



A congregation of the ECLA

Woodlake Whole Community Approach

A whole community approach to preparedness is a shared responsibility; it calls for the involvement of everyone — not just Woodlake staff — in preparedness efforts. By working together, everyone can help keep safe from harm and be resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics.

Whole Community includes:

- Individuals
- Families
- Businesses
- Faith-based organizations
- Community organizations
- Nonprofit groups
- Schools and academia
- All levels of government, including state, local, tribal, territorial, and federal partners



Waiver of Liability and Assumption of Risk Related to Coronavirus / Covid 19

On March 11, 2020, the World Health Organization declared the novel coronavirus, COVID-19, a pandemic. COVID-19 is highly contagious and known to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and limited group size and activities.

By attending any event at Woodlake Lutheran Church, organizations and individuals acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you and your family may be exposed to or infected by COVID-19. Organizations and individuals acknowledge that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of yourself and/or others, including, but not limited to, Ministry employees, contractors, volunteers, members, and participants and their families. Organizations and individuals agree to assume all the foregoing risks, waive liability against Woodlake Lutheran Church and any other listed parties, and accept sole responsibility for any illness, injury, disability, or death to you or your family, including all claims that may arise resulting from any of these.

The following additional precautionary steps are being done at Woodlake:

- Routinely cleaning and disinfecting offices, restrooms and common areas,
- Two touchless hand sanitizers in the narthex are available.
 - The touchless sanitizer can be moved; however, please return it to the current location in the narthex.
- Sanitizing wipes have been installed in fellowship, heritage, and fireside rooms and outside of both sanctuaries
- Masks are available at the welcome center
- In the event that Woodlake would need to close, Woodlake will inform tenants and members as soon as possible

How the community can help:

- Keep gatherings small.
- Hold small gatherings outside, if possible
- No food or drink (unless previously approved – do not assume)
- Clean and sanitize on your way in and on your way out, chairs, tables and counters
- Wear a mask indoors if the group size is above 20 people or the group of any size contains children under the age of 12.
- Always stay at least 6 feet away from people that do not live with you.
- Hold Virtual Meetings when possible
- Conduct a self-check of their body temperature the day they plan to visit facility.
- Stay home if you, or any members of your household, have symptoms of COVID-19.
- Open windows and/or doors to allow air to flow if gathering indoors.
- Remember who came to the gathering. Keep a list of invited guests in case one of them gets COVID19. This list will be helpful if you're contacted by a health department case interviewer.

Additional Guidelines:

- Gathering guidelines
 - Current guidelines are encouraged to not exceed the 50% capacity mark for indoor meetings for indoor meetings; however, they cannot exceed the room capacity guidelines
 - ***Exceptions (must be preapproved)***
 - Approved events / meetings
 - Weddings, funerals, worship services, rituals, prayer meetings, scripture studies, or similar activities, then the 50% capacity rule may apply.
 - If food is consumed, 25% capacity is enforced
 - School classrooms being used for school and / or training
 - Must have a COVID plan in place
 - Must have a person designated as responsible for following COVID guidelines
- No gathering may exceed social gathering limits determined by state guidelines.
 - Limit indoor and outdoor occupant capacity to no more than 50% or up to 250 persons, *so long as social distancing can be maintained, our sanctuary can hold up to 100 socially distanced at this time.*
 - Reduce occupancy to accommodate for the required social distancing of at least 6 feet between people who do not live in the same household.
 - Limit tables to 4 persons, or 6 if part of one household
 - controlled flow of participants as much as possible, including upon start and at end of the event.
- Faith-based communities, places of worship, wedding chapels, and funeral home
 - In indoor settings, occupancy must not exceed 50% of total occupancy, with a maximum of 250 people in a single self- contained space.
 - In outdoor settings, gatherings must not exceed 250 people.
- No food or drink is allowed
 - Do not share food or serve communal meals, unless preapproved by staff
- For large gatherings
 - utilize different entrances, pre-arrange staggered arrival and departure times, and signage and other mechanisms to limit the number of persons trying to enter the building at the same time and avoid congestion at entry and exit points.
- *Masks are required on site for any Woodlake group meetings (updated 9/9/21)*
- *Rentals are required to follow full masking if their groups are over 20 people or any children under 12 are in their group.*



Room Capacity:

Current guidelines are encouraged to not exceed the 50% capacity mark for indoor meetings, unless they fall under the MN guidelines for gathering space for weddings, funerals, worship services, rituals, prayer meetings, scripture studies, or similar activities and or classroom space for Higher Education Guidelines.

Room	Standard Capacity	25% Capacity UNLESS Criteria for 50% are met	50% Capacity Seated Worship or Seated Classroom Set Up
A	24	6	12
B	24	6	12
C & D	71	18	36
F	40	10	20
G	18	5	9
H	21	5	11
1	1	0	1
2	28	7	14
3	45	11	23
4	44	11	22
5	18	4	9
6	41	10	20
A/V office	11	3	5
Fireside	84	21	42
Fellowship	168	42*	84
Narthex			
Heritage	31	8	15
Sanctuary	550	125**	250
Chapel	80	20	40
Choir			
Nursery			

*Up to 50 may be approved for certain events

** Woodlake Service may be higher as they will utilize the choir lofts, etc. Rentals should plan on a limit of 100



STATEMENT OF WAIVER OF LIABILITY AND ASSUMPTION OF RISK RELATED TO CORONAVIRUS/COVID-19

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By attending any event at Woodlake Lutheran Church, organizations, and individuals

- Acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you and your family may be exposed to or infected by COVID-19.
- Acknowledge that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of yourself and/or others, including, but not limited to, Ministry employees, contractors, volunteers, members, and participants and their families.
- Agree to assume all the foregoing risks, waive liability against Woodlake Lutheran Church and any other listed parties, and accept sole responsibility for any illness, injury, disability, or death to you or your family, including all claims that may arise resulting from any of these.

Each organization will...

- Assign an adult to be in responsible for Covid restrictions while on site. They will
 - Ensure compliance with social distancing recommendations
 - Ensure sanitary and cleaning recommendations are followed, including but not limited to wearing face coverings, washing hands and cleaning of spaces used.
 - Agree that no food or drink is to be consumed on premise, unless previously approved.
- Be responsible for a list of attendees for contract tracing purposes
- Notify Woodlake if an attendee has a confirmed COVID case within 48 hours of your event.

Event Name or Group _____

Participant / Leader Signature _____

Name / Phone of Responsible Adult _____

This person must be onsite the entirety of event

Date of Event(s) _____