



Holy Spirit Episcopal Church
COVID -19 “Safe Worship” Plan
September 1, 2020

In accordance with Episcopal Diocese of Olympia and State of Washington guidelines, this guidance document has been developed and implemented by the Bishop’s Committee of Holy Spirit Episcopal Church in Battleground Washington for the safety and protection of worshipers, clergy, staff and visitors during “in-person” worship at Holy Spirit. Our “Safe Worship Plan” is based on safety and health guidelines from the Center for Disease Control (CDC), the Washington State Department of Health and Clark County Health Department. “In-Person” worship at Holy Spirit will re-commence at the direction of and with the approval of the Bishop of the Episcopal Diocese of Olympia and the Bishop’s Committee of Holy Spirit Episcopal Church. The provisions of Holy Spirit’s “Safe Worship” Plan are mandatory for all worshipers, clergy and staff present for “in-person” worship. This applies to all church congregations meeting in the Holy Spirit facility. Virtual Services will continue for congregants and visitors who for a variety of reasons may choose not to attend services in person.

Pre-Worship Cleaning of Narthex and Sanctuary

1. Narthex and Sanctuary and publicly accessed rest rooms will be cleaned in accordance with CDC guidelines and utilizing CDC recommended cleaning products and techniques prior to each worship event at Holy Spirit Episcopal Church. Specific care will be given to cleaning of “high-touch” areas such as doorknobs, light switches and pews. Documentation of the cleaning activity will be placed in the Holy Spirit’s “Safe Worship Plan” Record Section and be retained for a minimum of 21 days.
2. Hymnals and Books of Common Prayer have been removed, cleaned and placed in storage until re-deployment at a future date.

Safe Entry Procedures

1. Social Distancing and Maximum Sanctuary Occupancy. Measurements have been taken and demarcation barriers are in place identifying the recommend 6 feet of social distancing space between worshipers. Social distancing will be maintained during the worship service. Family Units may sit closer together at their discretion. However, 6 feet of social distance is required between family groups and couples at all times. The maximum safe occupancy for Holy Spirit's Sanctuary utilizing appropriate social distancing guidelines is estimated to be 57 persons maximum, based upon our 230 max occupancy. Social Distance will be maintained during the worship including the exchange of Peace and Communion (when available). Ushers, Greeters and Parish Leadership volunteers will assist with parishioner support and guidance on maintaining social distance guidelines.
2. Entry for In-Person Worship will be through the front doors of the Narthex only. The door in the sanctuary will be used as the exit to insure one way flow. Parish Kitchen and Offices will be closed. COVID safety information and requirements signage, such as CDC and DOH posters, will be posted at/near the entrance. A place for facial tissues and trash receptacles will be placed nearby.
3. Safe Entry Procedures on Days of Worship
 - a. Queuing for Entry utilizing Social Distancing. 6 Foot Social Distance Markers will be placed on the sidewalk outside of the Narthex Door Entry to help support social distance while awaiting entry for worship.
 - b. Mandatory Face Coverings. Face Masks or appropriate face coverings are a mandatory requirement for in-person worship at Holy Spirit Episcopal Church. Worshipers are encouraged to bring their own masks. However, a small supply of masks will be available in the narthex. Worshipers who do not desire to wear a mask will be denied entry and encouraged to worship virtually. If they refuse to leave, they will be escorted off the premises.
 - c. Temperatures Taken. Temperatures will be taken for each worshiper entering in the Narthex, prior to entry into the Sanctuary. Worshipers who present with an elevated temperature based on CDC guidelines will be denied entry and encouraged to participate in worship

virtually. Face masks will be provided for those who did not bring their own.

- d. Entrant's Name and Contact Information. Worshiper's name and phone number will be recorded in the "Safe Worship Entry Log" for contact tracing purposes.
- e. Entry Questions. Worshipers will be required to sign a consent form to participate in services acknowledging risks of COVID 19. Pre-entry questions and the answers will be recorded in the "Safe Worship Entry Log".
 - i. Do you have any of the stated symptoms of COVID -19 today? (Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.)
 - ii. Have you or anyone in your family been in physical or close contact with anyone known to have the COVID -19 Virus in the last 14 days?
 - iii. Have you traveled outside the United States within the last 21 days?
 - iv. I have not tested positive for COVID-19 in the last 14 days.
 - v. I have not attended any events in the last 14 days where social distancing wasn't observed or face masks worn.
- f. Current contact information will be verified
- g. Hand sanitizer will be available before entering the church
- h. Upon successfully passing the Entry Protocol, worshipers will be admitted to the Sanctuary.
- i. Safe Worship Entry Log will be retained for 21 Days.

Safe Sanctuary Practices

Worshipers will proceed to the Liturgical Materials Table where they will pick up their personal/re-useable Seasonal Worship Order of Service, Lectionary Reading Handout and Personal Holy Communion kit (when approved by the Bishop). Worshipers will then be escorted to an appropriate seating area by an usher, greeter, seating volunteer or BC

Member, and remain there for the duration of the service. The Holy Water / Baptismal Font will remain drained. The Peace will be exchanged utilizing social distance guidance using “no touch” techniques.

Safe Exit Procedures

At the conclusion of the worship service, worshipers will exit the sanctuary from the door in the Sanctuary , while maintaining social distancing guidelines. Worshipers will retain their Seasonal Order of Service Books and take with them all worship material such as Lectionary Readings, empty Communion materials for personal disposal at home. Seasonal Order of Service Books should be retained and re-used for subsequent services by the same individuals, i.e. “keep your book in the car”. There are currently no plans for in-person coffee hour at this time. Virtual Coffee hour will continue to be offered. Worshipers are required to utilize masks and social distancing procedures in the church parking lot if engaging in informal social groups.

Post Worship Procedures

1. Disinfection of Entry Materials and Narthex Area. After the departure of worshipers, all entry materials used, thermometers, Safe Worship Log will be wiped down with an approved CDC disinfectant and stored. The Narthex Area will be wiped down with a CDC approved disinfectant with specific attention paid to door handles and light switches and other high-touch areas.
2. Unused Liturgical Materials will be wiped down and stored.
3. Chancel and Altar Area will be cleaned and managed by the Altar Guild
4. Post-worship cleaning of the piano will be by the music leader/pianist.
5. Post-worship cleaning of the Sanctuary
 - a. The Sanctuary area will be cleaned after each worship service in accordance with CDC guidelines. There will be a minimum of 30 minutes between services
 - b. Documentation of the post-worship cleaning shall be recorded in the Safe Worship Log and retained for 21 days.