



COVID-19 Re-Entry Planning Recommendations – Phase II (as of 7/7/20)

I. Summary

Transition team members (Jane Hein, Rick Hurt, Ron Montelaro, Linda Slatt and Pastor Doug) met on 7/1/20 to review a second phase list of re-entry tasks associated with opening the campus facility-wide for use of activities outside of Sunday morning worship. The second phase list took into consideration choir, ministry team meetings and events, fellowshiping events, public events, Parish Hall common space use, classrooms and facility rental.

This document outlines the recommendations for re-entering the Trinity Campus apart from the Sanctuary, effective immediately. These recommendations are made under the assumption that Allegheny County is “green”. It is also assumed that local governing authority guidelines are in force and that Trinity’s standing weekly janitorial services remain in force.

II. Choir / Sunday School / Ministry Teams / Fellowshiping

The following precautions are the team’s recommendations for adoption and deployment:

- Chancel choir and choir practices should remain postponed indefinitely. Future assessment of reconvening choir should occur (i.e., 4th quarter of 2020), in collaboration with Amy Kapp, Director of Music, to review then current local authority recommendations.
- Church building basement remain closed indefinitely until such time social distancing restrictions are lifted by local governing authorities.
- Friendship house remain closed indefinitely and in collaboration with Property Committee occupancy permit restrictions.
- Parish Hall Facility:
 - Room Capacities: The following Parish Hall rooms can be open for use with these occupancy restrictions:
 - Fellowship hall → 20-40 people depending upon room set up
 - Overflow room → 6 people, assuming table use
 - Paul room → 5 people, assuming table use
 - Katharina Room → 4 people, assuming table use
 - Luther Room → 6 people
 - Combined Katharina/Luther Room → 10-12 people depending on room set up (without partition wall)
 - Kitchen → 5 people, used as needed

- Internal Use: Trinity ministry teams can begin to utilize the campus facility for group meetings and classes following social distancing guidelines. Each ministry team, class or group gathering to be asked to honor these courtesies:
 - Ministry team leader, class coordinator or group gathering coordinator to be responsible for keeping record of those in attendance for contact tracing purposes.
 - Self-manage, as a group, these precautions:
 - social distancing and facial coverings;
 - food and beverage safe handling.
 - Each group to wipe down light switches, handrails and table surfaces used after a group gathering.

- External Use: Groups outside of Trinity wishing to rent a room on our campus should continue to use the existing Facilities Rental Agreement, however, these modifications are recommended to be added for facility users:
 - Honor the above stated room capacities, employing their own doorman, if needed, to manage capacity limitations;
 - Rental applicant to be responsible for keeping record of those in attendance for contact tracing purposes.
 - Self-manage, as a group, these precautions:
 - social distancing and facial coverings;
 - food and beverage safe handling.

- Safety Measure Signage:
 - Restroom – signage and wipes supplied inside restrooms
 - Weekly cleaning-- continue with paid janitorial service doing a thorough weekly cleaning to ensure all common use items disinfected (i.e., doorknobs, handrails, elevator buttons, light switches, alarm keypads)
 - Hand sanitizers – ensure pump bottles prominently available in common areas (i.e., lobby, office, restrooms, classrooms, fellowship hall, and kitchen).

- Parish Hall building facility have a walk-through conducted by the Property Committee to ensure ongoing safety 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 church office.

III. Communication

To ensure timely and direct communications, it is recommended Council liaisons take the lead in ensuring awareness and understanding by their respective ministry team leaders of the modified facility use safety guidelines (see Appendix A attached).

To reiterate the modified facility use safety guidelines to members at large, the following mediums are recommended:

- Laminated checklists (Appendix A) be placed in Parish Hall common areas for reference.
- Feature article in weekly e-mail news blast and post guidelines on website
- Pastoral announcements during worship services

[END]

Trinity Campus Checklist
Facility Use COVID Safety Guidelines
For Internal Use Only
(as of July 2020)

 Please honor these room capacities to ensure social distancing:

Parish Hall Room Capacities:

- Fellowship hall → 20-40 people depending upon room set up
- Overflow room → 6 people, assuming table use
- Paul room → 5 people, assuming table use
- Katharina Room → 4 people, assuming table use
- Luther Room → 6 people
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- Kitchen → 5 people, used as needed

 Please keep record of those in attendance of your gathering for contact tracing purposes, in the event you would be asked to produce such.

 Please self-manage, as a group, these precautions while using the facility:

- Social distancing and facial coverings;
- Food and beverage safe handling.

 As a courtesy, please wipe down light switches, handrails and table surfaces used after your group gathering.

THANK YOU!

