

Hope College

Dimnent Chapel Service Attendance

Policies & Procedures for COVID-19

In this COVID season of separation, isolation and distancing, our goal is to gather for worship in-person safely, acknowledging that our ultimate hope and unity is in God who has promised to never leave us or forsake us. Weekly chapel worship services have become a significant staple in the life of Hope College. For in worship, we enter from different backgrounds, cultures, races, genders and abilities and we leave worship as one, united in Jesus Christ.

The policies and procedures detailed in this document have been developed to ensure the safety of all Hope College students, employees, and the greater Holland community. They are guided by direction from the Centers for Disease Control and Prevention (CDC), Michigan Department of Health and Human Services (MDHHS), Michigan Occupational Safety and Health Administration (MIOSHA), Ottawa County Department of Public Health (OCDPH), and other relevant Hope College policies and procedures.

Hope College reserves the sole and final right to refuse entry or disqualify from attendance any person that does not comply with these policies/procedures or the direction of a Hope College representative. Any person who refuses to comply or is otherwise disqualified from attendance may be refused entry to future Hope College events.

Availability of Attendance

- Only Campus Ministries services taking place in the Dimnent Chapel sanctuary on Mondays, Wednesdays and Friday at 10:30am are eligible for attendance under these parameters.
- A maximum of 80 attendees will be present at each service. Given that singing is likely to occur among attendees, this is based on 8-10 foot distancing between each attendee, and between all attendees and event staff. The layout will be consistent with [MDHHS Guidance for Band, Choir and Orchestra Programs at Educational Institutions During COVID-19](#).
- Those speaking, performing, facilitating broadcast, or with other assigned duties directly related to operating the service (“event staff”) are not counted against the 80-person capacity. All other persons present are.
- Attendance is available only to Hope College students. Guests and employees not necessary for the operation of the service will not attend.
- A student will attend no more than one (1) service per week.
- The list of 80 attendees for each day’s service will be determined by a Google Forms sign up. Those wishing to sign up may do so at an advertised predetermined time in the days before they hope to attend. The availability of sign ups will be promoted using

various campus marketing outlets, including campus mail, posters with a QR code and social media.

- When the list of those desiring to attend exceeds the capacity, the final determination will be made on a first come first serve basis using the Google Form. Mike Howes will work with Paul Boersma and Amy Machiela in finalizing a list for each day.
- Attendees will be informed of their approval to attend the night before via Hope email or text, to be determined by ECO's software capability.
- The final list of attendee names (not to exceed 80) will be provided to Paul Boersma and Amy Machiela no less than 2 hours prior to the start of that day's service.
- For the purposes of contact tracing, attendee lists will be retained by Mike Howes and Amy Machiela until 2 weeks after the final service of the Spring 2021 semester.

Service Procedures for Attendees

- Each chapel service will have a named employee from Campus Ministries that will actively and continually ensure that all aspects of this document and in other college policies are adhered to. This person's name will be noted on the attendee list for that day.
- Admittance to the Dimnent sanctuary will be available to attendees 20 minutes prior to the service.
- Attendees will enter the building using the designated entrance assigned to them.
- Once inside, each attendee will proceed to a check in person to have their attendance verified by a Campus Ministries employee or Hope College adult employee. Any person not on the attendee list will leave the building.
- Attendance verification locations will be staffed by Campus Ministries staff or other Hope College adult employees. Paul Boersma or Amy Machiela will ensure that sufficient verification staff are available for that day's service.
- Hand sanitizer will be provided at each entry location. All attendees are asked to sanitize their hands upon entry.
- Seating locations with 8-10 foot distancing will be marked throughout the main level and balcony using designations back of the pews. Only marked locations will be used.
- Individual attendees must not join or combine, even if they are roommates or otherwise already close contacts to each other. Only a single individual will be present at any marked location.
- With the exception of restroom use, attendees must remain at their marked seating location throughout their time in the sanctuary. No one will sit or stand from any location that is not marked for seating.

Service Procedures for Event Staff

- Event staff includes those facilitating audience attendance as well as anyone on stage or otherwise not included on the 80 person attendee list for that service.
- Event staff will be distanced from any attendee as well as each other based on the same 8-10 foot parameters used for attendees.

- While singing will necessitate greater distancing, at no time will any event staff member be closer than 6 feet from another event staff member or any attendee except for cases of incidental crossing of paths during travel. This applies to both event staff located among the attendees as well as those on stage.
- There will be at least 12 feet of distance continually between any non-masked person on stage and any attendee. All on stage will follow the details from the Face Coverings section below.
- During the service, event staff will not reside in any non-stage location that is not marked for seating. No one will stand in the back of the sanctuary, in the aisles, or in the balcony.
- All event staff that will be on stage at any point during the service will be on stage at the start of the service and will remain on stage throughout the entire service. They will not be seated among the attendees or otherwise transition to/from the stage once the service has started. When not actively participating, all will be seated in the choir on stage, masked and distanced by at least 8-10 feet.
- All event staff that are Hope College employees (including student employees) will complete the [“Employed on Campus” self screening form](#) prior to arriving on campus each day. Any event staff that are not employees will complete and submit the [Visitors, Contractors & Volunteers self screening form](#) prior to arriving on campus that day. Paul Boersma or Amy Machiela will verify that this has happened.

Food and Drink

- No food or drink will be consumed in the sanctuary while attendees are present.

Face Coverings

- A properly worn face mask consisting of tightly woven cloth or other multilayer absorbent material that closely covers an individual’s mouth and nose must be utilized by all individuals at all times while in the building, including event staff and any person on stage. The only exceptions are:
 - Accommodation requests that have been officially approved by Disability & Accessibility Resources (DAR). In such a case, the individual must adhere to the same parameters that DAR has approved for the classroom.
 - A single individual standing or seated on stage while actively addressing the audience or a camera. The individual will wear a face mask while transitioning the stage and will remove the mask only upon arriving at the speaking location. At the conclusion of speaking, the face mask will be returned prior to transitioning the stage
- There will not be multiple individuals present on stage without a face mask.

Post-Service

- All attendees will immediately exit the building via the same location they used to enter.