreement for COVID-19 and agree to:

1. Self-monitor prior to reporting to work each day.
2. Report symptoms, positive diagnosis or exposure to COVID-19 to the Person-in-Charge.
3. Follow the exclusions and/or restrictions that may be required of me.

### I understand and agree to follow all best practices adopted by my business to prevent the spread of COVID-19 including but not limited to:

1. Communicate virtually whenever possible.
2. Limit in-person meetings and gatherings.
3. Practice frequent hand hygiene.
4. Wear PPE (cloth face coverings, masks, gloves, eye protection, etc) required by my employer.
5. Maintain social distancing with other employees, customers, and clients.
6. Follow heightened cleaning and sanitizing of workspace and equipment.

Employee Name (please print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Person in Charge Signature \_\_\_\_\_ Date \_\_\_\_\_



## WORK RULES FOR ILL EMPLOYEES

The Person-in-Charge must help prevent the spread of COVID-19 by teaching new hires and all employees the importance of not working when sick.

### Exclusions and Restrictions

*Employee is not allowed to work in the establishment.*

	What should the employee do?	When can the employee return to work?
If you have been <b>diagnosed</b> and are <b>symptomatic</b>	<ul style="list-style-type: none"> <li>If you have symptoms of COVID-19, call your healthcare provider for advice and to discuss testing.</li> <li>Isolate yourself in your home, and do not go out when you are sick. Practice excellent hygiene and if you have others in your home, isolate yourself in one room (if possible).</li> <li>Cover coughs and sneezes. Do not share personal household items. Clean your hands often. Clean all "high-touch" surfaces like doorknobs often.</li> <li>Monitor your symptoms and call your health care provider if symptoms worsen.</li> </ul>	Stay home and avoid others until you have been: <ul style="list-style-type: none"> <li>72 hours without a fever (without fever-reducing medicine),</li> <li>your symptoms improve,</li> <li><b>AND</b> it has been 10 days since the first day you had symptoms.</li> </ul> Employers should screen employees before allowing return to work.
If you have a positive COVID-19 viral test and are <b>asymptomatic</b>	Monitor your health for fever, cough, and shortness of breath for 10 days.	Asymptomatic individuals with lab-confirmed COVID-19 should remain in isolation until: <ul style="list-style-type: none"> <li>At least 10 days have passed since the collection date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms.</li> </ul> NOTE: patients who develop COVID-19 symptoms during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).
If you may have been <b>exposed</b> to a person with COVID-19 but are not sick	Monitor your health for fever, cough, and shortness of breath for 14 days after your last contact with the sick person.  NOTE: If exposure occurred at work, you may be able to continue working based on exposure assessment. Please discuss with your employer.	Stay home; do not go to work. Avoid public places for 14 days.  NOTE: patients who develop COVID-19 symptoms or test positive during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).

**Employees with no known exposure to COVID-19, are not exhibiting symptoms of COVID-19, and have not tested positive for COVID-19 may work unrestricted as long as all business best practices are followed.**



## COVID-19 Guidance for Essential Workers Who Do Not Work in Health Care



As of April 8, 2020, [CDC loosened some of the restrictions for critical infrastructure workers](#). However, we are requiring non-health care workers to follow [DHS stricter employee illness guidelines](#). The DHS guidelines say that if an essential non-health care worker has been exposed to a person with COVID-19, they should quarantine themselves for 14 days before returning to work. By implementing this illness policy in the workplace, further spread amongst staff may be prevented and lead to a safer and more productive workforce.

### Keep an eye on your health every day

- Check your temperature before you start your shift, preferably before you leave home.
- Perform regular monitoring of symptoms (cough, shortness of breath, sore throat).
- Consider wearing a cloth face covering or mask while performing your work.
- Social distancing (staying 6 feet away from other people) should be practiced as duties permit.
- Keep working, as long as you do not have symptoms, a fever (> 100.0 °F), or have been exposed.

### Take action if you get sick

- If you get sick with any of the above symptoms, do not go to work. If you have symptoms at any time during your shift, go home and immediately isolate yourself.
- Call your healthcare provider for testing and follow their recommendations. You can also [follow our recommendations for isolation](#).

### Come back to work when you're healthy

Symptomatic people (regardless of confirmed COVID-19 test), can come out of isolation after **all 3 of these things** have happened:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) **AND**
- Other symptoms have improved (for example, your cough or shortness of breath have improved) **AND**
- At least 10 days have passed since your symptoms first appeared

### If you are told that you were exposed to a person diagnosed with COVID-19

- Let your employer know that you have been exposed to COVID-19.
- Self-quarantine for 14 days. This means you should not go to work and should avoid leaving your home as much as possible.
- If you do not develop symptoms (cough, shortness of breath, sore throat) or a fever greater than 100.0 °F, you can return to work after 14 days.
- If you develop symptoms during quarantine, immediately isolate yourself and follow the **Come back to work when you are healthy** guidelines above.



June 7, 2020

### ELC Covid-19 Ushering Guidelines

- 1) **MASKS** – Until further notice all congregation members should wear masks during service. If a member does not have a mask, ELC has masks available for use. The masks will be setup in the Narthex along with sanitizing liquid. If someone enters the sanctuary without a mask the ushers should let the person know that there are masks available in the Narthex for them.
- 2) **SEATING** – ELC is currently following guidelines from Dane County as well as the CDC. We are currently seating for social distancing between family groups as well as Dane County guidelines. The seating will change as the Dane County phases and capacity allowances change. The seating will be marked with painter's tape where seating is not permitted. Until we are able to seat at full capacity, the ushers should become familiar with the seating arrangements and assist in educating the congregation on where to sit.
- 3) **OFFERING** – To minimize handling of the offering plate, we should set the offering plate up at the rear of the sanctuary. The congregation can add their offering to the plate on the way to their seat. In addition, there will be no handoff of the plate to the Acolytes as the plate will remain in the rear for the service.
- 4) **DEPOSIT** - Depositing of the offering will remain the same. At the end of the service, two ushers should deposit the offering in the outer office safe.
- 5) **EXITING THE SERVICE** – Exiting the service should be managed by the usher team in an orderly fashion. Similar to communion, but starting with the rear, the usher team should dismiss one pew at a time. We may need to remind members to not congregate and visit as we don't want to form crowds.