

St. Columba's Comprehensive Plan for In Person Gatherings

COVID 19

Control, Mitigation & Recovery Plan

St. Columba's Comprehensive Plan

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Version 2 (posted: 9/17/2020)

The following is a plan created by the leaders of St. Columba Episcopal Church to be used both by the St. Columba's congregation and any group or organization that uses the St. Columba's building . We anticipate this plan will change and need updating, therefore each iteration is marked with by version. This is version 2 (posted on 9/17/20)

About COVID-19

- Infection with COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal.
- Symptoms typically include fever, sore throat, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
- According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.
- The virus is thought to spread mainly from person-to-person, including:
 1. Between people who are in close contact with one another (within about 6 feet).
 2. Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 3. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.
 4. People are thought to be most contagious when they are most symptomatic. However, there is growing evidence of transmission risk from people without symptoms or before the onset of recognized symptoms.

What are the general COVID Control and Mitigation Requirements?

- There will be a COVID Supervisor at all events. It shall be the responsibility of the COVID supervisor to ensure that all persons in their gathering are following these guidelines.
- The COVID Supervisor shall ensure that all persons are complying with this plan and the St. C's Meeting Checklist.
- COVID Supervisor shall fill out the St. C's Meeting Checklist.
- When people arrive, they will check in by filling out the COVID-19 release form, sanitized pens will be available. Everyone who fills out a form will get sticker. The COVID Supervisor will check people for stickers through the gathering. If people stand in line to enter, they must socially distance from one another. Any place where people may need to stand in line markings will be placed to show 6ft distancing.

What is our Personal Protective Equipment (PPE) plan?

- All persons must bring their own PPE.
- Face coverings (cloth or purchased masks) are required at all times. St. C's shall have some extra facial coverings available as needed.
- Do not share or misplace face coverings

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How will we ensure on-location physical distancing?

- All persons must maintain a six-foot clearance from other persons. Persons of the same family household may sit/stand next to each other.
- Social Distancing posters shall be posted.
- The COVID Supervisor shall help to maintain social distancing and inform the people of the social distancing informational posters.
- There will be obvious markers placed 6ft apart that a household can sit at.
- There will be markers 6ft apart outside the bathrooms.
- A person will monitor that bathrooms and make sure that capacity is limited to no more than the number of stalls in the restroom. (Only applicable when bathrooms are available to the public)

How will we ensure appropriate hygiene?

We will post, in areas visible to all persons, required hygienic practices, including...

- Do not to touch your face with unwashed hands or with gloves;
- Wash hands often with soap and water for at least 20 seconds;
- Use hand sanitizer with at least 60% alcohol;
- Clean and disinfect frequently touched objects and surfaces.
- Cover your mouth and nose with your elbow when coughing or sneezing
- Other hygienic recommendations by the U.S. Centers for Disease Control (CDC)

How will we ensure appropriate sanitation?

- Soap and running water shall be abundantly provided at two readily accessible and visible locations for frequent hand washing. All persons shall be encouraged to wash their hands regularly after coughing, sneezing, or blowing their nose.
- Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used and will be available, but are not a replacement for the water requirement.
- Disinfectants will be made available and will be readily replenished.
- Tissues and trash receptacles will be available.

How will we conduct symptom monitoring?

- Prior to arriving all people will be reminded that they must prescreen their health:
 - o Any individual with a temperature of 100.4 or higher must stay home
 - o Anyone diagnosed to has tested positive for COVID-19 or has symptoms must stay home
 - o Any individual who has knowingly been in close contact with someone diagnosed or tested positive with COVID-19 must self-quarantine for 2 weeks and must be symptom free prior to coming to St. Columba's.

How will we handle incident reporting, should it be necessary?

- Persons experiencing symptoms or testing COVID 19 positive within 2 weeks of meeting as a group shall immediately notify the Vicar. The Vicar shall immediately notify Tacoma Pierce County Health Department and anyone at the event.

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What are our location disinfection procedures?

- People shall be designated to clean and disinfect all frequently touched areas during and after each gathering in accordance with cleaning protocols.

How shall we conduct necessary COVID-19 safety training?

- The vicar or associate vicar will train a group of people to act as either COVID supervisor or ushers and then at least one person per group will be assigned for every indoor church gathering.

What are our exposure response procedures?

- The name and contact information of everyone in attendance will be taken before the service starts.
- The COVID supervisor is responsible for ensuring all guidelines from the St. C's building checklist are followed.
- In the event of a known exposure, the COVID supervisor shall immediately notify the Vicar who will notify the Tacoma Pierce County Health Dept.

What is our post-exposure incident project-wide recovery plan?

- In the event of an exposure, all of those who were present where the virus was present shall be notified of their potential exposure. This will be done by or under the supervision of the Covid Supervisor.
- Upon experiencing an exposure, no events will be planned for 14 days.
- The area(s) will undergo a deep cleaning in accordance with COVID cleaning protocols.

Protocols and Guidelines for the distribution of Eucharist through Phase III

1. Proper precautions and all PPE and distancing guidelines should be followed by all in the chain of work. Altar Guild, and all in the chain need to carefully sanitize all surfaces, wash and sanitize hands, wear masks, etc. All linens, including the pall should be cleaned thoroughly after each use and certainly before each use.
2. Everyone in the service, and in the altar party, should always wear masks. Only the one speaking at any time may remove their mask.
3. The Presider alone will set the table. Try to keep all other hands out of this, including any altar assistants. This includes bringing items from the credence table. The Presider should simply go to retrieve all the elements, vessels, etc.
4. Presider should vigorously wash and sanitize hands before the service, and multiple times throughout the service, most especially just before setting the table and beginning the consecration prayer. This should not be ceremonial washing but vigorous washing.
5. In setting the table, the Presider should use the pall to cover all wafers, and only expose the priest host. If you want to use an additional covering you may but at least the pall. The main point here is to stop droplets that may come from the Presider.
6. Priest host will only be touched and consumed by the Presider.

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7. No one else should stand near the Presider at the altar.
8. For distribution, the presider will either consume the priest host before distribution or set it aside to consume after all have received.
9. Wafers are then placed at least 6 inches apart in a line around the side and front of the altar. Presider should make every effort not to touch the linen if possible.
10. If there are steps or a concern about accessibility you can consider another table put at floor level upon which the Presider could also place wafers. This could also be used in larger settings to offer multiple access points to communion.
11. After Presider has placed these first wafers on the table, the ushers can begin to allow the congregants to come forward one at a time, all the while keeping social distance. You might consider putting marks with tape on the floor to show six feet distance and offer some guidance.
12. Before approaching the altar EVERY PERSON receiving should sanitize their hands, allowing them to dry, before going forward.
13. Every person should take one wafer, and NOT consume it until back at their seat. At that point they can remove their mask and consume the wafer. If possible, sanitizer could be in every pew or aisle so that people could sanitize after consumption if possible and if desired.
14. You are highly encouraged NOT to use real bread during this time. If you choose to you must follow the above guidelines but can only distribute by putting bread into a dixie cup or similar.
15. There is to be no wine offered to anyone other than the Presider until at least Phase IV. More guidelines will come as we get to that phase.

Protocol for administering baptism through Phase III

1. For baptism, only one Presider is allowed for all manual acts, blessing the water, baptizing, anointing, etc.
2. Water should not be put into the font until the actual blessing of the water.
3. Only the Presider may touch the water.
4. Presider will vigorously wash their hands and sanitize before the Blessing of the Water, and will repeat this action before and after each baptism.
5. If aspersions are planned for the congregation, that water should be extracted from the font, in a dedicated bowl, by the Presider, before any baptisms take place and set aside for use for this.
6. If there are multiple baptisms, you have several options when baptizing. You may take water in your hands and move away from over the font, and pour the water over the candidate's head. Or you could use a separate bowl and walk to the candidate to baptize, trying not to let water fall off the head of the person, back into the bowl. If this does happen, please use a new bowl. In fact, it would be best to have a new bowl for each candidate.
7. Presider only anoints. Wearing mask.
8. Candles should either be not used during this time, OR, you may light the candle, show it to the person, then blow it out and keep this to be sanitized after the service and given to the candidate. You could do all of this after the service if you wish.
9. During this time there is to be no sprinkling of the congregation with the water in font or bowls used for baptisms. Only use the water set aside in the beginning.
10. All water, in all bowls and the font should be discarded BEFORE the ending of the service

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11. Prior to the baptism you could send a link to the congregants with a card whereby people could download and print that includes the line, "Will you who witness these vows do all in your power to support this person in her life in Christ? We will." and ask people to write a message and mail it to the baptismal candidate, affirming their participation in the liturgy and the covenant and whatever other message of welcome and support they want to give.

A copy of the plan must be available at the location for inspection by state and local authorities.

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St. C's Meeting Checklist

Please complete this checklist every time you meet. Leave it on this clipboard with the registry of names of those who attended the meeting. Thank you.

Date: _____ Group: _____ Location: _____

✓	Action
	Who is your designated COVID-19 Supervisor?
	Has each person filled out the disclosure form and gotten their temperature taken?
	Is the COVID-19 Supervisor checking people for stickers to assure everyone has checked in?
	Is there a copy of the "St. C's Comprehensive COVID 19 Control, Mitigation & Recovery Plan"? A copy of this plan must be available for inspection by state and local authorities.
	Are necessary COVID-19 safety and information posters visibly posted?
	Is everyone wearing a face mask before, during and after the gathering?
	Is everyone refraining from physical contact?
	Is there soap and running water available to everyone?
	Is there disinfectant available in at least two locations of the gathering space?
	Are all parties sitting at least 6 feet apart? Those in the same family may sit closer.
	Are tissues and trash cans available in at least two locations of the gathering space?
	Were all "high touch areas" cleaned and disinfected after the gathering?
	Was everyone informed prior to arriving that they must prescreen their health?
	Did we maintain a log of the names of everyone who attended? This log must be maintained for at least four weeks.
	(Only applicable when bathrooms are available to the public) Is there someone insuring that only the number of people in each bathroom matches the amount of stalls and those waiting in line are standing 6ft apart?