

# **The Return to In-Person Worship and Other Gatherings Plan**

**for**

## **Trinity United Methodist Church McLean, VA**

(Rev 1, Approved 23 Sep 2020)  
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(Rev 5, Updated 26 October 2020)  
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**This Plan was prepared in compliance with the VA UMC Conference Stage 2  
Technical Assistance Manual for Local Churches (revised 3 Aug, 10 Sep, 20 Oct & 21  
Oct 2020)**

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### **Trinity UMC Heathy Church Team (HCT)**

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## **Taking the Next Steps – Stage 2 Executive Summary**

As the Virginia Conference entered Stage 2 of the Plan to Return to In-Person Worship and Gatherings, the conference developed a dynamic Technical Assistance Manual (TAM) to assist local churches as they prepared for the next step in this journey. This TAM (revised 3 Aug, 10 Sep, 20 Oct and 21 Oct 2020) consolidated and clarified information from an earlier Handbook for Local Churches, extending it to new circumstances and incorporating feedback and learnings VA UMC churches.

With the TAM as a starting point and reference guide, the Trinity UMC Healthy Church Team (HCT) worked together to identify various aspects of Trinity's *Return to In-Person Worship and Other Gatherings Plan* so as to be able to address the various issues to be dealt with as our church desires to head back to in-person activities.

Like the Conference and the District, Trinity's HCT desires to provide a comprehensive plan with a priority on the safety of our congregation and community of faith, while ensuring the overall health and welfare of our loving church. Utilizing information and direction provided by the conference and the district, and the best information and wisdom available from medical, church, governmental, and legal sources, the Trinity HCT has focused on the four practices of hygiene, physical distancing, face coverings, and screening, with the goal of ensuring a successful return to in-person worship, and the safe opening of our various facilities.

In preparation for getting back to "in-person" worship and other gatherings, we polled our congregation on their expectations. While there certainly were mixed responses, it would appear that with a target date of October we should be able to be in timely communications as we develop and implement our "getting back to normal" plans, so that our congregation can develop a sense of safety and well-being. While for some people there is no specific rush to return to our buildings, there does appear to be a desire to start getting back to normal. While we will continue doing our online/virtual services, to meet the needs of some of our congregation, the focus of this plan is to reopen Trinity to our congregation and to the missions and ministries we support.

Understanding that the move to Stage 2 (in-person worship) is not automatic, this plan has been provided to the Arlington District Superintendent for review and approval. Included therefore in this plan are rules and protocols directed by the conference to be followed. While some of the measures included in this Plan may seem to be significant (even severe) it is trusted that everyone who attend Trinity services (or other small group gatherings) will understand the importance of the measures we are taking. Because the safety of everyone is involved, following the stipulations of this Plan is required and opposition or refusal to comply will not be tolerated. Until there is an appropriate medical solution to the COVID-19 virus, we must address all aspects of individual and group safety against this highly contagious respiratory illness. Simply put, to mitigate the spread of this illness people need to wear face coverings, practice social distancing by staying 6 feet apart, and stay home if you are ill. These will be strictly enforced!

Clearly, United Methodists are a connectional people, and Trinity is no exception. Therefore, we need to follow these requirements as a way of loving our neighbors at this time. The health and safety of our members, guests, employees, and our general community demands that we strictly adhere to all of these requirement

**Note: CDC (Center for Disease Control) and local government agencies have published guidance for communities of faith; they have been analyzed and where appropriate are incorporated in this plan.**

## **Stage 2 – Preparing Our Church**

In preparation for beginning the planning aspects of returning to in-person worship, Trinity UMC created a **Healthy Church Team (HCT)** to prepare for the time when we would be able to offer

in-person worship. Under the direction of Senior Pastor Jim Sprouse and now Pastor Neil Hough, and Executive Committee Chair John Smith, the HCT was constituted with the purpose of providing advice and counsel to the lead Clergy and the Chairs of Trustees, Church Council, and S/PRC. As suggested by the Conference TAM, the Trinity HCT, which is identified on the inside front cover of this Plan includes: Senior Clergy, Lead Laity member, members of the Board of Trustees, members of Church Council, a medical professional, an attorney (TBD), a member from the usher/greeter team, and members of the Preschool staff and committee. It is anticipated that the HCT will coordinate with the clergy, staff, volunteers, and the District Superintendent on a number of issues associated with the implementation and compliance of the requirements of this plan for in-person worship. Description of the Healthy Church Team (HCT) and their responsibilities can be found in Attachment 1.

Because the health and safety of our church, families, and local communities is the utmost priority, the selection of healthy and non-vulnerable volunteers for worship and gatherings is crucial for the implementation of this Plan. It will be imperative that all volunteers self-monitor for COVID-19 symptoms (*e.g.*, fever above 100.4 degrees Fahrenheit, cough, shortness of breath or difficulty breathing, fatigue, sore throat, headache, muscle pain, gastrointestinal issues, chills, and new loss of taste and/or smell) and complete a Health Acknowledgement Form. Anyone who presents with these symptoms or feels sick will not be allowed to volunteer. Vulnerable individuals (persons with pre-existing medical conditions) will not be selected as volunteers due to the increased risk of serving as a volunteer.

### **Stage 2 - Transition**

With Arlington District Superintendent approval of this plan Trinity will start the return to in-person worship, by following the requirements of this Plan. Trinity worship services will not go over the 50% total occupancy rule in Commonwealth of Virginia Executive Order 65 for in-person worship. While several types of worship options are available, it is expected that Trinity will maintain online/virtual worship, and in-person worship (indoor/outdoor) options, and not participate in drive-in worship services.

As identified in the Plan, Trinity plans to hold in-person worship services while maintaining physical social distancing (stay 6 feet or more away from others) at all times. Continued health and safety protocols, including the use of face coverings at all in-person worship services (indoor or outdoor) and proper sanitation measures, will be strictly adhered to and enforced. In no event will Trinity hold a service that exceeds 50% capacity of the sanctuary, chapel, Fellowship Building general meeting area, or the Langley fellowship hall. In addition to the 50% capacity limitation, physical social distancing requirements will further limit attendance in all locations at Trinity, except for any outside service. While outside services must adhere to the same social distancing requirements as if the service was conducted in a building, the use of additional outside lawn space may make attendance of up to 250 possible.

In all cases of in-person worship services during Stage 2, **the following are required:**

- Healthy Church Teams, congregations, and those part of an in-person worship must follow the directives in this Plan.
- Members attending in-person services will be required to register with the church their planning to attend a worship service. This will help determine capacity and other logistics depending on demand, for any service.
- Any child that can comply with the requirements of the Plan may attend in-person services in this stage.
- If a person has breathing difficulties and cannot wear a face covering, or if a person or child just doesn't desire to wear face covering, the person/child cannot attend an in-

person service in this stage, or any stage where a face covering is required.

- Individuals must do a pre-attendance temperature check (temperature must be less than 100.4 degrees Fahrenheit—means no fever). If they have a fever or are sick without a fever, they must stay home.
- Everyone must wear a face covering at all times when attending a service on Trinity property. The church does not plan to provide face coverings. Bandanas work just fine. The nose and mouth must be covered at all times.
- Because of high-demand, less than adequate availability for personal hand-sanitizer, Trinity may not be able to provide hand sanitizer for all in attendance. If anyone wants or needs hand sanitizer, it is encouraged that they bring their own small bottle of sanitizer. The church will not be supplying other personal protective equipment (“PPE”) for anyone.
- Attendees at in-person worship services, will be required to validate their own health using the Health Acknowledgment Form before attending an in-person worship service. Trinity will make available a fillable Health Acknowledgement Form that anyone can complete online on the Trinity website at <http://www.umtrinity.org/health>. It is linked to the registration form.

After it is completed, the form goes directly to our Trinity clergy. If someone should need to complete the Health Acknowledgement Form manually, they can download it and print it and send it to the church. The form is available from the Trinity website at <http://www.umtrinity.org/health>. It is also part of this Plan at Attachment 3.

If someone should be unable to complete the form online, they can call our church clergy and complete the form over the telephone. A verbal acknowledgement will be noted by the clergy for those that can only complete this over the telephone.

- Every person that attends an in-person worship service will be asked before entering the building the day of the service whether anything has changed with the Health Acknowledgement Form. No clergy, member, guest, or volunteer will be allowed to attend an in-person service in Stage 2 if:
  - He/she has two or more symptoms of COVID-19 in the last 14 days; or
  - He/she came in contact with anyone else with COVID-19 symptoms in the last 14 days; or
  - He/she has symptoms of COVID-19 and he/she is waiting for the results of a test or is waiting for the symptoms to subside to the point of being recovered; or
  - He/she tested positive for COVID-19 and is still suffering from COVID- 19.
- The Health Acknowledgement Form and other health related information will be reviewed by Trinity clergy only at the local church level and it will be secured in a confidential folder in a locked file cabinet. The Health Acknowledgement Form and other health related information about a staff member, church member, guest, or vendor will also be available for review by the District Superintendent, the Cabinet, the Office of the Bishop, or the Chancellor. Also, the local church, District Superintendent, the Cabinet, the Office of the Bishop, or the Chancellor will cooperate with any federal, state, or local health agency that request the Health Acknowledgement Form or other health related information for legitimate purposes, including, but not limited to, COVID-19 contact tracing by the Department of Health.

**Note: If any member or guest attending a service in Stage 2 has tested positive in the past for COVID-19 and they have fully recovered and are symptom free, they can attend one of the in-person services. Those persons that have tested positive in the past for COVID-19 and are fully recovered, should contact our local clergy when they submit the Health Acknowledgement Form to discuss attendance at one of the in-person services.**

- A poster-sized version of the Health Acknowledgement Form poster will be displayed at the entryways used for each in-person gathering. Persons entering, who have not provided online Health Acknowledgement forms must read the form, acknowledge that they can affirm 'yes' to all of the statements on it to a volunteer posted at the door, and provide their name and contact information, which the volunteer will record and the church will keep. Persons who cannot affirm 'yes' to all the statements on the form will not be able to enter.
- Trinity will have and provide to attending members a vehicle traffic flow and building traffic flow plan. Vehicles should be parked in a way to avoid contact with people leaving or getting into their vehicle to minimize the chance of violating the social distancing space with other people leaving or getting into their vehicles. This parking and building entry/exit plan instructions will be published on the Trinity website.
- Greeters will be required to meet attendees outside the building (proper physical social distancing-stay 6 feet or more away from others) to check that each person entering is wearing a face covering. If the person does not have a face covering, and the church cannot offer a disposable face mask, the person will not be allowed entry to the service, whether indoor or outdoor. Have the greeter by the door lock the door if the person approaching the building refuses to wear a face covering.
- A second set of Greeters will monitor persons entering the building (proper physical social distancing-stay 6 feet or more away from others) to ensure all are wearing the face covering.
- Attendees will wear the face covering the entire time on church property and until they get back in their vehicle.
- This plan requires that all attendees comply with and enforce strict physical social distancing (stay 6 feet or more away from others) protocol at all times. Seating in the building will be 6 feet apart from those that are not immediate family members.
- Families with children in attendance at a worship service in Stage 2 should sit near the exits during the in-person service in case the child removes the face covering and will not put it back on. This allows a parent or guardian to remove the child from the service, if necessary. The child and parent/guardian that leave the service cannot come back in the service once they leave over a face covering issue. If this is addressed by families prior to the service, any impact to the services should be mitigated.
- There will be limited access to church facilities, including restrooms. Pew materials will be collected and stored separately until; such time as restrictions are lifted.
- If and when bulletins are to be used, paper bulletin materials may be used if they are placed in the worship space 24 or more hours before the gathering, by masked and gloved volunteers. This eliminates the possibility of direct exchange between participants.
- In that digital words for worship elements are encouraged, electronic materials for worship (*i.e.*, a bulletin, Bible passages, etc.) will be provided in advance of the services, as has been done for recent virtual services.
- These on-site requirements for any service or event officiated by local UMC clergy apply even when there is an off-site (private property) service or other event.
- While it is expected to be a difficult situation when these requirements must be enforced, people must be reminded that these actions are for the health and safety of everyone. If someone removes his/her face covering, they will be asked to put the face covering back on. If the person refuses, they will be asked to leave the service and not allowed back on church property until he/she agrees to comply with all of the requirements.

The same is true for failing to abide by strict physical social distancing (staying 6 feet or more away from others). If someone fails to abide by the physical social distancing requirement, they will be asked to do so. If the person refuses, they will be asked to leave and not be allowed back on church property until he/she agrees to comply with all of the requirements. The safety of everyone is of utmost importance and we will not allow anyone to endanger the safety of our members, guests, and the community.

### **Stage 2 In - Person Worship (Indoor/Outdoor)**

Included in this plan are rules and protocols directed by the conference to be followed. It is trusted that everyone who attend Trinity services (or other small group gatherings) will understand the importance of the measures we are taking. Because the safety of everyone is involved, following the stipulations of this Plan is required and opposition or refusal to comply will not be tolerated. Until there is an appropriate medical solution to the COVID-19 virus, we must address all aspects of individual and group safety against this highly contagious respiratory illness.

**Note: Any rule/protocol which is outdoor specific is identified as (Outdoor Service Only)**

**Individual Safety Concerns/Requirements** - Clearly, United Methodists are a connectional people, and Trinity is no exception. Therefore, we need to follow these safety requirements as a way of loving our neighbors at this time. The health and safety of our members, guests, staff, and our general community demands that we strictly adhere to all of these requirement

- It is required that anyone who is sick, or may have been infected, must stay home.
- Face coverings are/will be required for in-person worship services, whether indoor or outdoor.
- Signage will be posted at the entrance to Trinity buildings that will clearly state:  
"No one with fever or symptoms of COVID-19 or known exposure to COVID-19 in the prior 14 days is allowed in."
- Disposable gloves will be provided for, and worn by Greeters, Ushers, Communion Helpers, and Counters.
- While it is anticipated that Trinity will have hand sanitizing stations at entry points, it is encouraged that attendees be prepared and bring their own small bottle of sanitizer.
- Strict physical distancing 6 feet or more at all times will be required and expected of all. Appropriate reminder signage will be posted addressing social distancing.

*Remember – No handshakes of hugging during Stage 2.*

- It is anticipated that Trinity may hold multiple services in different parts of the buildings. While they will not likely be simultaneous, all stated requirements will hold for all services. At no time will Trinity hold a service in any location that exceeds 50% capacity of the sanctuary, chapel, Langley Hall, or Fellowship Building.
- Hymnals, Bibles, and all other worship materials will be removed from the pew racks. Digital bulletins (to include any required worship element words, will be developed and provided prior to all services.
- No choirs or in-person singing will occur, until approved at a later date. Soloist may be used in an Outdoor Service Only, if they are masked and distanced further than 25 feet from the next nearest person.
- Limited childcare will be made available during Stage 2 in-person worship services, with additional requirements. See the Limited Childcare Requirements section (on page xx). It should always be noted that children are welcome in Stage 2 worship services if they can

comply with face mask wearing requirements.

- Sunday School increases the amount of time persons are in the building. Mitigate risk by limiting exposure time, (for instance, 90 minutes total between worship & Sunday School), moving to a different room from the worship space where aerosol particles have not been accumulating, and ensuring good ventilation, adequate distancing, and face coverings.
- In that limited restroom usage is a requirement of Stage 2, members are asked to be prepared to only use in case of an emergency.
- Our donations and treasures, through our offerings will be collected utilizing a drop-off plate as people exit the church, or online at [umtrinity.org/give](https://umtrinity.org/give).
- Communion (pre-packaged) in Stage 2 will occur on certain worship services; requirements are addressed later in this Plan.
- While baptisms may occur in Stage 2 they must be pre-coordinated with the clergy, so as to assure appropriate safe baptism protocols can be met. Clergy and the HCT will consider use of the protocols found in "Resuming Care-Filled Worship and Sacramental Life During a Pandemic" produced by the Ecumenical Consultation on Protocols for Worship, Fellowship, and Sacraments: <https://www.ministrymatters.com/all/entry/10369/resuming-care-filled-worship-and-sacramental-life-during-a-pandemic>.
- Similarly, weddings and funerals may occur in Stage 2, and must be pre-coordinated with the clergy, so as to assure all in-person safety requirements can be met. Protocols and requirements for church-held weddings and funerals, as well as a procedural checklist are provided in Attachments 6 and 7 below.
- The procedures, as identified for any service in Stages 1, 2, and 3 apply even when there is an off-site (private property) worship service with UMC clergy.

**Note: Trinity will continue virtual services for those most vulnerable.**

**Registration** – Due to strict attendance requirements, all those that wish to attend in-person worship services during Stage 2 must register with the church in advance.

- Registration must be done before the service so there can be adequate planning.
- While this is clearly a new procedure, pre-registration provides the church with a record that can be used to follow up if someone tests positive for COVID-19 so that proper contact tracing can take place. It also allows the church to survey the persons who attend an in-person service.
- While it is strongly encouraged that persons planning on attending in-person services pre-register, should that not be the case, non-registered attendees will be allowed to attend the service on the following stipulations: space is available; they have and wear a mask and agree to social distance; they sign-in on a registration sheet with name and email address; and if they successfully fill out a Health Information form at the door prior to entry.
- See procedures for Registration in Attachment 4 - Church Service and Gathering Registration Form.

**Health Acknowledgement** – One of the requirements for any in-person worship and/or meetings is the requirement to review one's own health using an Individual Health Screening Questionnaire form and complete it online. If the attendee does not have the capability to complete an online form, then a reply by email by completing an Individual Health Screening Questionnaire and sending it in to the church. Those with no computer or email capability to complete completing this form, can call a member of the Trinity clergy and complete this form over the telephone.



- Members can download the form from the Trinity website at <http://www.umtrinity.org/health>.
- There is a fillable Health Acknowledgement Form that anyone can complete online: <https://www.umtrinity.org/health>.
- Additionally, a copy of the form is available at Attachment 3

**Note: This form is required to obtain access to the church property.**

**Personal Health Care-** Before leaving to attend the limited in-person worship service, each attendee must:

- Take his/her temperature. It must be less than 100.4 degrees Fahrenheit in order to attend worship;
- If a member is feeling ill, they are to stay home; and
- Bring with them a face covering (mandatory in Stage 2), hand sanitizer (if they feel they need it), and gloves (if they feel they need them).
- Everyone must wear a face covering the entire time in the service. If a member cannot wear a face covering or if they refuse to wear a face covering, they cannot attend in-person worship during Stage 2.

**Parking –** Motorists will park so they can observe physical social distancing (stay 6 feet or more away from others), and it can be maintained as attendees travel between their vehicles and the church building.

- When leaving your vehicle upon arrival at the church, make sure to abide by physical social distancing (stay 6 feet or more away from others).
- For adjacently parked vehicles, attendees will wait for others to get out of their vehicle and wait for them to get 6 feet away.
- Attendees will put their face covering on before they leave their vehicle and keep it on until they are back in their vehicle.

**Facility and Service Logistics –** So as to be prepared for Stage 2 limited in-person worship services, Trinity will follow a series of requirements for cleaning, sanitizing, and preparing our churches outlined in the Healthy Church Team (HCT) Requirements [Attachment 1]. Additionally:

- The clergy will determine which locations they be speaking from in advance, to assure personal physical distancing. The sharing of microphones is prohibited.
- As has been done over the past several months, Trinity will continue to provide virtual service via our two proven providers: Facebook and Youtube.
- For in-person services digital bulletins (to include any required worship element words), will be developed and provided prior to all services.
- As much as practical, the length of worship services will be minimized to allow congregants to come and go safely.
- During this Stage 2 period, certain locations within the church buildings will be access limited, Signs identifying these locations will be posted.
- In that limited restroom usage is a requirement of Stage 2, members will be asked to be prepared to only use in case of an emergency. A member of the extended HCT will be assigned to monitor restroom usage, and sanitize utilized facilities appropriately.

**Facility Entry and Exit –** To ensure safe personal physical distancing and an appropriate safe and controlled entry and exit of facilities, the following will be followed:



**Note: Reminder that Balcony seating will not be available during Stage 2.**

- Fellowship Building Chapel – Capacity and Chair seating
  - o Capacity - 20 attendees in chairs; three clergy/staff at Chapel front (Total – 23)
  - o When Chapel is to be used, chairs will be arranged at least 6 feet apart from one another with common space for members to walk to and from their chairs while maintaining 6-feet social distancing.
  - o Moving of chairs to allow for a closer family grouping will not be allowed.
- Fellowship Building Reception Area – Capacity and Chair seating
  - o Capacity - 30 attendees in chairs; three clergy/staff at room front (Total – 33)
  - o When Fellowship Building Reception area is to be used, chairs will be arranged at least 6 feet apart from one another with common space for members to walk to and from their chairs while maintaining 6-feet social distancing.
  - o Moving of chairs to allow for a closer family grouping will not be allowed.
- Langley Hall – Capacity and Chair Seating
  - o Capacity - 32 to 40 attendees in chairs; three clergy/staff at Hall front (Total – 43)
  - o When Langley Hall is to be used, chairs will be arranged at least 6 feet apart from one another with common space for members to walk to and from their chairs while maintaining 6-feet social distancing.
  - o Moving of chairs to allow for a closer family grouping will not be allowed.
- Outdoor Services/Gatherings
  - o Everyone will sit in clearly marked areas for seating. There must be at least 6 feet between the people on each marked seating area unless they are family members that have been together.
  - o When outdoor services are to be held on the side-lawn adjacent to the Fellowship Building, circles will be painted on the grass area, indicating seating locations that meet the minimum of 6 ft separation requirement.
  - o Each person must bring their own chair.
  - o As appropriate, a covered area/tent may be utilized for the service. Safe personal physical distancing (6 ft) still applies.

**Communication** – So as to ensure that members of the congregation understand the various aspects and protocols of in-person worship services and gatherings, appropriate communications regarding times and rules of attendance will be provided as part of registration and will be posted on the Trinity website. See Attachment 2.

A critical piece of these communications will be the identification of a Covenant Agreement that the congregation will be asked to embrace. That agreement will address the key safety requirements and protocols of hygiene, social distancing, face coverings, and personal health screenings.

**Note: Worship Services to be held by the Iglesia de Dios congregation fall under the requirement/protocols as identified above in Stage 2 In-Person Worship (Indoor/Outside)**

### **Holy Communion**

While the pandemic has prevented Trinity from gathering for in-person worship, and while a moratorium remains in place for online communion, there remains a hunger for the Eucharist within our congregation, a hunger to experience Christ's presence in this sacrament that changes us through the outpouring of the Holy Spirit. We must all recognize that there are

challenges to celebrating the sacrament of Holy Communion, both theologically and practically, during this time.

Theologically, we know that this sacrament is a powerful means of experiencing God's grace, love, forgiveness, nourishment, and sustenance. Holy Communion is a communal act of worship, in which the gathered community of faith remembers Christ's redeeming sacrificial love, confesses its sins, gives thanks for God's divine grace, and experiences a foretaste of the kingdom of God. We believe that just as God's grace is offered to all people, likewise the Lord's Table is open to all people.

Due to the restrictions of the number of people permitted for in-person worship, not all people can be invited to come to the Lord's Table. Additionally, our clergy are not able to extend the table to persons gathered in their homes. Fortunately, while we are not able to fully gather together in person, we also have other acts of worship which invite us to participate in confession, thanksgiving and remembrance.

In these extreme times, it is recognized that this is a time when we must rediscover the power of God's transforming love and grace with transformed practices and ways of being the church united. In following suggestions from the conference and district, we will take intentional steps to do no harm when celebrating the sacrament. The following practical ways to safely preside and serve Holy Communion during Stage 2 will be followed:

- Trinity will utilize pre-packaged communion elements, until further notice. Communion elements will be on a Communion table during the service and communion liturgy.
- When offered at specific services, the communion table will be prepared by volunteers using gloves and face masks/coverings.
- The communion table may also include a symbolic loaf of bread and cup of juice on the communion table to be visibly blessed, broken and lifted by the presiding Pastor(s), but not to be used by others.
- The Communion table will be located a minimum of 6 feet from where worshippers are seated.
- The presiding Pastor(s) will wear gloves and face mask/covering.
- Following the consecration of elements, the pre-packaged communion elements will be placed on a table near the exit(s) for worshippers to receive as they leave the service.
- Worshippers will individually pick up the pre-packaged communion elements as they leave the worship space (they will not be handed out by another person).
- Before partaking of the elements, worshippers should practice good hand hygiene.
- Worshippers are invited to partake of the elements once they are in their cars, where they safely remove their masks, and are asked to dispose of the packages at their homes.
- Trinity will assure that prepackaged gluten-free elements are available for those with gluten allergies/sensitivities.
- (For Outdoor Service Only) – Ushers will direct communion participants to the Communion table, to pick-up elements and return to their seats. The officiating Pastor will then lead participants through taking of the elements.

### **Limited Childcare Requirements**

The Healthy Church Team ("HCT"), along with Trinity's Children's Ministry, has identified A Limited Childcare Plan (LCP), which includes appropriate safety requirements and protocols. The

LCP has been submitted to the Arlington District Superintendent as part of this reopening plan.

**Note: Families are reminded that children of any age who want to attend worship with their family may do so if they wear a face covering and remain with the family at all times.**

Trinity's LCP contains the following elements:

- Safe Sanctuary/Child Protection Policy guidelines will be reviewed, updated and followed by all participating adults.
- All childcare rooms will be cleaned and sanitized according to Center for Disease Control (CDC) guidelines prior to initial utilization.
- To ensure cleanliness and function, toys, books and supplies to be used will be identified, cleaned, and stored appropriately. While books and puzzles are considered appropriate, following the recommendation of the CDC, stuffed animals and cloth toys will be removed from childcare rooms.
- Toys, furnishings, and all surfaces will be cleaned and sanitized after each session.
- The Nursery bathroom, and the upstairs bathrooms in the Fellowship Building (those adjacent to the Childcare Rooms) will be designated a "Children Use Only" until further notice.
- Volunteers/staffing of the children's spaces:
  - o All adults in Stage 2 are required to submit a Health Acknowledgement Form and wear a face covering for each session;
  - o Back-up volunteers will be identified (as contingencies) should they be needed if a worker is unable to serve, or if more children show up than were expected; and
  - o Workers must wash or sanitize hands before handling children. All supplies will be readily available but out of the reach of children.
- Childcare room assignments:
  - o Childcare rooms will be assigned by age, and by anticipated attendance. Room assignments will allow enough space for minimum of 6-foot social distancing.
  - o Communication will be provided to parents/caregivers of children, so that they will know what to expect. The communications will provide members, and attendees information about the LCP. It will include times, locations, and service types, as well as provide a list of all rules, requirements, and protocols, including capacity limits, and social distancing requirements, etc.;
  - o A contact person and contact information will be provided for members to raise any questions or concerns they may have. Ultimately, the members should be well-informed so as to build trust and process the plan.
  - o As possible, a video will be provided to make the parents and children aware of the experience they will have for limited childcare.
- Registration, check-in and check-out procedure:
  - o Registration (RSVP) and Health Acknowledgement Form for children participating in limited childcare during worship can be indicated on a family registration form, which is due into the church 4 days prior to worship. Additional information may be required to assure best understanding of attendees needs.
  - o Infants and Toddlers will be checked-in and checked-out at the nursery door but parents/caregivers will be asked to not enter the room. Diaper bags will be

- secured in a space away from the main room;
- Older children will be checked-in/checked-out at a table located in the Fellowship Building reception area. Volunteers will escort children to the proper room. Social distancing of 6 ft will be required for adults waiting to check in/out children;
- Children may not bring items from home, except for diaper supplies.
- Food and drink will not be allowed at this time. Bottled water will be made available; however, water fountains will be closed.

### **Non-worship Gatherings of 50 or Less**

During Stage 2, all in-person gatherings (indoor or Outdoor) that are not in-person worship services, will be limited to no more than 50 persons with minimum of 6-foot social distancing between all persons (excepting those who are in household groups) and face coverings. This applies to all gatherings other than worship services, which have some specific requirements listed. Except for the attendance limitations of 50 or less, ALL OTHER requirements and protocols identified under Stage 2 In-person Worship (Indoor/Outside) pertain to non-worship gatherings. See Attachment 8 for specific protocols.

Where required due to the nature of the organization, or their requested services, a specific set of protocols will be developed between the HCT and the specific non-worship gathering organization. Two of those specific plans are attached for the Trinity's associated Boy Scout units (Attachment 9) and the Trinity Preschool (Attachment 10).

## **Healthy Church Team Requirements**

In preparation for planning and implementing the various aspects of returning to in-person worship, Trinity UMC created a **Healthy Church Team (HCT)** to prepare for the time when we would be able to offer in-person worship. The HCT was constituted with the purpose of providing advice and counsel to the Clergy and the Chairs of Trustees, Church Council, and S/PRC. As suggested by the Conference TAM, the Trinity HCT, whose members are identified on the inside front cover of this Plan includes: Clergy, Lead Laity member, members of the Board of Trustees, members of Church Council, a medical professional, an attorney, a member from the usher/greeter team, and members of the Preschool staff and committee. It is anticipated that the HCT will coordinate with the clergy, staff, volunteers, and the District Superintendent on a number of issues associated with the implementation and compliance of the requirements of this plan for in-person worship.

It is the general responsibility of the Healthy Church Team to attempt to ensure the overall health and safety of the congregation and any other visitors, as they attend in-person worship services and/or non-worship gatherings. The focus of "DO NO HARM" should be key to everything the HCT does as it prepares Trinity to get back to in-person activities. While specific actions of the HCT will be addressed within the overall Return to In-Person Worship Plan, from a general perspective, and of paramount importance are the four basic practices of hygiene, physical distancing, face coverings, and health screening, with the goal of ensuring a successful return to in-person worship, and the safe opening of our various facilities.

Various tasks that the Healthy Church Team will be responsible for are:

- Initial **congregation polling/survey** to determine expectations and thoughts of members and potential attendees in regard to possible timeframe for return to in-person worship and the opening of other facilities;
- Development of a **team of volunteers** that will develop and implement the various tasks associated with the return to in-person worship and other gatherings. This team should be made up of volunteers who cover various groupings within the church, have a desire to help the entire congregation eventually return to in-person activities, and will ensure their own health and safety as they participate.

Those who are considered "vulnerable" (over the age of 65; have existing heart or lung conditions; or have diabetes; or are otherwise immunocompromised) will not be solicited for this team. However, if there is a desire for support from any of these members, their health and safety will be monitored accordingly.

The volunteer team will be trained as to actions required, their responsibilities, and how they'll be asked to interact with service attendees and other facility users.

- o Provide volunteers to clean and prepare the church campus for in-person worship.
- o Staff and volunteers will be screened and required to complete a Health Acknowledgement Form and answer other or additional questions about their health to ensure they are not ill.
- o Staff and volunteers will also need to comply with all requirements.
- Development and implementation of a "Return to In-Person Worship and Other Gathering Plan", which is based on the VA UMC Conference Technical Assistance manual (TAM), and addresses a breadth of issues to be dealt with.
- Ensure open and frequent **communications** with the leadership of the church as the plan is developed and approval is sought from the Arlington District.

Additionally, open and frequent communications with the general church membership will be accomplished in lead up to the eventual return to in-person actions. Communications will be provided through various communication mediums and social media. It will include:

- Sending out communication to members with the plan for services offered and any rules for attendance.
- Posting of communication on the Trinity website along with the rules for attendance.
- Prepare a walk-through video of what Stage 2 will be like.
- Obtain appropriate types and quantities of **personal protective equipment**, disinfectant chemicals, and personal sanitation items. While the congregation will be asked to provide their own personal face coverings and sanitizers, the team will ensure that an appropriate amount of back-up equipment is available so as to assure the expeditious and safe flow of in-person gatherings.
- Develop and post appropriate **safety signage** addressing safe distancing, sanitation, face-coverings, and current health conditions. These will be developed and posted in English and Spanish. Some examples include:
  - Signage at the entrance that states “No one with fever or symptoms of COVID-19 or known exposure to COVID-19 in the prior 14 days is allowed in.”
  - Signage of public health reminders of social distancing, options other than in-person worship, and staying home if sick.
  - Signage marking designated entrances, exits, and building traffic patterns.
  - Specific worship and gathering room allowable attendance numbers, based on percentages and safe distancing.
  - Portions of the campus buildings not to be utilized during Stage 2 will be appropriately marked as closed for health and safety reasons.
- Development of digital content and bulletins for worship elements, for use by attendees.
- Implementation of a comprehensive **cleaning plan** both for in-person worship services, and for other users for non-worship gatherings.
  - Clean and sanitize the facility to prepare the campus so that people can adequately comply with physical social distancing (stay 6 feet or more away from others) from the time they enter the property until they leave.
  - Clean the church and/or confirm that it has been cleaned since it was closed, and communicate to the District Superintendent and to the congregation based on a communication plan.
  - Ensure the church has adequate amounts of cleaning and sanitization products. Cleaners/chemicals will be checked to ensure EPA and FDA compliance. Alcohol-based surface cleaners are adequate to kill this virus.
  - Ensure the cleaning of handrails, tables and chairs, bathrooms, and the back of pews in-between uses and worship services by wiping down touchable and common surfaces. Clean any utilized AV and computer equipment.
  - All materials normally available in paper or otherwise from the sanctuary, chapel, or fellowship hall (or other meeting place), will be removed and placed in storage.
  - The number of toys will be reduced and cleaned/disinfected; removal of all stuffed animals is a requirement where limited childcare will occur.



- Water fountains will be turned off; for safety and health concerns; individual use bottled water will be made available.
  - An appropriate amount of sanitizer stations will be provided at the entrance to gathering places. Additionally, attendees will be asked to bring their own personal hand sanitizer.
  - Determine whether to restrict access to certain areas of the church campus. Portions of the campus building not to be utilized during Stage 2 will be marked as closed for health and safety reasons.
- Develop specific **worship and gathering area utilization plans**, to include entry, exit, safe access, and seating plans. The seating plans will comply with physical social distancing (stay 6 feet or more away from others) constraints and max loading/attendance figures.
  - HCT will coordinate with Trustees for appropriate review by church **Liability Insurer** agent for implications of overall plan.
  - As required by the Virginia Department of Labor and Industry, Governor Northam's COVID-19 Executive Order and subsequent Addendum, as well as guidelines from the Center for Disease Control, the Trinity HCT developed and published an **Infectious Disease (COVID-19) Preparedness and Response Plan**.
    - The plan describes the implementation of mandatory health and safety requirements;
    - The assignment of personnel to act as Trinity's Health Officer;
    - The classification of its employees as to exposure risks;
    - Appropriate contingency plans in the event of an infectious disease outbreak; and
    - The identification of appropriate training for all staff and HCT members.

## **Congregation Communications Plan**

As the Virginia Conference entered Stage 2 of the Plan to Return to In-Person Worship and Gatherings, the conference and the various Virginia districts have tasked the resident churches to stand up a **Healthy Church Team (HCT)** to be in charge of putting together a comprehensive plan which when implemented would attempt to assure the safety of all members and users of the church, and the overall health of the church facilities.

The Trinity HCT has been working the appropriate planning for returning to in-person worship and the overall healthy use of the church campus. One of the actions that the HCT needs to be focused on is the appropriate communications of the work and actions of the Trinity HCT to the congregation. The Communications Plan will help the congregation understand that when they desire to attend in-person worship, Trinity will be ready for their safe return. The Plan will address:

### Audiences

- Members and attendees
- Trinity employees and vendors
- Outside groups that use church facilities
- Methodist leadership (district, conference, etc.)
- Public and potential church attendees (nonmembers)
- News media

### Objectives

- Keep relevant church audiences informed and engaged about the thoughtful work Trinity's leaders are putting into plans for safe and healthy operations and community outreach/service in various stages of the coronavirus pandemic. Invite input at appropriate stages.
- Address and correct any misinformation and rumors.
- Understand church members' attitudes about engaging with the church in various formats during pandemic.
- Inform members, attendees, outside groups, and Methodist leadership about plans for conducting worship services, Sunday school, and other events -- both on-site and remotely. Ongoing communications should endeavor to keep audiences informed as conditions and plans evolve.
- Inform relevant audiences about Trinity's health and safety protocols for attending on-site events. Ongoing communications advise audiences as protocols evolve.

### Strategies

- Develop concise messages about Trinity's planning and health/safety protocols. Keep them brief and on-point without deviation until conditions warrant.
- Display Trinity's plans and protocols on a dedicated section of the website and prominently on the Trinity Facebook page. Develop a video, hosted on the website and on social media, that walks viewers through the protocols for attending events.
- Distribute planning and health/safety protocol messages in multiple formats, including postal letters, email, social media, and text messages. Repeat distribution campaigns regularly. Drive readers to visit Trinity's website for details. Address misinformation and rumors immediately.
- Develop/purchase on-site signage informing attendees of health/safety protocols. Display signage prominently in every location where people may use the church facilities.
- Conduct focus groups via Zoom to determine attitudes of church members for attending events on-site and desire for associated services/events/engagement, such as child care,

Bible study. etc.

What this Communications Plan suggests is a minimum of three communications with the congregation over a period of several weeks, to provide initial introduction to the return concept and the HCT, provide a detailed communique of what they'll need to understand and expect when the church is fully open for in-person worship and gatherings, and a final detailed announcement when the date for return to in-person services and gatherings has been established by the HCT and approved by the Arlington District Superintendent.

It is anticipated that these three messages would be communicated both electronically, and in mailed hardcopy form to those who have so indicated their need for mailings. The second message will be accompanied by a short video which will depict the actions and protocols suggested in the attending write-up. These communiqués would also be posted on the Trinity website, with a link provided to these messages on each of the preceding virtual worship service bulletins. Preliminary draft examples of these communiqués are identified below:

**Message #1: Trinity's Healthy Church Team working toward a return to in-person worship!**  
(Sent 24 Sep 2020)

Trinity's leadership and member volunteers are collaboratively working to develop ways we can return to in-person worship. In preparation for beginning the planning aspects of returning to in-person worship, Trinity UMC created a **Healthy Church Team (HCT)** to prepare for the time when we would be able to offer in-person worship. As suggested by the Conference, the Trinity HCT includes: Senior Clergy, Lead Laity member, members of the Board of Trustees, members of Church Council, a medical professional, an attorney (TBD), a member from the usher/greeter team, and members of the Preschool staff and committee.

One of the first things done by this group was to poll our congregation on their expectations. The poll showed that, for some people, there is no rush to return to our buildings, yet there is a desire to start getting back to normal. While we continue doing our online/virtual services, to meet the needs of some of our congregation, we will also focus on developing our plan to honor our congregation's general desire to return to in-person worship and address the missions and ministries we support.

Utilizing information and direction provided by the conference and the district, and the best information and wisdom available from medical, church, governmental, and legal sources, the **Trinity HCT** has focused on the four practices of hygiene, physical distancing, face coverings, and screening, with the goal of ensuring a successful return to in-person worship, and the safe opening of our various facilities. While the plan has not yet been approved by the VA UMC Arlington District, it does address the rules and protocols issued by the conference.

While some of the measures included in this Plan may seem to be strict, we expect and trust that everyone who attends Trinity services (or other small group gatherings) understands and respects the importance of the plan's measures. Because the safety of everyone is involved, following the stipulations of the Plan will be critical to the continued welfare of the congregation.

We welcome your questions and comments on this important initiative, and ask that you watch for further specific information on the Plan, as well as when our first "in-person" worship events will occur. (Send questions to Jim Wilson – [jaswilson@SLOFLT.com](mailto:jaswilson@SLOFLT.com), or 571-286=9491)

Thanks, and stay safe and healthy.

**Your Healthy Church Team (HCT)**

**Message #2: Church Guidelines for Trinity In-Person World Communion Service – 4 Oct 2020**  
(Sent 30 Sep 2020)

The United Methodist faith is one of connectional people, and Trinity is no exception. As we start to come back together for in-person worship and other group gatherings, the health and safety of our members, guests, employees, and our general community are extremely important to us. As was indicated in a previous email, to ensure that safe situation your Healthy Church Team (HCT) has put together a comprehensive plan, and we are asking all members to strictly adhere to all of its requirements and protocols.

While we hope to see as many members as desire to return to in-person worship, we also hope that those who are "vulnerable," or those you care for who are vulnerable to infection, will agree to avoid general public gatherings, including liturgical celebrations. Those who are considered "vulnerable" are over the age of 65; have existing heart or lung conditions; or have diabetes; or are otherwise immunocompromised. If you feel sick or have been in contact with someone who is sick, if you have a fever, cough, difficulty breathing, are frequently sneezing, or were exposed to COVID in the past 14 days, please stay home for your safety and the safety of our community.

**World Communion – an “Outside In-Person” Service – Sunday Oct 4, at 5:00pm:** Our first attempt to start to come back together with in-person worship will be an outside World Communion service. What follows are the protocols that will need to be followed for this service:

**Note: While we are coming back together for an afternoon in-person Communion service, it is emphasized that virtual Church services will continue to be broadcast at 10:30 am on Sundays, to ensure that those who stay home still have services available; the recording will be posted online to be viewed at your convenience.**

**How to Register/Signup:** The new appropriate way to attend any church service is to sign up ahead of time. While this is clearly a new procedure, pre-registration provides the church with a record that can be used to follow-up with if someone tests positive for COVID-19 so that proper contact tracing can take place. It also allows the church to survey the persons who attend an in-person service. Registration form will be found on Trinity website: <http://umtrinity.org/health>.

While it is strongly encouraged that persons planning on attending in-person services pre-register, should that not be the case, non-registered attendees may be allowed to attend the service on the following stipulations: space is available; they have and wear a mask and agree to social distance; they sign-in on a registration sheet with name and email address; and they successfully fill out a Health Information form prior to entry.

**Health Acknowledgement:** A second requirement for any in-person worship and/or meeting is the requirement to review one's own health using an Individual Health Screening Questionnaire form and complete it online. If the attendee does not have the capability to complete an online form, then a reply by email by completing an Individual Health Screening Questionnaire and sending it in to the church. Those with no computer or email capability to complete this form, can call a member of the Trinity clergy and complete this form over the telephone.

- Members can download the form, which is attached to the Registration form, from the Trinity website at <https://umtrinity.org/health>.
- Additionally, a copy of the form is available an attachment to this email.

**Note: This form is required to obtain access to the church property.**

**Parking/Arrival:** In that the outside Communion service will be held in the back parking lot (between the Fellowship Building and the Parsonage) you are asked to enter the church property off of Buchanan Road and to park in either the far end of the back lot where the services will be held, or the end lot (adjacent to Buchanan). You can then walk directly to the Entry Point (in the back lot) where ushers will greet you, take your temperature, ensure you are registered, and show you seating.

Please arrive at the service 15-20 minutes before start time. For this particular outside service PLEASE do not park in front and walk through the plaza to the back lot. We'll only have one entry station, and that will be in the back lot as you come off of Buchanan Road.

**If you are late and have to wait, please be patient, understanding, and kind...**  
,,,in following directions of all ushers and guides.

**Face Coverings:** Face coverings of nose and mouth (masks) are mandatory for everyone attending in-person worship with no exceptions! The CDC says face coverings can help those who may not know they have the virus from spreading it to others. We understand that some may medically not be able to wear a mask, or for personal reasons choose not to do so, we respect and honor that, but for Phase 2 and the safety of all, we require all to wear a mask once you exit your vehicle to enter and until you exit the Trinity property.

**Hand Sanitizer:** You are expected to have your own hand sanitizer and should disinfect when entering and leaving the service. Trinity will have a limited supply at the Entry Point.

**Seating and Social Distancing:** Trinity requires all attendees to ensure social distancing. For this particular outside service, some chairs will be set up in a semi-circular arrangement by the pop-up tent that will act as a covered altar. While these standard TUMC blue chairs will be set up, since this is outside, should you like to bring your own comfortable foldable outside chair, there will be space to set up as you desire.

**Communion:** For this service and other services where Communion is offered, Trinity will utilize pre-packaged communion elements, until further notice. Communion elements will be on a Communion table during the service and communion liturgy. The distribution of communion elements will be explained by the Clergy at the start of the Communion ritual.

**Offering:** Offering plates will be available at the exit of the service or you can give online or text to give at: [umtrinity.org/give](http://umtrinity.org/give)

**Restrooms:** **Should only be used for emergencies.** Available restrooms (in the Fellowship Bldg) are on the main floor of the building. The reason for this is that the restroom needs to be disinfected after each use.

**Dismissal:** Please stay in your places until the end of the service. The Ushers will dismiss the congregation by sections and out a particular exit. Please maintain social distancing of 6 ft. between families, as you return to your vehicles.

**Disinfection & Ventilation:** Staff and volunteers will disinfect and ventilate the utilized equipment and chairs to the best of their ability before and after all church services.

### **COVENANT OF FAITH**

For those at Trinity UMC who desire to attend in-person worship services, it is extremely important that we follow the requirements and protocols as they have been laid out. So that we don't have to terminate a service due to any safety and health issues, or failure to follow the guidelines as laid out, we agree through this **Covenant** to the following:

- To protect the health and safety of all members and attendees of Trinity.
  - To remain at home if ill, or if may have been infected.
- To maintain good hygiene through hand washings and use of sanitizer.
- To wear face coverings at all times while on Trinity property, and agree not to remove.
  - If reminded to maintain facial coverage, I will do so immediately.
- To register to attend services and complete a Health Acknowledgement Form.
- To enjoy the company of all worship attendees, while maintaining safe personal distances (min of 6 ft) to other members of the congregation.
- To praise the Lord and pray for his deliverance from this health crisis we are all facing!

Thank you for your review, understanding, and concurrence of the above specific information,

**Your Trinity Healthy Church Team (HCT)**

**Note: You can find the full TUMC Return to In-Person Worship and Other Gatherings Plan on the church website.**

### Message #3 – Church Guidelines for Trinity Inside In-Person Worship Services (Proposed)

The United Methodists faith is one of connectional people, and Trinity is no exception. As we start to come back together for in-person worship and other group gatherings, the health and safety of our members, guests, employees, and our general community demands are extremely important to us. To ensure that safe situation your Healthy Church Team (HCT) has put together a comprehensive plan, and we are asking all members to strictly adhere to all of its requirement.

While we hope to see as many members as desire to return to in-person worship, we also hope that those who are "vulnerable," or those for whom you care for who are vulnerable to infection, or serious effects of the virus, will agree to avoid general public gatherings, including liturgical celebrations. Those who are considered "vulnerable" are over the age of 65; have existing heart or lung conditions; or have diabetes; or are otherwise immunocompromised. If you feel sick or have been in contact with someone who is sick, if you have a fever, cough, difficulty breathing, are frequently sneezing, or were exposed to COVID in the past 14 days, please stay home for your safety and the safety of our community.

**Note: While we are coming back together for in-person worship, it needs to be emphasized that virtual church services will continue to be broadcast at 10:30 am on Sundays, to ensure that those who stay home still have services available; the recording will be posted online to be viewed at your convenience.**

**How to Register/Signup:** The new appropriate way to attend any church service is to sign up ahead of time. While this is clearly a new procedure, pre-registration provides the church with a record that can be used to follow up if someone tests positive for COVID-19 so that proper contact tracing can take place. It also allows the church to survey the persons who attend an in-person service. Registration form will be found on Trinity website: [umtrinity.org/in-person](http://umtrinity.org/in-person) registration.

While it is strongly encouraged that persons planning on attending in-person services pre-register, should that not be the case, non-registered attendees will be allowed to attend the service on the following stipulations: space is available; they have and wear a mask and agree to social distance; they sign-in on a registration sheet with name and email address; and if they successfully fill out a Health Information form at the door prior to entry.

**Health Acknowledgement:** A second requirement for any in-person worship and/or meeting is the requirement to review one's own health using an Individual Health Screening Questionnaire form and complete it online. If the attendee does not have the capability to complete an online form, then a reply by email by completing an Individual Health Screening Questionnaire and sending it in to the church. Those with no computer or email capability to complete completing this form, can call a member of the Trinity clergy and complete this form over the telephone.

- Members can download the form from the Conference website at <https://vaumc.org/return>.
- There is a fillable Health Acknowledgement Form that anyone can complete online: <https://www.evc.vaumc.org/home/>.
- Additionally, a copy of the form is available at Attachment 3

**Note: This form is required to obtain access to the church property.**

**Arrival:** Please arrive at the Church 15-20 minutes before church service time. Only the right-hand main door (under the portico to the Fellowship Building) of the Church into the Narthex and the door nearest the sanctuary elevator will be open, for handicap access only. Please be prepared to possibly wait outside in order to be checked-in, even in inclement weather. Ushers will check you in, and ensure capacity and safety practices are observed.

**No late arrivals will be permitted.**

The doors will be closed, with no further admittance, 5 minutes before the service begins.

**Please be patient, understanding, and kind** in following directions of all ushers and guides.

**Face Coverings:** Face coverings of nose and mouth (masks) are mandatory for everyone attending in-person worship with no exceptions! The CDC says face coverings can help those who may not know they have the virus from spreading it to others. We understand that some may medically not be able to wear a mask, or for personal reasons choose not to do so, we respect and honor that, but for Phase 2 and the safety of all, we require all to wear a mask once you exit your vehicle to enter and until you exit the Trinity property.

**Hand Sanitizer:** You are expected to have your own hand sanitizer and should disinfect when entering and leaving the Church. Trinity will have a limited supply.

**Social Distancing:** Trinity requires all attendees to ensure social distancing. Alternating pews will be blocked off; please follow the directions of ushers and the ministers, as well as posted signs & markings. Families that live together may sit together, but need to be 6 ft away from non-household members. The only seating available will be in the Church sanctuary (the balcony and the Cry room will be closed) no pews will be used in the Narthex, and no standing is permitted). Although we know it is difficult not to visit with friends, please do not congregate before or after church for the sake of everyone's good health and to ensure that we can take the necessary steps to prepare the Church for the next service (if so required).

For those services that may be held in the Fellowship Building or Langley Hall, chairs will be set up maintaining a minimum of 6 ft separations.

**Worship Aids:** No worship aides will be available (i.e., Bibles, Hymnals, or daily bulletins). You can bring your own, print the Order of Service ahead of time, or use your phone or tablet. No bulletins will be available; please visit the website.

**Communion:** For those services where Communion is offered, Trinity will utilize pre-packaged communion elements, until further notice. Communion elements will be on a Communion table during the service and communion liturgy. Worshippers will individually pick up the pre-packaged communion elements as they leave the worship space (they will not be handed out by another person).

- Worshippers are invited to partake of the elements once they are in their cars, where they safely remove their masks, and are asked to dispose of packages at their homes.
- Trinity will assure that prepackaged gluten-free elements are available for those with gluten allergies/sensitivities.

**Collection:** Collection plates will be available at the exits of the Church or you can give online or text to give at: [umtrinity.org/give](http://umtrinity.org/give)

**Restrooms:** [Should only be used for emergencies](#). The available restrooms are the ones closest to the main doors for the Church. The reason for this is that the restroom needs to be disinfected after each use.

**Dismissal:** Please stay in your places until the end of church. The Ushers will dismiss the congregation by sections and out particular doors. Please maintain social distancing of 6ft between families. Obtain Communion elements on way out of Narthex.

**Disinfection & Ventilation:** Staff and volunteers will disinfect and ventilate the Church to the best of their ability before and after all church services.

### COVENANT OF FAITH

For those at Trinity UMC who desire to attend in-person worship services, it is extremely important that we follow the requirements and protocols as they have been laid out. So that we don't have to terminate a service due to any safety and health issues, or failure to follow the guidelines as laid out, we agree through this **Covenant** to the following:

- To protect the health and safety of all members and attendees of Trinity.
  - To remain at home if ill, or if may have been infected.
  - To maintain good hygiene through hand washings and use of sanitizer.
- To wear face coverings at all times while on Trinity property, and agree not to remove.
  - If reminded to maintain facial coverage, I will do so immediately.
- To register to attend services and complete a Health Acknowledgement Form.
- To enjoy the company of all worship attendees, while maintaining safe personal distances (min of 6 ft) to other members of the congregation.
- To praise the Lord and pray for his deliverance from this health crisis we are all facing!

Thank you for your review, understanding, and concurrence of the above specific information,

**Your Trinity Healthy Church Team (HCT)**

#### **Message #4 – Trinity Ready to Return to In-person Worship Services (Proposed)**

The Trinity Healthy Church Team is pleased to be able to tell you that our **Return to In-Person Worship and Gatherings Plan** has been formally approved by the Arlington District Superintendent and our first planned in-person worship services will take place on Sunday, xxxxxxxxxxxx.

Attached please find a slightly modified set of specific protocols/requirements that we'll all be required to embrace and follow. Again, while these protocols are certainly different from what we have had to do in the past to come to church, they clearly are all appropriate so as to assure the health and safety of the entire church community.

You are also reminded, that virtual church services will continue throughout the year, so as to provide worship opportunities for everyone, whether you can attend in person or not.

Please note that all the provided information is available on the Trinity website through the following link: (TBD). This includes the full approved HCT Plan, should you desire to read the entire Plan. If you have any questions regarding any of the information that has been provided please reach out to your Healthy Church Team through the church office. We'll be happy to provide any assistance we can!

**Your Trinity Healthy Church Team (HCT)**



### **Trinity UMC Individual Health Screening Questionnaire**

This form is required to screen for people who *could* transmit the virus causing COVID-19. The information will remain confidential and reviewed only by local clergy, the District Superintendent, the Bishop, the Chancellor or the Department of Health for possible contact tracing. **Please return completed form by email to your Trinity clergy before you plan to attend the service. If you don't have email, call your clergy and provide the information below on the telephone. Persons who have 2 or more of the listed symptoms or who have been in contact with anyone experiencing symptoms of COVID-19 in the past 14 days cannot attend at this time.**

Please respond to the following questions, so we work to diminish risks to you and other congregants. The information will remain confidential and reviewed only by your local clergy. The District Superintendent, Bishop/Cabinet, and Department of Health will review only if necessary.

I acknowledge on behalf of my family and myself that::

1. I/we have not had 2 or more of the following symptoms of COVID-19 in the past 14 days:

1. Fever
2. Shortness of breath or difficulty breathing Chills
3. Persistent cough
4. Flu-like symptoms
5. Diarrhea or intestinal upset
6. Fatigue
7. Sore throat
8. Headache
9. Muscle pain
10. Recent loss of taste or smell

2. I/we have not been in contact with anyone experiencing symptoms of COVID-19 (identified above) in the past 14 days.

3. I/we have not tested positive for COVID-19, nor am I awaiting test results, nor have I tested positive and have not subsequently had complete resolution of COVID19 symptoms.

4. I/we will immediately notify my pastor if after attending In-Person Worship I develop 2 or more symptoms of COVID-19, will avoid contact with others and will seek medical attention.

I can answer 'YES' to all of the above questions.

**Acknowledged and Agreed:** (Print Name) \_\_\_\_\_, 2020  
Date

\_\_\_\_\_  
[Sign Name Here] Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

If you cannot answer 'YES' to all of the above, we ask you to wait before attending any in-person gatherings at church until you can answer affirmatively.

**Access to this form online is through a Trinity website page, found at: <http://www.umtrinity.org/health>**

Attachment 4 (Revised 9.30.20)

**Church Service and Gathering Registration Form**

**Access to this form can be found through the Trinity UMC website at:**

**<http://umtrinity.org/health>**

**For online actions, Registration is combined with the Health Acknowledgement  
Questionnaire**

**Assumption of the Risk and Waiver of Liability**  
**Relating to Coronavirus/COVID-19**  
**Trinity Services and Other Activities**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread from person-to-person contact, by contact with contaminated surfaces and objects, and possibly in the air. People reportedly can be infected and spread the disease even if they do not show any symptoms. The exact methods of spread and contraction are unknown, and at this time there is no known cure or vaccine for COVID-19. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

**Trinity United Methodist Church** of McLean (“**the Church**”) has put in place preventative measures to reduce the spread of COVID-19; however, the Church **cannot guarantee** that you or your family members will not become infected with COVID-19. Further, attending the Church could increase your risk and your family member’s risk of contracting COVID-19.

By signing below, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my family members and I may be exposed to or infected by COVID-19 by attendance at the Church and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 through attendance at the Church may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Church employees, volunteers, and other participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my family members or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or family members may experience or incur in connection with our attendance at the Church or participation in Church activities (“Claims”). On my behalf, and on behalf of my family members, I hereby release, covenant not to sue, discharge, and hold harmless the Church, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Church, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after attendance at the Church or in any Church activity.

**I have carefully read and fully understand all provisions of this waiver and release, and freely and knowingly assume the risk and waive my rights concerning liability, as described above.**

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Signature of Individual/Head of Household

Date

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Printed Name of Individual

Family Member Name(s)

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**Assumption of the Risk and Waiver of Liability**  
**Relating to Coronavirus/COVID-19**  
**Trinity Preschool of McLean**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread from person-to-person contact, by contact with contaminated surfaces and objects, and possibly in the air. People reportedly can be infected and spread the disease even if they do not show any symptoms. The exact methods of spread and contraction are unknown, and at this time there is no known cure or vaccine for COVID-19. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

**Trinity UMC Preschool of McLean (“the School”)** has put in place preventative measures to reduce the spread of COVID-19; however, the School **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, attending the School could increase your risk and your child(ren)’s risk of contracting COVID-19.

By signing below, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attendance at the School and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 through attendance at the School may result from the actions, omissions, or negligence of myself and others, including, but not limited to, School employees, volunteers, and other students and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at the School or participation in School activities (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the School, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the School, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after attendance at the School or in any School activity.

**I have carefully read and fully understand all provisions of this waiver and release, and freely and knowingly assume the risk and waive my rights concerning liability, as described above.**

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Signature of Parent/Guardian

Date

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Printed Name of Parent/Guardian

Students Name

### **Wedding Protocols/Requirements Checklist**

The service of Christian marriage is an occasion of joyful celebration and a sacred worship service. As such all plans for weddings at Trinity will be planned with these two principles in mind. While the church is considered to be in Stage 2 of the church's Plan to Return to In-Person Worship/Church (as directed by the VA UMC Conference and Arlington District) there are additional protocols and safety requirements that will be necessary to follow.

In that a wedding is considered a celebratory worship service, during Stage 2 all weddings will be required to follow the protocols identified in the Trinity "Return to In-Person Worship and Other Gathering Plan", outlined in the Stage 2 In-Person Worship (Indoor/Outdoor) section found on pages 7 – 11 of the Plan. As identified on those pages, safety and health concerns are a key focus of all aspects of the plan. The clergy, wedding host/hostess, and Healthy Church Team will work with the wedding party to ensure that the four basic practices of hygiene, physical distancing, face coverings, and health screening are followed, with the goal of ensuring a safe wedding celebration.

The only slight modification to the various protocols (if so desired) is the relaxation of the personal face covering requirement for the wedding couple. As approved by the VA UMC Conference and Arlington District, the wedding couple only is allowed to have the wedding ceremony performed without their personal facemasks. The requirement of personal facemasks for all other wedding party attendants, guests, the organist, and the officiating clergy will remain. Once the wedding ceremony is completed, all personal facemasks will be re-established.

The following provides a short checklist for a wedding party to consider as they prepare for the ceremony:

- Contact the church office to determine availability for specific wedding dates. A completed Wedding Application will be completed.
- The wedding party will review the Trinity "Return to In-Person Worship and Other Gatherings Plan" to understand and ultimately agree to the various protocols and requirements.
  - o Besides the various safety items, one of key importance is the fact that the full seating capacity of the Trinity sanctuary will not be available for use during this Stage. The maximum seating capacity of the sanctuary during Stage 2 limitations is 80 persons in the pews. Additionally, there may be limitations as to the size of the wedding party so as to appropriately social distance the attendants.
  - o If additional guests are desired/expected, with appropriate lead-time further seating can be made available in the church's Langley Hall or Fellowship Building, so as to be able to watch a live stream of the wedding service.
  - o All attending the wedding will be required to register their attendance and complete a Health Acknowledgement Form, and acknowledge as they enter the church that they meet the health requirements to attending the service that day. They will also be required to bring their own personal face-coverings with them to the ceremony.
- Ensure the identified church clergy to assist with the wedding planning is made aware of all planned aspects of the wedding no later than 45 days prior to the wedding to ensure full compliance is capable.
- Complete the appropriate wedding preparation sessions with the clergy and the organist.
  - o During Stage 2, while music (organ or piano) is appropriate, there will be no congregation or soloist singing.

- All rules regarding decorations and photography in the Sanctuary will be provided to the wedding party for their understanding and utilization. The photographer and florist will have to read and comply with all instructions.
- The Memorial Lounge and Fellowship Lobby (if not otherwise utilized) will be available for the bride and attendants to dress before the service. The Arnold Library will be available for the groom and ushers.
- Wedding rehearsals, will be required to follow the same protocols and requirements as the formal ceremony.

## **Funeral Protocols/Requirements Checklist**

The Celebration of Life funeral service is an occasion of remembrance, celebration of life, sadness and reflection and above all a sacred worship service. As such all plans for funerals at Trinity will be planned with these two principles in mind. While the church is considered to be in Stage 2 of the church's Plan to Return to In-Person Worship/Church (as directed by the VA UMC Conference and Arlington District) there are additional protocols and safety requirements that will be necessary to follow.

In that a Celebration of Life funeral is considered a sacred worship service, during Stage 2 all funerals will be required to follow the protocols identified in the Trinity "Return to In-Person Worship and Other Gathering Plan", outlined in the Stage 2 In-Person Worship (Indoor/Outdoor) section found on pages 7 – 11 of the Plan. As identified on those pages, safety and health concerns are a key focus of all aspects of the plan. The clergy, funeral coordinator, and Healthy Church Team will work with the bereaved family to ensure that the four basic practices of hygiene, physical distancing, face coverings, and health screening are followed, with the goal of ensuring a safe funeral service.

The following provides a short checklist for the bereaved family to consider as they prepare for the ceremony:

- Contact the church office to determine availability for specific funeral dates. This would include if the service is to be followed by a burial ceremony or inurnment, and the location of same.
- The bereaved family will review the Trinity "Return to In-Person Worship and Other Gatherings Plan" to understand and ultimately agree to the various protocols and requirements.
  - o Besides the various safety items, one of key importance is the fact that the full seating capacity of the Trinity sanctuary will not be available for use during this Stage. The maximum seating capacity of the sanctuary during Stage 2 limitations is 80 persons in the pews. For smaller services, the Church's Chapel would be available, with a limited seating capacity of approximately 20 attendees. If additional attendees are desired/expected, with appropriate lead-time further seating can be made available in the church's Langley Hall or Fellowship Building, so as to be able to watch a live stream of the wedding service.
  - o All attending the funeral will be required to register their attendance and complete a Health Acknowledgement Form, and acknowledge as they enter the church that they meet the health requirements to attending the service that day. They will also be required to bring their own personal face-coverings with them to the ceremony.
- Ensure the identified church clergy to assist with the funeral service is made aware of all planned aspects as soon as possible, so as to ensure full compliance is capable. This includes any specific military or organization honors to be presented during the service.
- During Stage 2, while music (organ or piano) is appropriate, there will be no congregation or soloist singing.
- All rules regarding decorations and photography in the Sanctuary will be provided to the bereaved family for their understanding and utilization. The photographer and florist will have to read and comply with all instructions.
- The Memorial Lounge and Fellowship Lobby (if not otherwise utilized) will be available for the immediate family to congregate before the service.

### **Utilization Guidelines/Checklist for Other Supported Organizations**

Trinity UMC is like many other churches and is frequently faced with requests from outside groups to use our facilities. It can sometimes be a challenge to balance our desires to be a good neighbor in the community with the time and space demands – and legal liabilities – that come from allowing others to use our facilities. This becomes even more difficult to manage at this time with the various constraints that are placed on facility usage due to limitations of space usage due to social distancing, and cleaning aspects associated with the COVID-19 pandemic.

So as to assure being able to support various community and church-related organization, during this COVID related timeframe, Trinity will utilize a two tiered approach to addressing and approving utilization requests. Trinity-supported non-worship ministry groups will be contacted by a pastor or trustee to survey their needs and their group's ability to follow the protocols, as identified in this Plan. If the conversation regarding coordination with Stage 2 protocols is fruitful, the church contact will send the group leader a copy of the Plan along with a letter explaining the space(s), day(s) and times available, any costs, and any additional requirements or accommodations for their group. If the Plan and letter are acceptable the group leader will be asked to sign the agreement. The church contact will make observational check-ins to answer questions and confirm compliance.

Depending of requests and District authorization, utilization by non-worship organizations could occur as soon as mid-October. With that in mind, the following provides supplemental information to the overall plan in regard to non-worship organizations:

#### **Building Use Policy**

- Organization meetings to be held in the Langley Hall will be limited to 45 individuals or fewer.
- Only one meeting will be scheduled in the Langley Hall per 24 hour period (e.g. meetings may be held on Monday evening and Tuesday evening but not Tuesday during the day.)
- Doors of Langley Hall will be left open between meetings to allow for air circulation.
- Groups utilizing Langley Hall will use adjacent restrooms only, and will not use the restroom on the lower level, which are to be utilized solely by the Preschool.
- Groups that are approved to utilize rooms within the Fellowship Building will follow similar direction as to maximum capacity to meet social distancing, and restroom utilization.
- Facilities will cleaned periodically, throughout the week.
- Signs will be posted at facility entrances of TUMC: "No one with fever or other symptoms of COVID-19 or known exposure to COVID-19 in the last 14 days may enter."
- A Healthy Church Team representative will be present at the beginning of the first meeting of each group to ensure that masks are worn, distancing is observed, and Health Acknowledgement Forms are collected (see requirements below.) The HCT representative will also do random checks every few weeks thereafter to ensure requirements continue to be observed.
- After the first meeting of each group, the Trinity Office Manager and/or Chair of Trustees will review security camera footage of the end of the meeting to ensure that surfaces are wiped down. They will also do random checks in this manner every few weeks afterwards.
- Office Manager will hold on to submitted cleaning checklists (see requirements below) for at least three weeks.



- Building use privileges are subject to change based on adherence to rules, guidance from health or denominational authorities and/or changes in church policy regarding COVID-19.

**Meeting Requirements**

- 6+ feet of social distancing must be observed at all times. In conjunction with the approved utilization plan, group leaders will arrange seating ahead of time to provide for appropriate distancing.
- Group leaders will be required to have pre-registration for meetings, or to turn people away when the maximum number of attendees (providing for distancing) has been reached. A list with contact information for those in attendance will be maintained by the Group leader.
- Group leaders is responsible for monitoring foot traffic in and out of the building to ensure social distancing is observed. Only group leaders and attendees may enter the building.
- Masks are required at all times inside the church building. If someone will not comply, the meeting must end.
- Food / beverage may not be served or consumed inside the church facilities at this time.
- Meeting attendees are required to submit Health Acknowledgement Forms to a group leader at the door for each meeting they attend. This group leader will hold on to the forms for the purpose of contact tracing if necessary. Forms are available from the church office.
- High-touch surfaces including but not limited to chairs, tables, door handles, light switches, and faucet handles must be wiped down after each meeting (including in restrooms if used.) TUMC will provide disinfecting wipes and a cleaning checklist. A signed checklist must be left in the Fellowship Hall for collection by Office Manager.
- When possible, limit use of restrooms to one person at a time. Everyone must wash hands after using the restroom.
- Smoking is not permitted on church property before, during, or after meetings.
- After the first in-person meeting, the group leader must contact the church office to confirm that protocol was followed, report if any part of the protocol was not consistently followed, and/or discuss any need for adjustments. After subsequent meetings, the group leader must contact the church office only if there are issues with consistently following protocol.
- If there is a case of potential COVID-19 exposure at a meeting:
  - o Group leaders must be prepared to contact everyone who attended the meeting to let them know.
  - o Group leaders must notify the church office immediately and provide copies of all Health forms to the pastor/church office.
- The Group leader is required to have read the full TUMC Return to In-Person Worship Plan, understand the guidelines as set forth on this Attachment, and accept that if said guidelines are not followed TUMC reserves the right to revoke meeting privileges.
- As Group Leader, it is understood that by signing this form TUMC is not liable if anyone is exposed to or contracts COVID-19 while using our space.

\_\_\_\_\_ Name of Group

\_\_\_\_\_ Name and Signature of Group Leader

\_\_\_\_\_ HCT and/or Trustee Authorizing Space Utilization

## **Trinity Sponsored Boy Scouts of America (BSA) Units Return Requirements**

One of the youth ministries of Trinity UMC is the Boy Scouts of America. Going forward, the church will be sponsoring two Scouts, BSA troops, one Venturing Crew, and one Cub Scout Pack. Troop 869 is chartered to Trinity UMC and has been a vibrant Troop for many years, supported by the Methodist Men. Trinity UMC, as a Chartered Organization, is welcoming this summer Scouts BSA Troop 1130, Venture Crew 1130, and Cub Scout Pack 1127, who are transferring from Charles Wesley UMC.

As have the rest of the church ministries, all these units stood down from their normally very active schedules of activities when the COVID-19 virus hit. While they all have been conducting virtual meetings and activities, Troop 869 (with appropriate VA UMC Arlington District approval) has restarted some activities to take advantage of some of the summertime weather. To that end the Troop, supported by discussions between the leadership of the Troop, the Chartered Organization Representative, the Chair of the Methodist Men, and Trinity's Minister, has identified the plan that the HCT required the Troop to follow as they started some minimal face-to-face activities, and held Troop meetings as well as smaller group sessions.

So as to assist units that desire to hold some summertime in-person activities, and to lay out protocols and requirements for all four units to follow during Stage 2 (as directed by the VA UMC Conference and Arlington District), the following re-opening plan requirements and protocols are provided:

- All unit leadership teams will read, and acknowledge the requirements and protocols identified in the VA UMC Technical Assistance Manual for Local Churches (updated 10 Sep 2020). They will also read and acknowledge the requirements and protocols being universally applied by Trinity UMC as part of the church's "Return to In-Person Worship and Other Gatherings Plan" (Plan). Additionally, they will acknowledge and agree to any further specific protocols and requirements as applied within this Attachment.

Key to this plan is the focus by the church, through the Healthy Church Team, of ensuring that the four basic practices of hygiene, physical distancing, face coverings, and health screening are followed, with the goal of ensuring safe in-person meetings and gatherings.

- In addition to compliance with the Trinity "Plan", units will follow the guidance provided by the National Capital Area Council, BSA on 12 June 2020, to all council Scouting units, in regard to "going-back-to-Scouting" as listed below:

*"Recently, the states and counties comprising NCAC have started to relax COVID-19 restrictions related to in person gatherings. This is good news and has many people excited to resume face-to-face Scout activities.*

*"As there is a significant variance in the state and county phased reopening programs being implemented across our Council's territory, it is difficult to provide an "all inclusive" statement for all of our NCAC units. As such, we would like to provide the following general guidance regarding resumption of in person Scouting activities.*

- *The Unit Key Three (Committee Chair, Scoutmaster, Chartered Organization Representative) should determine what activities and in-person gatherings are permitted for the county in which the unit is chartered.*
- *The Key Three should then work with the adult committee to determine if the unit is prepared to begin in-person meetings or activities.*
- *If consensus exists among the adult committee members, the Key Three should consult with the Chartered Partner to secure their support for the resumption of in person meetings or activities.*

- *It is the responsibility of the unit's Key Three and adult committee to understand and ensure all state/county restrictions and required Covid-19 safety precautions are taken. Units traveling to other states/destinations for camp/activities are responsible for knowing and adhering to the restrictions and precautions of those areas.*
- *Units following the restrictions and administering the precautions are covered by the BSA insurance program.*
- *In addition to precautions required by states and counties we ask you to incorporate the processes included in BSA's Restart Scouting Checklist as you resume unit activities.*

So as to assure the safety and well-being of all unit members, leaders, and families, the following specific protocols and requirements are stipulated during Stage 2 for TUMC sponsored units:

- First and foremost, unit leadership will ensure the safety of their units by complying with all State, local, and Scouting COVID-19 safety guidance (both National and local).
- Units will provide a schedule of events to the Chartered Organization Representative (COR), to be held or contemplated over the next six months for appropriate church review and outside facility scheduling.
- Units may meet with up to 50 total participants (scouts and adults) on church property. The units will maximize the use of small groups (patrols, crews, dens) for many of their activities. This will include spreading out across the church property, ensuring safe social distancing.
- As stipulated in the Trinity HCT "Plan", for attendance at any unit meeting/session conducted on Trinity property all attendees will be required to fill out a Health Acknowledgement Form. The Health Acknowledgement Form and other health related information will be reviewed by the unit leadership and be retained in a secure file. If required, the Health Acknowledgement Form and other health related information will be made available for review by the District Superintendent, the Cabinet, the Office of the Bishop, or the Chancellor, for COVID-19 contact tracing by the Department of Health.
- Units will screen meeting participants prior to participating in in-person events. This includes confirming their temperature does not exceed 100.0 F (per BSA guidelines). These steps must be complete before a Scout attends an event.
- All participants will wear face coverings and social distance (stay at least 6 feet apart).
- While encouraging all meeting attendees to bring their own personal hand sanitizer liquid, units will have available hand sanitizer for back-up use on arrival and/or departure.
- While at this point, one Troop will be conducting the activities as outdoors only, and will not utilize any church buildings, requirements for safe distancing, face coverings, and sanitizing remain the same. Once the church is fully open for business, and organizations like the Scouts and missions and ministries are allowed to meet inside the building, units will comply appropriately, as permitted by the church. At that point, this Attachment may be revised to address any changes for in-side meetings.
- Units will remind (e.g., via periodic email) Scouts not to participate if they have been exposed to someone suspected to have COVID-19, or if they have any symptoms of COVID-19. Units will also be clear that while it is taking measures to reduce the spread of COVID-19 and keep Scouters safe, these actions cannot eliminate risk, and Scouts and families must make their own determination regarding participation.

For current summertime activities, units will comply with the following:

- Scouts will minimize sharing of tools and other equipment. In cases where sharing of tools occurs, the Troop will sanitize equipment and/or have Scouts sanitize their hands before and after use.
- Units may resume outdoor activities off of church property, such as hiking trails that are open, as allowed by the BSA so long as they can adhere to the above safety requirements.
- Units will work with any Scout who is not able or is uncomfortable participating in in-person events to ensure they can continue to make progress against rank requirements, and earn merit badges, consistent with BSA guidance.
- If desired, and as allowed by the local Scouting council, the Scouts BSA troops and Venture Crew may resume overnight local camping, and will adhere to the above appropriate safety direction. Camping will follow the following additional guidelines:
  - o Tenting will be accomplished “one tent, one person”.
  - o Safe social distancing will be followed.
  - o Face-masks will be utilized except when eating.
  - o Use of Health Acknowledgement Forms will be utilized, as well as BSA 3-part health forms.
  - o Transportation to camping sites will be by family groupings only.
- Scouts BSA troops and the Venture Crew may resume overnight camping at further distances (including outside of Virginia), so long as it can adhere to the above, as well as adhere to additional guidelines of the state and local jurisdiction the troop would be camping in. Where long-term camps are out-of-state, the appropriate state COVID019 safety requirements will be complied with.

**Notes: Although the Commonwealth of Virginia has cancelled long-term camps from opening this summer due to safety with mass groups, camping in smaller family size groups is allowed, as seen by camping allowed at Virginia State parks.**

Going Forward actions – At this point in time (September 2020), all activities being planned by Scouting units, are either being conducted outdoors or virtually. However, with the submittal of this Trinity overall Plan, and its acceptance for a return to in-person worship and inside activities for various organizations, this Attachment to the Trinity Plan is being modified and updated to address various meeting stipulations and safety guidelines.

At that point there will be additional direction provided through the Chartered Organization Representative (COR) of specific space utilization and capacity, cleaning requirements, and other aspects of building utilization.

- It is understood that when and if this revised plan is promulgated, Trinity’s sponsored units desire to hold larger units meetings at TUMC are contemplated as follows:
  - o Scouts BSA Troop 869 – Troop meeting each Monday night starting in Oct.
  - o Scouts BSA Troop 1130 – Troop meetings each Tuesday night starting in Oct.
  - o Venture Crew 1130 – Crew meetings TBD
  - o Cub Pack 1127 – Pack meetings the 3<sup>rd</sup> Thursday of each month, starting in Oct.
- The requirement that all unit leadership teams will read, and acknowledge the requirements and protocols identified in the VA UMC Technical Assistance Manual for Local Churches (updated 10 Sep 2020) remains. They will also read and acknowledge the requirements and protocols being universally applied by Trinity UMC as part of the church’s “Return to In-Person Worship and Other Gatherings Plan” (Plan). Additionally, they will acknowledge and agree to any further specific protocols and requirements as applied within this Attachment.

- The spaces being requested by the units, to include specifics as to their capacities, entry/exit, and set-ups are identified within this plan on pages 7 – 11. The HCT and the COR will work together to monitor units utilization of Langley Hall, and any other spaces, as assigned.
- Key to this plan is the focus by the church, through the Healthy Church Team, of ensuring that the four basic practices of hygiene, physical distancing, face coverings, and health screening are followed, with the goal of ensuring safe in-person meetings and gatherings.
- In addition to compliance with the Trinity “Plan”, units will follow and further guidance provided by the National Capital Area Council, BSA to all council Scouting units, in regard to “going-back-to-Scouting”.

#### Update 15 Oct 2020

In support of Scouting unit recruiting actions, merit badge programs, and other outside activities, units desire to utilize Trinity outside spaces for sample meal preparations, to showcase cooking as they would on a normal hike or campout. This provides visibility to the newly recruited Scouts and their parents as to types of meals and preparations that will occur, and provide visibility into the safety procedures that units are taking as they continue their camping experiences. It also allows Scouts working on Merit Badges to practice safe cooking. The HCT has discussed these potential actions with the unit leadership, and has reviewed appropriate protocols with them. To that end the following is provided:

- Unit leadership will continue to follow all previously agreed to protocols and requirements identified in the previously approved plan.
- Cooking will be completed onsite using charcoal only, in mutually agreed to locations, approved by the unit leadership, HCT and Trustees.
- Social distancing and healthy preparation techniques (masks, gloves, sanitizing) will be followed at all times.
- Scouts preparing food will be wearing gloves and they will maintain distancing while serving. No eating of these prepared foods will occur onsite at this time; if desired, these prepared foods can be packaged to be taken offsite for consumption. No eating onsite maintains facemasks-at-all-times protocol.
- As required by the TAM, units will review and follow the directions as outlined in <https://www.vdh.virginia.gov/environmental-health/food-safety-in-virginia/food-safety-basics/>. These protocols are similar to the currently approved cooking procedures that are utilized by the BSA and their units.

## **Trinity Preschool Re-Opening Plan 2020-2021**

Trinity United Methodist Church, 1205 Dolley Madison Blvd, McLean, VA 22101

Trinity Preschool, a ministry of Trinity UMC, is a critical piece of the church's community outreach and service to youth and families. Because of the unique structure of a Preschool, and the various regulations that must be addressed between the state, county, CDC, and the VA UMC Arlington District, specific responses to required protocols and requirements have been addressed.

Therefore, this plan has been prepared according to Phase 2 guidelines, recognizing that we will likely be in Phase 3 at the start of school, but there is great potential that we could have to revert back to Phase 2 once Virginia begins reopening more places. Those involved with planning for the preschool reopening determined it best to plan as though in Phase 2, and allow for looser guidelines as appropriate at the time. Any questions regarding this plan can be directed to Emily Yosmanovich, Director of Trinity Preschool, [director.trinitypreschool@gmail.com](mailto:director.trinitypreschool@gmail.com).

Trinity Preschool of McLean plans to welcome staff back to the building on September 8, 2020, and children back to the building on September 14, 2020. We will follow all recommendations and mandates from the Virginia government and Fairfax County authorities in regards to remaining open or closing, either temporarily or long-term. We will closely monitor the data trends in our zip code and surrounding zip codes to adjust our plan as needed.

Please see attached Atch 10b: TPoM Parent Handbook 2020-2021, which specifically outlines all policies and procedures, and Atch 10c: TPoM Classroom Layouts for Pandemic Programming, which details how classrooms will accommodate social distancing.

### **State/CDC Guidelines in Black, Trinity Response in Blue**

#### **Group Size**

- Ages under 4 years: 12 people (including adults)
  - We will have one class of ten (10) children per day, ages 2.5 – 3 years old, and two teachers.
- Ages 4 and up: 22 people (including adults) with social distance
  - We will have one class of fourteen (16) children, ages 4 -5 years old, and 3 teachers. This class will be divided in three groups of 5-6 children to use separate spaces at different times to maintain social distance. No more than 12 children will be in the main classroom at once.
- Limit of 50 people outdoors at a time, without groups mixing, with social distance
  - Total enrollment by day under these guidelines, is a maximum of 26, so this is not a problem.
  - The playground will be divided in two with a temporary fence to keep groups separated.

#### **Facility**

- Increase outdoor time for all classes
  - Each group will regularly spend a full two hours outside on one half of the playground or in the Story Tent
    - Current playground will require some modification
      - Temporary fencing will divide the playground in half
      - 2 large shade canopies (10 X 20 or similar sized) will be needed to provide extra protection outdoors. These canopies will allow

- us to bring some typically indoor activities outside (1 Story Tent; 1 Free Art Tent)
  - Additional play equipment will be procured to make each section engaging
    - We will go outside in most weather conditions. In the event of extreme conditions, we have an empty classroom during this year that will be set up for gross motor play.
- Increase outside air flow in indoor spaces
  - Windows will be open as much as possible. Current wall AC and heat units utilize outside air.
  - All indoor classroom spaces will be equipped with a HEPA filter air purifier to accommodate the square footage of the room.
- Post signs on how to stop the spread of COVID-19
  - CDC signs are already posted for adults. Child friendly versions will be posted.
- Remove soft or plush toys and features from classrooms
  - Stuffed toys, felt boards, cloth dress-ups and toys will be placed in storage.
  - Children will not bring backpacks and totes from home.
  - Parents will be required to send lunches in plastic bento-style boxes. No plush lunch boxes will be allowed.
- Physically rearrange rooms to encourage independent play/work
  - Large classroom tables will be removed (to Langley Hall) to provide more classroom space to spread out.
  - Small individual tables and furniture will be placed six feet apart along the perimeter of the room to promote independent activity. Low bookshelves and furniture will be used to divide spaces to discourage wandering. Vinyl tape will be used to mark the floor as needed. Refer to Classroom layout plans to see social distance plans.
  - Group transition times between spaces will be staggered to avoid crowding. The hallway will be marked with vinyl floor stickers to mark spacing six feet apart for lining up and for carline dismissal time.
- Eating arrangements should be socially distanced due to increased touching of faces/mouths
  - Langley Hall will be used for lunch periods, one child at the end of each 6-foot table, spaced 6 feet apart. There will be two lunch periods (one for the younger group and one for the older group), and the tables and chairs will be thoroughly cleaned and disinfected between each use.
  - Snack will be in the classroom. In the younger group, snack will be at a set time and children will sit spaced six feet apart. In the older group, snack will be served as a station during the class work period, and 2 children will eat at a time spaced six feet apart. The station will be cleaned between each set of children.

## **Cleaning & Sanitization**

- Check that all water systems are safe to use after a prolonged shutdown.
  - Water has been in continual use by the staff using the building on staggered schedules.
  - Water fountains will be closed to students (as always). Tap water from the church kitchen will be used to fill large Igloo water dispensers. Each classroom



and each playground area will have a water dispenser and paper cups. Staff members will operate the dispenser wearing gloves, and gradually teach children to grab a plastic baggie “shield” and use it to cover the nozzle before dispensing water by themselves.

- Porous and non-porous surfaces, electronics, linens and clothing must be cleaned with soap and water daily and disinfected frequently between uses. High contact areas should be disinfected at least every two hours, and more frequently as needed.
  - A checklist to document cleanings will be posted in each room, bathroom and playground area.
  - Classroom, hallway, and bathroom surfaces and will be cleaned with soap and water and disinfected every day after school. Floors will be vacuumed and mopped.
  - Langley Hall and adjoining bathrooms’ surfaces and floors will be cleaned with soap and water and disinfected every morning before use.
  - Classrooms will be cleaned while children are outdoors, and spot cleaned as needed while in use, with special attention given to high-touch surfaces.
  - Toys and materials will be disinfected daily or more frequently as needed. Classrooms and playground areas will have shelves and bins for collecting materials that need to be cleaned before returning to circulation.
  - Bathrooms will be cleaned and disinfected every morning before school, again at 11:30 am, and again after school, and as needed for messes.
- Use an EPA-approved disinfectant according to the directions on the EPA website.
  - Before and after school, surfaces and high touch areas will be cleaned with soap and water, followed by spraying *Benefect Botanical Daily Cleaner Disinfectant Spray* EPA Registered (84683-3-74771), which is a non-toxic cleaner and disinfectant approved on EPA LIST N: Disinfectant for use against SARS-COV-2, the cause of COVID-19.
  - When students are in the classroom, cleaning will be done with soap and water wiping (*SCD Probiotics All-Purpose Cleaning Concentrate*, properly diluted in spray bottles that are emptied and refilled every day).
  - Disinfecting Wipes and non-toxic disinfecting spray (brand determined by EPA approved list and availability) will be on hand in all rooms for quick spot cleaning of toys and materials as needed.
- Close off areas used by a sick person and do not use them until after cleaning and disinfection. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible. Ensure [safe and correct application](#) of disinfectants and keep disinfectant products away from children.
  - If a person is sick, we will have the occupants of that classroom evacuate to the playground for the remainder of the school day or until the Health Department advises us what to do. A “backup” classroom/playground use schedule will be maintained in the event that a room needs to be evacuated or closed for 24 hours due to exposure.
  - Cleaning and disinfecting supplies will be kept in locked cabinets and out reach of children, as always. These materials will only be used and operated by staff.

### **Health Screening and Policies**

- Provide all parents and staff with CDC information on COVID-19 and MISC-C in children.



- Information from: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children.html> will be distributed as part of the “return to school” packet accompanying our virtual back-to-school night.
- Family members and outside adults (non-staff) must wear facial coverings at all times in the building
  - For the time being, family members and other adults will not be allowed inside the school, with the exception of needed maintenance, emergency, or licensing/inspection workers, who will all be required to wear a mask. We will maintain a supply of disposable masks.
- When indoors, facial coverings should be worn by teachers and children over 2 years old who can reliably wear and remove the mask independently, when a 6-foot distance is impossible, as recommended by the CDC. Facial coverings should be cleaned or disposed of daily.
  - Families will supply a clean mask for their child every day. At school, a lanyard with a safety break-away clasp will be attached to the ear loops to prevent masks from being left lying around. We will teach and encourage children to wear the mask as often as possible. We will teach how to raise the mask when/if they get close to each other. When walking in hallways and using the bathrooms, the mask will be pulled up. Children will be taught to pull their masks up during indoor work time. This will be encouraged and modeled, but we will not force a child to keep their mask up. We will ask parent cooperation to practice at-home mask wearing before the school year starts. Staff will communicate with parents if mask-wearing becomes an issue with a child and will develop a plan to best suit the needs of the child and the need to keep the classroom safe and healthy.
  - Teachers and staff will be required to wear a mask at all times when indoors, and as needed within a six-foot distance of a child outdoors. The school will supply teachers with fabric masks that have a good seal, but have a clear vinyl patch in the front so that they can communicate effectively with young children. These masks will be cleaned/sanitized daily.
  - Extra disposable face masks will be on hand as needed.
  - Clear face shields will be on hand in each classroom as needed for any staff member who wishes to wear one, especially when in a situation that requires close contact (comforting a crying child, changing a diaper, etc.).
- Daily health screenings before entering the building and zero tolerance of symptoms (fever of 100.4 or higher, cough, shortness of breath, chills, muscle pain, newly developed loss of smell or taste). Children with household members known to have COVID-19 must be excluded.
  - Children will have their temperature taken with no contact thermometers before they exit their car. Parents must have completed the daily screening questionnaire in our online check-in app. A staff member will check that has been completed, and if not, the child will remain in the car until the form is complete.
  - This procedure will be listed in the parent handbook, as well as explicitly taught at Back-To-School Night (virtually).
- Separate symptomatic persons until they can be picked up.
  - Any child with symptoms during the school day will be separated, asked to wear a medical paper mask, and brought to a designated space (weather permitting: outside and to the side of the entryway, under a shade tent, If weather does not

permit: Inside, to the side of the entryway stairwell) until a parent can pick them up. Symptomatic children will need to be cleared by a doctor before returning to school.

- Include a 14-day waiting period for any child whom has been exposed to or has tested positive for the coronavirus before they are able to return, along with a physician's note clearing the child.
    - This will be included in the health policies of the parent handbook.
  - Notify health department and licensing inspector and follow all recommendations if there is confirmation of a positive case of COVID-19. Maintain a list of all individuals who came in contact with the individual.
    - Health Department and licensing inspector contact information will be posted by the office phone for easy access in the event the Director is not available.
    - Daily logs will be kept to document which persons were present each day in each room.
  - Employees should assess themselves for symptoms of COVID-19 before reporting to work for each shift.
    - Staff will be required to complete a screening questionnaire each morning before reporting to work (on our app). If a staff member answers YES to any of the screening questions before reporting to work, the employee should stay home and not report to work. A robust substitute list will be maintained to accommodate needed absences.
- 
- A new fever (100.4°F or higher) or a sense of having a fever?
  - A new cough that cannot be attributed to another health condition?
  - New shortness of breath that cannot be attributed to another health condition?
  - New chills that cannot be attributed to another health condition?
  - A new sore throat that cannot be attributed to another health condition?
  - New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?

**If an employee reports COVID-19 symptoms upon arrival to work, the employer should activate the emergency protocol for COVID-19.**

- Immediately isolate the ill person from others and ask that person to wear a facemask or cloth face covering.
- Determine if the person needs medical care.
- Contact your company's occupational health program (if available) or supervisor (if applicable).
- If the person is experiencing any medical emergency or emergency warning signs of COVID-19, including, but not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, or bluish lips or face, call 911 and notify the operator that the person might have COVID-19.
- Most cases of COVID-19 are mild and do not require medical care. In these situations, the ill person can self-isolate at home. If the person is not severely ill, but medical care seems indicated, a healthcare facility OTHER THAN a hospital emergency room should be used (if possible) and contacted prior to arrival.
- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility.

- This guidance will be listed in the staff handbook as well as explicitly taught in staff training. Staff will use the same app as parents to record their screening answers and submit them before reporting to work. Staff will have their temperature read prior to entering the building.
  
- Employers should not require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.
  - Employees with COVID-19 who have stayed home can stop home isolation and return to work when they have met one of the following sets of criteria:
    - Option 1: If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined **an employee will not have a test** to determine if they are still contagious, the employee can leave home and return to work after these three conditions have been met:
      - The employee has had no fever for at least 72 hours (that is, 3 full days of no fever without the use medicine that reduces fevers)  
AND
      - other symptoms have improved (for example, cough or shortness of breath have improved)  
AND
      - at least 10 days have passed since their symptoms first appeared.
    - Option 2: If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined **the employee will be tested** to determine if the employee is still contagious, the employee can leave home after these three conditions have been met:
      - The employee no longer has a fever (without the use of medicine that reduces fevers)  
AND
      - other symptoms have improved (for example, cough or shortness of breath have improved)  
AND
      - they received two negative tests in a row, at least 24 hours apart. Their doctor should follow [CDC guidelines](#).
  - This will be included in the staff handbook as well as explicitly taught in staff training.
  
- Staff should wear long hair up or in a hair net, wear disposable gloves, and wear a long sleeved, over-large button-down type covering when handling young children.
  - Staff will be provided with disposable gloves (required when handling children and food, or cleaning) and hair nets (required only if hair is longer than chin length and cannot be pulled back).
  - Staff will be provided with several "gowns" in the classroom. These will be long-sleeved, over-sized button-down shirts. A "gown" will be required to be worn when holding a child or changing a diaper. Gowns should be placed in the laundry bin at the end of each day or after any use in which a child's bodily fluids have come in contact with the "gown." Laundry will be done each day to sanitize the used "gowns."

- Practice frequent hand washing with soap and water for at least 20 seconds and require handwashing upon arriving at the program, when entering the classroom, before meals or snacks, after outside time, after going to the bathroom, and prior to leaving for home. Help young children to ensure they are doing it effectively. If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol.
  - Soap and water hand-washing breaks will be built in to the schedule. Hand sanitizer (at least 60% alcohol) may be used in the interval. Hand sanitizer will only be operated by and supervised by a staff member wearing gloves. Hand sanitizer will be stored out of reach of children.
  - Children will receive direct instruction on proper handwashing technique and will be supervised to ensure they are doing it effectively.
- Advise children, families, and staff to avoid touching their eyes, nose, and mouth with unwashed hands. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available).
  - Children and staff will receive explicit instruction and frequent reminders to avoiding touching the face and how to cough/sneeze into an elbow or tissue (if immediately available) to minimize spreading germs.
- Provide adequate supplies for good hygiene, including clean and functional handwashing stations, soap, paper towels, and alcohol-based hand sanitizer.
  - We will purchase no-contact soap dispensers for all bathrooms.
  - During class handwashing sessions, a teacher will turn on the faucet and leave it running between uses to minimize multi-person touching.
  - Vinyl floor spots will be used to designate areas to stand while waiting for the bathroom or sink to maintain social distance.
  - No touch paper towel dispensers are provided in each bathroom.

## Curriculum

- No in-person gatherings and assemblies or field trips
  - Field trips are canceled.
  - All-school “gatherings” will take place on Zoom after school hours for students to showcase and perform work for parents and community.
- Social distancing to the best extent possible with young children.
  - Small group sizes to minimize exposure. No group mixing.
  - Direct instruction on how to keep a distance from each other and how to use masks to protect each other when distance is impossible.
  - Teach socially distanced ways to greet each other, play together, and talk with each other.
- No interactive waterplay or shared sensory bins/materials.
  - Individual sensory bins and materials will be provided for use at these stations.
- Implement small group activities and encourage individual play/activities.
  - Play will be encouraged at independent stations around the perimeter of the classroom and outdoors. Some stations will encourage social interaction from a distance (i.e. 6-foot long see-saw, 6-foot+ train tracks, shooting basketballs from a set spot six feet apart, walking parallel obstacle courses six feet apart, etc.).
- Limit shared teaching materials to those that can be easily cleaned daily or more often as needed.

- Each child will have individual supplies as needed, labeled by name, photo, and color for easy identification.
- Shared materials will be wiped down by a teacher after each use.
- Children will be taught a system of returning used materials to an area to be cleaned.

## Procedures

- No contact check-in/out system and communication with parents.
  - We will change to a carline drop-off and pick-up with staggered arrival/pick up times.
    - Older children and their siblings will arrive at 9:15 and depart at 1:15.
    - Younger children will arrive at 9:30 and depart at 1:30.
  - All parent communication and check-in and forms, etc., will be through a schoolwide app called Brightwheel. “In-person” meetings will be held over Zoom.
- Keep each child’s belongings separated and in individually labeled storage containers, cubbies, or areas. All belongings should be taken home each day and cleaned.
  - Children will each have their own hook for coats.
  - Lunch boxes will be sanitized upon arrival and stored in a class bin to be taken up to the lunch room.
  - No toys/lovies from home will be allowed to come to school.
  - Extra clothes, diapers and wipes will be stored in individual bins in the classroom.
  - School supplies will be stored in individual bins in the classroom.
- Address a plan for parents in the event of a closure.
  - Under two weeks will not have any distance learning.
  - Two weeks: Distance learning will be implemented through take-home kits, Zoom and Brightwheel. Children will log-in for an all-school 30-minute virtual morning meeting and warm-up, and daily activities will be sent to parents via a weekly outline email. Optional virtual meetings will be led by staff throughout the morning (Physical activity, pretend play, games, crafts, alphabet work, etc). The day will end with a lunchtime virtual meeting to share a story, share each other’s work from the morning, and have some time to chat. Two weeks of Distance Learning will be pre-planned for a seamless launch if needed. Tuition will not be refunded for this two-week period.
    - Beyond two weeks: Parents will be given the option to continue with Distance Learning at 50% tuition or opt-out for a refund. Opt-outs will not be refunded the May tuition deposit.
    - Staff will be paid at normal salary for the first two weeks of distance learning, after which, paid hours will be reduced for distance learning according to the budget manageable by incoming tuition.
  - Parents who need in-person child care may call 866-KIDS-TLC or email [KasharaL@va.childcareaware.org](mailto:KasharaL@va.childcareaware.org) for assistance with locating child care programs that remain open.
- Adjust orientation and beginning of the school year activities according to social distance.
  - All teachers will report back to work on September 8th. Classrooms will have been deep cleaned and furniture arranged to provide for social distancing. Most of that week will be devoted to staff training and organizing materials. Children will return to class on September 14<sup>th</sup>.

- As part of teacher orientation week, and as required by the Trinity UMC Infectious Disease (COVID-19) Preparedness and Response Plan (Sept 2020), teachers and staff will be provided training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease.
- As part of Back-to-School activities, parents can/will sign up for 20-minute time slots to bring their child to visit the classroom before the first day of classes. All adults must wear masks and practice social distancing during these visits. These visits will be spaced with enough time to clean between them.
- Back to School Night will be delivered virtually.

### “What If” a COVID Event Occurred?

- All students and staff are required to report any known exposure to COVID-19 or positive test result for COVID-19. This will be accomplished through our daily health screenings or by direct phone or email contact to the Director.
- However, in the event that a positive COVID-19 case is identified in our school community (i.e., a student or staff member fails the Check-In; shows symptoms or has a fever over 100.4 degrees), the following steps will be taken:
  1. The identified individual will be sent home immediately and denied access to the building.
  2. Exposed person(s) will be required to quarantine for 14 days and may return to school if symptom free throughout this period. Any sick persons or exposed persons who begin displaying symptoms will be required to quarantine for 14 days and may return to school only with a doctor’s approval note.
  3. The school is mandated to report any confirmed cases of COVID-19 within our community to the Department of Health and Department of Social Services. These departments will determine our course of action regarding closures and level of cleaning needed based on how much exposure the school community had to the infected person. These phone numbers will be posted by the phone in the school office in the event the Director is unavailable.
  4. Additionally, the school will immediately report any confirmed cases of COVID-19 to the Trinity HCT and Pastors.
  5. Families will be notified of any temporary closures or required quarantine of a class or the preschool

### Space Use Details:

- Information covering the building spaces and classrooms to be utilized follows:
  - Butterfly Classroom (Pre-K, ages 4-5), Room 107/109
  - 660 sf
  - 3 double windows
  - 1 wall unit a/c, draws air from outside
    - \*Approved use for 17 children, can accommodate 18 people socially distanced (36 sf per person, but we have capped this class at 16 children with 3 teachers. This is well below the DSS Phase 2 & 3 regulations of 22 people per group at this age group.
    - \*Not all children will be in this classroom at one time, as small groups will be pulled to work in other rooms when indoors. A maximum of 14 students will work in this room at once, but usually only 12.
    - \*windows will be open as much as possible
    - \*HEPA filter air purifier unit will be in use in this classroom
    - \*On good weather days, children spend a maximum of 1 hour in this space. On



inclement weather days, children may be in here longer.

Caterpillar Classroom (Preschool, ages 2-3), Room 108/109

680 sf

3 double windows

1 wall unit a/c, draws air from outside

\*Approved use for 15 children, can accommodate 18 people socially distanced (36 sf per person, but we have capped this class at 10 children with 2 teachers, per DSS Phase 2 & 3 regulations of 12 people/group at this age group.

\*windows will be open as much as possible

\*HEPA filter air purifier unit will be in use in this classroom.

\*On good weather days, children spend a maximum of 1 hour in this space. On inclement weather days, children may be in here longer.

Preschool Room (not in use with current enrollment numbers, but may reopen if enough on the waitlist to warrant another class and available teachers), Room 116/118

480 sf

2 windows

1 wall unit a/c, draws air from outside

\*Approved use for 13 children, can accommodate 13 people socially distanced (36 sf per person), but we will cap this class at 10 children and 2 teachers.

\*windows will be open as much as possible

\*HEPA filter air purifier unit will be in use in this classroom if a class occupies it.

- Extra Classrooms to be used for activities and spreading out in smaller groups when we have to be inside:

Nursery Room

225 sf

2 double windows

1 window unit a/c, draws air from outside

\*Can accommodate 6 people socially distanced (36 sf per person)

\*windows will be open as much as possible

Nursery Block Room

260 sf

2 double windows

1 window unit a/c, draws air from outside

\*can accommodate 7 people socially distanced (36 sf per person)

\*windows will be open as much as possible

Langley Hall (to be used as dining hall / gross motor play area during inclement weather)

2600 sf

8 double windows

central a/c

\*Can accommodate 40 people socially distanced (64 sf per person), but we will only have a maximum of 16 children and 3 adults in this space at once

\* 6 foot long tables will be placed 6 feet apart and children will be seated at either end of each table.

\*windows will be opened when children are in the room whenever possible

\*children spend up to 45 minutes in this space before it is cleaned and disinfected before use by others

**Iglesia de Dios Congregation**  
1205 Dolley Madison Blvd, McLean, VA 22101

Iglesia de Dios, initially an outreach ministry of Trinity UMC, has grown over the years into a viable and vibrant Hispanic language congregation. Through a covenant relationship with Trinity UMC, Iglesia de Dios has utilized Trinity's Langley Hall, and some of the Langley Hall building facilities for their in-person worship services and family gatherings for several years.

Since the COVID-19 shutdown this congregation has not been able to meet together, very easily, in the celebration of God. Although not the best situation, they have been meeting most recently in an Arlington Park. Because of this overall lack of continuity, their congregation has lost members, and they desire Trinity's support in helping their congregation get back into spiritual relationships.

Therefore, this Attachment has been prepared according to Phase 2 guidelines, so as to provide the Iglesia congregation all means of appropriate direct support and assistance. As a worship partner of Trinity UMC, Iglesia de Dios will be will be required to follow the protocols identified in the Trinity "Return to In-Person Worship and Other Gathering Plan", outlined in the Stage 2 In-Person Worship (Indoor/Outdoor) section found on pages 7 – 11 of the Plan.

As identified on those pages, safety and health concerns are a key focus of all aspects of the plan. The clergy and members of Iglesia de Dios and the Healthy Church Team will work together to ensure that the four basic practices of hygiene, physical distancing, face coverings, and health screening are followed, with the goal of ensuring a safe and spiritual worship service.



## **“What If” COVID Strikes? Protocols & Checklists**

While many people have been working virtually, and/or attending church virtually, many more are slowly beginning to return to work and other activities. Wearing protective face coverings and practicing social distancing remain key and should continue. Still, it is possible that exposure to the COVID-19 virus can occur.

Here is what is suggested by the CDC, and other governmental agencies, to do if someone at the Church (or attending a Church function) tests positive for COVID-19

- **Report the Exposure** – The Church will notify the Virginia Department of Health online of any reports received of positive COVID-19 tests among staff, Church attendees, contractors, Preschool employees and/or others who may have been present at the Church within 14 days of the positive test result. Additionally, the Church must notify the Virginia Department of Labor and Industry within 24 hours of discovering three or more positive test results within a 14 day period.
- **Communicate with Staff** – The Church will notify all staff about an exposure within the workplace. This notification will not include personally identifying information on who is infected. Staff members who had close contact with the person diagnosed with COVID-19 will stay home and self-monitor for symptoms. Staff who need to quarantine and self-monitor for symptoms will be notified by the Health Department and may be asked to get tested. Staff who do not hear directly from the Health Department do not need to take additional precautions. The Church will continue to encourage safe work and home practices, such as maintaining six feet of distance, handwashing, monitoring for symptoms and wearing face covering whenever it is necessary to come within six feet of others.
- **Clear Return-to-Work Guidelines for Exposed Staff/Members** – According to the Centers for Disease Control and Prevention and Virginia Department of Health guidance, all staff can return to work once either of the following situations is met:
  - o If the person had symptoms of the COVID-19 illness and was confirmed by a test or a healthcare provider’s diagnosis, that person may return after: the person has been fever-free for 24 hours without the use of fever reducing medications; and symptoms have improved and no new symptoms have developed; and at least 10 days have passed since symptoms started.
  - o If the person never had symptoms of illness but was confirmed positive by a COVID-19 test, the person is cleared to return to work 10 days after the date of the positive test, so long as no symptoms have developed since the test,

In response to the District’s request to address "What if" scenarios, the following is a series of scenarios that could occur in a church ministry, and the TUMC associated plans:

- **Who would be responsible for notifying the Health Department and securing the Health Acknowledgement Forms needed for their contact tracing?**
  - o The TUMC HCT and Clergy have designated an administrator to be responsible for responding to COVID-19 concerns. The Responsible Parties are the Associate Ministers (as assigned).
  - o All Health Acknowledgement Forms will be turned over to the Clergy for contact tracing.
  - o In accordance with state and local laws and regulations, the Clergy assigned will notify local health officials, staff, and potentially exposed stakeholders of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and other applicable laws and regulations.

- Contact information for Fairfax County Health Department is (703) 246-2411 (main telephone number), and (703) 267-3511 (telephone number for all COVID-19 calls)
- **How would the Church notify people who might have been exposed?**
  - Staff and attendees are required to self-report to the Clergy if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days, in accordance with health information sharing regulations for COVID-19 and other applicable privacy and confidentiality laws and regulations.
  - In order to maintain confidentiality, only the Senior Pastor, the assigned Associate Pastor, and the local Health Department will be notified of the identity of the individual.
  - The attendee will be recommended to seek medical attention from their primary care physician in accordance with the CDC recommendations for COVID-19 Contact tracing.
  - Phone Calls will be made to advise those who have had (or were suspected of having) close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, to check in with their primary care physician and follow CDC guidance if symptoms develop.
  - A form response email will be sent to all those in attendance of the event where the outbreak occurred after the direct contact phone calls have been made.
  - The Church will communicate with staff members and volunteers from the event that they should not return to the church until they have met CDC's criteria to discontinue home isolation.
- **How would things be cleaned?**
  - Close off areas used by the person who was reported as sick until proper cleaning procedures have been followed (at least 48 hours).
  - Open outside doors and windows to increase air circulation in the area.
  - Wait 24 hours before cleaning or disinfecting.
  - Cleaning and disinfecting indoor areas: After the 24-hour waiting period, clean and disinfect all areas used by the person who was reported as sick, such as: offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.
    - Vacuum the space as needed, when the room is empty of any personnel.
    - Wear disposable gloves to clean and disinfect.
    - For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label.
    - Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
    - Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
    - Cleaning and disinfecting outdoor areas: Outdoor areas, such as the playground, outdoor worship area, etc. will require normal routine cleaning, but will not require disinfection.
    - Do not spray disinfectant products (Clorox, bleach, etc.) on outdoor playgrounds - it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
    - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
    - Cleaning and disinfection of wooden surfaces (play structures, benches,

tables) or groundcovers (mulch, sand) is not recommended.

- **What would be shut down and for how long?**
  - The area(s) used by the identified ill participant should be shut down for at least 48 hours (24 hour holding period plus at least a 24-hour cleaning period).
  - Once the area(s) has been appropriately disinfected, it can be opened for use. Workers without close contact with the person who was reported as sick can return to work immediately after disinfection.
  - If it has been more than 7 days since the person who was reported as sick has visited or used the facility, additional cleaning and disinfection is not necessary.
  
- **What will be done if someone has symptoms but no diagnosis yet (as is most common with testing slow-downs)?**
  - In the presence of symptoms, assume the individual is positive until proven otherwise and follow all details above. The individual would self-quarantine until a diagnosis has taken place and able to return following a negative test.
  
- **Afterwards, what steps would be taken to review how the HCT plan had worked? Are any changes in any plans needed to prevent future issues post-COVID diagnosis?**
  - All Leaders and responsible parties will meet to review the procedures. If there are any procedures that need to be amended, those changes would be made at that time. The Healthy Church Team would review all the changes and complete the final report.

**Gatherings of 10 or Fewer Persons for Recording or Live-Streaming**  
**(No Congregation members present)**

Since the pandemic began, small groups of 10 or fewer people have been gathering to record or livestream worship for the congregation. These sessions have provided comfort and inspiration for many people while maintaining a sense of connection with worship leaders. Thankfully, despite recent reported incidents elsewhere in the Conference, these TUMC sessions have been free of virus-related complications.

In response to additional and specific guidance from the Conference, included in a revised version of the Technical Assistance Manual (TAM), and in line with the general principles for mitigating virus transmission outlined in the Technical Assistance Manual (TAM), the following protocol is important as the virus does not distinguish between recording settings and other forms of in-person worship. Singing, for instance, remains an activity with significant risk for virus spread.

In that the entire northern Virginia UMC community continues to learn about the effects of COVID-19 virus, the following recommended guidance is considered appropriate, so as to maintain a safe environment for our worship leaders using the best current practices.

Those involved in recording and/or live-streaming will plan as carefully for these sessions as they would for in-person worship. Appropriate protocols follow:

- Wear a face mask covering nose, mouth, and chin before, during, and after the gathering. A worship leader, singer, or pastor who would like to record without being masked can record in a separate room from others. Members of the same household group may record unmasked together in a separate room.
- If a sound/video person is needed, where possible, they will exit the room before recording begins and monitor remotely. Software is available that allows mixing of multiple singers and accompaniment of both audio and video recordings recorded remotely by isolated individuals on smartphones and tablets.
- Use of outdoor settings for recording and streaming is strongly encouraged.
- Arrange for health acknowledgement of all participants (by online, phone, or poster/entryway method). Check temperatures on arrival.
- Keep social distance of 6 feet or more.
- Limit the duration of rehearsal and recording, not to exceed 40 minutes total.
- Wash hands or use hand disinfectant before and after the session.
- Ensure good ventilation in the recording space by opening windows and doors as the weather will allow, altering HVAC operations to increase air changes to at least six per hour, increasing intake of fresh (makeup) air as much as practical, and considering use of a portable air cleaner.
- No more than 4 persons should be singing in these settings. (Singing is still restricted in other settings according to the provisions in the TAM). Ideally, they will be masked or in a separate room from the rest of the team and greatly distanced.

### **Trinity Youth Group – Scouts BSA Troop 869 Christmas Tree Sales at Trinity UMC**

The Trinity UMC Youth Group and the Trinity sponsored Scouts BSA Tr 869 have sold Christmas trees together for over 60 years, as each group's annual fundraiser. Due to increased uncertainty in 2020, the groups plan to sell notably fewer trees than previous years – 200 versus 300 in 2019.

Key to the safe operation of this event is the focus by the church, through the Healthy Church Team, of ensuring that the four basic practices of hygiene, physical distancing, face coverings, and health screening are followed, with the goal of ensuring safe in-person meetings and gatherings. With that in mind, and given that no other specific directions has been provided for this type of event, the following plan was developed to ensure safety.

- All church youth and BSA unit leadership teams have previously been directed to read, and acknowledge the requirements and protocols identified in the VA UMC Technical Assistance Manual for Local Churches (updated 20 October 2020). They have also read and acknowledged the requirements and protocols being universally applied by Trinity UMC as part of the church's "Return to In-Person Worship and Other Gatherings Plan" (Plan). Additionally, they will acknowledge and agree to any further specific protocols and requirements, as applied within this Attachment.
- All youth and adult volunteers will follow the guidelines included in Trinity's approved plan for in-person activities, and specifically the guidelines included for Trinity's scouting units. This includes conducting all activities outside with social distancing, mandatory use of face coverings, health acknowledgement forms, and personal health care.

Christmas tree sales will follow past practice for operations, with the addition of the following COVID-19 protocols and safety measures:

- Two large circles made of safety barriers and marker tape – an inner and outer circle with a 6-foot gap between – will be placed around the Christmas trees displayed for sale and the area where the volunteers will work to ensure social distancing between customers and volunteers. Trees will be easily visible to customers, and volunteers will help display trees for customer selection while working behind this 6-foot break. Trees will be displayed along a 100 foot stand near the parking area, and customers will have plenty of space to look at trees while maintaining social distancing with each other. The inner portion of the circle for volunteers will be large enough to allow for social distancing.
- Sandwich-board posters will be displayed prominently, identifying the area as a "Must wear mask area" and a "social distancing area". Volunteers will ensure customers wear face coverings and maintain social distancing while on the Trinity campus.
- A table with individually wrapped masks (for those not having one) and hand sanitizer will be located where customers will look at trees, and a sign will be posted stating that face coverings and social distancing are required.
- Payment will be conducted across a table with a plexiglass barrier to provide separation between customers and volunteers. Payment will be made through a cut-out at the bottom of the plexiglass. Protective gloves will be worn by cashiers.
- In addition to required use of face masks for all in attendance, face shields will be provided for volunteers handling payments, and these will be soaked in a bleach solution between usages. Hand sanitizer will be readily available for both volunteers and customers.
- Volunteers will leave the encircled area to place and secure trees on customer vehicles. This process will be conducted while maintaining social distancing.
- Volunteers will be reminded to use hand sanitizer after handling equipment, and equipment will be regularly sanitized using a bleach-water solution.

- While we certainly know this will be difficult to collect and enforce, Health Acknowledgement Form (as part of a two-part sales receipt) will be required, so as to capture the name and contact tracing information for anyone who purchases a tree while on the premises. The two part form (in addition to name and contact information) will require the individual to acknowledge the posted health safety questions, just as they would if they arrived without preregistering for an in-person service.

If Christmas tree sales follow the pattern of past seasons it is expected that the 200 trees will be sold over the course of two weekends. Tree sales will be conducted with between 6 and 8 youth and adult volunteers on the lot at a time. Based on past experience there may be up to four families on the lot at a time selecting a Christmas tree.