



## COVID Action Plan Trinity Lutheran Church – Mission and Shawnee Campuses Last modified August 26, 2020

This guidance document has been designed for use in conjunction with the overall policy of Trinity Lutheran Church and applicable public health guidance. This document will be reviewed and modified as appropriate to reflect new conditions.

While the focus of this policy is on maintaining healthy operational measures for children and youth ministry at Trinity Lutheran Church, please note that every effort will be made to uphold a welcoming and caring environment for our children, students, families, volunteers, and staff. Though we will attempt to take proactive preventative measures to ensure safety and cleanliness, we acknowledge that risk of exposure is possible. All public activities, including participation here at Trinity Lutheran Church, remain at your own risk.

We strive to work closely with our families, Johnson County Health Department, Kansas Department of Health and Environment (KDHE), the Centers for Disease Control (CDC), and other public health guidance as appropriate to safeguard and protect our children and youth.

We place our trust and hope in our Lord and Savior, Jesus Christ, to lead and guide us as we navigate these times. His Word provides comfort and assurance.

*Isaiah 41:10 – “So do not fear, for I am with you; do not be dismayed for I am your God. I will strengthen you and help you; I will uphold you with my righteous, right hand.”*

*Philippians 4: 6-7 – “Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus.”*

## Protocol for Families

For all families who have students participating in in-person studies and activities, we ask the following:

- Before arriving to an activity, please ask the questions on the CDC COVID-19 Screening.
- All group members must answer NO to ALL of the following questions to enter the building:
  - Do you have a temperature of 100.4 degrees Fahrenheit or higher?
  - Are you experiencing chills, muscle or body aches, or fatigue for unknown reasons?
  - Do you have a headache?
  - Do you have a sore throat?
  - Are you experiencing lower respiratory symptoms of cough, shortness of breath, or difficulty breathing?
  - Have you had a recent loss of taste or smell?
  - Do you have diarrhea?
  - Have you traveled to any state in the U.S. listed on Kansas' travel quarantine list within the past two weeks? (see the Kansas Department of Health and Environment Travel & Exposure Related Isolation / Quarantine web page: <https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>)
  - Have you traveled outside the U.S. in the past fourteen days?
  - Have you been in close proximity to any individual who tested positive for COVID-19?
- A parent or guardian must arrive with children age two years through fifth grade at a designated check-in location.
- Temperature checks of each participant will be done upon arrival at the designated check-in location. If the temperature is 100.4 degrees Fahrenheit or higher, the participant will be sent home.
- All children and youth will wash or sanitize their hands upon arrival and departure from a gathering and throughout the event as needed.
  - A parent or guardian will take children age two years through fifth grade to the restroom to wash hands thoroughly with soap and water. Social distancing guidelines will be used during this time. Ministry volunteers will help monitor this.
  - A parent or guardian will pick up children age two years through fifth grade at 10:30 a.m. They will then wash their hands with soap and water before leaving the area.
  - The 10:30 a.m. pick up time is needed so everyone can safely move to worship or other events and so volunteers have time to clean and disinfect the room before they move to worship or other events.
  - Youth will wash or sanitize their hands individually before joining any event or gathering.
- Mask Requirements:
  - For all students: Masks are to be worn while indoors during a church-sponsored event, including those at church, home, or another facility. (According to CDC guidelines, this is for children age two and older.)
  - Students must wear a mask while they are singing.

- Masks are required to be worn at all outdoor functions if social distancing is not feasible.
- While in the church building, please do not freely roam throughout the building. Please follow signage and stay in designated areas.
- If a participant or a participant's family member tests positive for COVID-19, we ask the following:
  - Please notify Pastor Phil Cook, Rhonda Synovec, or Beth Stephens immediately to assist in contact tracing. The name of the infected individual will remain confidential.
  - Please follow the directions of your physician and the Johnson County Health Department. This may include
    - quarantine and not attending functions for fourteen days after symptom onset, and
    - the participant must be fever-free for 24 hours
  - In the event a participant exhibits symptoms of illness in our care, the participant will be moved to an isolated room, and a family member will be called to pick up the participant immediately.
- Additional Information
  - Social distancing will be practiced inside and outside of buildings.
  - Snacks and meals are prohibited during this time, except where required and approved by the Children and Youth Ministry Team. If approved, we will stay clear of shared and homemade food and opt instead for individually wrapped servings of food.
  - The doors to rooms will be propped open.
  - Physical touching, such as handshakes, high fives, hugs, etc. are not encouraged.
  - Cleaning of areas, furniture, toys, etc. will take place following each use.

## Protocol for Ministry Staff and Volunteers

For all Children and Youth Ministry staff and volunteers, we ask the following.

- Before arriving to an activity, please ask the questions on the CDC COVID-19 Screening.
- All group members must answer NO to ALL of the following questions to enter the building:
  - Do you have a temperature of 100.4 degrees Fahrenheit or higher?
  - Are you experiencing chills, muscle or body aches, or fatigue for unknown reasons?
  - Do you have a headache?
  - Do you have a sore throat?
  - Are you experiencing lower respiratory symptoms of cough, shortness of breath, or difficulty breathing?
  - Have you had a recent loss of taste or smell?
  - Do you have diarrhea?

- Have you traveled to any state in the U.S. listed on Kansas' travel quarantine list within the past two weeks? (see the Kansas Department of Health and Environment Travel & Exposure Related Isolation / Quarantine web page: <https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>)
  - Have you traveled outside the U.S. in the past fourteen days?
  - Have you been in close proximity to any individual who tested positive for COVID-19?
- Notify your Ministry Lead immediately if you are unable to attend a gathering.
    - Rhonda Synovec, Children's Ministry
    - Beth Stephens, Youth Ministry
    - Julie Messbarger, Children's Ministry Team Leader, Mission Campus
    - Barb Estes, Children's Ministry Volunteer, Shawnee Campus
- Temperature checks of each volunteer or staff person will be done upon arrival at the designated check-in location.
    - If the temperature is 100.4 degrees Fahrenheit or higher, the volunteer or staff person will be sent home.
- Mask Requirements:
    - Masks are to be worn while indoors during a church-sponsored event, including those at church, home, or another facility.
    - Volunteers and staff who are presenting a lesson, at a distance of 6 feet or greater, may remove their mask for that time. During active back-and-forth discussion and while not presenting, staff and volunteers must wear a mask.
    - Masks are required to be worn at all outdoor functions if social distancing is not feasible.
- Staff and volunteers will wash or sanitize their hands upon arrival to and departure from a gathering and throughout the event as needed.
- While in the church building, please do not freely roam throughout the building. Please follow signage and stay in designated areas.
- If a staff member, volunteer, or a family member of a staff member or volunteer tests positive for COVID-19, we ask the following:
    - Please notify your Ministry Lead immediately to assist in contact tracing. The name of the infected individual will remain confidential.
    - Please follow the directions of your physician and the Johnson County Health Department. This may include
      - quarantine and not attending functions for fourteen days after symptom onset, and
      - the participant must be fever-free for 24 hours
- Additional Staff/Volunteer Measures
    - Enforce the Protocol for Families (listed above) for all students in your care.

- After each gathering, disinfect toys, tables, supplies, and high touch areas (door handles, light switches, chairs, tables, etc.) before leaving. Disinfectant spray and/or wipes will be available.
- Be diligent in keeping attendance records of all staff, volunteers, and students present at your event or in your room.
- Social distancing will be practiced in and outside of buildings.
- Snacks and meals are prohibited during this time, except where required and approved by the Children and Youth Ministry Team. If approved, we will stay clear of shared and homemade food and opt instead for individually wrapped servings of food.
- The doors to rooms will be propped open.
- Physical touching, such as handshakes, high fives, hugs, etc. are not encouraged.

## Communication with Families

Open communication with families, students, leaders, and staff regarding the enhancement and seriousness of health and safety measures will be encouraged. New policies will be shared for everyone's information and so that all are aware of expectations. Our goal is to keep everyone as safe and healthy as possible, as well as keep the building safe from shutdown so the ministries of Trinity Lutheran Church and Trinity Lutheran Church Preschool may continue in person and in house.

We will make attempts to publicly display helpful reminders on our campuses, so everyone understands that wellness and safety is highly valued. We will provide a safe, loving environment for the children and youth at Trinity and for the volunteers serving these ministries.

In the event of a positive COVID-19 test on campus, Trinity Lutheran Church will follow the direction of the Johnson County Health Department in notifying families.