Re-Gathering Communication - DRAFT 05-20-2020

COVID19 Update - (insert date of update)	
Grace Lutheran Church - Limited Worship to Resume on	

We have reached Phase 2 of our state's phased reopening. We are thankful that precautionary measures, such as masks, social distancing, and staying home have helped our community reach this point. This communication has been created to help us prepare for re-gathering. You will learn how YOU can minimize your personal risk and keep others safe. You will learn precisely what to expect when you return for worship. Every change has been enacted based on best practices recommended by health and church leaders to minimize risk and to **reflect love for our neighbors**.

The Congregation Council has approved res	uming limited, in-person worship services on
In accordance with governme	nt and public health guidelines, the number of
people present is limited to	in addition to worship leaders and the tech team
for live streaming.	

In order to allow time for surfaces to be sanitized between worship services, we are only able to provide two service times on a Sunday morning. These times are <u>9:00am and 11:15am</u>. The front entrance will be the ONLY entry used. It will begin admitting worshipers <u>30 minutes</u> prior to each service. If you arrive earlier, please remain in your car.

Hand sanitizer dispensers for your use will be in multiple locations. We encourage you to also bring your own, personal size container of hand sanitizer to use.

There will be **no coffee or fellowship time** before or after any worship service throughout this phase. You are welcome to bring your own coffee/tea in a closed travel mug into worship. Do not share any drinks or snacks.

Who Can Return

(Outline HOW determination will be made for WHO can attend and WHEN)

Task Force might provide several possible options in a preferred order and have Council decide on the specific option to use. They are ultimately charged with these weighty decisions.

Self-Screening Prior to Your Return

It is **STRONGLY RECOMMENDED** that if you are in the High Risk Category you stay home.

According to NC DHHS and CDC, the High Risk Category includes people with any of these characteristics:

- + Live in a nursing home or long-term care facility or retirement community
- + 65+ years old
- + With underlying health conditions such as chronic lung disease or moderate to severe asthma

- + With heart disease with complications
- + With compromised immune system
- + With severe obesity body mass index (BMI) of 40 or higher
- + With other underlying medical conditions, (ie. Diabetes, renal failure or liver disease)

For additional information, please visit these websites:

Centers for Disease Control and Prevention (CDC): https://www.cdc.gov/coronavirus/2019-ncov/index.html

NC Department of Health and Human Services (NC-DHHS): https://covid19.ncdhhs.gov/

If you have **ANY** of these symptoms of COVID-19, even without a fever, **stay home**: Those symptoms are:

- + Cough
- + Shortness of breath
- + Fever
- + Chills

- + Muscle pain
- + Headache
- + Sore throat
- + Loss of taste or smell

Additionally, if you have been exposed to someone testing positive or known to have COVD-19 symptoms within the previous 14 days, we request and strongly urge you to remain home until 14 days have passed. If you have been told to quarantine, you should stay at home.

What to Expect When You Return

+ Upon Arrival:

- + Parking Lot: Only the main areas along 6th Avenue will be open. You are requested to leave at least one vacant parking space between your car and another.
- **+ Entrance to the Building:** The sole entry point will be the main entrance, under the covered portico. It is essential for the safety steps that follow and to accurately account for each person in the building.

+ Prior to Entering:

- + Signs with information about COVID-19 will be along the sidewalk. Please **read** this important information. If any of the precautions apply to you, we ask that you depart and worship with us online.
- + Place your mask on your face before exiting your vehicle. **Everyone** is required to wear a mask within the building and during worship.
- + Maintain respectful distancing of 6 feet with everyone that you have not been sheltering with at home. The white marks on the sidewalk will assist you with this.
- + Table with masks for those who do not have a mask. Take one if you need it. The mask is yours to keep. Wear it until you return to your vehicle.
- + Your temperature will be taken with a no-touch thermometer. Anyone with a temperature 100.4 degrees or above will be asked to leave immediately.

- + Your name and email address will be added to the list of attendees. Should the need arise, the list will enable us to promptly provide public health officials with information for contact tracing.
- + Sanitize your hands at the dispenser provided. Continue rubbing them together until the gel has completely evaporated.
- + If you are wearing a mask, have been added to the list of attendees, passed the temperature screening, and sanitized your hands, you are prepared to enter the building.

+ Inside the Building, Prior to Worship

- + **Your route** through the lobby is indicated by the orange ropes. The path is designed to help you avoid touching surfaces that must be sanitized later.
- + **Nametags** have been removed and stored. They create additional contamination possibilities and would need to be sanitized later.
- + **Closed areas are**: offices, Stull Hall, educational hallway, classrooms, nursery, & Fellowship Hall. <u>No nursery</u> due to difficulty of sanitizing toys and space. This decreases the area needing to be cleaned.
- + **Doors** for your use are propped open to eliminate the need to touch. This includes bathroom doors. Only the lobby bathrooms near the sanctuary are open.
- + **Offerings** will be received in the plate in the narthex. Please drop your offering in as you enter the sanctuary. We encourage online or electronic funds transfer for giving. Simply Giving enrollment forms will be available. This is to minimize touching of shared objects.
- + Trained ushers will direct you to a pew. Please sit where they direct you to sit. Worshipers will be seated in pews beginning in the front. For distancing, only alternating pews are available and spacing is marked in the pew. A printed page of announcements will be placed in the section where you should sit. Take the page with you when you depart. This is designed to minimize contamination possibilities while we are together.

+ Worship Participation

These measures are designed to minimize contact with surfaces and items that may pass infection and would need to be sanitized between worship services. These changes will help keep everyone safer.

- + Wear your mask at all times.
- + Hymnals, pencils, and cards have all been removed from the pews and stored.
- + All elements of the liturgy, traditional and contemporary, will be shown on screens.
- + Sharing of the Peace will be non-touch using only words, smiles, and waves.
- + Printed announcements will placed on the pews to mark the location worshipers will be directed to sit for proper distancing. Sit only in these designated areas..
- + There will be no congregational singing. Singing projects particles and droplets farther than 6 feet. Masks are being worn continuously while we are together.
- + The size of the choir/band will be very limited because singers must be spaced 12 feet apart.

- + Worship will be shortened so the time is less than 45 minutes. Research shows that the risk of being exposed to COVID-19 increases the longer people are together in a shared space. (This is why grocery stores could open before restaurants and churches.)
- + Holy Communion will not be celebrated at this phase. Distribution necessitates being closer than 6 feet and the removal of masks. During the distribution, any touch of hands (gloved or not) would require the server to stop to wash hands before resuming.

+ Conclusion of Worship

- + There will be <u>no coffee or fellowship time</u> at this phase. There is no need for worshipers to remain in the building.
- + Pastors will not have a receiving line to greet you following the service. We want to care for them by maintaining that 6-foot distance.
- + Remain in your place when the pastor dismisses the congregation.
- + <u>Everyone</u> will exit through the side door near the front to the left of the altar directly into the handicapped parking area.. (The side where the band is located.)
- + **Ushers will direct your departure** by individual pews, beginning at the front and moving to the rear. This procedure will avoid people gathering in the aisles and passing within the 6-foot distance.
- + When you exit the building, go directly to your vehicle and return home. Do not remove your mask until entering your vehicle. We strongly encourage you not to gather outside to talk or greet others as that will be.

For those who have internet access and would like to see what you will encounter upon returning, photographs and a video have been posted on our website, Facebook page, YouTube channel, and Instagram page. We encourage you to have a look.

Yes, this is a ton of detailed information. It is an abundance of changes from the last time we were all able to gather for worship on March 8th. Our goals are simple: We want you to know what to expect when you return for worship. We want to love our neighbors by following the wisdom of healthcare officials to minimize your risk of infection by this virus while at Grace.

Holy Comforter Re-Gathering Logistics Plan

1. Flow into worship

- a. Indicators of 6 foot distance beginning in the courtyard
- b. Create barriers in courtyard to keep people from gathering/keep flow moving
- c. Fill sanctuary from side doors on each side of sanctuary.
- d. Each side will have a table with hand sanitizer, masks if needed, bulletins, kids bags (smaller and with take-home items, not reusable)
- e. Fill from back to front, skipping every other pew. (If people would like to sit closer forward they can wait until we fill that section
 - i. On a pew-one of the following fits with appropriate distancing
 - 1. One family
 - 2. Two singles
 - 3. A single and a couple
- f. We will have a few pews at the front reserved for high-risk people who will sit last, and leave first.
- g. We will ask people to sit a couple feet in from the aisle to allow for distancing as people move through the aisle (procession, bathroom, etc)

2. In worship space

- a. Require masks (this is not decided, but seriously considered)
- b. Tissues, hand sanitizer and trash receptacle on the empty pews)
- c. The lector can read from his/her seat with a wireless mic to limit moving past people, or could be the crucifer and read from the front.
- d. Doors will be kept open to help with ventilation

3. Flow out of worship

- a. Pews will be dismissed, one at a time beginning in the front
- b. Outside there will be a table with pre-filled communion cups. People may receive communion as they move to their cars
- c. There will also be receptacles for bulletins to be recycled and to receive masks the church provided (to be laundered)
- d. The blessing and dismissal will happen in the parking lot

4. Between services

a. We will need to sanitize specific areas, particularly the pews and pew cushions, between the services.

5. Other parts of the facilities

- a. Rope off the water fountain and the hallway past the womens restroom (no nursery)
- b. Possible overflow available in the fellowship hall?
- c. Do we discourage use of playground somehow?

6. Volunteers

a. We will need significant volunteers, likely for each service so the volunteers don't "cross contaminate" the services. People to help with flow in, people to direct folks to seats. People to help with communion on exit and direct traffic (checking on when the line is low enough to allow another pew to leave), sanitation between services, etc.

7. Other

- a. May be helpful for Beka to talk with the kids about what church will look like when we gather again.
- b. We're still talking through some of the parts of worship. For instance:
 - i. Having an offering plate passed isn't good, so have it by the baptismal font as people enter and exit
 - ii. Passing the peace by touch is not possible. Is there another way we can do this and teach?
 - iii. Music in worship-We likely will need to not take part in congregational singing for a while. What music can we incorporate that is safe? Just instrumental? Soloist? Quartet? What about liturgical music?
- c. We will need to have at least two services to provide for worshippers, as we can fit about 40 people in the sanctuary once we've thought about volunteers and worship leaders. This means we will also need to come up with a way to have people sign up for what service to come to.

Background:

Out of love for our neighbor, especially the most vulnerable, the goal of this plan is to minimize the opportunity for community spread of COVID-19 at Ascension Lutheran Church. In establishing these guidelines for congregation life at Ascension, Pastor Christina and your congregation council have carefully considered:

- legally binding orders
- the safety of the community and congregation
- recommendations from health officials
- recommendations from the NC Synod staff
- potential liability and insurance issues
- following state guidelines and federal guidelines for opening.

Before we gather, we will produce and install clear signage that describes church policies and best hygiene practices and map clear routes of movement from the entryway into the worship space, and plan ways to maintain physical distancing while people move along those routes.

Ascension Lutheran Church Shelby, NC

Policy and Procedures

Subject: Congregation Re-Gathering

Effective Date: 06/1/2020

Issued by: Congregation Council Date: 5/27/2020

PRECAUTIONS

We will not be screening employees or visitors, but we encourage everyone to be aware of COVID-19 symptoms and the chance that you could be asymptomatic. We strongly encourage wearing a non-medical face covering when in the same room as another person.

COVID-19 Symptoms:

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you think you may have been exposed to COVID-19, contact your healthcare provider immediately. Most people have mild illness and are able to recover at home. If you have been at church and you become sick, please notify Pastor Christina. She will work with local health officials to follow up on next steps. Individual names will not be not released to the congregation.

WORSHIP

Anyone experiencing symptoms named above is requested to stay home. Vulnerable populations or anyone afraid to come to worship also are encouraged to stay home from inperson worship and continue participating in remote worship via Zoom or Facebook Live. The video recording is also shared on YouTube and the audio recording is archived on FreeConferenceCall; both are also available on the website.

"Vulnerable Individuals" are defined as people over 65 years of age, people with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, or asthma, and people whose immune system is compromised such as by chemotherapy for cancer or other conditions requiring such therapy.

Only one entrance, the one on the northside of the sanctuary, next to the lift, will be unlocked to enter the building, in order to manage, plan and maintain guidelines. The entrance closest to the columbarium will remain locked. The education building will remain locked.

A mask-wearing usher will greet worshipers and attend to the lift. An usher will open the doors to the building and the sanctuary. Ushers will also direct worshipers row by row to exit at the end of worship.

Worshipers are requested to wear non-medical face coverings over their mouth and nose when in the same room as another person.

Worshipers are requested to sanitize hands upon entering the building. Sanitizer is available in the narthex, in the pews and in the restrooms.

Worshipers are asked to maintain social distancing between people of different households.

Seating capacity in the sanctuary will be reduced. Allowable seating areas will be marked. Thirty (30) people can socially distance in the sanctuary, including the pastor and one musician.

Bulletins will be placed on the pews ahead of time.

No one will be seated in the choir loft or serving as acolyte or crucifer.

The font will remain empty and covered.

Pew cushions, hymnals, Bibles and kids' bags will all be removed from the sanctuary and narthex. The guest register, prayer concern request forms and extra envelopes will also be removed.

While we will continue to have worship music, we will not be singing hymns. Singing together, even from a distance, is one of the riskiest behaviors due to the spread of aerosol and droplets that can carry the virus a significant distance and remain suspended in the air. A cloth mask is unlikely to protect you or your neighbor.

Tithes and offerings will not be collected by passing a collection plate from person-to-person. We will have stationary offering plates near the entrance to the sanctuary and we have online and text to give options.

Regular tabulators will not resume responsibilities yet. Instead the process that has been used since March 15 to count and deposit receipts will continue.

Worship will be abbreviated and it will not include any processions or recessions, including the offering procession. Worship will not include sharing the peace.

The Sacrament of Holy Communion will not be offered until everyone can safely gather together in person again.

Following the dismissal at the end of the service, worshipers should exit the building, maintaining social distancing. If worshipers choose to visit outside, please maintain social distancing.

There will not be a greeting line, coffee, food or fellowship time.

OTHER ACTIVITIES

No other activities will be held in the church buildings or on the church property. This includes, but is not limited to: youth, bible studies, weddings, funerals, etc.

Virtual meetings by teleconferencing (i.e. Zoom) for all church-related activities will continue. Special celebrations, including baptisms and confirmation, are postponed indefinitely.

BUILDING SANITATION

All high touch surfaces - door handles, hand rails, light switches, entrances, bathrooms and pews - will be sanitized before/after each service.

Dates/Times when spaces were last sanitized will be documented and posted in that space.

We are closing all spaces and rooms in the buildings where people do not need to be. This includes the nursery, classrooms, the fellowship hall and kitchen, the sacristy, the downstairs chapel and the choir room. You are asked not to congregate in the narthex.

Please prepare for restroom distancing. The restrooms will need to be used by one person at a time in order to maintain proper physical distancing.

Water fountains should not be used and will have signage to remind worshipers they are not available.

ARRIVAL/ SEATING/ AND DEPARTURE FOR RESTARTING CHURCH SERVICES

SOCIAL DISTANCING STANDARDS FOR SAFETY AND SEATING [Recommended plan]

While we follow social distancing standards for safety there will be limited space for seating worshipers in the sanctuary. To reduce the likelihood of overcrowding, the congregation will be organized alphabetically with part of the alphabet attending in person one week and the other part of the alphabet attending the next week. This process will hopefully allow everyone wishing to attend to do so at least every two weeks. We will monitor the attendance over the first weeks and make adjustments as needed.

ARRIVAL

- 1. The only entrance to the church will be through doors coming into the Commons area. These doors and the doors to the sanctuary will be propped open.
- 2. Greeters will stand inside to the right of the doors going down the ramp. They will maintain social distance while greeting worshipers.
- 3. Wheelchairs will be placed near that entrance to the ramp to assist members as needed. [The elevator will not be available]
- 4. Signage will be placed along the ramp emphasizing social distancing, the expectations for the wearing of masks, and other relevant information.
- 5. Markers using tape will be placed on the ramp to maintain appropriate distance between groups if they must wait to be seated.
- 6. A Secretary/Recorder will be at the top of the ramp to check in and/or list the name[s] of the church member/group attending. For visitors, a contact number will be requested should tracing be required. We will encourage all worshipers to check in.
- 7. Ushers will be at the doors entering the sanctuary to seat individual worshipers or family groups

SEATING [ONE SERVICE OR TWO]

- 1. Seating will occur only on every other row of seats in the sanctuary. Signs will be placed to identify rows where seating is not allowed ["PLEASE LEAVE THIS ROW VACANT"]
- 2. At least for the first service[s] the balcony will not be used
- If allowed and if attendance exceeds the available seats in the sanctuary, groupings of chairs
 will be placed in the Commons for worshipers to watch and listen to the service on the
 monitors.

SEATING IF TWO SERVICES HELD

- 1. Reverse the rows of seats used and not used in the first service
- 2. Move the signage from the rows not used in the first service to the rows that were used in first service. Therefore no one would be sitting in the same seats used in the first service.

DISMISSAL AFTER SERVICE [To reduce crowding and to maintain social distancing as much as possible]

- 1. Remind the congregation before the end of service of procedures to follow after dismissal. Ask worshipers to move to the Commons or outside and not stop or gather in the sanctuary, the entrance to the sanctuary, or on the ramp.
- 2. Pastor John and Liz will move to an announced area outside or in the Commons to talk with members that wish to speak with either of them. If in the Commons recommend setting up a safe zone using a table[s] to maintain social distance.
- 3. The ushers will dismiss the congregation by rows and sections to reduce the crowding that currently occurs at the entrance to the sanctuary. The congregation will be asked to move down the ramp.
- 4. Consideration will be given to possibly allow members that can walk down the steps to exit through the chapel and either go down the steps inside to the Commons or out the doors in the chapel.

AFTER THE SERVICE OR BETWEEN SERVICES [Volunteer Groups Needed]

- 1. Wipe down the back and sides of chairs and pews [including the Commons if used], the railings along the ramp, and any other identified surfaces
- 2. Remove articles or trash that is left
- 3. Check and clean restrooms
- 4. If two services occur signage will be moved from rows not used in the first service to the rows used in the first service.

St. Andrew's Lutheran Church - Protocol for regathering

As members of St. Andrew's look to resume in person gathering for worship on Sunday mornings, the Council has prepared the following guidelines and protocols. These have been drafted in compliance with the ELCA and NC Synod recommendations and in consultation with CDC and NCGov best practices. Please contact a Congregation Council member if you have questions or concerns.

When Governor Cooper lifts the stay-at-home order and allows gatherings of up to **fifty** people, St. Andrews will resume in person worship in the sanctuary. Phase II which began on May 22, limits to 10 the number people allowed at inside gatherings. While religious communities are, technically, exempt from this order, the NC Synod and St. Andrew's Council feel it is better to operate on the side of extreme caution and respect the guideline against gathering.

When we do resume in-person gatherings, only essential meetings (such as worship) will resume. High risk/vulnerable individuals and those who are ill are highly encouraged to remain at home until all restrictions are lifted. Worship services will continue to be broadcast indefinitely via FaceBook Live and the radio on Sundays.

Building preparations: The weekend before in person worship resumes (which will likely not be before mid-to-late June), there will be a church work day to refresh and sanitize the building. The property committee will prioritize cleaning needs, and family units will be invited to work together using appropriate spatial distancing. If necessary, a schedule will be created to allow for multiple work sessions. Following worship each week, the spaces used will be thoroughly cleaned, and the sanctuary doors will remain open following worship in order to allow fresh air to circulate into the space. Fans will be utilized to circulate are out of the sanctuary.

Hymnals, Bibles, pew pads, and pew cushions will be removed from pews in order to facilitate cleaning in between worship services. Pews will be roped off to allow for proper distancing. The nursery and all spaces except the sanctuary and bathrooms will be closed. The library will be utilized as a quiet space for families with children who need to step out of worship.

To minimize contact with frequently touched surfaces, only the front doors of the church will be utilized. These doors will be propped open allowing access into the sanctuary without the need to touch door handles. Individuals with mobility issues are encouraged to be dropped off at the front of the church for easy, single-level access into the sanctuary. Individuals who are capable of walking longer distances are encouraged to park in the remote lot to allow closer access to the building for those who are less comfortable walking.

(continued on next page)

Hand sanitizer will be available at the entrance and in various locations around the sanctuary. Signage will be utilized around the building to remind members of best practices for personal and communal safety.

Worship: Given the airborne nature of the virus, choirs and singing will be suspended during this phase. Music will still be an integral part of worship, and Dr. Luhrs will work with Pastor Lohr Sapp to provide appropriate musical selections and guest musicians. Those who continue to worship at home are encouraged to sing loudly, and hymnals can be made available for home use.

Bulletins will not be distributed by ushers but will be pre-set. Members are encouraged to take bulletins home with them for recycling or to download an electronic version on their phone or tablet prior to worship. Greeters will not be utilized during this phase.

Members are encouraged to wear masks when gathering and to refrain from physical contact. The passing of the peace will be conducted without physical contact, and there will be no "hand shake" line before or after worship. Offering plates will not be passed among the congregation but will be stationed at various locations around the sanctuary for individuals to deposit envelopes into.

Eucharist will not be celebrated during this phase. The Council will continue to consider best practices for the distribution of the elements when Eucharist resumes. This will likely involve filling individual cups from the pouring chalice and using tongs for the distribution of wafers.

After the benediction and during the closing hymn, the congregation will be encouraged to exit the sanctuary via the front doors following the cruicifer and pastor. While extensive congregating will be discouraged, members would be welcome to visit on the church lawn while maintaining appropriate spatial distance and following other recommended guidelines (i.e. no physical contact, wearing masks, etc.).

Other gatherings: Sunday school, choir practice, and adult seminars will be suspended during this time. The nursery will be closed, and parents of infants are encouraged to use the library if a quiet space is required during worship. (Babies and children are always welcome during worship at St. Andrew's - even if they are fussy!)

<u>Phase III</u> - As Governor Cooper announces a move into Phase III of the state's reopening plan, the Council will revise these guidelines and reassess worship practices and gathering protocols based on the recommendations of public health officials and denominational statements.

St. Paul's Lutheran Church Dallas, NC

Protocols for regathering in response to COVID-19

Summary:

Out of love for our neighbor St. Paul's Lutheran Church made the decision to postpone in-person gatherings to protect our members and staff from the COVID-19 pandemic. As we begin to think about regathering, the following are the guidelines have been recommended by the regathering taskforce and approved by the church council. The guidelines will be published in phases until it is safe for us all to fully gather together in our sanctuary again. The taskforce and Council carefully considered:

- The safety of the community and congregation.
- Recommendations from health officials.
- Recommendations from the NC Synod and the ELCA.
- Potential liability and insurance issues.
- Recommendations from the county, state and federal governments.

Phase 1

Tentative* effective date: July 19, 2020

*The regathering task force and the church Council will closely monitor our local coronavirus trends and guidance from health officials. The start date may be postponed if trends in our area worsen.

I. Worship options:

Open air service: On Wednesday nights at 7:00pm we will have a short service on the front lawn. Members need to bring their own seating and are encouraged to bring hand sanitizer and face masks. Maintaining a social distance is required. The church will have volunteers to ensure social distancing is maintained. No bathrooms will be available. We will monitor the weather and send a phone message should we need to cancel due to inclement weather. The phone message will be sent no later than 6:00pm. Attendance will be recorded for contact tracing purposes. If anyone has attended a service and becomes sick, please let Pastor know.

Sunday morning worship: Sunday worship at 10:30am will continue to be virtual/live streamed only during phase 1. No more than 10 people will be allowed in the sanctuary. Please do not come into the church on Sunday mornings unless you are participating in the service.

II. Special services:

Funerals- A graveside service only will be offered. Nothing indoors should be offered in phase 1 (ex: bathrooms, bereavement meals, etc.) The family will be given the opportunity to plan a full memorial service in the sanctuary when we reopen at full capacity if they wish to do so.

Weddings- Weddings wishing to take place in our sanctuary should not have more than 10 people in attendance in phase 1. The service may be recorded to share with other friends, family and church members. Weddings may take place outdoors with prior approval from the Pastor.

Baptisms- Baptisms may take place with prior approval from the Pastor. No more than 10 people should be in attendance for the baptism. The service may be recorded to share with other friends, family, and church members. An outdoor baptism may be planned during a Wednesday night service if it is requested.

III. Education and other ministry events:

- No fellowship events designed to bring the entire congregation together should take place in phase 1.
- Small groups may meet outdoors as desired. Participants are encouraged to bring their own seating, hand sanitizer and face masks. Social distancing is required. Please call the church office to reserve your time slot.
- Bollinger Hall may be reserved by a member should they wish to schedule something indoors with 10 people or less.
- No food preparation should take place indoors.
- No Sunday School classes will be held on Sunday mornings in our building.

IV. Why did we decide this?

At St. Paul's we have a church family that is worth protecting. All the medical guidance tells us that currently, the virus is not over. Cases in Gaston County are up 312% as of June 12, 2020. Our loved ones are at high risk of contracting the virus when we are indoors with others for more than 50 minutes. This makes our traditional church services one of the highest risk settings we could be in. In our church's mission statement, we proclaim "to reach out to serve each other and the needs of all God's people in this community and beyond". This is a historical moment in time when our world needs us to lead by the Christian example of loving our neighbors enough to put our personal thoughts and feelings about this pandemic aside. We have already suffered one great loss in our church family due to the virus. If we follow these guidelines, we hope to prevent putting another family in that heartbreaking situation. The St. Paul's regathering task force is currently researching and working on developing a plan for phase 2 of regathering.

V. Sources

- https://www.gastongov.com/news_detail_T32_R373.php
- https://www.cdc.gov/
- https://covid19.ncdhhs.gov/
- https://nclutheran.org/
- https://www.erinbromage.com/post/the-risks-know-them-avoid-them

Approved on: _6/28/2020

REGATHERING IN THE TIME OF A PANDEMIC

HOLY TRINITY LUTHERAN CHURCH AND LUTHERAN CAMPUS MINISTRY CHAPEL HILL, NORTH CAROLINA

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Summary

Introduction

Holy Trinity Lutheran Church and Lutheran Campus Ministry has never closed! While we have been unable to gather in person, we have continued to gather online for worship and a variety of growth and fellowship activities. We have continued to support our staff and outreach partners while fulfilling our mission of Loving God and Loving Neighbor. Our core values of Worship, Lutheran Campus Ministry, Outreach, and Faith Formation continue to focus our ministry in our effort to be a Christian community of disciples living and serving through God's grace.

As we plan for the immediate future and make plans for regathering, we will be guided by multiple sources. Among others, these include:

- recommendations from Federal, state, and local government officials;
- guidance from the ELCA, the North Carolina Synod, and our bishop;
- requirements of our insurance carrier;
- directives from the HTLC-LCM Church Council:
- information provided to the public by UNC and the UNC Hospitals; and
- consultation from ecumenical and interfaith clergy and lay leaders in Chapel Hill.

The health and safety of our staff, members, students, and potential visitors has been the primary priority when developing our regathering plan and will be critical in implementing the plan. All other considerations are secondary to this concern.

NC Synod Guidelines (as of May 2020)

In addition to many recommendations by the ELCA, the North Carolina Synod has established the following specific guidelines for congregations to follow as they consider regathering.

- Standing in unity with our ecumenical partners, we will refrain from in-person gatherings of more than 10 people indoors and 25 people outdoors until the Governor of North Carolina announces the state has moved into Phase 3.
- Gatherings that include youth or children are prohibited until September 1, 2020, when additional recommendations are available from school systems.
- Congregations must develop in-person gathering protocols and an implementation plan in writing prior to regathering.

In addition to these guidelines, the HTLC-LCM Church Council has decided to prohibit all non-church related uses of our buildings for the remainder of 2020, with the exception of serving as a polling place in November.

HTLC-LCM Plan for Regathering

In light of the ever-changing data regarding COVID-19 and the number of infected people in our area, a phased approach will be used for regathering. The State of North Carolina will transition one phase to another based the number of reported cases, hospitalizations, deaths, healthcare capacity, supply of personal/community protective equipment, access to testing and tracing, availability of a vaccine, and immunity rates, in addition to other empirical data. *HTLC-LCM will stay one phase behind the State of North Carolina at all times.*

This plan is a living document and will be revised/updated as necessary. It is dependent on everyone cleaning surfaces each time the buildings are accessed.

Plan of Action for HTLC-LCM Phase 1 (NC Phase 1 and 2)

Worship

- Only streamed/pre-recorded services will be offered.
- Worship materials will be provided electronically or by other means as necessary.
- A maximum of 10 people may be present, including ministers, musicians, worship assistants, and camera operators.
- A 12' distance between all in attendance must be maintained at all times.
- Everyone must remain masked unless speaking/singing.
- Records must be kept of who participated for tracing purposes.
- HTLC congregational worship will not be held outdoors.

Life Rituals (weddings, funerals, graveside services, baptisms, etc.)

- Services may be held in person in extenuating circumstances.
- A maximum of 10 people may be present, including ministers, musicians, and congregants.
- Records must be kept of who participated/attended for tracing purposes.
- Those who are ill, have COVID-19 symptoms, or have recently traveled will be prohibited from participating.
- High-risk groups will be encouraged to prayerfully consider their participation.
- Singing and/or unison speaking will not be allowed.
- A 12' distance between speakers/singers and congregants must be maintained at all times.
- A 6' distance between congregants (individuals/family units) must be maintained at all times.
- All congregants must remain masked at all times.
- Worship leaders may unmask as necessary.
- Services can be streamed; staff necessary for streaming will count as part of the 10 people present.
- Outside doors will be propped open before and after service.
- Informational and direction signage will be posted and must be followed.
- Masks and hand sanitizer will be provided for those who arrive without either or both.
- Water fountains will not be accessible.
- Use of restrooms will be restricted according to posted signage.

Buildings may be used for church-related business (preparing for worship, Church Council meetings, cleaning, etc.) with all occupants remaining masked and 6' distanced at all times; records must be kept of who attended for tracing purposes.

Building users will be expected to clean and sanitize areas being used upon arrival and prior to departing the building.

Drive-thru communion can be held occasionally with appropriate safety protocols in place; records must be kept of who participated/attended for tracing purposes.

Church-sponsored activities and gatherings (LCM worship, meetings, studies, fellowships, retreats, quilters, music groups) will be suspended, held virtually, or held outside in a safe way.

Plan of Action for HTLC-LCM Phase 1 (continued)

Pastoral Care will be offered through phone calls, electronic means, online gatherings, letters, etc.

All staff will work from home as much as possible.

Office functions will be limited to essential operations and in compliance with the HTLC-LCM Staff COVID-19 Policy (see Appendix A).

Responsibilities of high-risk individuals, whether staff or volunteers, will be reassigned if they cannot be fulfilled remotely.

Kitchens may not be used, and food may not be brought into the facility to be shared.

Shared meals, receptions, or fellowship gatherings may not be held.

Buildings may not be used for non-Church related business without Church Council approval.

Buildings will be cleaned on a regular basis according to CDC cleaning guidance.

See Appendix B for information on Lutheran Campus Ministry guidelines.

Plan of Action for HTLC-LCM Phase 2 (NC Phase 3)

Worship

- Streamed/pre-recorded worship services will continue to be offered.
 - Worship materials will be provided electronically or by other means as necessary.
 - A maximum of 25 people may be present, including ministers, musicians, worship assistants, and camera operators.
 - A 12' distance between all in attendance must be maintained at all times.
 - Worship leaders must remain masked unless speaking/singing.
 - Records must be kept of who participated for tracing purposes.
- A maximum of 25 people may gather for alternative experiences.
 - Records must be kept of who participated/attended for tracing purposes.
 - Those who are ill, have COVID-19 symptoms, or have recently traveled will be prohibited from participating.
 - High-risk groups will be encouraged to prayerfully consider their participation.
 - Unison singing or speaking will not be allowed.
 - A 12' distance between speakers/singers and congregants must be maintained at all times.
 - A 6' distance between participants (individuals/family units) must be maintained at all times.
 - All in attendance must remain masked at all times.
 - Experience leaders may unmask as necessary.
 - Childcare will not be provided.
 - Communion and sharing of the peace must be done in a safe and distanced way.
 - Gathering coordinator and facilitators will be present to oversee all aspects of gathering.
 - Outside doors will be propped open before and after experience.
 - Informational and direction signage will be posted and must be followed.
 - Masks and hand sanitizer will be provided for those who arrive without either or both.
 - Water fountains will not be accessible.
 - Use of restrooms will be restricted according to posted signage.
 - Offering will be dropped off as those in attendance enter or exit the sanctuary; online and text to give options will continue to be provided.
- Outdoor worship may occur in a safe, masked, distanced, and healthy way.
 - Records must be kept of who participated/attended for tracing purposes.
 - Maximum attendance limit will be based on location, ability to distribute sound, sightlines, and availability of personal amenities.

Life Rituals (weddings, funerals, graveside services, baptisms, etc.)

- A maximum of 25 people may be present, including ministers, musicians, camera operators, and congregants.
- Records must be kept of who participated/attended for tracing purposes.
- Those who are ill, have COVID-19 symptoms, or have recently traveled will be prohibited from participating.
- High-risk groups will be encouraged to prayerfully consider their participation.
- Singing or unison speaking will not be allowed.
- A 12' distance between speakers/singers and congregants must be maintained at all times.

Plan of Action for HTLC-LCM Phase 2 (continued)

Life Rituals (continued)

- A 6' distance between congregants (individuals/family units) must be maintained at all times.
- All congregants must remain masked at all times.
- Worship leaders may unmask as necessary.
- Childcare will not be provided.
- Communion and sharing of the peace must be done in a safe and distanced way.
- Gathering coordinator will be present to oversee all aspects of gathering.
- Ushers and lay leaders will have revised, and likely reduced, roles.
- Outside doors will be propped open before and after service.
- Informational and direction signage will be posted and must be followed.
- Masks and hand sanitizer will be provided for those who arrive without either or both.
- Water fountains will not be accessible.
- Use of restrooms will be restricted according to posted signage.
- Services can be streamed; staff necessary for streaming will count as part of 25 people present.

Buildings may be used for church-related business (preparing for worship, Church Council meetings, cleaning, etc.) with all occupants remaining masked and 6' distanced at all times; records must be kept of who attended for tracing purposes.

Building users will be expected to clean and sanitize areas being used upon arrival and prior to departing the building.

Church-sponsored activities and gatherings (LCM worship, meetings, studies, fellowships, retreats, quilters, music groups) will be suspended, held virtually, or held outside in a safe way.

Pastoral Care will be offered through phone calls, electronic means, online gatherings, letters, etc.

Staff may continue to work from home or return to the office in compliance with the HTLC-LCM Staff COVID-19 Policy (see Appendix A).

Responsibilities of high-risk individuals, whether staff or volunteers, will be reassigned if they cannot be fulfilled remotely.

Kitchens may not be used, and food may not be brought into the facility to be shared.

Shared meals, receptions, or fellowship gatherings may not be held.

Buildings may not be used for non-Church related business without Church Council approval.

Buildings will be cleaned on a regular basis according to CDC cleaning guidance.

See Appendix B for information on Lutheran Campus Ministry guidelines.

Plan of Action for HTLC-LCM Phase 3 (NC Phase 4)

Worship

- In person services will be offered.
 - Streamed/pre-recorded services will continue to be offered.
- Worship materials will be provided electronically or by other means as necessary for both streamed and in-person services.
- Maximum number of people in attendance, including ministers, musicians, camera operators, and congregants will be determined in consultation with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations.
- Records must be kept of who participated/attended for tracing purposes.
- Those who are ill, have COVID-19 symptoms, or have recently traveled will be prohibited from participating.
- High-risk groups will be encouraged to prayerfully consider their participation.
- Unison singing and/or speaking may be permitted in accordance with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations.
- If not required by Church Council, ELCA, Synod, State, Local and/or Federal guidelines. distancing will be encouraged and accommodated.
- If not required by Church Council, ELCA, Synod, State, Local and/or Federal guidelines, masking will be encouraged and accommodated.
- Communion and sharing of the peace will be done in a safe and distanced way.
- Gathering coordinator will be present to oversee all aspects of gathering.
- Ushers and lay leaders will have revised, and likely reduced, roles.
- Childcare will not be provided.
- Informational and direction signage will be posted and must be followed.
- Masks and hand sanitizer will be provided for those who wish to use them.
- Water fountains will not be accessible.
- Use of restrooms will be restricted according to posted signage.
- Offering will be gathered in central location as congregants enter or exit the sanctuary; online and text to give options will be provided.
- Outdoor worship may occur in compliance with Church Council, ELCA, Synod, State, Local and/or Federal recommendations.
 - Records must be kept of who participated/attended for tracing purposes.
 - Maximum attendance limit will be based on location, ability to distribute sound, sightlines, and availability of personal amenities.

Life Rituals (weddings, funerals, graveside services, baptisms, etc.)

- Maximum number of people in attendance, including ministers, musicians, and congregants will be determined in consultation with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations.
- Records must be kept of who participated/attended for tracing purposes.
- Those who are ill, have COVID-19 symptoms, or have recently traveled will be prohibited from participating.
- High-risk groups will be encouraged to prayerfully consider their participation.
- Singing and/or unison speaking may be permitted in accordance with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations.

Plan of Action for HTLC-LCM Phase 3 (continued)

Life Rituals (continued)

- If not required by Church Council, ELCA, Synod, State, Local and/or Federal guidelines, distancing will be encouraged and accommodated.
- If not required by Church Council, ELCA, Synod, State, Local and/or Federal guidelines, masking will be encouraged and accommodated.
- Communion and sharing of the peace must be done in a safe and distanced way.
- Gathering coordinator will be present to oversee all aspects of gathering.
- Outside doors will be propped open before and after service.
- Informational and direction signage will be posted and must be followed.
- Masks and hand sanitizer will be provided for those who wish to use them.
- Water fountains will not be accessible.
- Use of restrooms will be restricted according to posted signage.
- Services can be streamed; staff necessary for streaming will count as part of the maximum number in attendance.

Pastoral Care will be offered through phone calls, electronic means, online gatherings, letters, etc. and in-person visits when deemed safe for all involved.

Staff returns to the office in compliance with the HTLC-LCM Staff COVID-19 Policy (see Appendix A).

Buildings may be used for church related business (preparing for worship, Church Council meetings, cleaning, etc.) in accordance with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations; users will be expected to clean areas used prior to departing the building.

Church-sponsored activities and gatherings (meetings, studies, fellowships, retreats, quilters, music groups) may be held in accordance with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations.

Responsibilities of high-risk individuals, whether staff or volunteers, will be reassigned if necessary.

Kitchens may be used, and food may be brought into the facility to be shared in accordance with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations.

Shared meals, receptions, or fellowship gatherings may be held in accordance with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations

Buildings may be used for non-Church related business in accordance with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations.

Buildings will be cleaned on a regular basis according to CDC cleaning guidance.

See Appendix B for information on Lutheran Campus Ministry guidelines.

Plan of Action for HTLC-LCM Phase 4 (NC Fully Re-Opened)

Worship

- In person services will be offered.
 - Streamed/pre-recorded services will continue to be offered.
- Worship materials will be provided electronically or by other means as necessary for both streamed and in-person services.
- In-person worship services will be offered as they were pre-pandemic.
- There will be no limits on attendance.
- Records will not be kept of who participated/attended for tracing purposes.
- Those who are ill will be encouraged to worship online.
- Unison singing and/or speaking will be encouraged.
- Distancing will be welcomed and accommodated.
- Masking will be welcomed and accommodated.
- Childcare will be provided.
- Communion and sharing of the peace will be done in a pre-pandemic way.
- Ushers and lay leaders will resume pre-pandemic roles.
- Informational and direction signage can be removed.
- Masks and hand sanitizer will be provided for those who wish to use them.
- Water fountains will be accessible.
- Use of restrooms will not be restricted.
- Offering will be gathered in a pre-pandemic way; online and text to give options will continue to be provided.
- Outdoor worship may occur as it did pre-pandemic.

Life Rituals (weddings, funerals, graveside services, baptisms, etc.)

- Records will not be kept of who participated/attended for tracing purposes.
- Those who are ill will be encouraged to worship online.
- Unison singing and/or speaking will be encouraged.
- Distancing will be welcomed and accommodated.
- Masking will be welcomed and accommodated.
- Communion and sharing of the peace must be done in a safe and distanced way.
- Informational and direction signage can be removed.
- Masks and hand sanitizer will be provided for those who wish to use them.
- Water fountains will be accessible.
- Use of restrooms will not be restricted.
- Services can be streamed if staff is available.

Buildings may be used for church related business (preparing for worship, Church Council meetings, cleaning, etc.) as they were pre-pandemic.

Plan of Action for HTLC-LCM Phase 4 (continued)

Church-sponsored activities and gatherings (meetings, studies, fellowships, retreats, quilters, music groups) may be held as they were pre-pandemic.

Pastoral Care will return to pre-pandemic norms.

Staff returns to the office under pre-pandemic norms.

Responsibilities of high-risk individuals, whether staff or volunteers, will be reassigned if necessary.

Kitchens may be used, and food may be brought into the facility to be shared as they were pre-pandemic.

Shared meals, receptions, or fellowship gatherings may be held as they were pre-pandemic.

Buildings may be used for non-Church related as they were pre-pandemic.

Buildings will be cleaned on a regular basis according to CDC cleaning guidance.

See Appendix B for information on Lutheran Campus Ministry guidelines.

HTLC-LCM Regathering Plan Summary

Activity	HTLC-LCM Phase 1	HTLC-LCM Phase 2	HTLC-LCM Phase 3	HTLC-LCM Phase 4
Worship	Streamed	Streamed	In-person/Streamed	In-person/Streamed
Max. Attendance	10 (no congregants)	25 (no congregants)	To be determined	No limits
Physical Distancing	Staff 12'/No congregants	Staff 12' / No congregants	Encouraged	Optional/Accommodated
Masking (all)	Required	Required	Encouraged	Optional/Accommodated
Childcare	None	None	None	Provided
Communion	Drive-thru only	To be determined	Allowed	Allowed
Unison Singing/Speaking	None	None	May be Allowed	Encouraged
Alternative Experiences	None	In Person (max. 25 people)	In Person (attendance TBD)	In Person (no limits)
Lifetime Rituals	Emergency only	In-person	In-person	In-person
Max. Attendance	10 (all inclusive)	25 (all inclusive)	To be determined	No Limit
Physical Distancing	Staff 12'/Congregants 6'	Staff 12' / Congregants 6'	Encouraged	Optional/Accommodated
Masking (all)	Required	Required	Encouraged	Optional/Accommodated
Communion	Drive-thru only	To be determined	To be determined	Allowed
Unison Singing/Speaking	None	None	May be Allowed	Encouraged
Streaming	Optional	Optional	Optional	Optional
Building Use	Service Streaming only	Limited	Church/Maybe Community	Church/Community
Church Business	Worship Related Only	On-site or Virtual	On-site or Virtual	On-site
Church Activities	Suspended/Virtual/Outdoors	Suspended/Virtual/Outdoors	On-site or Virtual	On-Site
Pastoral Care	Virtual	Virtual	Virtual/In Person	In Person/Virtual
Staff	Remote	Remote/In Office	In Office	In Office
Non-Church Uses	Prohibited	Prohibited	May be Allowed	Allowed
Kitchens	Closed	Closed	To be Determined	Open
Gatherings/Shared Food	Prohibited	Prohibited	To be Determined	Allowed
Outdoor Worship	Not recommended	Possible	Possible	Possible
LCM	See LCM Guidelines	See LCM Guidelines	See LCM Guidelines	See LCM Guidelines

Appendix A: HTLC-LCM COVID-19 Guidelines: Staff Procedures

Policy and supporting documents drafted by Personnel Committee, Steve Hall, Chair

1.0 Purpose

1.1 The purpose of this document is to provide standardized procedures related to COVID-19. These procedures intend to mitigate the risk of transmission among employees, contractors, and volunteers, as well as maintain business continuity and a healthy work environment.

2.0 Scope

2.1 These procedures apply to all HTLC employees, contractors, service vendors, and volunteers who may require access to HTLC's facility.

3.0 Responsibility

3.1 All employees, contractors and service providers

- 3.1.1 Follow all procedures outlined in this document.
- 3.1.2 Complete the Self-Assessment Questionnaire prior to arriving to the church and return to the Personnel Committee by e-mail
- 3.1.3 Wear a mask when at HTLC at all times, with the exception that individuals with private offices can take their makes off while alone in their office with the door closed. However, masks must be worn at all times when outside of private offices.
- 3.1.4 Wash your hands often with soap and water for 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- 3.1.5 Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues into the trash and immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- 3.1.6 Practice social distancing by maintaining distance, approximately 6 feet or more, from others at all times.
- 3.1.7 Follow capacity limitations, if established, for specific spaces while on-site
- 3.1.8 Clean and disinfect any shared equipment or space that you use when you are done (i.e. workstations, keyboards, telephones.) Dirty surfaces can be cleaned with soap and water before disinfecting.

3.2 Staff

- 3.2.1 Ensure that the procedures outlined within this document are followed by all contractors and vendors working inside the church.
- 3.2.2 Ensure that access is limited to those who have read and signed SOP number EHS-001.
- 3.2.3 Provide training and maintain Personal Protective Equipment (PPE) supplies.
- 3.2.4 Maintain capacity limitations to allow social distancing of 6 feet with particular attention to the following areas: HTLC main office, Campus Ministry lounge, Kitchen, HTLC reception hall.
- 3.2.5 Limit access to scheduled HTLC personnel and scheduled vendors.
 - 3.2.5.1 Seating within the office will be limited to specific desks identified as seating options.

HTLC-LCM COVID-19 Guidelines: Staff Procedures (continued)

- 3.2.5.2 All deliveries and pick-ups are to be completed outside of the church office within the hallway.
- 3.2.5.3 All facility/equipment maintenance will be scheduled at a time that will allow for social distancing and adherence of these procedures.
- 3.2.6 Disinfect high touch points of the church facility daily when in use. Recommendation: The first staff member into the facility on that day disinfect all high-touch points (e.g. door handles, faucet handles).
- 3.2.7 Staff meetings: In-person staff meetings should not be held in the main office as there is insufficient room to maintain proper social distancing. Recommendation: Hold any in-person meetings in reception hall maintaining at least 6 ft distancing between individuals.

4.0 Self-Assessment Questionnaire

- 4.1 All employees, contractors, vendors, or volunteers who are scheduled to work on site, are required to complete the self-assessment questionnaire 1-2 hours prior to their scheduled start time on a weekly basis and return to the Church administrator and Personnel Committee chair via e-mail, or leave a hard copy with the church administrator.
- 4.2 Any employee, contract or vendor who becomes ill while on-site, should notify the church administrator, and leave work immediately.
- 4.3 Self-Assessment Questionnaire can be found in *Appendix A-1*.

5.0 Site Arrival

- 5.1 Upon arrival at the church, each employee, contractor, and service vendor will ensure the following procedures are utilized upon entering. PPE is provided by HTLC for the health and wellbeing of everyone entering HTLC.
 - All supplies are found within [TBD]
 - Use the supplied hand sanitizer before handling any other materials or equipment.
 - Don a supplied surgical mask at all times.
- 5.2 Arrival at work: Use the provided disposable wipes or disinfectant spray to disinfect commonly used surfaces such as desktops, mobile and desk phones, laptop surfaces, keyboards, mouses, any remote controls and other tools and equipment.
- 5.3 Leaving work: Use the provided disposable wipes or disinfectant spray to disinfect commonly used surfaces such as desktops, mobile and desk phones, laptop surfaces, keyboards, mice, any remote controls and other tools and equipment.

6.0 PPE Usage

- 6.1 Masks: All employees, contractors and vendors will wear a mask in **all spaces**, at all times, including while using the restroom. One exception is that individuals with private offices can take their masks off while alone in their office with the door closed. NOTE: Masks should be discarded at any time, if deformed, moist, or contaminated in any manner and replaced.
- 6.2 Use of cloth masks is acceptable, but users should wash these twice a week.
- 6.3 Reuse of single masks is approved for an individual. Reuse procedures can be found in *Appendix A-2*.

Appendix A-1: HTLC-LCM Self-Assessment Questionnaire

PRIOR TO ENTERING HTLC FACILITIES – PLEASE READ AND COMPLETE

Vital congregations are communities of Jesus with life-giving relationships with God, each other, and the community/world. Congregations need to make it through this crisis. Your HTLC community needs you. A COVID-19 outbreak in our congregation would be devastating. One way to minimize this possibility is making sure that everyone that enters the church to work, for even a short time, is feeling healthy. Accordingly, we ask that you complete this questionnaire as outlined below.

Print Nam	e:Date:	Time:
at any time d and truthfull	TLC's return to work plan, each employee and contractor who is scheduled to be in the cluring the two hours prior to the start of their scheduled time at the church. Please read to by checking either "yes" or "no". Do not leave any statement blank. The health-related required follow-up will be treated confidentially, subject to applicable law.	hrough each sentence and respond accurately
contact the c	nd "yes" to any one of the following, please do not enter the church (or, if you have al church administrator. If you are sick due to non-COVID-19 related reasons, please do ick policies and procedures.	
YES NO		
	Have a fever (100.3°F or higher) or chills or a sense of having a fever within the past	72 hours
	Have a cough that you cannot attribute to another health condition	
	Have nausea, vomiting or diarrhea that you cannot attribute to another health condition	n
	Have shortness of breath that you cannot attribute to another health condition	
	Have a sore throat that you cannot attribute to another health condition	
	Have new muscle or body aches that you cannot attribute to either another health cond as physical exercise.	dition or to exertion from a specific activity such
	Have a new loss of taste or smell	
	Have a headache that you cannot attribute to another health condition	
	_ 1.4 _	

HTLC-LCM Self-Assessment Questionnaire (continued)

asked to self-isolate or quarantine by your doctor or a local public health official in close contact with anyone who has tested positive for COVID-19. "Close contact" means being within 6 feet of a person sted positive for COVID-19 for about 15 minutes or coming in direct contact with secretions (e.g., sharing utensils, being a) from a person who has tested positive for COVID-19.
sted positive for COVID-19 for about 15 minutes or coming in direct contact with secretions (e.g., sharing utensils, being
in close contact with anyone who is showing symptoms of COVID-19
s relative to your answers to the questions above or your general health, please notify the church office immediately.
We will contact you if any concerns are reported that might impact you.
Date

Upon completion of the above self-assessment, please e-mail to <a href="https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https://https:

Alternatively, please leave the signed copy with the church administrator.

Appendix A-2: Surgical Mask Reuse Procedure

1. SURGICAL MASK DONNING PROCEDURE

- Prepare paper storage bag
 - i. Obtain clean single use paper storage bag.
 - ii. Label bag with your name to prevent reuse by another individual
- Perform hand hygiene
- Follow standard mask donning procedure



2. REMOVE AND STORE SURGICAL MASK

- Perform hand hygiene
- Remove mask by grasping the ear loops or strap with both hands. Avoid touching the inside of the mask
- Fold the outer surface of the mask inward, folding in half lengthwise
- Put the folded mask into the bag
- Perform hand hygiene

3. DONNING PROCEDURE FOR REUSE

- Prepare a new storage bag as in #1 above
- Perform hand hygiene
- Carefully remove mask from bag, keeping it folded until it is outside the bag
- Inspect mask integrity
- Follow standard donning procedure
- Dispose of single use bag in regular trash
- When ready to remove mask, repeat step #2 for mask removal and storage

Appendix B: Lutheran Campus Ministry Guidelines

Policy developed in consultation with Pastor Mark Coulter and Paige Watson, 2020-2021 LCM President

Lutheran Campus Ministry will follow the same guidelines and phasing established for HTLC with the following exceptions and additions.

Phase 1 – worship outdoors, Campus Center is closed to students

- Weekly worship must be held outside.
- Students may only use the restrooms adjacent to the Campus Center during outdoor worship and observe the guidelines on posted signage.

Phase 2 – worship in Fellowship Hall, all other activity confined to Campus Center, no shared food allowed in building

- Weekly worship may be held in the Fellowship Hall if 25 or fewer people are present, including the Campus Pastor and Cantor.
- Weekly worship must be held outdoors if 26 or more people are present.
- LCM students may enter the Campus Center through the parking lot door that leads directly into that space.
- The maximum number of students permitted in the Campus Center at any given time will be determined based on furniture placement.
- All students must be distanced (6') and masked at all times.
- Students may not move furniture; it will be placed in a distanced way and must stay there.
- Students must remain in the Campus Center at all times, except to use the restroom.
- Students may only use the restrooms adjacent to the Campus Center and must observe the guidelines on posted signage.
- Students must wipe down all surfaces they touch (keypad, counters, furniture, etc.) upon entering and prior to leaving the Campus Center.
- The kitchen may not be used, and food may not be brought in; this includes snacks.
- Students must sign-in and out of the Campus Center each time they visit for tracing purposes.

Phase 3 – worship in Fellowship Hall, all other activity confined to Campus Center and approved spaces, food may be brought and shared

- Maximum number of people in attendance at worship, including ministers, musicians, and congregants will be determined in consultation with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations.
- Communion and sharing of the peace must be done in a safe and distanced way.
- Unison singing and/or speaking may be permitted in accordance with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations.
- LCM students may enter the Campus Center through the parking lot door that leads directly into that space.
- Maximum occupancy of the Campus Center will be determined in consultation with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations.
- Students are encouraged to be distanced (6') and masked at all times.
- Students may not move furniture; it will be placed in a distanced way and must stay there.
- Students may access other approved areas of the building with permission from the Campus Pastor.
- Students may only use the restrooms adjacent to the Campus Center and must observe the guidelines on posted signage.
- Students must wipe down all surfaces they touch (keypad, counters, furniture, etc.) upon entering and prior to leaving the Campus Center.

Appendix B: Lutheran Campus Ministry Guidelines (continued)

Phase 3 (continued)

- Kitchens may be used, and food may be brought into the facility to be shared in accordance with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations.
- Shared meals, receptions, or fellowship gatherings may be held in accordance with current Church Council, ELCA, Synod, State, Local and/or Federal recommendations.

Phase 4

• Everything will return to pre-pandemic norms.

Appendix C: Tasks to be Completed

To implement and see this plan through, Ministry Teams will be crucial resources. The following list of tasks is not exhaustive by any means, but rather is a starting point based on the material contained herein. Ministry Teams are encouraged to consider how the plans outlined will impact their efforts and offer creative solutions to continue growing their Ministry while gathering in person is prohibited or limited.

Campus Ministry

- Arrange furniture in Campus Center to create adequate distancing; some furniture may need to be temporarily removed.
- Secure masks and hand sanitizer to have available at the entrance to the Campus Center.
- Develop and implement LCM/Campus Center sign-in/sign-out system for tracing purposes.
- Develop a procedure of reporting for those who test positive for COVID-19 and have attended an in-person LCM event.

Church and Family Life

- Create and implement a strategy for communicating all information to the congregation and students, to include possible exposures.
- Secure masks and hand sanitizer to have available at the entrance to the Worship Center.

Faith Formation

- Create guidelines for Youth Ministry, Sunday School, Confirmation, etc. and submit to Church Council for approval prior to entering Phase 3.
- Create virtual opportunities to keep the youth and children engaged with their faith and involved and active at HTLC.

Finance

- Consult insurance carrier prior to each phase of regathering to determine coverage related to COVID-19.
- Consult legal counsel regarding this document and what protections need to be added for the sake of HTLC-LCM.

Member Care

- Develop a procedure for recording who is present for each activity for tracing purposes.
- Develop a procedure of reporting for those who test positive for COVID-19 and have attended an in-person gathering at HTLC-LCM.
- Share information with the congregation regarding these procedures.

Mutual Ministry

- Remain mindful of the added responsibility and stress the current situation has put on our full-time staff and lay leaders.
- Provide the necessary time and resources for them to remain healthy, both physically and mentally.

Outreach

- Continue to support those outside our walls in generous ways.
- Seek ways to help HTLC-LCM members and those in community who are in need.
- Contact visitors to our worship services within the week they visit; thank them for visiting and reassure them of the congregation's health.
 - Confirm they are symptom free.
 - Encourage them to contact us if this changes within the next week.

Tasks to be Completed (continued)

Personnel

- Monitor compliance with Appendix A: HTLC-LCM COVID-19 Guidelines: Staff Procedures.
- Monitor compliance with HTLC-LCM Self-Assessment Questionnaire.
- Respond to staff concerns as needed.

Property and Technology

- Continue working on strategy to continue streaming service beyond the pandemic.
- Confirm HVAC systems have been serviced and are operating at optimum capacity with clean filters; HEPA filters if possible.
- Cover water fountains; secure and stage bottled water for emergency use.
- Create portal on website for COVID-19 resources and HTLC-LCM policies.

Welcome and Visibility

- Develop a system to determine who will be able to attend worship service(s) when we move to Phase 2; account for 'drop-ins'.
- Develop a plan for seating that will allow for appropriate distancing.
- Develop a system of recording who attended worship services for tracing purposes.

Worship and Arts

- Redefine the responsibilities and train readers, assisting ministers, communion assistants, and ushers for each phase of regathering.
- Redefine the responsibilities and train members of the Altar Guild for each phase of regathering.
- Redefine how music will be shared in services with regard to instrumentalists, vocalists, choirs, bell ringers, etc. for each phase or regathering.

Church Council

- Keep this document up-to-date based on current research, data, and trends and in keeping with current ELCA, Synod, State, Local and/or Federal recommendations.
- Develop guidelines and procedures for gathering coordinators; select and train gathering coordinators.
- Designate Implementation Team, which will liaise with Church Council and Ministry Teams regarding the implementation and oversight of document contents.
 - Assist Ministry Teams with assigned tasks.
 - Develop protocol for use of restrooms; create and post relevant signage.
 - Develop protocols for sanitization between building uses.
 - Develop plans for ingress and egress in each building; create and post relevant signage.
 - Determine occupancy limits for all spaces in the Worship and Ministry centers and create and post relevant signage.
 - Develop plan for seating configuration in sanctuary.
 - Provide other service as requested by staff, Church Council, or Ministry Teams.

Summary

As we have experienced with this pandemic, there is no predicting what will happen next. The best we can do is be prepared for whatever may come and be ready to respond swiftly as the situation requires. We know our community and connection to God is strong, and we must strive daily to enhance both.

Many positives have come from the challenges created by COVID-19. The streaming of our services and the subsequent postings on YouTube have introduced a wide variety of people to our community of faith that may have otherwise never found HTLC-LCM. Church Council has already approved a substantial allocation to secure equipment and supplies needed to continue the streaming post-pandemic. Our staff has been creative in finding ways to keep the congregation involved and engaged with their faith, and we are excited to welcome a new class of LCM students. Yes, there are challenges, but there are also opportunities.

Minor revisions to this plan can be modified by the Program Staff and Executive Committee in accordance with current developments, research, and trends. More substantial changes will be considered by the Church Council for approval.

This plan, together with God's steadfast guidance, will help HTLC-LCM continue its service to God, its members, UNC students, the university community and the surrounding area, while fulfilling our mission and vision and remaining focused on our core values.

Holy Trinity Lutheran Church and Lutheran Campus Ministry

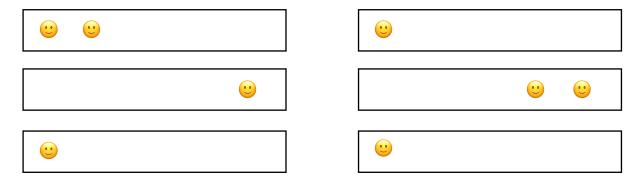
Our Mission: Loving God, Loving Neighbor

Our Vision: A Christian Community of Disciples Living and Serving through God's Grace

Our Core Values: Worship, Lutheran Campus Ministry, Outreach, Faith Formation

Holy Trinity Lutheran Church COVID Service Protocol

- 1. Prior to each service, the interior surfaces (door handles, pews, etc.) of the facility will be sanitized.
- 2. Face masks are mandatory for everyone.
- 3. No hand shaking.
- 4. Maintain a distance of 6 feet from others.
 - Pew seating as indicated below (families can be seated together):



- 5. No singing. Hymn music will be prerecorded.
- 6. Offerings may be placed in the offering plate at the back of the church.
- 7. Holy Communion:
 - Those preparing and serving communion should sanitize their hands immediately before preparing the wafer and wine cup trays. Wafers and wine cups (pre-filled) will be pre-spaced to minimize people's touching of other wafers and wine cups on the trays. Trays will be placed on small tables in front of the communion rail.
 - During the Great Thanksgiving, the presiding minister will stand back from the sacrament table and not further touch the wafer and disposable wine cup trays.
 - One person at a time may approach the sacrament tables. The communicant will take a wafer and wine cup from the trays as the presider gives the words of institution.
 - Common cup and intinction will not be used.
 - Also we suggest everyone stay masked until they return to their seat and then eat the bread/wine or at least out of the way of the presider.