

# Trinity Re-Entry Planning



## **Informed by:**

- Michigan's Safe Start Plan
- CDC Guidelines
- Spectrum Health employer guide
- "Returning to Church" document from the Wisconsin Council of Churches
- Re-Entry document for Great Lakes Episcopalians

# Trinity Re-Entry Guiding Principles

We will re-enter the church facilities with the following guiding principles at the forefront of our plans:

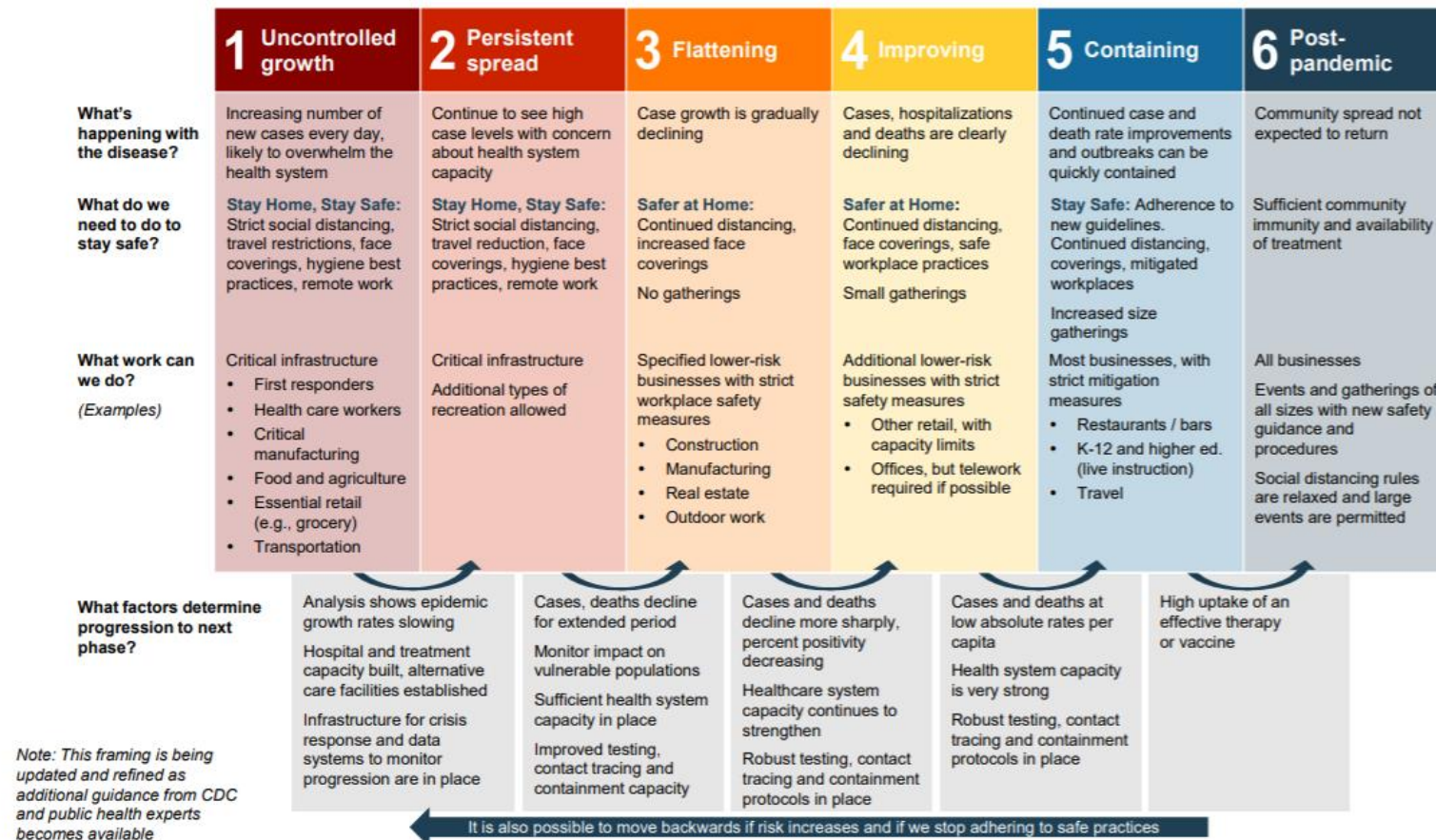
- **Safety and wellness** of our congregation's members and guests, including protecting the most vulnerable among us by limiting contact initiating practices
- **Compliance** with state, CDC and denominational guidelines for the reopening of faith communities
- Being **nimble and flexible** in implementation of an evolving plan
- **Offering hope** to our communities in this uncertain time
- Continuing to **provide pastoral care and supportive relationships** now and in the months to come \*
- Providing the **continuity of prayer and worship**, whether gathered in person or via digital media
- **Providing concise and informative communication**

*\* The scope of this re-entry work is limited to that within our facilities. The Health Ministry Committee, Faith Community Nurse and pastors will separately develop guidelines for the visitation ministry of pastors, staff and volunteers.*



# Michigan Safe Start Plan

At Trinity we will plan our actions in alignment with phases 3 – 6 of the Michigan Safe Start Plan.



# Trinity Re-Entry Planning Phases aligned to State of Michigan Safe Start Phases

## Phase 3 Limited Reach

- 1-2 Staff in building
- Remote workplace
- Sunday Live Stream with social distance and safety precautions
- Zoom Coffee Hour on Sundays
- Faith Community Nurse, Health Advisory Committee and staff to draft Phase 4 cleaning and occupancy protocols, screening practices, tracking attendance, including development of signage and the procurement of supplies
- Begin to rearrange/furnish spaces to accommodate small group gatherings in Phase 4
- Begin to purchase disinfecting products, face masks, etc
- Plan staff and volunteer staffing of the facility when open to gatherings in Phase 4, including afterhours times
- Congregational contact of elderly & folks living alone continues
- Prepare & distribute brochure and video to congregation (what to expect, etc.)
- Consult with insurance and legal support to evaluate levels of liability in our re-entry planning

## Phase 4 Optionality

- Publish a framework for congregational use – include cleaning procedures / expectations, approval process needed for small gatherings to occur, safe spaces allowed for gatherings and occupancy limits
- Have a monitor to check in visitors, either at the entrance or upstairs, to ensure adherence to the instructions; post adherence messages on signage and video screens
- Begin small gathering opportunities per Michigan Safe Start Plan including possibility of small outdoor worship services, in accordance with state gathering limits
- Use large spaces &/or open air to maximize social distancing
- Use Zoom to facilitate remote connections for various groups or the congregation at large
- Offer mid-week prayer service via zoom or livestream
- Consider allowing Baptisms within the Live Stream service
- Open sanctuary for prayer and meditation with proper cleaning
- Various groups can seek approval to gather in appropriate spaces, limited numbers, and having a plan to ensure social distancing is met
- Bring River City Cleaning back under contract to provide regular facility wide custodial and disinfecting services (perhaps this should be the first bullet; they are currently waiting to hear from us to restore contractual custodial services).
- Begin to integrate staff onsite; have staff work from home if possible
- Plan first youth gatherings for small groups outdoors, perhaps for campfires in outdoor worship area

# Phase 4 Considerations

- Stay on the “front end” of re-opening in order to meet the needs of our congregation and guests
- Explore Holy Communion alternatives, including “drive by” distribution
- Explore possible parking lot worship
- Track attendance for all building occupants so that they can be contact-traced and/or informed if known risk of exposure
- Members and guests will be expected to self-monitor and disinfect their own areas used when coming on site to use the sanctuary and/or attend meetings
- Provide health screenings per guidance from Faith Community Nurse, Health Advisory Committee
- Post signage and/or floor markers to ensure social distancing
- Remove chairs from conference rooms if they will be re-opened for 2-3 persons to meet
- Space furniture in the Courtyard, Overlook and Sunday School commons to meet social distancing for small group gatherings
- Consider limiting time duration of gatherings to lessen chance of exposure
- Limit number of small group gatherings per day or week to lessen chance of exposure
- Consider sending a brochure and video out to the congregation via Pastor’s email showing them what to expect when they arrive and what areas of the church are open during what times
- Assign Trinity Staff to provide an approval process for small groups to seek approval to re-enter the building and/or outdoor spaces for small gatherings (i.e., any group can request but needs to show their plan for how they will meet social distancing and stay safe while on church grounds)
- For sanctuary open times, suggest we find a way to make some evening and/or weekend hours open for members who are working during this time
- Track state and CDC limits on gathering (10, 50, 100, etc.) which will help us transition from Phase 4 to Phase 5

# Trinity Re-Entry Planning Phases aligned to State of Michigan Safe Start Phases

## Phase 5

### Patience

- Opportunity to consider holding worship in person for small numbers, utilize both sanctuary and centennial hall for social distancing, and live stream to other space – limit worship activities that may cause spread of virus (i.e., singing)
- Keep options from Phase 4 and possibly increase capacity based on CDC and State guidelines
- Possible offering of outdoor worship, with distancing, weather pending
- Possible other outdoor fellowship events in north or south parking areas or lawns, including “Life Begins at 60” and/or dinner group events
- Holden Evening Prayer or other midweek worship with small congregation
- Possible Phase 5 camp and mission trip alternatives for Middle School and High School youth
- Courtyard events, social connecting
- Will indefinitely continue the Live Stream of Service for members and guests to engage with Trinity in the way that is safest for each individual member/family

## Phase 6

### New Normal

- Begin to enter into “new normal” of worship, this phase will be the closest that we will return to prior worship practices
- Practice ongoing adherence to state, CDC and denominational best practices for safety and wellness of members and guests
- Will indefinitely continue the Live Stream of Service for members and guests to engage with Trinity in the way that is safest for each individual member/family

# General Considerations

- Trinity website will be predominant way we will promote our re-entry plan
- We will collaborate with Grand Rapids Conference ELCA churches and “Standing Together” interfaith partners in rolling out our re-entry
- Throughout phases we will evolve protocols for how we provide for safe gatherings for baptisms, weddings and funerals
- Consider cordoning off pew/seats by rope or tape when initial gatherings for “in person” worship occur
- We need to consider creative offering of Holy Communion, with safe practices (gloved and masked celebrant, masked congregants, distancing, wafer only, etc.); suggestion of drive up communion and/or during certain hours for individual distribution
- Communications to our congregation should be concise, as positive as possible and that we are leaving no stone unturned
- We are reviewing every available approach and adopting a model that protects the safety of our congregation; When they go thru these various stages we want them to be comfortable
- Be aware of growing issues of social isolation, “mental morbidity,” and the growing disconnectedness and disengagement people are experiencing; do incremental things to reach people
- Developing protocols and timelines for outside community groups to reintegrate into using space at Trinity
- Filling the gap – consider providing a care packages for older members, online zoom games, etc
- Keep options open, embrace evolving conditions
- Begin to reopen building as a progressive unfolding, initially using west office entry only for physical access to facilities
- Evaluate ongoing possibilities for staff working remotely
- Stephen Ministers and Trinity in Touch visitors may resume home visitation and communion with the homebound adhering to protocols set up by the Faith Community Nurse and pastors. Those protocols will be in alignment with state, CDC and denominational direction
- Continue to offer live streaming of worship/YouTube videos during all phases and post-pandemic and increase quality of live streaming; expand the capability of live streaming with system upgrade to allow traditional worship live streaming
- Study of church air circulation with support of Progressive AE
- Paying attention to the science to determine with confidence when we can sing again in worship or engage in other activities

**TRINITY LUTHERAN CHURCH**  
**Caring for our Community : PLAN - PROTECT - CLEAN - SPACE**



**PLAN:**

Please review health screening questions as you check in.  
Plan your visits according to posted schedules or sign up genius.

**COVER:**

Wear a face covering as you enter the building.  
If you don't have a mask or face covering with you, one will be provided.

**CLEAN:**

Hand sanitizer and disinfecting wipes will be provided.  
Sanitize your hands as you enter the building. Please use a disinfecting wipe to clean surfaces you contact while visiting. (handles, rails, switches etc).

**SPACE:**

Please keep a 6 ft distance from other people in the building.  
Follow directional signs and seating guidelines.

***TOGETHER WE CAN PROVIDE A SAFE ENVIRONMENT FOR ALL OF US!***

Please call the office with any concerns - 616.949.2510

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