

**REGATHERING  
IN THE TIME OF A  
PANDEMIC**

***HOLY TRINITY LUTHERAN CHURCH  
AND LUTHERAN CAMPUS MINISTRY***

***CHAPEL HILL, NORTH CAROLINA***

*Adopted by Church Council, July 26, 2020*

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## 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

<i>Activity</i>	<i>HTLC-LCM Phase 1</i>	<i>HTLC-LCM Phase 2</i>	<i>HTLC-LCM Phase 3</i>	<i>HTLC-LCM Phase 4</i>
<b>Worship</b>	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
<b>Alternative Experiences</b>	None	In Person (max. 25 people)	In Person (attendance TBD)	In Person (no limits)
<b>Lifetime Rituals</b>	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
<b>Building Use</b>	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
<b>Pastoral Care</b>	Virtual	Virtual	Virtual/In Person	In Person/Virtual
<b>Staff</b>	Remote	Remote/In Office	In Office	In Office
<b>Non-Church Uses</b>	Prohibited	Prohibited	May be Allowed	Allowed
<b>Kitchens</b>	Closed	Closed	To be Determined	Open
<b>Gatherings/Shared Food</b>	Prohibited	Prohibited	To be Determined	Allowed
<b>Outdoor Worship</b>	Not recommended	Possible	Possible	Possible
<b>LCM</b>	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, mice, 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 Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

As part of HTLC’s return to work plan, each employee and contractor who is scheduled to be in the church is required to complete this questionnaire at any time during the two hours prior to the start of their scheduled time at the church. Please read through each sentence and respond accurately and truthfully by checking either “yes” or “no”. Do not leave any statement blank. **The health-related information submitted on this form and through any required follow-up will be treated confidentially, subject to applicable law.**

*If you respond “yes” to any one of the following, please do not enter the church (or, if you have already arrived, please leave immediately) and contact the church administrator. If you are sick due to non-COVID-19 related reasons, please do not report to work and follow HTLC’s applicable sick policies and procedures.*

**YES NO**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Have a fever (100.3°F or higher) or chills or a sense of having a fever within the past 72 hours  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have a cough that you cannot attribute to another health condition  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have nausea, vomiting or diarrhea that you cannot attribute to another health condition   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have shortness of breath that you cannot attribute to another health condition  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have a sore throat that you cannot attribute to another health condition  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have new muscle or body aches that you cannot attribute to either another health condition or to exertion from a specific activity such as physical exercise. |
| <input type="checkbox"/> | <input type="checkbox"/> | Have a new loss of taste or smell   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have a headache that you cannot attribute to another health condition   |

## HTLC-LCM Self-Assessment Questionnaire (continued)

YES NO

Have congestion or a runny nose that you cannot attribute to another health condition

Have fatigue that you cannot attribute to another health condition

Have been asked to self-isolate or quarantine by your doctor or a local public health official

Have been in close contact with anyone who has tested positive for COVID-19. "Close contact" means being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19.

Have been in close contact with anyone who is showing symptoms of COVID-19

*If something changes 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.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Current Phone Number \_\_\_\_\_

Upon completion of the above self-assessment, please e-mail to [htlc@holyltrinitychapelhill.org](mailto:htlc@holyltrinitychapelhill.org) and CC Personnel Committee Chair: [stevhallnc@gmail.com](mailto:stevhallnc@gmail.com)

**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*