



SAINT MARK'S  
EPISCOPAL CATHEDRAL

# REOPENING PLAN

POLICIES AND PROCEDURES FOR THE  
REOPENING OF THE CATHEDRAL BUILDING  
DURING THE ONGOING COVID-19 PANDEMIC

*revised 9/13/20*

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## A MESSAGE FROM THE DEAN

**D**EAR FRIENDS,

I am deeply grateful for the work the Reopening Planning Team has undertaken in recent months to plot a safe course for this cathedral community as we move toward reopening the buildings for worship, and eventually for all ministry groups. This planning guide is the result of hours and hours of study, investigation, and collaborative work, all grounded in prayer for you and your well-being, and it will serve us well, individually and communally, in the coming weeks and months.

Of course, the landscape will continue to shift, and we will adapt, guided by public health and civic leaders, the Bishop, and our own circumstances on the ground. We will make our way together! Importantly, we will continue to offer participation in worship via the livestream as well, and we are preparing to offer “hybrid” connectivity for forums, meetings, and gatherings going forward, knowing some will choose to continue participating virtually. In it all, the safety and well-being of everyone in this community is foremost in our minds as we make these plans, and I hope you will read, mark, learn, and inwardly digest the details of this planning guide, and embrace the behaviors requested of those who worship in-person, when we reopen. I look forward to seeing you when that time comes.



The Very Reverend Steven L. Thomason  
Dean and Rector

# INTRODUCTION

[Jesus] said to him,  
 “You shall love the Lord your God with all your heart, and with all your soul,  
 and with all your mind.’ This is the greatest and first commandment.  
 And a second is like it: ‘You shall love your neighbor as yourself.’  
 On these two commandments hang all the law and the prophets.”

—Matthew 22:37–40

Presiding Bishop Michael Curry teaches us to follow in the footsteps of Jesus. To follow the way of love. What better way to love our neighbor than to observe practices that keep that neighbor safe and healthy? During a pandemic following the way of love requires careful planning, teamwork, and energy.

Episcopalians are called to Common Prayer. We pray together on the journey to our own spirituality. We hear each other’s voices during worship. That carries us when we are weak and contributes our faith for others when it is needed. It was not easy to close the doors of the cathedral, retreat to our homes, and love each other from a distance to keep each other safe.

It is with that same sense of love, caring, and courage that plans are made to gather again, when the time is right. With the wisdom of experts, attention to detail, and patience, the following guidelines have been assembled to prepare the building and the people for being together again. Bear in mind that this is a *living* document which will be updated and revised as needed.

When we can assemble again it will be different, but it will be good. May God bless our time apart and our time together.

## SAINT MARK’S EPISCOPAL CATHEDRAL REOPENING COMMITTEE

### CO-CHAIRS

The Rev. Canon Nancy Ross  
*Canon for Cathedral Relations*

Michael Kleinschmidt  
*Canon for Cathedral Music*

### COMMITTEE MEMBERS

Jason Anderson  
*Compline Choir Director*

Jo Ann Bailey  
*Former Warden of the Cathedral*

Gregory Bloch  
*Director of Communications*

Maria Coldwell  
*Former Warden of the Cathedral*

James Pannell  
*Director of Operations*

Michael Seewer  
*Cathedral Sacristan & Head Verger*

Donald Sutkus  
*9 a.m. Service Usher Lead*

David Wagner  
*Facilities Manager*

# RE-OPENING CHART FOR SUNDAY WORSHIP

	<b><u>NO IN-PERSON WORSHIP</u></b>	<b><u>TRIAL PERIOD OF IN-PERSON WORSHIP</u></b>	<b><u>PERIOD OF LIMITED IN-PERSON WORSHIP</u></b>
<b>CORRESPONDING WASHINGTON STATE/ KING COUNTY PHASES</b>	Phase 1–2 and beyond	Phase 3 at least <i>[see details on page 6 under “In-person Worship on Sunday Morning”]</i>	Phase 3 or 4
<b>TYPE OF SUNDAY WORSHIP OFFERED</b>	11 a.m. livestream service 4:30 p.m. livestream of Choral Evensong once a month 9:30 p.m. audio broadcast of Compline through KING-FM	11 a.m. in-person “representational” congregational participants Livestream continues Compline audio continues	11 a.m. in-person congregational participation by reservation Livestream continues Compline audio continues
<b>WHO AND HOW MANY IN-PERSON PARTICIPANTS?</b>	No high-risk individuals about 10 music/clergy /lay participants	No high-risk individuals about 25 volunteer Vestry, staff members, and spouses form representational congregation plus ~10 music/clergy/ lay participants and 6–8 hospitality ministers	High risk individuals still cautioned 50–70 congregational participants per service plus 10–16 music/clergy/ lay participants and 6–8 hospitality ministers
<b>REQUIREMENTS</b>	Masks when not speaking publicly/singing social distancing screening protocols on entry to building	Masks social distancing required entry/exit protocols invitation to participate/ test reservation system	Masks social distancing required entry/exit protocols reserve seats via reservation no socializing inside after the service outside - continue to use masks and social distancing

# WORSHIP AT THE CATHEDRAL

## ONLINE SERVICES

The cathedral has been offering live streaming of the 11 a.m. Sunday liturgy since Easter Sunday 2017, and the Compline service has been radio broadcast by KING-FM (*king.org*) since 1962. With the closing of the cathedral building and campus in March 2020 for safety during the pandemic, protocols were established for continuing the online services, staying in accord with the Governor's and Bishop's directives.

During Phase 1 and Phase 2 closure, the Sunday liturgies have been offered with ten people in the nave, spaced and masked appropriately as the research and directives evolved.

## IN-PERSON WORSHIP ON SUNDAY MORNING

The timeline for implementing the plan for reopening is fluid, but anticipates the possibility of King County being in Phase 3 sometime in September or October 2020. The building and protocols are being prepared to be ready with that time-frame in mind, with the understanding that ultimately the decision on reopening will be made by the Dean in real time.

A minimum requirement of the cathedral reopening for in-person worship according to the guidelines herein will be that the Governor approves King County for Phase 3 and the 14-day trailing average of positive COVID-19 tests has been flat or declining during Phase 3. (*COVID-19 data to be based on King County's Daily COVID-19 Outbreak Summary*<sup>1</sup>; 14-day trailing average tracked by Director of Operations.) See APPENDIX G for a chart of Washington State's reopening phases.

At that time, the opening will not be automatic to these benchmarks, but will be a circumspect decision of the Dean and leadership in real time. Any actions taken will be in alignment with directives from the Office of the Bishop.

Should the safety of the situation at the cathedral or the wider county deteriorate, the Dean in consultation with leadership may make a decision to close the cathedral building at any time.

Reopening for worship will initially involve one Sunday morning service (11 a.m.). At such time as the protocols are working smoothly with one service and there are more parishioners desiring to attend than one service can accommodate, additional worship services may be added, to be determined by the Dean in consultation with other leaders. Worship expressions (Eucharist, Morning Prayer, Baptisms, Weddings, Funerals, etc.) will also be determined by the Dean in consultation with other ministry leaders, and as directed by the Office of the Bishop. Compline will continue to be broadcast via *king.org* and Choral Evensong will be livestreamed monthly, starting in October.

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1. <https://www.kingcounty.gov/depts/health/covid-19/data/daily-summary.aspx>

## **MUSIC**

The singing of hymns and choral music is an important expression of the Anglican worship experience, and can be engaged safely if certain precautions are taken. The Dean and music staff will continue to encourage singing by the (masked) whole assembly in worship but will take care to limit the length and number of sung elements in the liturgy.

When in the presence of a congregation, the cathedral music staff will appoint an organist and one or more singers (as permitted by current state guidelines) to lead the sung portions of the liturgy from the gallery. They will remain masked at all times.

The music leaders will move between the Cathedral House and gallery via the crypt to keep a sense of order, safety, and security for congregants on the nave floor. (Signs will be posted signaling that only musicians and hospitality ministers may enter the crypt-gallery staircase.)

Organ voluntaries at the close of liturgies will be brief.

## **PERSONAL PRACTICES DURING WORSHIP**

The worshipping assembly (except children younger than two years old) will wear masks throughout the liturgy, including when singing. They will refrain from physical contact with others not in their household. To share the Peace, they will do so in a way that maintains social distance, such as bowing to others. They will maintain social distance and refrain from mingling with people from outside their own household at all times, including before and after the service. For everyone's safety, kneelers, hymnals, and Prayer Books will be absent. Single-use leaflets containing the order of worship may be downloaded from the website. Hospitality ministers will place hard copies on each chair prior to the service, for congregants to take home or discard after the service.

Hospitality Ministers will deny entry and cancel reservations of persons who refuse to wear a mask. If such persons refuse to leave, then the Presider should terminate the service and all present should leave, per recommendation of the Chancellor team of the Diocese of Olympia.

## **ASSIGNED SEATING**

When the cathedral re-opens and congregants make reservations, seats will be assigned each week based on the numbers and needs of people registering for that Sunday. Hospitality ministers will lead people to their designated seat assignments on Sunday morning. To ensure proper distancing of each group, and the potential for contact tracing should it become necessary, congregants are required to sit in their assigned seats and are not permitted to change seats or move about the nave.

## **EUCCHARIST**

Practices for the distribution of the Eucharist will be determined by the Dean, informed by the directives of the Office of the Bishop.

## **OFFERINGS**

People are encouraged to give online; they may use the Offertory time in the service to make electronic offering. The worshiping assembly is asked to leave offerings before or after the service begins; they should not get up during the Offertory to make their offerings.

There will be several baskets in the nave near the back wall by the narthex for those who have checks or cash. Signs will be posted above the baskets with the Venmo code; there will also be a hyperlink from the Sunday bulletin, so persons can click a link from their device.

The Sacristan will arrange for cathedral staff to collect the offering after the service and take it to the office. The Executive Assistant to the Dean will oversee and implement stringent cash-handling procedures for the count.

## **DISMISSAL**

The Presider or Deacon dismisses the assembly; clergy and ministers will leave the nave immediately after dismissal or postlude.

The assembly will stay in seats through the postlude. Hospitality ministers will guide them in exiting. They are not to socialize inside and should maintain masks and social distancing outside.

## **USING THE RESTROOMS**

Restroom use will be monitored by hospitality ministers in the narthex. The men's room will serve as an all-gender restroom and can accommodate one individual (or family members) at a time. The women's room can accommodate two women at a time.

Signs have been placed in the restrooms instructing individuals on how to disinfect the space after use. Sanitizing wipes are available. Hand sanitizer is available at exit. Cathedral staff will clean and disinfect the restrooms.

## **CATHEDRAL ACCESSIBILITY**

All reservation holders must enter the cathedral through the main entrance on the east side of the building. The cathedral nave can be entered using an ADA-compliant ramp on the southeast corner of the building. The Hoerster Annex entrance is not open to the public.



## **COMPLINE**

The Compline service may reopen to the public when King County is in Phase 4 and a sufficient number of volunteers are available to properly screen those who attend. The office of Compline continues to be broadcast live via Classical 98.1 KING-FM, and to further safeguard the health and safety of those gathered to sing the office.

The Compline Choir director and its board of governors have issued and will regularly update a “COVID-19 Precautions and Protocols” document; the most recent version is available as APPENDIX E. This document shall ensure the Compline Choir is fully compliant with all requirements of civic and church authorities and aims to safeguard the health and safety of those gathered to sing the office.

## **SUNDAY SCHOOL AND OTHER MEETINGS**

For Sunday School, Choirs, Choir School, and other elements that wrap around or support worship on Sunday mornings, adaptations will need to be made to accommodate safe gatherings of groups and will be guided by the Dean in consultation with ministry leaders.

Childcare will not reopen, and the carpet will not be used, when the cathedral reopens for worship, given risks of infection and difficulty in distancing children in closed spaces such as the childcare room.

All other ministry groups and meeting groups external to Saint Mark’s should plan to continue meeting via Zoom until further notice. The Dean and other leaders will determine when re-gathering in person is appropriate, once the county reaches Phase 4 and the Facilities Manager warrants that the meeting spaces can be maintained for safe use.



# COMMUNICATIONS & RESERVATIONS

## RESERVATIONS

Reservations for liturgies will be available on the cathedral website via Eventbrite. A limited number of reservations will be available for each service. The number of reservations remaining will be displayed when a person completes their reservation. If a service is full, a person desiring to attend may add their name to a waiting list; if a spot subsequently becomes available, they will be contacted by email and invited to make a reservation.

Reservations for each Sunday service will be made available on the preceding Monday, so only one Sunday service will be open for reservations at any given time. (After opening, these procedures may be modified depending on the experience of worshippers. The Communications Director will post updates in *Sundays & Beyond* and other channels.)

The registration process will incorporate detailed instructions for attendance and liability waivers, designed to be read carefully and acknowledged. It will be clear that submitting a reservation will be understood as consenting to these instructions.

Those who do not use a computer at home may reserve seats over the phone by calling Executive Assistant to the Dean Erik Donner at 206.323.0300 x217.

## RESERVATION ETIQUETTE

It is likely that more people will wish to attend services than there will be spaces available. If that is the case, congregants will be asked to refrain from attending services two Sundays in a row, in order that everyone who wants to can attend. This will not be a hard and fast rule, but the community will be encouraged to abide by this guideline for the good of all. (Again, this guideline may be modified to become either more or less restrictive, depending on the actual experience of parishioners after opening.)

## PROOF OF RESERVATION

Attendees will be encouraged to print out their ticket or confirmation email or to have either of those available to show to the hospitality minister on their mobile device. While simply having one's name checked off the reservation list will be sufficient, having access to registration documents will facilitate a smooth check-in process and will quickly clear up any misunderstanding, mistake, or miscommunication.

### **PREVIEW VIDEO**

A preview video explaining the procedures will be narrated by the Dean and describe the process of reserving a seat and attending church from the perspective of a congregant. The video orientation will begin with the online reservation process, then demonstrate the procedures for entering the building, expectations of behavior during worship (including, for example, masking and restroom protocols), and finally how to exit the building. While the information contained in the video will be found in writing elsewhere, the community will be strongly encouraged to watch, mark, and inwardly digest the video before attending a service.

### **SOCIAL MEDIA AND EMAIL**

All congregants are encouraged to sign up for emails from the cathedral at [saintmarks.org/newsletter](https://saintmarks.org/newsletter). News and announcements related to reopening will be found in *Sundays & Beyond* each week, and special messages and important email alerts are sent to the same mailing list. Although Facebook will not be used as a primary communication channel, following the cathedral on Facebook and joining the “Community Life During the Closure” Facebook group are both valuable ways to communicate with the cathedral and the cathedral community.

### **MAIL (POSTCARDS)**

The Communications Director will prepare a postcard mailing to the cathedral mailing list with a brief summary of reservation procedures, emphasizing the ability to make a reservation over the phone.

### **CONTACT TRACING PLAN**

The will-call list will contain all the seat assignments. These will be archived each week along with a floor plan/seating chart indicating any anomalies that Sunday (for example, where exactly a family has been seated, or any ad-hoc changes to the chair arrangement). The livestream video will also document seating. All historical records of attendance and seating will be confidential, but will be accessed specifically for contact tracing or notices should the need arise. The Director of Operations will preserve these lists for a period of time after each event, as directed by the Cathedral Chancellor.



# PREPARATION OF THE SPACE

## GENERAL GUIDANCE

Saint Mark's Cathedral is taking measures to prevent community spread of COVID-19, which includes undertaking enhanced cleaning and disinfection procedures. The details contained herein have been developed by the Facilities Department with guidance from the Centers for Disease Control (CDC), Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and International Facility Management Association (IFMA).

## PERSONNEL SAFETY

Personal protection equipment (PPE) will be required by all staff members engaged in cleaning duties and will include masks, appropriate gloves, and eye protection (as needed). These items will be provided by the cathedral.

## LOCATIONS AND FREQUENCY

Due to the need for adequate mechanical ventilation, only the nave, narthex, restrooms, choir room, and Sacristies will be open (or accessible) during service gatherings. Each of these spaces will be cleaned and disinfected prior to and after each event. Cleaning schedules will be posted in all restrooms.

## CLEANING PRODUCTS AND USE

Only recommended EPA-registered disinfectants will be used. The cathedral currently uses Comet Cleaner with Bleach, Clorox Disinfecting Bleach, Clorox Toilet Bowl Cleaner with Bleach, Lysol and Uline Disinfecting Wipes, and Zep Neutral Floor Cleaner. MSDS and SDS documentation for each product is on file in the Facilities Manager's office.

Cleaning staff will observe the following to ensure effective cleaning:

- ◆ Products will be used based on site use and surface types.
- ◆ Surfaces will be pre-cleaned with soap and water or surface cleaner.
- ◆ Contact (dwell) time will be based on the manufacturer's recommendation to ensure the product is effective.
- ◆ Cleaning and disinfecting products will be stored in the janitor's closet on Level One or in Facilities Storage.

## CLEANING PROCEDURES

- ◆ The nave, narthex, restrooms, choir room, and Sacristies will be deep cleaned one day (Saturday) prior to people entering. Detailed description of restroom cleaning may be found in APPENDIX D.
- ◆ Access will be restricted to cleaned spaces after cleaning (organists may use Level Two hallway and stairs to access the gallery for individual practice times).

- ◆ Disinfecting of the Sacristies, choir room, and Level 5 restrooms will be done one hour prior to people entering.
- ◆ The nave, narthex, and restrooms will be disinfected only after the space has been set for worship and prior to opening the doors to worshippers.
- ◆ Immediately after public worship in the nave, the cleaning staff will open the north emergency doors, interior narthex doors, and main doors. They will remain open for one hour.
- ◆ Cleaning of the nave, choir room, and Level Five restrooms will take place immediately after Sunday morning service in preparation for any later services. Remaining spaces will be cleaned no later than noon on Monday.

#### **NOTES**

1. Pedestal hand sanitizing stations will be purchased and installed at the entrance to the nave.
2. Disinfectant spray equipment has been purchased to reduce the amount of time it takes to disinfect the various rooms.

#### **AIR CIRCULATION AND FILTRATION IN THE NAVE**

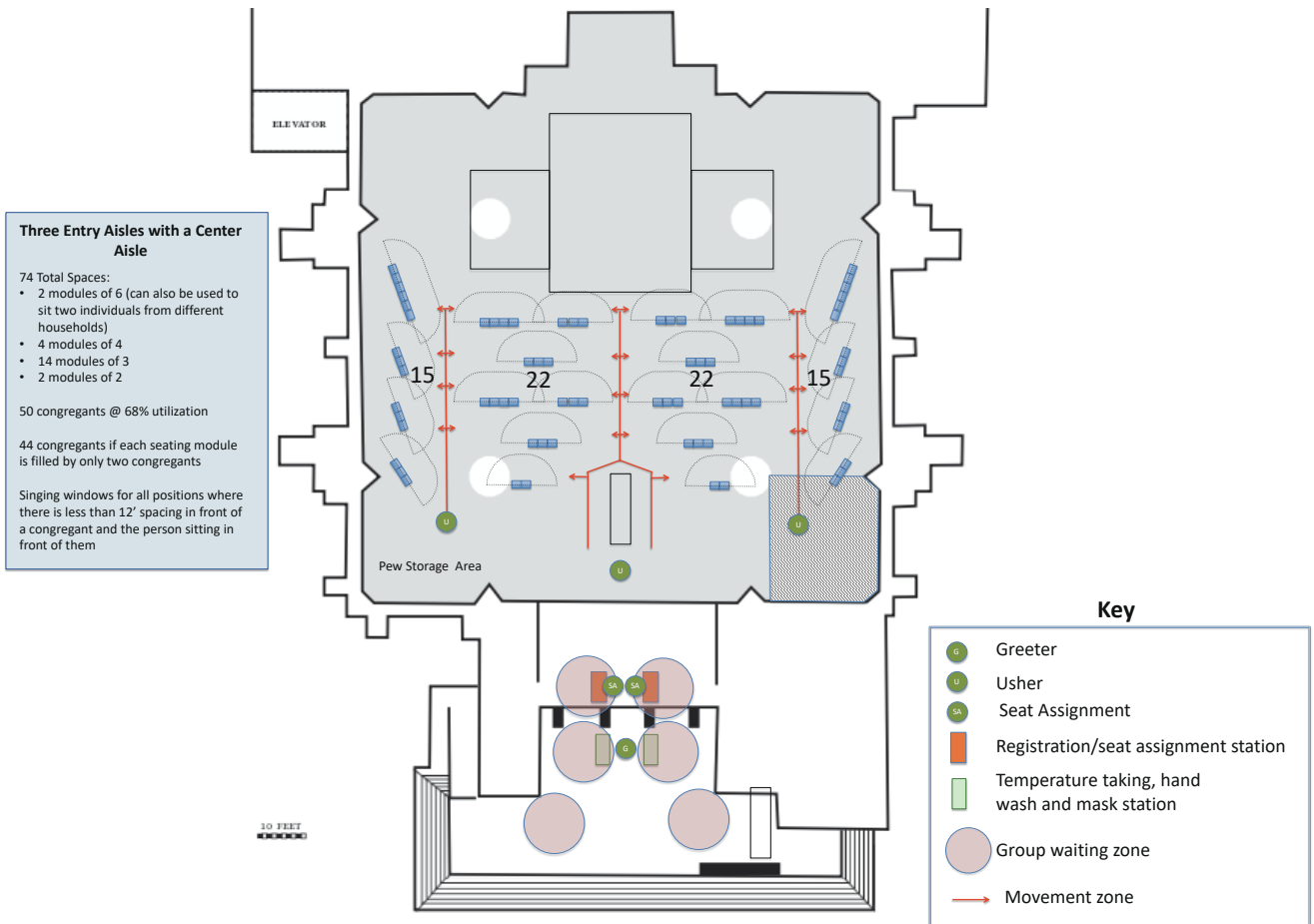
Following the advice of UMC, professional HVAC engineers, the facilities team have installed MERV 13+ filters throughout the cathedral and engaged exhaust fans to run in tandem with the air intake system. Outside the heating season, the return air dampers are closed. In the heating season, the return air dampers will be opened to the minimum degree necessary to keep the air compressor in good working order, reducing return air to the system by about 60–75%. The facilities team will run the air handler two hours prior to each service, during, and two hours after.

#### **ARRANGEMENT OF CHAIRS**

Proper arrangement of chairs in the nave is an important factor in ensuring that appropriate social distancing is maintained throughout the service. In arranging the chairs, the following factors must be considered:

1. That ample space is left between walkways and chairs such that congregants sitting in chairs and ministers and congregants using the walkways can always remain a minimum of six feet apart.
2. That ample space is left between chairs to space all members of different households a minimum of six feet apart.

## SAMPLE SUGGESTED SEATING CONFIGURATION



### NOTES

Modules containing one-to-six chairs are placed throughout the nave (half-moon areas on diagram) with walkway spaces (red lines on diagram) that allow access to the modules while maintaining appropriate social distance. Each seating module will have a unique code assigned to it that will facilitate the assigning of individual groups to specific seats prior to the service. The front row of chairs is placed so a six-foot distance is maintained between congregants and the front of the altar platform.

Modules containing six chairs will be used either to seat a single household or two congregants from different households, each one placed at opposite ends of the row of chairs. Modules containing two, three, and four chairs will be used to seat up to four congregants from the same household.

The intent will be to keep the configuration of chairs the same from one service to the next as much as possible in order to avoid re-shuffling of chairs and to provide continuity for the ministries and congregants. Some re-balancing of the proportion of module sizes will likely need to be done once experience is gained with seating congregants.

An alternative nave configuration may be seen in APPENDIX F.

# WELCOMING PEOPLE INTO THE NAVE

## **HOSPITALITY MINISTRY**

Upon reopening of the cathedral for public worship, six-to-eight hospitality ministers will be needed for each service. Before the service, hospitality ministers will be present on the porch, in the narthex, and just inside the nave doors. These hospitality ministers will share responsibilities of greeter, seat assignment ministers, and usher. Responsibilities include checking people in, assisting with seating people, as well as monitoring restroom usage.

During the service, some hospitality ministers will stay in the narthex to monitor restroom usage and greet latecomers. Other hospitality ministers will be stationed throughout the nave to provide assistance as needed. Walkie talkies will be used for communication.

During a worship service, the Cathedral Sacristan will be present to ensure volunteers arrive on time to facilitate all required steps for worship (volunteers, sound/video techs, etc.).

## **GREETER RESPONSIBILITIES**

Greeters will be the first to welcome people to the Cathedral for worship. Even though greeters will have masks on at all times, their smiles will show through! Greeters should be welcoming and inviting to all who join us and should not be afraid to help those who may seem confused or overwhelmed by all the changes. Greeters will:

- ◆ Make people feel welcome through body language, communicating, and making eye contact. Shaking hands and physically touching others (hugging) is not allowed. All people must maintain social distance from each other.
- ◆ Take the temperatures of each congregant. Anyone who has a fever of 100.4° or greater will not be permitted to attend worship and will be asked to leave immediately.
- ◆ Make sure that all congregants have masks prior to entering the cathedral (providing masks if needed), and that they are aware of facilities for sanitizing their hands before putting masks on.
- ◆ Direct those who do not have a fever to the hand sanitizing station.
- ◆ Guide the entering congregants to form two lines for entry on the portico, one for entry into the cathedral via the north doors and the other for entry into the cathedral via the south doors.
- ◆ Direct congregants to read the signs posted in the narthex and portico indicating the basic requirements for those entering the cathedral and giving the basic protocol for entry and exit (see APPENDIX C for signage text).
- ◆ Answer any questions about reservations and seating.

### **SEAT ASSIGNMENT MINISTER RESPONSIBILITIES**

- ◆ Welcome the congregants to the cathedral with the same techniques suggested above for greeters.
- ◆ Ask a member of each congregant group who has registered online the screening questions relating to COVID-19 symptoms and exposure for all members of their group (see APPENDIX A) and record responses on the list. A different agreement/waiver and COVID-19 symptoms declaration is required for those who signed in using the telephone, or who are walk-ins (see APPENDIX B), which must be physically signed.
- ◆ Inform the congregant group of their seating assignment and note on the seating assignment list that the congregant group attended making sure to note the names of all attending.
- ◆ Direct congregant groups to an usher or to wait for an usher in the waiting area.

### **USHER RESPONSIBILITIES**

- ◆ Welcome the congregants to the cathedral with the same techniques suggested above for greeters.
- ◆ Guide congregant groups, and make sure they sit in their assigned seats.
- ◆ Monitor the situation in the nave before, during, and after the service, and provide aid to those who may need it.
- ◆ Provide guidance to congregant groups as they exit the cathedral.

### **SAFETY ACTIONS**

In the event of a medical emergency, the hospitality ministers will immediately notify the Sacristan or other staff person, and the guidelines in the emergency preparedness manual will be implemented for the specific situation.

### **PROTECTING VOLUNTEERS AND STAFF**

The safety and health of staff and volunteers in all ministries is a major priority. To that end, the cathedral will put the following specific procedures and facility modifications in place to ensure the risk of contracting COVID-19 to all staff and volunteer ministers is minimized:

- ◆ Masks will be available and use will be required.
- ◆ Face shields or eye coverings will be available to those who want them.
- ◆ Ample quantities of hand sanitizer and latex gloves in convenient locations will be made available.
- ◆ Plexiglass shields will be put in place at some high traffic locations (e.g. registration table).
- ◆ A system will be put in place to allow volunteers and staff to make anonymous suggestions and/or reports of unsafe practices.
- ◆ Volunteers should not serve two Sundays in a row in case of exposure.



**DOCUMENT TRAINING AGENDA AND ATTENDANCE**

All volunteers will be trained in each of the three roles defined above (greeter, seat assignment minister, usher) and will go through a training facilitated by the Cathedral Sacristan as empowered by the Dean, including a Zoom training before re-opening. There will also be an in-person training that each volunteer will be asked to go through before serving at an actual service. This training will likely occur just prior to the first service that the person will be volunteering for. It will be stressed during training that all volunteers will need to be welcoming and communicative and to set good examples for others.

**POST-EXPOSURE INCIDENT RECOVERY PLAN**

If there is a case of exposure or infection from COVID-19 identified at a cathedral gathering, we will consult King County health officials directly to determine the best way forward, which would include, at the least, communication to those who participated in the event, conveying the health officials' advice on quarantining and/or testing; providing information for contact tracing if so advised; enacting additional safety and cleaning in the cathedral itself; and the potential of reclosing until a future point, should it be deemed warranted.



# APPENDIX A:

FOR THOSE WHO SIGNED A WAIVER AT ONLINE REGISTRATION

## COVID-19 Screening Questionnaire

*If you answer YES to any of these questions, you may not enter the cathedral or attend this event. Please go home and check with your doctor about your symptoms, or practice social distancing for two weeks from your travels or encounters.*

Do you have fever greater than 100.4° or have you experienced symptoms of COVID-19 in the past 14 days, including but not limited to fever or chills, cough, fatigue, difficulty breathing, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?	Yes	No
In the last 14 days, have you participated in any gathering outside your household in which social distancing and mask use were not observed by all involved?	Yes	No
Have you had any international travel or travel to any domestic virus hot spots in the last 14 days?	Yes	No
Have you had any contact with an individual with COVID-19 in the last 14 days?	Yes	No

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# APPENDIX B:

## FOR THOSE WHO HAVE NOT SIGNED A WAIVER AT ONLINE REGISTRATION



SAINT MARK'S CATHEDRAL

### COVID-19 EVENT DISCLOSURE & SCREENING FORM

Event/Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Participant: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

For the health of our community, all participants at the above event are required to sign and agree to voluntarily assume any risk of physically participating at this event. Before attending, you agree that:

1. I agree to follow all social distancing, sanitizing, and temperature-taking protocols in place at this event or activity and **agree to wear a face mask for the entirety of this event.**
2. 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.
3. If I have been recently exposed to COVID-19, I understand that I may pose a risk to others.
4. I agree that none of the following applies to me:
  - a. I do not have a temperature greater than 100.4°F.
  - b. 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.
  - c. I have not tested positive for COVID-19 in the last 14 days.
  - d. I have not experienced symptoms of COVID-19 in the past 14 days, including but not limited to fever or chills, cough, fatigue, difficulty breathing, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
  - e. I have not attended any events in the last 14 days where social distancing wasn't observed or masks worn.
  - f. I have not traveled internationally or in any domestic virus hot spots in the last 14 days.
5. 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 may be released to such Public Health Officials in the event it is needed for such a program.

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, we are all in this together!

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX C:

### SIGNAGE TEXT TO BE POSTED THROUGHOUT THE CATHEDRAL

*For the safety of all, we ask the following of you and those in your group:*

- ◆ If you or anyone in your group have not been feeling well or have had a cough, fever, or other symptoms within the last 14 days, please refrain from entering the cathedral.
- ◆ Wear a mask covering both the mouth and the nose at all times.
- ◆ Maintain a minimum of six feet between members of other households.
- ◆ Use the hand sanitizer stations located in various locations at your convenience.
- ◆ Wait for hospitality ministers to seat you or your household group and sit only in assigned seats.
- ◆ At the end of the service, leave your seating area only when an hospitality minister asks you to do so.

# APPENDIX D:

## MAINTENANCE STANDARD OPERATING PROCEDURE (RESTROOMS)

**Title/Subject:** Restroom Cleaning

**Number:** \_\_\_\_\_

**Applies to:** ☒ staff ☐ volunteers ☒ vendors/contractors \_\_\_\_\_

**Effective Date of this Revision:** (September 1, 2019)

**Contact for More Information:** Facilities

☐ Policy ☒ Procedure

**PURPOSE:** To define the cleaning practices of restrooms.

**SCOPE:** This procedure is applicable to St. Nicholas (Choir School), Leffler House, Carriage House, Cathedral, and Cathedral House.

**RESPONSIBILITY:** Facilities Staff and Contract Cleaning Vendor(s)

**PROCEDURES:**

**STEP 1 – Close / Inspect** • Close Restroom to pedestrian traffic. • Put out “wet floor” sign. • Put on disposable gloves.

**STEP 2 – Trash / Refill** • Check and refill dispensers; soap, toilet tissue, paper towels, toilet seat cover etc. • Discard trash in appropriate location • Spray outside of dispensers with disinfectant. • Wipe dry with clean cloth or paper towel.

**STEP 3 – Toilets / Urinals** • Remove urinal screens and block. • Flush toilets and urinals. • Force water over traps with swab to remove water from bowls and urinals. • Pour 1 ounce Thickened Bowl Cleaner • Swab thoroughly over exposed surfaces including under the rim and let stand 10 minutes. NOTE: Proceed to next step to allow cleaner time to work.

**STEP 4 – Dust / Sweep** • Attach Swiffer dusting cloth to Swiffer mop. • Remove dust and cobwebs from top of walls, doorways, stall partitions, lights, fans and other hard to reach areas. • Use putty knife to remove gum from floors, stall partitions and other surfaces. • Sweep entire floor surface to be cleaned with a broom.

**STEP 5 – Spray & Wipe** • Spray Comet Bathroom Cleaner onto sinks, counter tops and fixtures. Wipe with a clean cloth or paper towel. • Spray Sprayway Glass Cleaner onto mirrors & glass. Wipe with clean cloth or paper towel. Do not buff dry. • Spray Comet Cleaner with Bleach directly onto walls, stall partitions, light switches, doors and door knobs. Wipe with clean cloth or paper towel.

**STEP 6 – Toilets / Urinals** • Re-swab interior toilet & urinal surfaces including under the rim and flush. • Spray Comet Cleaner with Bleach cleaner onto exterior surfaces of toilets and urinals. • Wipe with paper towel and discard.

**STEP 7 – Damp Mop** • Fill 4 gallon mop bucket to fill line with warm water. • Add 4 ounces of ZEP floor cleaner (1 oz per gallon) • Twist mop in wringer and wring out as much solution as possible. • Starting at farthest point from door, mop a 10 ft. by 10 ft. area.

**STEP 8 – Mist spray** all surfaces with hospital grade sanitizing solution and allow to air dry. Approximate dwell time is 5 to 10 minutes. This step is required during COVID-19 pandemic and other hazardous disease outbreaks.

**STEP 9 – Remove** “wet floor” sign and reopen restroom.

# APPENDIX E:

## COMPLINE CHOIR COVID-19 PRECAUTIONS AND PROTOCOLS



### COVID-19 PRECAUTIONS AND PROTOCOLS

*As amended August 17, 2020*

#### I. Precautions and protocols for all choir members

1. **Wash your hands** with soap and water (or hand sanitizer containing 62% or greater alcohol) for at least 20 seconds upon entering the building, after using the restroom, and at regular intervals during rehearsal.
2. **Employ physical distancing**, maintaining at least six (6) feet, ideally ten (10) feet, spacing at all times.
3. **Avoid direct hand-to-body contact.** Do not touch your face, mouth, nose, or eyes.
4. **While in the cathedral, you must wear a multi-layer surgical-style washable or disposable face mask** that covers your nose and mouth, with no valves or gaps on the sides, that fits well around the margins. Members may wear masks during the Compline service at their option.
5. **If you are age 65 or older, have underlying medical conditions, or are immunocompromised**, you may not participate until King County enters Phase 4.
6. **If you are experiencing one or more of the CDC-recognized symptoms of COVID-19, are sick, or are otherwise unwell**, you must stay home.
7. **If you participate in gatherings outside your household in which physical distancing of at least six (6) feet and mask use are not observed by all, travel interstate or internationally, or have been in contact with an individual who is confirmed or presumed to have COVID-19**, you must inform the group leader and may not participate until after a period of 14 days elapses without onset of symptoms or development of COVID-19. Information will be treated as privileged and confidential.

#### II. Protocols and procedures for those participating in Compline rehearsal & service

1. **Keep music box, hymnal, and Psalter with you at home.** You are responsible for bringing any music needed on Sunday and taking it home afterward.
2. **Practice in advance.** The director or group leader sends a list of music to be sung and attaches PDFs of the anthem and any music you might not have so you can practice in advance. It is vital that all participants be comfortable with music sung.
3. **Take your temperature no more than one hour before coming to the cathedral.** Your temperature should be normal, defined as 100.3°F or less by the CDC. If your temperature is above normal, you must stay home. If you have felt feverish within the previous 24-hour period, you must stay home.
4. **If the service is to be livestreamed, then you must adhere to the Livestream Etiquette and Dress Code** policy authored by the board president. Black pants, black socks, and black dress shoes are required.
5. **Arrive between 7:30 PM and 7:40 PM** at the Hoerster Annex doors and wait for the director or group leader to admit you.



6. **Observe physical distancing and wash your hands with soap and water** (or hand sanitizer) upon entry.
7. **The director or group leader will take your temperature** and show you the result. The result will not be written down or recorded. If your temperature is above normal, or you appear ill or feverish, the director or group leader will send you home.
8. **Complete the mandatory cathedral health screening form.** If you answer yes to any of the screening questions, the director or group leader will send you home.
9. **Go to the choir room, employing physical distancing** as you get vestments and music box. Avoid touching handrails and door handles unless absolutely necessary.
10. **Go to the nave,** organize your music, and disinfect your music stand.
11. **Remain masked and randomize travel** paths when walking in the nave.
12. **Pitch pipes are not to be used during rehearsal.** Pitch should be given using a tuning fork, smart phone app, or keyboard instrument instead.
13. **After Compline, immediately put your mask on** and return to your rehearsal seat for dismissal, cleanup, and exit instructions.
14. **No food or drink permitted**—except water in your own water bottle.
15. **You have a duty to immediately notify the director or group leader if diagnosed with or exhibiting one or more of the CDC-recognized symptoms of COVID-19.** The director or group leader will notify all who were present of possible exposure, maintaining confidentiality of the index patient. Those who were present may not resume participation until the index patient provides written permission to resume activity from a physician, or proof of a negative COVID-19 PCR test\*, or until all who were present complete a period of self-quarantine for 14 days without developing COVID-19.

### III. Protocols and procedures for directors, group leaders, and audio support personnel

1. **Permitted number of singers:**
  - a. **Phases 1 & 2:** The director or group leader may call a **maximum of four (4) singers**, including himself, to sing Compline, and one audio support person. We will refer to those called as a “quartet of singers”.
  - b. **Phase 3:** The director or group leader may call a **maximum of eight (8) singers**, including himself and one audio support person, to sing Compline. Participants may sing Compline from the front platform or in front of the interior narthex doors. The audio support person will adjust microphones as needed.
  - c. **Phase 4:** The director or group leader may call a **maximum of twelve (12) singers**, including himself and one audio support person, to sing Compline. Participants may sing Compline from the front platform or in front of the interior narthex doors. The audio support person will adjust microphones as needed.
2. **Repertoire selection:** Music should be familiar or easily accessible, and dovetail with participants’ skills and abilities. Plainchant is advised for at least two of the five pieces sung. Music may range from unison up to four-parts and may be accompanied.
3. **Confirm participation of singers** by Thursday at 6 PM.



4. **Designate a cantor and reader** who already serves in this capacity from among those participating. The director or group leader serves as cantor and/or reader if no one else is available.
5. **Prepare for rehearsal and the service:**
  - a. Contact David Wagner ([dwagner@saintmarks.org](mailto:dwagner@saintmarks.org)) by Sunday morning and ask what areas, if any, need disinfected.
  - b. Arrive at least 20 minutes prior to rehearsal start time.
  - c. Wash your hands, put on nitrile gloves, take your temperature, and complete the required cathedral health screening. Change gloves when switching tasks or stations, i.e., new gloves for check-in after you have distributed music.
  - d. In addition to any items noted by David Wagner, perform the following tasks:
    - i. Disinfect music library doorknob and file drawer handles (*as needed*)
    - ii. Disinfect choir gray cabinet and door handles (*as needed*)
    - iii. Disinfect choir room robe closet door handles and KING-FM headset; open at least one window for ventilation
    - iv. Disinfect your own music stand in nave; prop open two (2) north doors for ventilation
  - e. Use a measuring tape to ensure music stands are spaced apart at least six (6) feet, ideally ten (10) feet.
6. **Audio recording equipment & KING-FM connection** (*audio support person*):  
*This portion should be completed before 8 PM.*
  - a. Set up recording equipment, using either the CD or Zoom H6 recorder; test levels and ensure functionality. The Zoom H6 recorder is stored on the rack in the sound booth; if you cannot locate it, call Greg Bloch at (415) 690-3916.
  - b. Plug handset in and ensure the KING-FM feed is audible; you may have to jiggle the connection a bit as it is loose.
  - c. Go to the sound booth and verify the Comrex Access NX is sending and receiving. If properly locked and connected, you will see activity for left and right channels for both SEND and RECEIVE.
  - d. **If the connection with KING-FM is not active, follow the troubleshooting steps outlined on page 5.** KING-FM technical support personnel include Nikhil Sarma at (949) 798-9260, Rachele Hales at (509) 432-4494 or Michael Brooks at (425) 518-1880. *No board operator is onsite at KING-FM on weekends.*  
*This portion should be completed after the service ends.*
  - e. Finalize the recording by either burning the CD and sliding it under Greg Bloch's office door, or by placing the Zoom H6 recorder in Greg Bloch's office (if open) or mailbox (if office is closed).
  - f. Unplug handset and recorder used, wipe down with disinfecting wipe, and store.
7. **Music distribution:** Wearing nitrile gloves, sort and place music on assigned chairs. There shall be no common point of music distribution or collection.





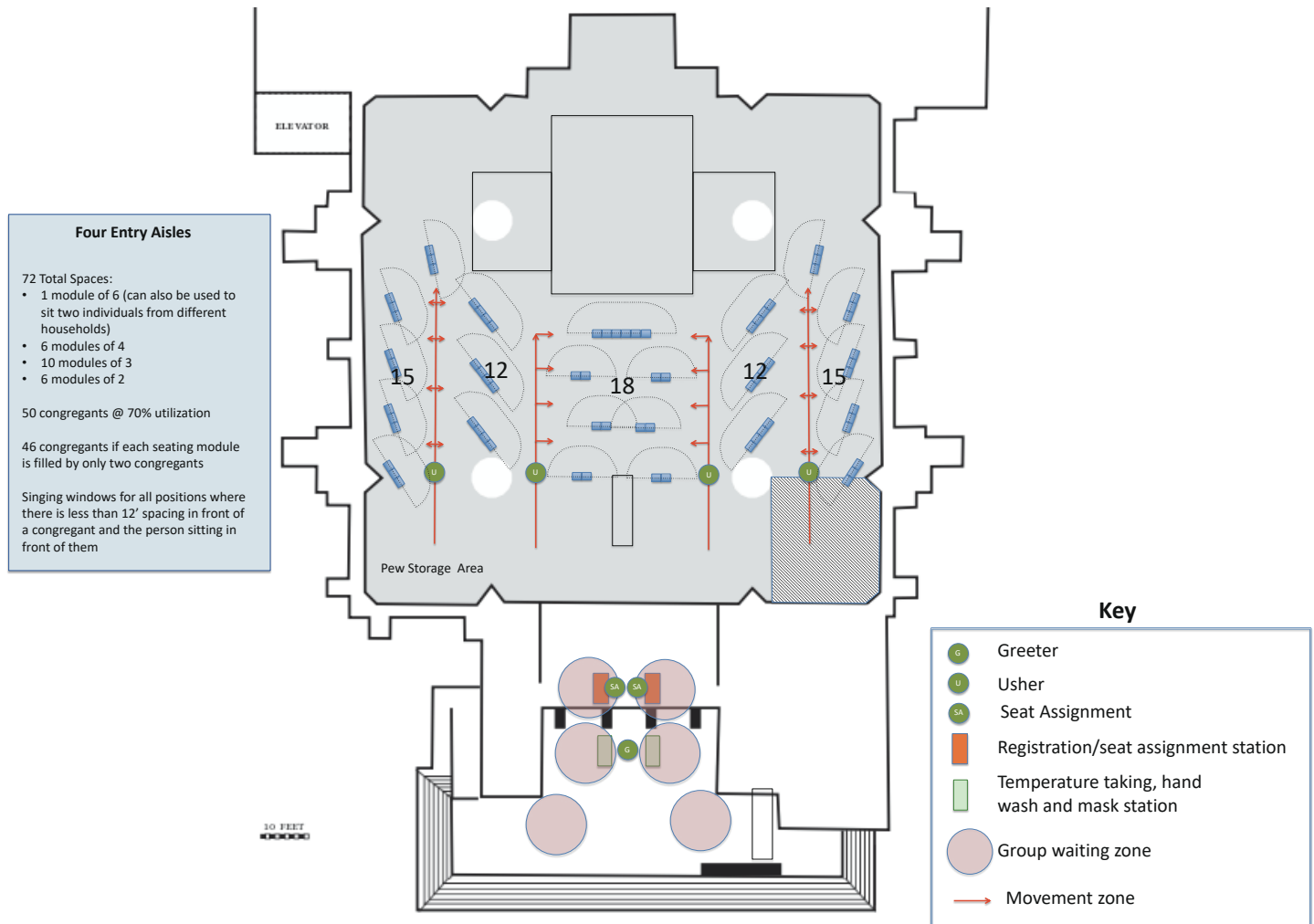
8. **Placement of singers:** The director must be in line with singers—not in front of them—and singers must not face or point directly toward other singers.
9. **Admission of participants:** Go to the Hoerster Annex doors to admit members, following the steps outlined above. If anyone has a temperature of 100.3°F or higher, answers yes to any questions on the required cathedral health screening, or appears feverish or ill, send them home.
10. **Emergency replacement of singers:** If the director or group leader sends a participant home, he should alter chosen repertoire or secure a substitute singer. However, the substitute singer must confirm successful 14-day self-quarantine before participating.
11. **Rest breaks and aerosol dispersion:** The cathedral HVAC system exceeds recommended air changes per hour. However, a five- to ten-minute break is required near 8:15 PM and at 9:15 PM. No singing or loud speaking should occur during these breaks to allow for aerosol dispersion.
12. **Exit and end-of-service procedures:** At the conclusion of the service, participants put on their masks, gather music, and return to the rehearsal area via a random path. It is imperative that participants not walk through any areas of aerosolized particles generated while singing (about 15 feet in front of those singing). Once at rehearsal seats, the director or group leader offers the optional dismissal and shares any parting words with singers. Participants remove and store vestments, store music, and wipe down music stands at separate times, maintaining appropriate distancing.
13. **Deviation from above:** If a director or group leader wishes to deviate from these procedures and protocols, he must have good reason for doing so and request permission from the Director of the Compline Choir in advance.

**COVID-19 Tests** are available free of charge. No insurance or referral from a doctor is required. Visit <https://www.kingcounty.gov/depts/health/covid-19/care/testing/locations.aspx> to find a location near you. You will need to make an appointment in advance at most locations; this can be done online. The COVID-19 PCR is for individuals with a suspected *active* infection (symptomatic or asymptomatic). The COVID-19 antibody test is for individuals with an *inactive* infection who have recovered.

**These precautions and protocols are to be strictly observed by all members of The Compline Choir and will remain in place until amended or revoked by the Director.**





# APPENDIX F:

## ALTERNATIVE SAMPLE SUGGESTED SEATING CONFIGURATION



# APPENDIX G:

## WASHINGTON STATE PHASES FOR REOPENING

<b>WASHINGTON'S PHASED APPROACH</b> Modifying Physical Distancing Measures (Modifications to July 20, 2020 Plan are effective July 30, 2020)				
<b>INDIVIDUALS AND BUSINESSES SHOULD FOLLOW ALL REQUIREMENTS LISTED ABOVE DURING ALL PHASES</b>				
	 <b>Phase 1</b>	 <b>Phase 2</b>	 <b>Phase 3</b>	 <b>Phase 4</b>
<b>High-Risk Populations*</b>	Stay home unless engaging in Phase 1 permissible activities.	Strongly encouraged, but not required, to stay home unless engaging in Phase 1 or Phase 2 permissible activities.	Strongly encouraged, but not required, to stay home unless engaging in Phase 1, 2, or 3 permissible activities.	Resume public interactions, with physical distancing
<b>Recreation</b>	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	Outdoor recreation involving 5 or fewer people outside your household (camping, beaches, etc.)	<ul style="list-style-type: none"> <li>Outdoor group rec. sports activities (50 or fewer people)</li> <li>Recreational facilities at &lt;25% capacity (gyms, public pools, etc.)</li> </ul>	Resume all recreational activity
<b>Gatherings (non religious)</b>	No gatherings	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 10 people	Allow gatherings with >50 people
<b>Travel</b>	Essential travel and limited non-essential travel for Phase 1 permissible activities	Essential travel and limited non-essential travel for Phase I & II permissible activities	Resume non-essential travel	Continue non-essential travel
<b>Business/ Employers</b>  (All businesses will be required to follow safety plans written by the state)	<ul style="list-style-type: none"> <li>Essential businesses open</li> <li>Existing construction that meets agreed upon criteria</li> <li>Landscaping</li> <li>Auto/RV/boat/ORV sales</li> <li>Retail (curbside pick-up orders only)</li> <li>Car washes</li> <li>Pet walkers</li> </ul>	<ul style="list-style-type: none"> <li>Remaining manufacturing</li> <li>Additional construction phases</li> <li>In-home/domestic services (nannies, housecleaning, etc.)</li> <li>Retail (in-store purchases allowed with restrictions)</li> <li>Real estate</li> <li>Professional services/office-based businesses (telework remains strongly encouraged)</li> <li>Personal services (hair and nail salons/barbers, tattoo, etc.)</li> <li>Pet grooming</li> <li>Restaurants/taverns &lt;50% capacity, table size no larger than 5 (no bar-area seating)</li> <li>Limited small group fitness</li> <li>Drive-in Movie Theaters</li> <li>Library (curbside pick-up)</li> </ul>	<ul style="list-style-type: none"> <li>Restaurants/taverns &lt;50% capacity/ table size no larger than 5</li> <li>Movie theaters at &lt;25% capacity</li> <li>Customer-facing government services (telework remains strongly encouraged)</li> <li>Libraries</li> <li>Museums</li> <li>All other business activities not yet listed except for nightclubs and events with greater than 10 people</li> </ul>	<ul style="list-style-type: none"> <li>Nightclubs</li> <li>Concert venues</li> <li>Large sporting events</li> <li>Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene</li> <li>Live entertainment</li> </ul>

\* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled), including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.



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