

### I. Summary

Transition team members (Jane Hein, Rick Hurt, Ron Montelaro, Linda Slatt and Pastor Doug) reviewed numerous scientific, medical, insurance, synod, ELCA and ecumenical documents and developed a list of multiple considerations for Trinity (TELC). The primary focus of the review was to first focus on establishing recommendations for re-entering the church campus for Sunday morning worship. A second phase of recommendations for re-entering the church campus for other uses will be looked at and is forthcoming. The second phase will include things such as choir, ministry events, fellowshiping events, public events, Parish Hall common space use, classrooms and facility rental.

This document outlines the recommendations for the first phase of re-entering to be Sunday morning worship, targeted for **Sunday, July 5, 2020 @ 10 am**. We calculate modified sanctuary capacity (including the balcony) to accommodate 50-70 people (depending upon family unit size). We anticipate an initial return of approximately 35% (or 42+ people) of our regular attendance during summer services.

### II. Advance Preparations

The following precautions are the team's recommendations prior to re-opening on Sunday, July 5<sup>th</sup>.

- Shannon Corcoran, as Vice President of Council, be responsible for ensuring government orders and guidance are incorporated into the plans of TELC on an ongoing basis.
- Social distancing (6 ft) and facial coverings requirements be adopted (and be enforced by ushers) for all attending worshippers until further notice.
- Remote live worship be made available indefinitely as an alternative to in-person worship.
- Greeters and ushers be trained (by Rick Hurt) in new protocols to include:
  - Contact tracking – keeping record of those in attendance each week
  - Admission criteria – facial covering, illness symptoms, escorted pew seating/dismissal
  - Social distance protocols – non hand-shakes, alternate pew spacing, outdoor fellowshiping, and door handling
  - Pew Spacing - ushers to escort attendees to pew, filling rows first in main sanctuary from front to back followed by balcony seating front to back; ushers dismissing attendees by pew rows first from balcony followed by main sanctuary
- Modifications to worship services be adopted for all in attendance to include and until further notice:
  - Tithes / Offerings – collection basket be placed in narthex in lieu of offering plate passing
  - Communion – provide prepackaged elements and place for self-serve pick-up in narthex
  - Singing – singing be permitted with facial coverings worn
  - Passing of the Peace – discontinue hand-shaking or personal contact

- Liturgy / Bulletins – be placed in the pews in advance of worship service
  - Hymnals / Bibles – songs and scripture be printed in the liturgy; hymnals and bibles to remain in pews
  - Pastoral Receiving Line -- discontinue
  - Pew spacing – Alternate pews roped off to limit access and seating capacity
- Protocols for disinfecting / sanitization of the church building are modified and adopted to include and until further notice:
    - Sanctuary usage – limit usage of sanctuary to one weekly gathering (that being worship) in order to permit 3-day virus life to die between group gatherings
    - Shared worship equipment – staff to wipe down and manage single use of equipment
    - Restroom – signage and wipes supplied inside restroom
    - Weekly cleaning-- continue with paid janitorial service doing a thorough weekly cleaning to ensure all common use items disinfected (i.e., doorknobs, light switches, alarm keypads)
    - Hand sanitizers – ensure pump bottles prominently available in common areas (i.e., narthex, restroom, sacristy, counters area)
    - Downstairs – rope off downstairs usage except to offering counters for safe access
  - Building facilities (both church and Parish Hall) have a walk-through conducted by the Property Committee to ensure safety before reopening to include HVAC system restart, water pipe flushing, pest control, plant overgrowth and any step hazards.
  - Restocking of cleaning supplies and facial coverings to be managed by janitorial staff and altar guild, respectively.
  - No organized childcare or children’s activities offered during worship services. Children worship toolboxes to be temporarily removed from narthex.

### III. Communication

To ensure timely and direct communications, it is recommended transition team members take the lead in communicating and serving as a liaison on the respective modified duties of certain TELC parties (i.e., worship, property, ushers, greeters).

To announce re-opening guidelines with the congregation at large, the following mediums are recommended:

- Special and weekly e-mail news blast, website and Facebook
- Pastoral announcements during worship services

Additionally, it is recommended that Council review membership rolls and designate leaders to intentionally provide a 1-on-1 member touch. This is being proposed to provide check in on members in ways that are safe and appropriate, to include making extra effort to connect w/ those who live alone, have suffered loss and grief, are less comfortable w/ technology or struggle with mental concerns.