

**St. Paul's Episcopal Church  
Port Townsend  
Phased Re-opening of On-site Worship  
Outdoor Services**

Approved version: September 14, 2020

This initial re-opening plan for outside worship services was put together by a re-opening task force consisting of the rector, vestry representatives, and parishioners. As of August 31, Jefferson County is in Phase II of re-opening.

Our initial plan for re-opening worship is to invite some parishioners to our outdoor courtyard. We will have one service each Sunday until we have successfully experienced safe worship practices and are ready to add a second service.

**Layout.** We install a sail cloth, tent roof that covers much of the courtyard, but has no walls, so we have full, natural ventilation. We have marked out space for the altar, pulpit/lectern with 15-foot perimeter of social distancing to allow scripture readings and sermon to be delivered without a mask.

Prior to and following each service the chairs and all surfaces touched will be cleaned/sanitized.

An offertory plate will be placed on a separate table for the receipt of offerings. It will not be passed during the service.

We will arrange chairs to socially distance 6+ feet apart. Most seating location will be single seats, and some will be double seats for 2-3 people from a family unit. We can accommodate 23 people in the courtyard and the patio at the entry of our parish (fellowship) hall. Additionally, one person, who manages the live streaming technology, will work inside the church office building (Fenn House). The worship team includes:

Worship Team:

- 1 Priest
- 1 Preacher (if different from priest)
- 1-2 Readers
- 1 Organist
- 1 Bell ringer
- 1-2 Singers (singers would remain masked at all times, and would be positioned so that they are facing away from others)
- 2 Health check screener/greeter
- TOTAL Worship Team: 4-10 (depending upon the type of service)

Parishioners and guests:

7-13 parishioners. Larger number includes family units of 2+ people each who can sit side by side.

If we have any drop-in participants, they will be directed to the check in station.

We can arrange for extra chairs on the perimeter sidewalk, or vestry members could give up their courtyard seats to provide hospitality.

**Check-in.** All people will check-in with a health screener at the side entrance of our parish hall. The greeter/screener will take temperatures (with a touch free thermometer) and enter data in a log, collect disclosure and screening forms, ensure all are wearing masks, provide hand sanitizer, and direct people to seating area.

We will have a sign at check-in outlining safety protocols and expectations. COVID safety information, including CDC and DOH posters, will be posted in the check-in area. Facial tissues will be available and trash receptacles located nearby. Face masks will be available for those who arrive without a mask.

Expectations for worshippers:

- Wear face mask
- Keep six feet away from other people
- Get temperature check
- Sign consent to worship form
- Use hand sanitizer to clean hands

We will encourage people to print out their worship bulletins at home and bring them to the service. Additional worship bulletins will be printed mid-week to be available on Sunday.

People will be encouraged to print and complete disclosure forms at home. Blank, pre-printed forms will be available. Worshipers will be encouraged to use their own pen but, if a pen is needed, clean pens will be available in a “clean” jar. Used pens will be placed in the “used” jar for cleaning. Completed forms will be kept in a secure location for 21 days with the Group Gathering Log Form.

**Traffic Flow.** People will be directed from the check-in station to go directly to the courtyard where they will be seated. After the service, they will be directed to use the sidewalk exits (there are 3) leading from the courtyard. They will be directed to not remain or congregate informally on site, but to depart promptly.

**Bathrooms.** Two bathrooms will be open in the parish hall. They each have ventilation units installed, with soap and hand sanitizer available. The guidelines will allow for one person to be in the bathroom at a time. Bathrooms are professionally sanitized weekly. Wipes are provided for spot cleaning after each use.

We will post the sign:

- One person at a time
- Use disinfectant wipes on faucet, stall door handle, toilet handle and seat. Discard wipes in waste basket - not the toilet.

**Kitchen.** The kitchen will be closed.

We will post the sign:

- Kitchen is closed

**Streaming Services.** We will continue to stream each worship service for parishioners who cannot come on site. Cameras will be set up in the courtyard and operated remotely from the adjacent building, The Fenn House.

**Communication Plan.** We will inform parish members of in-person guidelines in our weekly newsletter. We will develop a plan for selecting participants. They will be directed to arrive no more than 15 minutes prior to the start of the service.

Should someone test positive for COVID-19, we will contact county health officials. Notifications are to be done through the health department, though we have the option to contact attendees as soon as we learn of a positive test. Confidentiality will be kept.

Additionally, we will stop on-site worship for 14 days. Our priest will stream services from her home during this quarantine period.

**Acting out or ignoring guidelines.** If anyone ignores safety guidelines during the service, they will be asked to comply. If the situation persists, the priest will stop the service and direct parishioners to go home.

**Contamination Event.** If someone becomes ill in a way that projects fluids, the staff team will cordon-off the area and then put on protective gear consisting of heavy-duty gloves and a high-grade mask. They will use paper towels and rags to clean, and alcohol wipes or spray to sanitize the area. Used cleaning materials will be put in plastic garbage bag and discarded in the trash container.