

Grace Church COVID-19 Safety Plan September 2020

Please find below procedures to guide your work in our building and on our property as we seek to maintain a safe and healthy workplace. We will follow the same procedures for staff members, parishioners, and volunteers as we adhere to the governor's guidance for professional facilities and adopt this exposure, control, and mitigation plan.¹ As of August 14, 2020, we are in Phase 2 and planning for an Outdoor Eucharist to be held on Grace's patio on August 30, 2020, and for indoor prayer gatherings to begin in October and November.

- I. We will practice social distancing for all, frequent and adequate handwashing, and require sick people to stay home. As an employer, we will provide basic workplace hazard education about how to prevent transmission of disease.

- II. **Supervisor:** At Grace Church, the COVID-19 supervisor is the Rector. When the Rector is unavailable to act in that capacity, a staff member or vestry warden may be appointed to the role.

- III. **Control:** The supervisor will ensure that all staff members and volunteers receive appropriate training on COVID-19 infection prevention.
 - A. Health Screening:
 1. Everyone must self screen for COVID-19 symptoms before arriving on campus.
 2. Employees and volunteers are requested to take their temperature before coming onto the site. Any individual with a temperature of 100.4°F (or any individual with a household member who has symptoms of or who has been diagnosed with COVID-19) will not be permitted to participate in activities on site.
 3. Employees are asked to sign a form certifying that they have had no symptoms on their first work day on site of each week.

 4. These questions will be asked of all who come on site: Have you had any of these symptoms recently that is not attributable to another condition?
 - Cough

¹ (See the document located online here: <https://www.governor.wa.gov/sites/default/files/COVID19Phase2ProfessionalServicesGuidance.pdf>).

- Shortness of breath or difficulty breathing
- Or at least two of these symptoms...?
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

B. Signage: front door signage with instructions for visitors and delivery personnel requiring visitors without medical exceptions to wear face covers will be posted. When people enter the building, we will use tape, cones, or other markers to show six feet of distance. Signs (“Stop the Spread...”) from the CDC are posted in Grace’s narthex and restrooms.

IV. Mitigation:

- A. Face coverings are required except by those who are under two years of age or have medical conditions which prevent wearing one. Please wear a face covering the entire time you are on Grace’s property, including outside, unless you are in your office with your door closed, or outside, at least twelve feet away from others.
- B. Face coverings are available by request.
- C. On location physical distancing:
 1. Households may sit together.
 2. People must sit six or more feet apart as indicated.
 3. No handshakes or hugs are allowed for now. We will need to be creative in the ways we acknowledge each other.
 4. We encourage all to consider online giving. If you bring a check or cash, it may be dropped in a no touch offering basket. (Offering baskets will not be passed.)
 5. Two people at a time in the restroom. If there is a line, please wait in the hall and allow six feet between people.
 6. All meeting rooms are closed, except by appointment, with cleaning before and after use. Walker Hall may be utilized as a meeting space, when reserved, and with six feet between each person. (The space must be cleaned before and after use.)

7. Grace's kitchen may be used by reservation, by up to three people, masked and gloved, keeping physical distance and cleaning before and after use.
- D. Sanitation: Routine and frequent cleaning is required.
1. At Grace, we will clean common spaces (nave, narthex, bathrooms) before and after all gatherings.
 2. We will frequently clean often touched objects such as doorknobs, light switches, and copier keypad. Alcohol wipes will be made available for use by high touch surfaces.
 3. The Program Ministry Council will explore the possibility of appointing volunteer cleaning teams to assist with cleaning common spaces after worship or gatherings.
 4. At Grace we will,²
 - a) Ensure floors, counters, and other surfaces are regularly cleaned with water and soap, or other cleaning liquids to prevent build up of dirt and residues that can harbor contamination.
 - b) Make sure high touch areas are properly disinfected on a regular basis using a bleach solution or other EPA approved disinfectant.
 - c) Require employees to follow effective cleaning procedures and use protective gloves and eye/face protection when mixing, spraying, and wiping with liquid cleaning products like diluted bleach.
 - d) Keep Safety Data Sheets (SDSs) for all disinfectants on site.
 - e) Be sure to use chemicals per manufacturer specifications.
 - f) Wash and rise visible dirt/debris from equipment, tools, and other items before disinfecting.
 - g) Provide alcohol-based sanitizer around our facility, including making hand sanitizer dispensers available at the entrance.
 - h) Equip each bathroom with plenty of soap, water, and paper towels.
 - i) When group gatherings return to our building, use signs with advice on physical distancing, hand hygiene, and respiratory etiquette.
 - j) Wash or sanitize your hands:
 - Whenever entering the church.
 - After re-entering the church.

² Follow cleaning guidelines set by the CDC. www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

- Before and after using the restroom.
- After cleaning any surface.
- After sneezing or coughing.

V. Exposure:

A. Incident Reporting and Exposure Response Procedures

1. Reservations will be requested for participation in services through EventBrite or another reservation service.
2. A record of those who attended each service will be kept for 21 days.
3. If you have attended church in the past 14 days and you test positive for COVID-19, you are requested to contact The Rev. Wren Blessing, or in her absence, a designated supervisor. Your identity will remain anonymous.
4. Grace Church may learn about an exposure to an employee who has tested positive for COVID-19 from the individual themselves or by a third party such as the Kitsap Public Health Department. All such notifications will be directed to the Rector or her designee. The identity of the individual who has tested positive for COVID-19 will not be revealed except to the Health Department and only if an official request to do so is received. Upon learning that an employee tested positive for COVID-19 and worked in person in Grace's building, the Rector or her designee will undertake the following:
 1. Confirm that the individual who has tested positive is in contact with their personal physician and is self-isolating for at least 14 days.
 2. Inform the individual who has tested positive that Grace will be cooperating with the Kitsap Public Health Department as needed to assist in containing further spread of the disease.
 3. Identify all instances within the preceding 21 days that the individual who tested positive was in close contact with others at Grace.
 4. Retrieve all Event Disclosure and Screening Forms collected those dates.
 5. Contact all individuals who submitted those Event Disclosure and Release Forms to
 - a. let them know they may have been exposed to COVID-19 while at Grace Church,
 - b. recommend they contact their personal physician, Urgent Care center, or

Emergency Room to be tested and to self-isolate for 14 days after the exposure.

6. Rector will contact the Diocese to discuss Health Department requirements and next steps for communication, building cleaning, etc.
5. Communication: We have carefully considered and implemented practices to minimize risk as we gather in person. We are still in the middle of a pandemic and every gathering involves risk related to the pandemic. If you are in a higher risk category for COVID-19, we respect that you have choices to make about ways to manage that risk and an outdoor/indoor gathering of (X) people may not be a risk you are able to take. We will continue to offer worship and connection times online, and encourage you to participate online if you feel more comfortable participating in that manner.

VI. Liturgical Practice:

A. Eucharist:

1. Proper precautions with distancing will be utilized as clergy and Eucharistic Ministers prepare for and distribute Eucharist.
2. The presider alone will set the table and will handle the vessels.
3. The presider will wash their hands before and during the service (including before setting the table and beginning the consecration prayer.)
4. The presider will celebrate wearing a mask. The bread or wafers will also be covered.
5. The presider will consume after all have received.
6. Those who receive will sanitize their hands before receiving.
7. The bread/wafers will be placed in vessels on the altar spaced six inches apart. The bread will not be consumed by those receiving until they are at their seat.
8. All participants in the liturgy will be masked.

B. Baptism:

1. Only the presider is allowed to perform manual acts (blessing the water, baptizing, anointing), and only the presider may touch the water.
2. Water will be put into the bowl used at the time the water is blessed. Water will be extracted from the font before the baptism for aspersions.

3. The presider will wash her hands before the blessing of the water and before each baptism. Only one household will be baptized at each liturgy of baptism.
4. All water will be discarded prior to the end of the liturgy.
5. The liturgy will be livestreamed. All in-person participants will be masked throughout (with the exception of infants).

Notes for reference only:

Returning to Church, Parishioners can expect to:

- use an online reservation system
- wear a mask during the entire service and traveling to/from your car
- wait in line
- We will ask parishioners to verify by a signed document that they have not had symptoms/been exposed.
- Gloves are not required.
- If parishioners would like to wear gloves, they are asked to use non-latex gloves.

PROTOCOLS

Collection and Storage of Event Release Forms for Public Gatherings at Grace Church

1. A unique Event Disclosure and Screening Form must be completed by every individual whenever they participate in any public gathering held at Grace Church.
2. Forms will be available at www.gracehere.org and in hard copy whenever the building is open for a public gathering.
3. All forms must be completed by each attendee, signed in person prior to participating in any public gathering, and submitted to a church official prior to entering the sanctuary.
4. All collected forms will be placed on the office manager's desk at the conclusion of the public gathering.
5. The office manager will scan all forms and save them electronically for 21 days; if an exposure to a confirmed case of COVID-19 is reported, forms will be used to contact individuals who were in attendance with the infected individual and will be shared with the Kitsap Public Health Department on request.
6. After 21 days has elapsed, all archived forms will be destroyed.
7. At entry table, signs regarding COVID from the will be posted (both indoors and outdoors).
8. At the entry table, hand sanitizer will be available and extra facial masks.
9. Tissues and no touch waste receptacles will be placed throughout the location, indoors and outdoors

Reporting an Exposure

Grace Church may learn about an exposure to an individual who has tested positive for COVID-19 from the individual themselves or by a third party such as the Kitsap Public Health Department. All such notifications will be directed to the Rector or her designee.

The identity of the individual who has tested positive for COVID-19 will not be revealed except to the Health Department and only if an official request to do so is received.

Upon learning that an individual who tested positive for COVID-19 attended worship at Grace, the Rector or her designee will undertake the following:

1. Confirm that the individual who has tested positive is in contact with their personal physician and is self-isolating for at least 14 days.
2. Inform the individual who has tested positive that Grace will be cooperating with the Kitsap Public Health Department as needed to assist in containing further spread of the disease.
3. Identify all instances within the preceding 21 days that the individual who tested positive was in close contact with others at Grace.
4. Retrieve all Event Disclosure and Screening Forms collected those dates.
5. Contact all individuals who submitted those Event Disclosure and Release Forms to
 - a. let them know they may have been exposed to COVID-19 while at Grace Church,

- b. recommend they contact their personal physician, Urgent Care center, or Emergency Room to be tested and to self-isolate for 14 days after the exposure.

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COVID-19 EVENT DISCLOSURE AND SCREENING FORM

Event/Activity: _____

Date of Event: _____

Name of Participant: _____

Phone Number: _____

Email Address: _____

Considering recent events, the health and wellbeing of our community is our paramount concern. Therefore, all participants at the above event are required to sign one of these forms and agree to voluntarily assume any risk of physically participating at this event.

Before attending, you agree that:

1. I understand my attendance and participation in the above event can pose a risk of COVID-19 or other contagious or infectious diseases to me, and if I am a high-risk person, as defined by the CDC, I should stay home and avoid participation;
2. If I have been recently exposed to COVID-19, I understand that I may pose a risk to others;
3. I agree to following:
 - a. To my knowledge, I have not been in close or proximate contact with anyone who has had symptoms of COVID-19 in the past 14 days.
 - b. I have not tested positive for COVID-19 in the last 14 days.
 - c. I have not experienced symptoms of COVID-19 in the past 14 days, including but not limited to fever, fatigue, difficulty breathing, or dry cough.
4. If there is an outbreak, my information may be shared with Public Health officials to engage in an approved contact tracing program. I understand that my information will be saved, and my information may be released to such Public Health Officials in the event it is needed for such a program.
5. I agree to follow all social distancing protocols in place at this event or activity and agree to wear a face mask while attending this event.

Your participating in person at this event is conditioned upon your acceptance and agreement to the above.

Thank you for helping us keep our community safe and healthy!

Signature: _____ Date: _____

Outdoor Evening Prayer

- I. Set up:
 - A. All participants are masked.
 - B. Chairs are set up in advance in pods, 6 or more feet apart.
 - C. Sound system will be set up in advance.
 - D. A basket for “no touch” giving is set at the entry.

- II. Attendees:
 - A. Reserve their place via Evenbrite and check in at table upon entry. Masks are available on request and must be worn.
 - B. Will sign an Event Disclosure and Screening Form, which will be scanned and saved for 21 days. They will also be verbally asked to confirm they have no symptoms or fever
 - C. Are instructed not to touch one another, and to acknowledge one another’s presence from a distance.
 - D. May enter the building only to use the restroom. Only two individuals allowed in each restroom at a time. Participants must physically distance if waiting in line.

- III. Liturgy:
 - A. There is no bulletin. Prayers will be familiar, and offered by leaders over a sound system.
 - B. Music is instrumental or solo. Congregational singing with masks on is permitted in phase 3.
 - C. There is no Eucharist

- IV. Clean up:
 - A. A clean up team of low risk volunteers will sanitize chairs and replace them on rack, or chairs will be set on rack by user. (Sanitation only required if chairs will be used in three days’ time.)
 - B. Staff will keep and scan release forms.

Indoor Gathering:

I. Set up:

- A. All participants are masked.
- B. Chairs or seating markers are set up in advance in pods, 6 or more feet apart.
- C. Camera set up in advance
- D. A basket for “no touch” giving is set at the entry.

II. Attendees:

- A. Reserve their place via Evenbrite and check in at table upon entry. Masks are available on request and provided at entryway table.
- B. Will sign an Event Disclosure and Screening Form, which will be scanned and saved for 21 days. They will also be verbally asked to confirm they have no symptoms or fever
- C. Are instructed not to touch one another, and to acknowledge one another’s presence from a distance.
- D. Only two individuals allowed in each restroom at a time. Those waiting in line must physically distance.

III. Liturgy:

- A. Bulletins will be printed and set in chairs at least three days in advance.
- B. Music is instrumental or solo. Congregants will sing behind a mask
- C. Eucharist is not part of morning/evening prayer.

IV. Clean up:

- A. A clean up team of employees/volunteers will sanitize chairs and high touch surfaces.
- B. Staff will keep and scan release forms.