

Reopening Protocol for St. Augustine-in-the-Woods Episcopal Church – Revised 10-4-2020
Freeland, WA

Recognizing that the current on-going health emergency has made in-person worship to date unavailable, recognizing that worship is central to who we are as Christians and recognizing the vulnerability of some to the virus and the responsibility of all to stem its spread, the Vestry and Interim together with representatives of the congregation have worked to provide a variety of worship opportunities and also ways in which the congregation can connect with each other.

The following protocols have been developed in compliance with the Governor's requirements for Religious and Faith-based Organizations and the Guide to Gathering in Person developed by the Office of the Bishop. These protocols will be in effect for any and all in-person gatherings at St. Augustine's in the Woods.

Recognizing that much of our congregation is classified as vulnerable in terms of the COVID-19 virus, every effort will be made to provide an on-line worship experience each Sunday. This will include a complete Eucharistic Liturgy, including the Ministry of the Word and the Ministry of the Table. Music will be included where possible.

In order to facilitate this on-line worship, volunteers to read scripture, offer the Prayers of the People and on occasion to preach will be included. A complete "bulletin" will be provided with the links to access on-line worship. In addition, a "Zoom" coffee hour will be available for those not meeting in person.

In order to ensure that all who wish to attend services in-person are able to do so, services can be held alternating between the Nave and Campbell Hall. As many services as necessary to accommodate the parish will be held, with appropriate sanitizing between services as required.

Prior to the First Service of In-Person Worship the following will be accomplished:

A "post-exposure incident project-wide recovery plan is to be developed.
(See attached plan)

Conversation with our cleaning person to discuss weekly cleaning/disinfecting of the facility to focus on areas of potential hazard. Deep cleaning of the areas used for worship will be accomplished.

An on-line COVID-19 safety training will be provided for all volunteers for in-person services. This will include appropriate disinfecting procedures, exposure response procedures.

All relevant and required COVID-19 posters and information (CDC, State of Washington, Island Co Health, Instructional posters for those coming to services) will be posted. A list of requirements for entry into the building will be posted outside the entry for the information and compliance of those coming to worship.

Campbell Hall will be set up with folding chairs, in pairs, each pair being 6 feet from other chairs in all directions. The pews/chairs in the Nave will be marked at 6 foot intervals.

Chair seats and backs (which are fabric) will be sprayed with an alcohol solution, (97%) and allowed to dry as a means of sanitation between use. It is anticipated that Campbell Hall will be used only once each Sunday for services.

All material necessary for cleaning, distancing, masking, and documenting will be in place. Appropriate masks, and gloves will be available to be used as Personal Protective Equipment.

A survey of ushers, greeters, readers, eucharistic ministers will be conducted to determine who among them are available to support the requirements of the service, who would be able only to be part of the on-line video and who might want to suspend participation.

Note: Because at the present time we are able to offer only bread at the Eucharistic celebration eucharistic ministers if available will be asked to provide other support functions if willing.

A survey of members of the Altar Guild will be made to determine who is able to participate in preparing the worship space for the service and to clean the vessels at the end of the service.

People will be asked to e-mail the office no later than Friday noon to indicate their desire to attend Sunday worship. A return e-mail will be sent to confirm attendance and

the number of people attending. Once the allowed number of participants has been reached anyone e-mailing will receive a return e-mail indicating that they will be unable to attend that particular Sunday. This return e-mail will include the following:

Inform all employees, members, and guests that they must self-screen for signs and symptoms of COVID-19 before arriving at the location.

- Request employees, members, and visitors to take their temperature before attending a service. Any individual with a temperature of 100.4°F will not be permitted to attend the service or attend work at the organization.
- Any individual with a household member who has been diagnosed with COVID-19 or with symptoms of COVID-19 (including a fever above 100.4°F) may not attend the service or attend work at the organization.
- Any individual who has tested positive, who has traveled internationally or to a COVID-19 hotspot within the last 14 days may not attend service or the work of the organization.

The sidewalk outside the front doors will be marked in 6' increments to maintain social distancing when congregants are entering the building.

A table will be set up at the entrance to Campbell Hall where people entering will be asked to

- continue to wear their mask at all times
- sign a waiver of responsibility and consent
- indicate if they are currently in our directory
(visitors will need to provide contact information in the event that contact tracing becomes necessary)

As we re-open the Nave/Campbell Hall

The service from the Nave will be live-streamed.

The sidewalk leading to the entrance to the building will be marked at 6-foot intervals to ensure that people entering the building maintain the social distancing requirement.

People will be greeted at the door by a person ensuring that they are wearing a mask. Masks will be provided for those who have forgotten theirs and no one is allowed to enter the building without a mask. Gloves will be offered to those who might wish them.

A sign will be prepared for installation at the several feet before the entry door. This sign will detail the requirements for entry (Mask, social distancing, etc.) and will ask if anyone is symptomatic.

Requirements for Entry

Mask to be worn at all times

A social distance of 6 feet from others will be maintained

Seating will be 6 feet from others except for those in your family

A review of symptoms will be made and if anyone is ill or symptomatic they will return home.

A consent form will be signed by each person entering every time they enter.

A prior notice of intent to attend will be on record for each attendee and each time of attendance.

Agreement to sit in area assigned by the usher.

Upon Entry into the Narthex

A desk will be set up in the narthex, enabling people to enter, approach the desk, sign the consent form and maintain the required distance. There will be a basket of sanitized pens and a basket for used pens, each person will use a sanitized pen to complete the required form. In addition, people will be asked if they have traveled internationally, been to a COVID-19 hot spot or been in close contact with someone who has done so, within the last 14 days, or attended any event in which social distancing and masks were not observed within that period of time.

The desk attendants will check for prior intent to attend, and will oversee the signing of the consent form. The forms will be “batched” with a cover sheet listing date, time of service celebrant, readers, ushers and greeters. These will be kept on file for a minimum of 3 weeks. The desk attendant will greet the people warmly and direct them to the appropriate entry doors. They will ask the people coming to sanitize their hands before entering the Nave. The desk surface will be wiped down between parishioners.

A basin for offerings will be placed inside each door. The basins will not be passed.

The doors to the Nave will be propped open and people will be discouraged from touching the doors.

Bathrooms will be available to no more than 2 people at a time. A “monitor” will be at the door and will ask each person entering to wipe down the facility following their use. Wipe down will include the sink and counter area, door handles, flush handles of the toilets and the door to the bathroom stalls. Ensure that the restrooms are well supplied with soap and hand towels. In the event of a line, the “monitor” will ensure that people will maintain the appropriate 6’ distance.

High touch area will be wiped down before and after each service.

The Nave or Campbell Hall

Once in the Nave or Campbell Hall, people will be directed to the specific seating area available to them. In no case will any who are not part of the same household be allowed to sit next to each other in a distance less than 6 feet. Members of the same household are permitted to sit together in Campbell Hall or the Nave, others are asked to maintain the appropriate social distance.

People will not be able to congregate or greet each other before taking their seats. At the peace, people will be asked to nod or bow to one another, but not touch or violate social distance.

The bulletins will have been placed on the seats of the Nave/Campbell Hall where it is appropriate to sit as soon as they are prepared, no later than Thursday. The person distributing them will wear gloves. People will be asked to take their bulletin with them and dispose of it either at home or in bins provided. Any unused bulletins left on seats will be gathered by one person wearing disposable gloves and deposited in the recycle container.

Containers of hand sanitizers will be available at the end of each row and will be carried by the ushers. tissues and waste baskets for disposal will also be available.

The organist will have entered the choir loft wearing a mask and will remain seated at the organ for the duration of the service. Congregational singing will be permitted with masks worn by all. One singer will be in the choir loft, masked, to support congregational singing.

Readers (2) will be seated in the chancel area one on either side of the altar. A chair will be provided behind the altar for the celebrant to use during readings.

Altar Set Up:

Flowers will be arranged one day prior to the service and left on the shelf behind the altar. The altar guild will set up the altar with paten, chalice, burse and veil, wine cruet, and water cruet. The celebrant will set up the host in the appropriate vessel or container, being the only person to handle the wafers, after suitably washing and sanitizing hands. Lavabo bowl, towel and carafe of hot soapy water will be on the credence table for use by the celebrant during the service.

Prior to the service beginning the celebrant, after washing hands and applying sanitizer and gloves will set up a tray with mini muffin cups. The wafer will be placed in each muffin cup. The entire tray will be placed on the altar (to the right of the corporal). The entire tray will be

covered with a clean white cloth and consecrated through the cloth. The celebrant will place the priest host on the paten.

At Communion

At the time of the communion, the celebrant will again wash hands with hot, soapy water, sanitize, dry hands and put on clean gloves. The celebrant will approach the altar rail with the tray of consecrated hosts. The altar rail will previously have been covered with a white cloth. The celebrant will place a paper cup with host on the cloth on the rail at 6" intervals, stepping away to allow congregants to move forward to receive the sacrament.

The usher would permit one or if a family group, two persons to sanitize their hands, wait until their hands dry and then approach the altar to pick up the host, consuming it after they return to their seats. We would ask that they pocket the paper cup for disposal at home.

Order of Reception of the Sacrament

The Nave is set up with pews and chairs. Chairs will be designated "outer row" and pews will be designated "inner row". When it is time to come forward to receive the host, Parishioners in the Epistle outer row will come one at a time to the altar rail beginning with the portion closest to the back wall. Parishioners in the Gospel "inner row" will come one at a time to receive the host, starting with the center portion of the Gospel altar rail. The host will be consumed once the person has returned to their seat. When these sections have received and returned to their seats the hosts on the altar rail will be replenished. Then the process will be repeated beginning with the Epistle inner row and the Gospel outer row. All parishioners wanting to receive the host will exit the pew into the aisle nearest them and return in the same manner. People will not leave their seats until the person before them has returned and is re-seated.

Campbell Hall will have chairs set up in rows and people will approach the altar moving to their left and return to their seats from the right side of the row.

Service closing.

During the postlude, people will be able to either remain in their seats or move directly out of the Nave through the door by which they entered.

People may exit Campbell Hall either through the doors leading directly out to the patio or through the Narthex to the main entry doors.

People will not be able to congregate either in the Nave or Narthex or Campbell Hall, but will be asked to move directly out of the appropriate doors remaining socially distanced. People will be reminded of the need to remain socially distance outside and in the parking lots.

We are unable to have coffee hour at this time.

Additional Services

In the event that the number of parishioners wishing to attend in-person services consistently exceeds the number of people permitted in the Nave, a second service will be added in Campbell Hall.

In this event, when e-mailing for a reservation the parishioner will be asked to state which two services they wish to attend (8:00 a.m. or 10:30 a.m.). A return e-mail will be sent to confirm reservation and service. If there are more parishioners who wish to attend than can be accommodated by these two services, an additional service at 9:15 a.m. can be added.

The procedure for Campbell Hall will be the same as for the Nave with the exception as to the manner of receiving the host. A table (rectangular) will be set up on either side of the altar under the windows. This will be covered with a white cloth. The paper cups containing the host will be placed on these tables. People will move (one row at a time) from their seats in a continuous line (6 feet apart) to obtain the cup with the host. When they return to their seats, masks may be lifted to consume the host.

When the service has ended people will exit either through the narthex or through the doors nearest the kitchen. There will be no opportunity to congregate.

We are unable to have coffee hour at this time.

