



## FIRST LUTHERAN CHURCH

107 2nd St. Southeast Aitkin MN 56431

*Pastor Reggie Denton*

*Pastor Jordan Gades*



June 23, 2020

### First Lutheran Church Key Holders

Dear Faith Friends,

Even though the State of Minnesota is lifting some restrictions, FLC is taking a more conservative approach to opening its doors to protect our employees, volunteers, members, and visitors. As key holders you have the opportunity to enter the facility at your choosing, to accomplish whatever tasks you need to complete as you support the overall activities of our church. As key holders we also need your help to support the efforts to keep our facility safe for all who enter.

I doubt anyone of us wants to “be the one” to contaminate the environment which could lead to sickened employees, pastors, volunteers, members, or visitors. Further, I doubt any of you want to contract the Covid 19 virus as a result of others not following restrictions, leaving a contaminated environment behind after being in the facility.

I know many of us feel or believe we won’t contract Covid 19. I also know we’re all tired of hearing about it. However, it is here, it is spreading (very slowly) in Aitkin, and there are many who don’t know if they have contracted it because of local testing being limited to only those with actual symptoms.

A Preparedness Plan has been drafted by the FLC SAFE Team, approved by the council, and implemented by Staff, to assure the proper steps are taken to minimize the chances of spreading this virus. This plan applies to everyone who enters – whether an individual entering to do what they must, or a group of 10 or less for a meeting.

This means, the doors to the church are to remain locked to general traffic. The employees are still working from home when possible, however all are coming in each week to complete their duties which must be performed in the facility. The food shelf and community meal volunteers come in when necessary to continue these vital community programs. Staff and volunteers must come in to practice and/or record segments for our Sunday streamed Worship Service. Staff and volunteers do come in on Sundays to provide our virtual Worship Service.

We are asking that you please do not come into the building unless you are involved in one of the aforementioned activities.

We need each and every one of you to follow the steps of the Preparedness Plan upon entry so if there ever is a contagion, we can track who all we must reach out to, in hopes of mitigating the result.

If you need something, please call the church, we will mail it or bring it to the doors at an assigned time. This also applies to things being dropped off or delivered.

Also, if you feel that you no longer need a key to the church or do not agree with what we are asking, please turn it in.

The pastors, staff and council all miss every one of you and we welcome the day the doors can be open, and we can gather once again.

On behalf of the council, thank you for your cooperation in this matter.

Respectfully,



David W. Meyer, Council President

Enclosures:

Copy of screening form (FCPP-2)

Copy of Bullet Point from Preparedness Plan

**COVID 19 Preparedness Plan Workers,  
Members, and Guests Screening Checklist**

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Members, and Guests Screening Checklist**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer "Yes" or "No" to each question. Do you have:

Please answer "Yes" or "No" to each question. Do you have:

\_\_\_\_\_ **Fever (100.4 F or higher),**  
\_\_\_\_\_ **or feeling feverish?**

\_\_\_\_\_ **Fever (100.4 F or higher),**  
\_\_\_\_\_ **or feeling feverish?**

**Current Temperature:** \_\_\_\_\_

**Current Temperature:** \_\_\_\_\_

**Chills?**

\_\_\_\_\_

**Chills?**

\_\_\_\_\_

**A new cough?**

\_\_\_\_\_

**A new cough?**

\_\_\_\_\_

**Shortness of breath?**

\_\_\_\_\_

**Shortness of breath?**

\_\_\_\_\_

**A new sore throat?**

\_\_\_\_\_

**A new sore throat?**

\_\_\_\_\_

**New muscle aches?**

\_\_\_\_\_

**New muscle aches?**

\_\_\_\_\_

**New headache?**

\_\_\_\_\_

**New headache?**

\_\_\_\_\_

**New loss of smell or taste?**

\_\_\_\_\_

**New loss of smell or taste?**

\_\_\_\_\_

if a worker or visitor answers "Yes" to any of the screening questions or has a measured temperature above 100.4°F, they should be advised to go home, stay away from other people, and contact their health care provider.

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**"KEY" Points from COVID-19 Preparedness Plan for In-Person Meetings at  
First Lutheran Church**

**PURPOSE – TO PROMOTE SAFE AND HEALTHY FACILITIES AND TO  
MITIGATE VIRUS TRANSMISSION TO/FROM ANYONE**

- **Handwashing and/or sanitizing – immediately upon entering building and frequently thereafter**
- **Housekeeping – wipe down all surfaces before and after use**
- **Screening –**
  - Complete screening form every time you enter building
  - Record temperature of each person entering the building
- **Cover your cough or sneeze – wash/sanitize hands after**
- **Social distancing –**
  - keep 6 feet apart at all times
- **Wear a mask**
  - Required continuously when in facilities

**IT'S YOUR CHOICE TO PROTECT YOURSELF.  
WE ARE ASKING YOU TO HELP PROTECT OTHERS.**

(R.2, Supersedes all previous versions, Effective 6/16/2020)