

# COVID-19 Worship Reservation Plan

Ascension Lutheran Church, Fond du Lac, WI

## INTRODUCTION

We are excited by the opportunity to begin re-opening Ascension and to start offering in-person worship again. However, the threat from COVID-19 is still present and returning to church does not mean conducting operations as usual. For the welfare of all our members and friends and out of respect for the differences of opinion regarding the safety of re-opening, the following operating plan will be in effect until the end of the summer season.

## INSIDE THE CHURCH BUILDING

- Hand sanitizing stations are placed at the main entrance and the sanctuary entrance. Members, guests, and staff are required to sanitize their hands after entering the building. Please note the sanctuary entrance will only be open for worship services. For all other times, the main entrance shall be the only unlocked door
- Members, guests, and staff will practice physical distancing and maintain a minimum separation of 6 feet from others to the maximum extent possible.
- If close contact (defined by the CDC as within 6 feet of an asymptomatic person for > 10 minutes) is required, masks shall be worn. (Masks are not required for kids under 2.)
- Nursery will not be available for use for the duration of this plan.

## Worship Seating Reservation Procedure

- **Seating Chart** - A seating chart will be posted on the church website for the Sanctuary with numbered rows and seats. The seating chart will also be posted throughout the building. Seating in the sanctuary will be marked in accordance with the seating chart.
- **Reserve Seating Email Link** – Reservations must be made on a weekly basis. Advanced reservations will not be allowed with the exception of Baptisms. Members and friends are asked to contact the Church Office via email ([office@alcdfd.org](mailto:office@alcdfd.org)) or phone (920-922-3353) to reserve their seats. Please include your name, contact information, service time and the number of seats requested.
- **Reservation Period** – Reservation requests (phone and email) will only be received during the reservation period. The reservation period for both services will begin at 10:00 a.m. on Tuesday and end at 10:00 a.m. on Thursday. Seating will be assigned on a first come basis.
- **Administrator** – The reservation seating process will be administrated by our Office Manager, Sandie Berka. She will receive email and phone reservation requests and assign seating. If seating is available, a confirmation will be sent (via email or phone) with the assigned seats. If seats are not available, members will made aware of seating that may be available in the other Sunday service and/or be encouraged to worship via livestream.

# COVID-19 “Re-Opening” Plan

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- **Ushers** – Ushers will be available at the Sanctuary entrance to assist members in finding their assigned seats. They will also have a list of any unassigned seats in the Sanctuary and will assist walk-ins or visitors to these seats where appropriate. Usher training shall be provided.
- **Overflow** – If appropriate seating is not available in the Sanctuary for walk-ins or visitors, the ushers shall direct worshipers to overflow seating in the Zone. Up to 75 seats will be available in The Zone where the services can be attended via livestream.

## **Other Considerations**

- If you are sick, **please** don't come to church. If you are observed not feeling well, you will be asked to leave.
- If you are at a higher risk from COVID-19 (due to age or an underlying medical condition) we encourage you to worship via livestream.
- **When you come to the church building, you will be coming at your own risk. Your health and safety are the reasons for these guidelines.**

## **Self-Quarantining Requirements (Updated CDC Guidelines)**

- If you or someone in your home tests positive for COVID-19, please self-quarantine at home for 14-days and do not return to the church building until the quarantine period has passed or you are cleared by a medical professional.
- If you are in close contact with an individual who tests positive for COVID-19, please self-quarantine at home and do not return to the church building until the quarantine period has passed. Close contact as previously defined by the CDC is being within 6 feet for a prolonged period of time (>10 minute if they are asymptomatic).

**NB: The above-described steps will be continuously evaluated as the situation evolves and may be changed as required.**