

Instructions for FLCCH Small Meetings & Events During COVID-19

September 2020 (updated 09/29/20jmw)

First Lutheran Church of Columbia Heights, MN – website: flcch.org

For the safety of our church family and guests, we have created these policies and procedures for small meetings & events during the COVID-19 pandemic.

Note: If a group does not follow protocol they may lose their opportunity to meet in the building for a period of time determined by the council and staff.

******Policy subject to change on short notice to be responsive to the community spread and recommendations by MDH and CDC.***

All meetings / groups on the church grounds must be approved and pre scheduled:

- Schedule meeting / event with Joyce. Joyce@flcch.org

Checklist for the Sponsor/Facilitator:

COVID Screening Protocol

- FLCCH security person or an identified “Screener” will be at the check in table.
- All guests will sign in and be asked to review symptoms and check yes or no to current symptoms. Pens are available at the check in labeled “clean” and “dirty”.
- Screener will take temperature (kept in concierge desk drawer) and record in log as well. This ensures only one person is handling the thermometer.
- Masks must be worn at all times; they are provided at check-in if did not bring one.
- 6-foot Physical Distancing Guidelines must be adhered to at all times.

Food

- At this time, food is not to be part of events/meetings inside the building.
- Outdoor food is acceptable following 6’ protocol and masks worn upon completion of eating.
- All food must be pre-packaged or served by designated / pre-approved server(s) with proper PPE.
- No food that requires sharing or hands grabbing items out of bowl, etc.

Seating

- When people enter the building (with doors propped open, weather permitting), they’ll be asked to wear a mask, screen for COVID19 symptoms.
- Chairs should be pre-set up for events with 6-foot physical distancing protocol.
- Attendees must leave the building following the event / meeting to avoid informal gathering in the commons / meeting area.

Room Capacity During COVID

This will be based on the current recommendations of CDC and MDH, and approved by the Council.

Room	CURRENT COVID Capacity
Sanctuary	
Commons	
Link	
Martin Luther Hall	
Katie's Cellar	
Chapel	
Youth Room	
Library	
Gym	
Bus (see Bus Policy)	

ZOOM broadcast. (Or Facebook Live) – AVAILABLE UPON REQUEST

- Upon advance request, the church is able to provide a Zoom link to share meeting/event with those unable to attend.
- We will provide a Zoom link with Password for you to share with attendees. We suggest this information be shared by email or on closed social groups FB Group, etc. (not public).
- The facilitator must identify who will be in charge of recording during the meeting/event. Smart phone / tablet / laptop can be self-provided or requested from FSL. We encourage that at least two people be available for this – one to record, and one to allow people to join the Zoom and troubleshoot technology.
- We suggest you download the recording to your file at the completion of the meeting / event.

Music

- ♦ Contact the Music Director for any needs or questions regarding music. Jeffrey@flcch.org

Thanks for helping FLCCH continue to Live Connected!