



## Purpose

With cases of Coronavirus, aka COVID-19 or SARS-COVID-19, being reported in Colorado, it is prudent for us to take steps to protect our staff and congregation.

Our response is based on guidance from the [Mountain Sky Conference Re-Launch Guidelines](#), the State of Colorado's [COVID-19 Houses of Worship Guidance](#), and Safety in Faith Taskforce, the [Denver Public Health Department](#), and the [Interim Guidance for Faith Communities](#) released by the Center for Disease Control (CDC).

This document serves as a guide for staff, volunteers, and the congregation so that everyone understands our response, the specific criteria we have to meet to comply with all of this guidance, and our stop-light system to indicate the current phase at Trinity.

## Safer-at-Home

Safer-at-Home means that we should continue to utilize our ability to work remotely as much as possible. However, it also means that we can be at Trinity to perform our job duties, plan and continue to serve the congregation and community. The following guidelines and expectations are designed to specify the process, tools, and procedures required to open the church.

There are three phases of opening, which are identified as Red, Yellow, and Green. **We are currently in the Red Stage.** In order to move to the Yellow phase, we must have the approval of our District Superintendent and Bishop and/or delegate. We have completed and submitted a proposal for moving to the yellow phase as of 6/8/2020.

### Red Stage – Stay in Love with God

#### General

- Social distancing will be practiced by anyone at Trinity by staying at least 6-feet apart. This includes artists performing for video service recordings and core staff.
- No more than 10 people are allowed in any given space, even with proper social distancing.
- Masks are required while on Trinity property. Masks are expected to be worn whenever in the presence of others. If in your own office by yourself, you do not need to wear a mask.
- Office hours are limited to 9am – 3pm, M-F and closed on SAT-SUN.
- Hand sanitizer is available throughout the building and its use encouraged.
- Anyone with a fever, cough, sore throat, chills, body aches, shortness of breath, or headaches should not be on-site at Trinity. Click [here for a complete list of COVID-19 symptoms](#).
- We will institute a medical screening process for all employees coming to Trinity that includes a questionnaire and a temperature reading.

#### Worship

- All in-person worship is suspended.
- Video worship is in place.

#### Gatherings

- All in-person gatherings are suspended.
- Gatherings are on-line using ZOOM or other virtual mediums.

#### On-Site Staff

- Staff is minimal and only “as-needed” on-site at Trinity.



- Total number of staff on-site at one given time is 10.
- High-Risk individuals (over the age of 65), anyone with underlying health conditions or vulnerabilities are not permitted on-site, unless core staff.
- Individuals who have tested positive for COVID-19 or have been exposed to someone that has tested positive for COVID-19 are not permitted on-site for at least 14-days.

#### Volunteers

- Volunteers are not permitted on-site unless signing checks or picking up/dropping off. Volunteers are subject to medical screening.
- CHCS staff/volunteers, with proper PPE and social distancing, may be on-site during limited hours to serve an “outside pick-up” lunch.
- Individuals who have tested positive for COVID-19 or have been exposed to someone that has tested positive for COVID-19 are not permitted on-site for at least 14-days.

#### Choir

- All in-person choir meetings, practices, and performances are suspended.
- A limited quartet (4-8) performance for video services only may be permitted at the discretion of the Senior Pastor.
- On-line choir meetings, practices, and performances are encouraged.

#### Ministries

- Ministries use a virtual approach to connect, enhance, and encourage spiritual growth.

#### Life Rituals

- Weddings, funerals, and memorial services postponed or held virtually.
- No baptisms.
- No communion.
- Graveside services with limited attendance of 10 or less people.

#### Office

- Essential staff only are permitted in the office. No volunteers.
- Office phone messages picked up daily.
- Doors to the public remain locked during business hours.
- Sanitizing wipes are available for use. Workstations, phones, and desk spaces should be sanitized frequently.

#### Facilities

- One facilities staff on-site each day unless approved by Director of Business Administration in advance for more.
- Disinfecting procedures occur daily. This includes all counters, common surfaces, railings, light switches, handles, bathroom fixtures, and any other surface as directed by Director of Business Administration.

#### Other

- No Trinity Café.



## Yellow Stage – Do Good

### General

- Social distancing will be practiced by anyone at Trinity by staying at least 6-feet apart. This includes artists performing for video service recordings, staff, etc.
- Masks are required while on Trinity property. Masks are expected to be worn whenever in the presence of others. If in your own office by yourself, you do not need to wear a mask.
- Office hours are limited to 9am – 3pm, M-F and closed on SAT-SUN, until and if in-person worship is available. Then we will be open on Sunday.
- Hand sanitizer is available throughout the building and its use encouraged.
- Elevator use is restricted to 2 people at one time. Elevator is marked with standing positions.
- Everyone should maintain social distance while going up and going down the stairs.
  - Stairs at the West side of the Sanctuary and Atrium are for “going up”
  - Stairs at the East side of the Sanctuary and Atrium are for “going down”
- Water fountain is turned off and labeled as not in use
- Hand-dryers in Level 3 bathrooms are turned off. Paper towels are used instead.
- Bathrooms are not open to the public.

### Worship

- In-person worship is suspended and/or on a very limited basis (with less than 50 people in attendance). The Senior Pastor will make a decision on if/when in-person worship will be provided.
- A touchless experience will be created to the greatest extent possible.
- No childcare or Youth group permitted for in-person. Will remain virtual.
- No intinction communion. Will be self-service individual cups only.
- Temperature checks at the door may be in place.
- No food or drink in services.
- Donation boxes at the doors – no passing the plate.
- Video worship is in place.

### Gatherings

- In-person gatherings are permitted for up to 50 people and only with social distancing observed.
- Masks are required at all gatherings while in the Yellow Phase.
- The majority of gatherings are still on-line using ZOOM or other mediums.

### On-Site Staff

- Staff is on-site at Trinity.
- Total number of staff on-site at one given time is 25 most of the time, but can go up to 50.
- We will continue a medical screening process for all employees coming to Trinity that includes a questionnaire and a temperature reading. Medical screening will occur in the main office quiet room. Please enter and exit through the hallway door only.
- High-Risk individuals (over the age of 60), anyone with underlying health conditions or vulnerabilities may work from Trinity in a limited capacity with the approval of Human Resources and the individual’s Supervisor.



- Individuals who have tested positive for COVID-19 or have been exposed to someone that has tested positive for COVID-19 are not permitted on-site for at least 14-days.

## Volunteers

- Volunteers under the age of 60 are permitted on-site in limited capacities and must observe social distancing and mask wearing.
- We will institute a medical screening process for all volunteers coming to Trinity that includes a questionnaire and a temperature reading.
- CHCS staff/volunteers, with proper PPE and social distancing, may be on-site during normal business hours to serve lunch to the community. Service may include Fellowship Hall with proper social distancing and sanitizing before and after service.
- Individuals who have tested positive for COVID-19 or have been exposed to someone that has tested positive for COVID-19 are not permitted on-site for at least 14-days.

## Choir

- All in-person choir practices and performances are suspended.
- In-person choir meetings may proceed if the number in attendance is under 50 and if social distancing is observed as well as mask wearing.
- A limited quartet (4-8) performance may be permitted at the discretion of the Senior Pastor.
- On-line choir meetings, practices, and performances are encouraged.

## Ministries

- Ministries use a virtual approach to connect, enhance, and encourage spiritual growth in most instances.
- Small groups (less than 50) are permitted to meet as long as they observe social distancing and wear masks.
- No-touch, virtual activities should be planned for youth and children. No outings, in-person VBS, mission trips or lock-ins in the yellow phase.

## Life Rituals

- Weddings, funerals, and memorial services of more than 50 people may be postponed or held virtually. For gatherings less than 50 people, each will be approved by the Senior Pastor.
- Drive-by or individual served communion may be permitted. Anyone serving individual cups must wear gloves and masks.
- Baptisms have no skin-to-skin contact. Parents should hold babies and pastors perform the rite.
- Graveside services with limited attendance of 50 or less people.

## Office

- Staff and volunteers are permitted in the office as long as they observe social distancing and wear masks.
- Daily mail delivery resumes.
- Doors to the public are open during business hours. No tours and no bathrooms for public use.
- Sanitizing wipes are available for use. Workstations, phones, and desk spaces should be sanitized frequently but not less than daily.
- One-time use masks are available for people to provide to others, as needed. Frequent hand-washing and sanitizing is required.



## Facilities

- Facilities staff may return to church property.
- All facilities staff will wear appropriate PPE (personal protective equipment).
- Meeting rooms are reconfigured for smaller groups to accommodate social distancing requirements. Reconfiguration may include tape on floors where chairs belong, posting reminders about social distancing, or cordoning off areas to reduce or prevent access.
- Disinfecting procedures occur daily. This includes all counters, common surfaces, railings, light switches, handles, key-pad door fixtures, bathroom fixtures, tables, and kitchens.
- For group meetings of 50, the HVAC blowers will be turned off to help prevent spread of droplets in the air.
- All spaces for group meetings will be sanitized before and after use.
- Hand-dryers in bathrooms are turned “off” and paper towels are available for use.
- All water fountains are closed for use and turned off. Bottled water may be brought into the building, no other food or drink is allowed.

## Other

- Community and noon groups may meet at Trinity provided they observe social distancing and wear masks.

## Green – Do No Harm

### General

- Social distancing will be practiced by anyone at Trinity by staying at least 6-feet apart.
- Masks are recommended while on Trinity property, but not required. Masks should be worn whenever in the presence of others. If in your own office by yourself, you do not need to wear a mask.
- Office hours are extended: 8:30am – 4:30pm, M-F. Open on Saturdays as needed. Sunday services resume.
- Hand sanitizer is available throughout the building and its use encouraged.

### Worship

- All in-person worship is resumed.
- Video worship stays in place.

### Gatherings

- In-person gatherings are permitted.
- Masks are recommended.

### On-Site Staff

- Staff is on-site at Trinity.
- No limit on number of staff on-site at any given time.

### Volunteers

- Volunteers are permitted on-site.

### Choir

- All in-person choir practices and performances resume.



Ministries

- All ministries may resume in-person activities.

Life Rituals

- No restrictions on life-rituals.
- Recommend continued individual communion cups through 12-18 months, then re-evaluate.

Office

- Staff and volunteers are permitted in the office.
- Doors to the public are open during business hours.

Facilities

- Meeting rooms reconfigured for larger groups to meet.
- Disinfecting procedures occur bi-weekly. This includes all counters, common surfaces, railings, light switches, key-pad door fixtures, handles, bathroom fixtures, etc.

### Checklist to go from Red to Yellow Status

The following checklist should be used to validate that Trinity is indeed ready to ask for approval from the Bishop to move to a Yellow Status. A 14-day downward trend of new cases in Colorado and Denver County, crisis hospital care is in place, and robust testing is in place. No outbreaks in local area have been reported.

X	Trinity has been sanitized by professional vendor and deep cleaned
<input type="checkbox"/>	Protocols and practices have been shared with all staff members (In process)
X	Meeting rooms have been configured for “social distancing” requirements of at least 6 feet
X	Worship space has been configured/marked-off for “social distancing” requirements of at least 6 feet
<input type="checkbox"/>	Collection boxes are in place at multiple entrances to sanctuary should in-person worship of less than 50 people be approved by the Senior Pastor and Bishop (On-order)
X	Masks, hand sanitizer, soap, disinfectant wipes and spray cleaner are all available for staff, building users and visitors
X	HVAC filters have been replaced
X	HVAC adjusted so blowers are off when groups are meeting
X	All entryways have been prepared for people including signage, placement of hand sanitizer, directional signs, and carpet cleaned
X	All touchpoints have been sanitized includes pews, rails, tables, chairs, desks, keyboards, phones, music instruments, faucets, screens, bathroom fixtures, office equipment, kitchen appliances, toys, games, handles, door knobs, water fountains, light switches, microphones, and A/V equipment
X	A daily disinfecting procedure is in place for key touchpoints
X	Visual reminders and signs have been posted regarding hand-washing, disinfecting, social distancing and mask wearing.
X	Communications have been prepared for the congregation
X	Staff has been trained on Medical Screening Process



## Checklist to go from Yellow to Green Status

The following checklist should be used to validate that Trinity is indeed ready to ask for approval from the Bishop to move to a Green Status. Local officials have reported that the virus is contained and people are safe – likely connected to a full testing protocol and availability of a vaccine.

<input type="checkbox"/>	Protocols and practices have been shared with all staff members
<input type="checkbox"/>	Meeting rooms have been configured for regular use
<input type="checkbox"/>	Worship space has been configured for regular use
<input type="checkbox"/>	Hand sanitizer is available for staff, building users and visitors
<input type="checkbox"/>	HVAC filters have been replaced
<input type="checkbox"/>	All touchpoints have been sanitized includes pews, rails, tables, chairs, desks, keyboards, phones, music instruments, faucets, screens, bathroom fixtures, office equipment, kitchen appliances, toys, games, handles, door knobs, water fountains, light switches, and A/V equipment
<input type="checkbox"/>	A weekly disinfecting procedure is in place for key touchpoints
<input type="checkbox"/>	Communications have been prepared for the congregation
<input type="checkbox"/>	Trinity Café re-opens

### DISINFECTING PROCEDURES

Disinfecting surfaces and hands is only effective if done properly:

- Every staff member should disinfect their personal space as often as desired. Clorox wipes, hand gloves, and sanitizer are available for your use.
- Hand sanitizer is effective against cold, flu, and COVID-19 if used correctly. The hands should be completely covered and wet with sanitizer including between the fingers and under rings to at least the wrist. The person disinfecting their hands should rub all surfaces vigorously until dry.
- Hands should be washed regularly with soap and water. Wet the hands, apply enough soap for a generous lather, scrub all surfaces of the hand, including between fingers, palms, back of hand, and under rings, to at least the wrist. Rinse with warm water while still rubbing the hands below the wrists. Turn water off with a paper towel, do not touch the faucet with clean hands.
- Surfaces should be wiped down with either an approved disposable wipe (Clorox or equivalent approved by staff), approved cleanser provided by staff in a spray bottle, or bleach water. Surface should be visibly damp after wiping and allowed to air dry whenever possible. If using a reusable cloth to disinfect, these should be replaced frequently and the cleanser should be sprayed directly on the surface and then spread with the cloth whenever practical to avoid moving germs from one surface to another.



## Protocol Administration

This protocol is owned by Trinity UMC’s Business Administration Office and Safety & Health team.

## Approvals

Approved by:

6/15/2020

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Sheila Alishouse

\_\_\_\_\_  
Date

Director Business Administration  
Trinity United Methodist Church

6/15/2020

\_\_\_\_\_  
Ken Brown  
Senior Pastor  
Trinity United Methodist Church

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Date

## Revisions and Updates

The following details policy revisions and updates

Date	Version	Updated by	Approved by	Changed/Modified Content
5/21/2020	1.0	Sheila Alishouse	Sheila	
5/26/2020	1.5	Sheila Alishouse	Sheila	Edits; minor corrections
6/12/2020	2.0	Sheila Alishouse	Ken	Completed all requested Trustee and other updated.
6/16/2020	2.5	Sheila Alishouse	Ken	Quartet language incorporated