

# **PROTOCOLS FOR RE-OPENING ST. JAMES EPISCOPAL PARISH OF KENT, WASHINGTON<sup>1</sup>**

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## 1. PROTOCOLS FOR WORSHIP: PARISHIONERS AND OTHER ATTENDEES

**a. High-Risk Parishioners.** The following are considered at high-risk of contracting COVID-19 (the disease caused by the novel corona virus) and from experiencing severe illness and/or complications from COVID-19. Hence, those falling into the following categories are strongly urged to continue to stay at home to avoid exposure to this potentially deadly disease.

- People 65 years old and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including, but not limited to:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune-weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

**b. Reservations.** All parishioners must make a reservation for self and family prior to attending any scheduled worship service. Reservation forms will be completed electronically, as much as possible, and will be sent to parishioners via email, or parishioners may download a form from the SJC website to their computers, complete, and return the form(s) to the church via email or a pre-established place on SJC's website. The reservation is required whether the worship service or any other event takes place at St. James Church (including on the grounds) or on another property away from St. James Church and applies whether the service is indoors or outdoors.

**c. Individual Attestation and Consent to Work/Participate (IACWP) Form.** In addition to making a reservation, all parishioners, staff, volunteers, and prospective attendees of any SJC event—including entry to the building(s) or grounds at times other than worship—must complete and sign this form. This form is a combination of a contact-tracing form and a waiver to the church from liability should the signer become infected by COVID-19, despite all precautions taken by SJC. The form will be retained for 21 days following the event and made available to trained contact tracers should an attendee become ill from COVID-19. Each different day in which someone interacts with SJC, a new form must be completed and will be retained for the prescribed 21 days. This is a legal requirement from the Governor of Washington as well as the Bishop of Olympia. As much as possible, this will be completed and sent electronically, either via email or from a designated place on the SJC website. Entrance to any SJC venue must not be granted without completion of this form. Paper forms for signature will be available at all SJC events/church offices.

## Protocols for Re-Opening St. James Episcopal Parish of Kent, Washington

**d. Screening.** Regardless of whether an attendee has completed form(s) online, all prospective attendees must be screened prior to being allowed to enter the SJC venue, whether indoors, outdoors, or on another property designated for an SJC event.

**(1) For indoor venues,** social-distancing tape will be placed on floors or porches to indicate where family units or individuals must stand while waiting to be screened or led to their seats.

**(2) For outdoor venues,** removable paint (or tape, if in a shelter with a floor) will be used to indicate where family units or individuals must stand while waiting to be screened or led to their seating areas, as well as indicating the appropriate distancing for placement of chairs.

**(3) Hand-sanitizer and masks** must be used prior to coming into contact with Screeners. Both will be available before coming within 6 feet of screeners. Individuals are welcome to use their own masks, provided they tightly cover both nose and mouth. If not, (for example, a gaiter or bandana), attendees must wear one of the masks provided by SJC.

**(4) Signs** delineating rules for hand-cleaning, wearing of masks, social-distancing, and forms of greeting/passing the peace, will be located in the waiting and screening areas so all prospective attendees understand what is required of them before, during, and after the service. Posters regarding COVID-19 information from CDC or DOH will also be so posted.

**(5) Trained questioners** must ask the following questions of prospective attendees.

❖ Have you experienced any of the following symptoms in the past 48 hours?

- 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

❖ Have you:

- Been in close or proximate contact with anyone who has had symptoms of COVID-19 or who has tested positive for COVID-19 within the last 14 days?
- Tested positive for COVID-19 within the last 14 days?

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- Followed the CDC and Washington Health officials' guidelines of maintaining physical distancing, wearing facial coverings, and refrained from participating in gatherings that do not observe these guidelines?
- Traveled outside the state of Washington or to a COVID-19 hotspot in Washington within the last 14 days?

**(6) Once questions have been satisfactorily answered**, a trained person will take attendee's temperature using a non-contact thermometer.

**(7) Prospective attendees may then check in.** If they have not previously provided an IACWP form, they will be asked to complete one at the check-in station, socially-distanced from the person checking them in and from others who may need to complete the same form. Attendees must have this form on record before they will be allowed entry to the SJC venue.

### **e. Seating and Physical Distancing.**

**(1) All attendees must wait to be seated**, or directed to seating, by an usher. Attendees will be seated by household groups which live/shelter together. For example, two different families may be living/sheltering in the same household—or may have declared so, per state of Washington requirements—so may be seated together. Ushers will direct groups and individuals to appropriate seating.

Apart from their own group, all attendees must be seated at least six (6) feet apart from one another in any direction. Until the COVID-19 crisis is declared over, only children from the same household group may use the Children's Worship Area (CWA) in the Great Church. Otherwise, children must sit with their parents/guardians/caregivers. As cleaning cannot be accomplished during the worship services (only before and after), only that household which arrives first and wants to use the CWA will be seated there.

**(2) Attendees must adhere to both Washington State and Diocese of Olympia** mandates to maintain at least six (6) feet of distance in all directions at all times from all others not within their same household/shelter group. This is required regardless of the use of masks.

**(3) Greeting one another** must be done from a safe distance of at least six (6) feet. Touching is not allowed (because the required 6-ft. distance cannot be maintained). Therefore, even elbow- or fist-bumps over clothes or gloves is not permissible. Suggest waving, Bowing, using sign language, or other methods of physically-distanced greeting.

**(4) As with greetings, the Passing of the Peace** must also be physically distanced. Suggest bowing, waving, using sign language, etc., to convey the passing of God's Peace. Ushers will be directed to keep people within their seated area during this time and throughout the service. Particular directions must be followed to allow parishioners movement to and from the altar when communion is made.

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**(5) Attendees may leave as needed** to use a rest room, walk outside, take a child to the narthex or hall, step away from a seating area, etc., during the service. Social distance must remain, to assure, as the person passes others, they maintain a safe distance.

**f. Use of Masks.** Masks, either provided by SJC or attendees, must be worn at all times: before, during, and after the service. As stated above, masks are available from SJC. Cloth masks may be worn with the exception of gaiters (unless doubled) and bandanas. The last two mentioned are not sufficient to either filter out external or provide a filter for internal aerosolized particulates or droplets. Masks must fit tightly over the nose and chin to both prevent the spread of the wearer's germs as well as protect the inhalation of others'. If someone is medically incapable of wearing a mask, they will be asked to remain at home as they will not only endanger their own health by not wearing a mask, but that of everyone else. This applies even in an outdoor venue.

**g. Hand Sanitization.** As mentioned above, hands must be sanitized before screening, picking up a mask, completing a paper form, using a pen, etc., and should be sanitized after as well. Hands must be sanitized: after using the rest room; if attendees have left the worship area for any reason, before they re-enter the worship area; and before receiving the Host at Eucharist. Hand-sanitizing stations will be appropriately positioned to assure these requirements may be easily met. Attendees are also encouraged to sanitize their hands on their way out of SJC/venue.

**h. Inappropriate Behavior.** Anyone not willing to follow the protocols set out above, will be asked to leave. This may include, but not be limited to: refusal to wear a mask, refusal to complete the Attestation form, refusal to sanitize hands, refusal to answer all questions from screeners, refusal to socially-distance from others, display of any kind of belligerent behavior toward any persons present, and/or any other inappropriate behavior.

If the person cannot be gently persuaded to either follow the protocols or quietly leave, the Rector or priest or, in their absence, the Senior Warden, shall cancel the service and send everyone home.

**i. Eucharist.** During the COVID-19 pandemic, the bishop may limit Communion to receiving the Host only. To maintain appropriate distancing, ushers will indicate when it is time for attendees to move to the altar to receive the Host. Attendees are also asked at this time to sanitize their hands prior to receiving.

**j. Entry and Dismissal.** Both while waiting to enter the venue and be seated, and following the Dismissal, attendees will wait for ushers to indicate when they may enter and depart. This is to assure appropriate social distancing so that doorways, aisles, or outdoor points of entry/exit are not crowded. As ushers are releasing attendees, ushers will remind attendees to continue to wear masks and socially distance after leaving the church.

## 2. PROTOCOLS FOR WORSHIP: STAFF AND VOLUNTEERS

### a. Check-in Personnel (either staff or volunteers)

(1) **Screeners** must wear a mask and use hand-sanitizer (or wash hands, if practicable) prior to asking screening questions and taking temperatures. Gloves for this should be considered and/or hands should be regularly sanitized.

(2) **After questioning attendees**, previously trained screeners will take each attendee's temperature with a no-contact thermometer. This includes children of all ages.

(3) **Check-in personnel** must verify reservations on their list and that registrants have completed, signed, and turned in their "IACWP" form. Prior to the service, check-in personnel will be provided this list to check/verify. Preferably, this form should be completed and sent in electronically. If, however, the prospective attendee did not complete the form (or is a visitor), paper copies will be available. The attendees will be asked to use their own pens. A very few pens will be provided and will be sanitized and kept in a sanitized container. After use, they must be placed (by the attendee) in a container marked "dirty" so they can be re-sanitized later.

(4) **For those who have pre-completed the IACWP form**, but did not send in electronically, a small bin will be available at the check-in table where they may drop their forms.

(5) **All check-in personnel** must frequently sanitize their hands and/or gloves throughout the period of check-in.

**b. Ushers.** Ushers may not be part of the high-risk group (see paragraph 1.a., above). Ushers must be briefly trained in these protocols, which may be new to some of them.

(1) **Orders of Worship** or service bulletins will no longer be used, so there will be no papers or other touchables to distribute. The order of worship, texts of prayers, hymns, readings, etc., will be either projected or announced, depending on the venue (outdoor/indoor).

(2) **Ushers will wait for attendees** to be checked in, then will escort them, one family group or individual at a time, to their seating area.

In the outdoor venue, this would be a table for a family group and will be pre-designated according to their registration.

For single adults, couples, adult family groups, etc., a space designated by tape or removable paint would be pointed out and parishioners/visitors may place their chairs within that designation.

(3) **Ushers will be mindful of social distancing and masking** requirements and will remind attendees of that, as necessary.



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(4) Should it be necessary, **ushers will ask non-compliers to leave and escort them** off the premises.

(5) **Collection plates** must not be circulated. Touchless receptacles will be placed at strategic locations for attendees to drop in their offering.

(6) **At the time of Communion**, ushers will indicate to attendees when they may walk forward to receive Eucharist (the host), assuring at least six (6) feet of social-distancing between those waiting, those being served, and those returning to their seats.

(7) **After the Dismissal**, ushers will indicate to attendees when they may gather their things and make their way from the venue, assuring social distancing of six (6) feet of separation from others while in the aisles and exits.

(8) Ushers should remind attendees that **personal hygiene items** (such as tissues) and any other trash must be taken away from the outdoor venue by attendees. Indoors, these may be placed in touchless trash receptacles. If inadvertently left behind, these items should not be touched with bare hands—use gloves.

**c. Signs.** A variety of signs will be placed throughout the check-in area as well as throughout the venue. These signs will be directional, e.g., showing people paths to follow for parking, walking, where to stand to be socially distanced, etc., and informational. For example, reminding people to sanitize hands, wear masks, stay at least six feet apart, provide information about COVID-19, etc., direct people to rest rooms, provide “rules” for rest room use, etc.

### 3. PROTOCOLS FOR CLEANING.

#### a. General Guidelines.

(1) **Cleaning to be done with soap and water.** Disinfecting completed with EPA approved solution.

(2) **Gloves to be worn at all times** while cleaning and disinfecting. Hands to be washed before and after putting on gloves.

(3) **Cleaning staff to be trained** in use of chemicals and PPE.

#### b. Outside Worship Services.

(1) **All touchable surfaces to be cleaned with soap and water.** Do not spray. Disinfecting not needed for outside surfaces.

(2) **Clean all inside areas** used for service with soap and water then disinfect before and after service.

**c. General Facility Cleaning.**

(1) **Staff** encouraged to wipe down their desk and frequently used items at their workstation regularly.

(2) **Cleaning staff** will routinely clean and disinfect restrooms, doorknobs, elevators and other high touch areas being used. Surfaces will be allowed to air dry after disinfecting.

(3) **Areas used by tenants** will be disinfected daily after use by tenants.

(4) **Carpets and floors** will be vacuumed and mopped as usual. No additional cleaning needed.

(5) **Trash** will be collected in open top containers and emptied regularly.

**d. Cleaning of Great Church after Resumption of Indoor Worship Services.**

(1) **All nonessential items and items not easily cleaned to be removed.** Includes “touchables” such as prayer books, hymnals, Bibles, guest cards, pencils/pens, etc.

(2) **All surfaces must be deeply cleaned prior to reopening.** Areas frequently touched, including pews and chairs, should be disinfected prior to each service. Time will need to be allowed between services to disinfect. This includes items in the Chancel area such as (but not limited to): candle lighters/extinguishers, processional Cross, Gospel book (if used), lectern, lectern microphone (if lectors read without masks; if used without mask, have lectors sanitize after reading), pulpit (if used), etc.

(3) **Cleaning of general use areas such as bathrooms to increase** after facility reopens for services. Water fountains are not to be used and should be covered.

In the event a staff member or parishioner were suspected to have Covid 19, the area that person has been in will be closed down until it is cleaned and disinfected.

**4. PROTOCOLS FOR RE-OPENING FOR PARISH BUSINESS: STAFF, PARISHIONERS, VISITORS, TENANTS, CLIENTS: *ALL ENTER THROUGH THE RED DOORS.***

**a. No More Than Groups of Five (5)**

(1) **Socially Distanced/Masked.** All who enter must be masked and keep a distance of six (6) feet from one another.

(2) **As the church facility is entered,** entrants will use hand-sanitizer provided.

(3) **All entrants must sign the IACWP Form.** These forms must be available immediately on entry through the red doors (main entrance to the church facility). Staff,

## Protocols for Re-Opening St. James Episcopal Parish of Kent, Washington

parishioners, and volunteers who have the capability may submit the form electronically on the day of entry.

### **b. Staff.**

**(1) Staff members may email their IACWP form** to the Minister of Operations as soon as they arrive.

**(2) Sexton(s) and other staff without computers** must sign the IACWP form in-person when they arrive through the red doors.

**(3) All staff will frequently clean their hands and workspaces** throughout the day. If meeting rooms are used, after the meeting is finished, those who meet in the rooms shall wipe down surfaces, light switches, door knobs, etc., used during the setup and course of the meeting. The sexton will clean according to cleaning protocols, but cannot be expected to provide cleaning throughout the day.

### **c. Parishioners.**

**(1) Those with keys on miscellaneous business** must enter through the red doors, sanitize their hands, and complete the IACWP form. If they have completed this electronically prior to their arrival, they may proceed with their business.

**(2) Regardless of whether the parishioner has a key or not,** it is requested during this time that parishioners wishing to speak with staff make an appointment. In this way, SJC can control the number of people allowed into the facility at one time.

### **d. Visitors and Clients.**

**(1) Visitors and clients must make an appointment** prior to entering the facility. If someone “drops by” SJC just to ask a question, staff will make the decision whether or not to speak with them then or ask them to make an appointment. Clients must always make an appointment per posted policy. Outreach clients will be served either as in paragraph 4.d.(3) below, or via electronic communications.

**(2) If visitors or other clients enter the facility,** they must sanitize their hands and sign the IACWP form. An envelope or other receptacle will be available for collection of the forms.

**(3) Outreach clients coming for food assistance or other necessities** will be served through the windows of the Pantry. Articles will be placed on the table outside the windows to provide no-touch pickup.

**e. Tenants.**

**(1) Tenant staff/volunteers and clients must sign the IACWP form once,** which will be kept on file indefinitely.

**(2) Because tenant agencies have their own COVID-19 requirements,** their staff, volunteers, and clients will sign the tenant's contact tracing form at every daily entry to the SJC facility and retain these forms for 21 days.

**(3) All tenants must provide proof of liability insurance** up to \$1M.

**(4) All tenants must submit their COVID-19 Reopening Plans/Protocols** to SJC for review and approval.

Respectfully Prepared and Submitted,  
Leslie B. Malek  
Senior Warden

## St. James Episcopal Church, Kent, WA

### Individual Attestation and Consent to Work/Participate – Liturgies

In compliance with the State of Washington’s “Safe Start” plan and the Diocese of Olympia’s “Guide to Gathering in Person,” St. James Episcopal Parish of Kent, Washington<sup>1</sup>, requires: that you be informed of the symptoms and mechanisms of spread of the 2019 novel Coronavirus (COVID-19); attest to be symptom-free at time of entering the premises; consent to the risks of working, volunteering, or participating in any activity on the premises; and to release St. James Episcopal Church from liability in the event of exposure or sickness.

#### What is the Coronavirus and how does it spread?

COVID-19 is an illness caused by a virus that is spread person-to-person or by touching a contaminated surface and then touching your eyes, nose, mouth, or face. The virus is believed to be spread primarily through respiratory droplets. Those who have been infected have reported mild to severe symptoms, and can include:

**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.**

While all people are at risk of contracting COVID-19, older people (over the age of 65) and those with underlying health conditions (heart or lung disease, diabetes, etc.) are at greater risk of adverse health effects and death and are **strongly encouraged to stay home**.

*If you have experienced any of the above symptoms within 14 days prior to the event you plan to attend at St. James, or have come into contact with anyone who has shown signs of these symptoms or has tested positive for COVID-19 within the same 14 day period, you are required not to attend the event at St. James (or if already on site for the event to vacate the premises immediately) and strongly encouraged to contact your medical care provider.*

#### Cooperative Mitigation Policy (Liturgies)

To ensure the health and wellbeing of all persons entering the property and premises of St. James Episcopal Church (which includes all exterior grounds, parking lots, and driveway aprons, or any off-site venues chosen by St. James Episcopal Church) for work or worship, all persons must individually consent to the following practices without exception:

- Bring a signed and fully completed Individual Attestation and Consent to Work/Participate form and deliver upon entry into the designated receptacle. *(This is your ticket for entry. Those individuals without a signed and fully completed form will not be permitted entry. Pens will not be provided.)* ☒
- Bring and wear a cloth face covering that covers completely the nose and mouth at all times (except those under the age of 2). ☒
- Maintain physical distancing of at least six (6) feet between all persons not from the same household. ☒
- Undergo a temperature check prior to entering the worship space. *(Those with temperatures of 100.4°F or greater will be required to vacate the premises immediately and are strongly encouraged to contact their medical care provider.)* ☒
- Use hand sanitizer (provided) prior to entering the worship space. ☒
- Refrain from physical contact and sharing of items with others (e.g., books, leaflets, pens, etc.). ☒
- Know that a restroom is available and posted Rules for Use must be followed. ☒
- Understand that if anyone does not abide with this mitigation policy, the liturgy will end immediately and the congregation will be dispersed. *(Please sign on reverse)*

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<sup>1</sup> In this document known hereafter as St. James Episcopal Church or SJEC.

## St. James Episcopal Church, Kent, WA

### Individual Attestation and Consent to Work/Participate – Liturgies

#### Attestation and Consent

By signing below, I attest:

- That I have read completely and acknowledge all pages of the Individual Attestation and Consent to Work/Participate form.
- That I have not been in close or proximate contact with anyone who has had symptoms of COVID-19 or who has tested positive for COVID-19 within 14 days prior to the event date.
- That I have not tested positive for COVID-19 within 14 days prior to the event date.
- That I have not experienced symptoms of COVID-19 within 14 days prior to the event date, including but not limited to fever, fatigue, difficulty breathing, or dry cough (see description above).
- That I have followed the CDC and Washington Health officials' guidelines of maintaining physical distancing, wearing facial coverings, and refrained from participating in gatherings that do not observe these guidelines.
- That I have not travelled internationally or domestically within 14 days prior to the event date.

And I consent:

- To St. James Episcopal Church keeping this document on file for no fewer than 21 days after the event date for the purpose of contact tracing, should an exposure event occur.
- To accept the risks associated with community transmission of COVID-19 and other contagious or infectious diseases and the potential for exposure even with proper mitigation protections.
- To comply with the stated Cooperative Mitigation Policy and agree to leave the premises immediately in the event of non-compliance.
- To release **St. James Episcopal Church, Kent, Washington** from any liability in the event that I am exposed and/or become ill.

***Please fill out completely:***

\_\_\_\_\_  
Name of Participant (please print clearly) (If children under 12 are present, please include their names)

\_\_\_\_\_  
Participant Phone Number

\_\_\_\_\_  
Participant Email Address

\_\_\_\_\_  
Participant Signature (Parent or Guardian if under 18)

\_\_\_\_\_  
Date

#### ***Event Information:***

Church/Organization and Address: St. James Episcopal Church, 24447 94<sup>th</sup> Ave S, Kent, WA 98030

Event Location (if other than SJC): \_\_\_\_\_

Event Venue: \_\_\_\_\_

*(e.g., Room, Great Church, Designated Site for Worship, etc.)*

Event Description: \_\_\_\_\_

*(e.g., Work, Cleaning, Meeting, Worship Service, etc.)*

Date/Time of Event: \_\_\_\_\_

10/1/2020

## St. James Episcopal Church, Kent, WA

### Individual Attestation and Consent to Work/Participate – Staff, Volunteers, and Others

In compliance with the State of Washington’s “Safe Start” plan and the Diocese of Olympia’s “Guide to Gathering in Person,” St. James Episcopal Parish of Kent, Washington<sup>1</sup>, requires: that you be informed of the symptoms and mechanisms of spread of the 2019 novel Coronavirus (COVID-19); attest to be symptom-free at time of entering the premises; consent to the risks of working, volunteering, or participating in any activity on the premises; and to release St. James Episcopal Church from liability in the event of exposure or sickness.

#### **What is the Coronavirus and how does it spread?**

COVID-19 is an illness caused by a virus that is spread person-to-person or by touching a contaminated surface and then touching your eyes, nose, mouth, or face. The virus is believed to be spread primarily through respiratory droplets. Those who have been infected have reported mild to severe symptoms, and can include:

**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.**

While all people are at risk of contracting COVID-19, older people (over the age of 65) and those with underlying health conditions (heart or lung disease, diabetes, etc.) are at greater risk of adverse health effects and death and are ***strongly encouraged to stay home***.

*If you have experienced any of the above symptoms within 14 days prior to the event you plan to attend at St. James, or have come into contact with anyone who has shown signs of these symptoms or has tested positive for COVID-19 within the same 14 day period, you are required not to attend the event at St. James (or if already on site for the event to vacate the premises immediately) and strongly encouraged to contact your medical care provider.*

*(Please sign on reverse)*

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<sup>1</sup> In this document known hereafter as St. James Episcopal Church.

## St. James Episcopal Church, Kent, WA

### Individual Attestation and Consent to Work/Participate – Staff, Volunteers, and Others

#### Attestation and Consent

By signing below, I attest:

- That I have read completely and acknowledge all pages of the Individual Attestation and Consent to Work/Participate form.
- That I have not been in close or proximate contact with anyone who has had symptoms of COVID-19 or who has tested positive for COVID-19 within 14 days prior to the event date.
- That I have not tested positive for COVID-19 within 14 days prior to the event date.
- That I have not experienced symptoms of COVID-19 within 14 days prior to the event date, including but not limited to fever, fatigue, difficulty breathing, or dry cough (see description above).
- That I have followed the CDC and Washington Health officials' guidelines of maintaining physical distancing, wearing facial coverings, and refrained from participating in gatherings that do not observe these guidelines.
- That I have not travelled internationally or domestically within 14 days prior to the event date.

And I consent:

- To St. James Episcopal Church keeping this document on file for no fewer than 21 days after the event date for the purpose of contact tracing, should an exposure event occur.
- To accept the risks associated with community transmission of COVID-19 and other contagious or infectious diseases and the potential for exposure even with proper mitigation protections.
- To comply with the stated Cooperative Mitigation Policy and agree to leave the premises immediately in the event of non-compliance.
- To release **St. James Episcopal Church, Kent, Washington** from any liability in the event that I am exposed and/or become ill.

**Please fill out completely:**

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Name of Participant (please print clearly) (If children under 12 are present, please include their names)

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Participant Phone Number

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Participant Email Address

---

Participant Signature (Parent or Guardian if under 18)

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Date

#### **Event Information:**

Church/Organization: St. James Episcopal Church

Event Location: 24447 94<sup>th</sup> Ave S, Kent, WA 98030

Event Venue: \_\_\_\_\_  
(e.g., Room, Great Church, etc.)

Event Description: \_\_\_\_\_  
(e.g., Work, Cleaning, Meeting, etc.)

Date/Time of Event: \_\_\_\_\_



**ST. JAMES EPISCOPAL PARISH OF KENT, WASHINGTON<sup>1</sup>**  
**PROTOCOLS FOR RE-OPENING THRIFT SHOP**

*All St. James Church Protocols for Re-Opening apply to the Thrift Shop and other activities taking place on the premises of St. James Church.*

Guidelines for Customers:

1. Contact tracing - Use the sign-in sheet with waiver language, Individual Attestation and Consent to Work/Participate (IACWP) form; one form per customer: keep 21 days then ok to shred. Use an accordion type document folder with numbered tabs to store forms. Keep in secure location. *Note: A revised version of this form was prepared for Thrift Shop customers. Volunteers and staff must use the SJC version of the IACWP form for Volunteers & Staff. See enclosure for Customer IACWP form to be used with sign (final page of this document).*
2. Face masks are required for people over two years of age.
3. A greeter will check temperature and ask guests to use hand sanitizers, and see that guests sign forms and take a plastic flower to track how many customers at a time are in the shop.
4. Guest occupancy during this phase is 10 customers - To keep track of number of guests in the store, use a board located by the greeter, to hold plastic flowers on a long stem. Guest takes a flower upon entry and returns it to the board when leaving the shop.
5. In support of social distancing guidelines, limit groups to two people or less for 30 minutes (this may not be needed unless we experience an unusually high volume of people coming to the shop)
6. When entering for social distancing safety, guests will follow the directional markers on the floor.

Guidelines For Volunteers:

1. Volunteers must be screened.
2. Face masks are required.
3. Volunteers practice social distancing between each other and between themselves and customers.
4. In the volunteer work stations, one volunteer per six-foot table.
5. Cashier must wear gloves in addition to mask and/or screen.

Donations:

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<sup>1</sup> Hereinafter, St. James Church or SJC.

St. James Episcopal Parish of Kent, Washington  
Protocols for Re-Opening Thrift Shop

1. Effective July 1, 2020, we will accept donations by appointment. Donations must be in closed bags, boxes with covers, or plastic bins with lids. The name of the person donating must be marked on the containers along with the date. Donations must be stored in the back of the shop a minimum of three days (72 hours).
2. Call or email Jacinta (Thrift Shop Manager) to make an appointment.
3. Three signs will be made for donation information. Post one in parking lot, one on main entrance door, and one on SW corner door where receiving will be done.

Supplies and Tasks to be Completed Prior to Re-Opening.

- ◆ Mow grass on trail from road to Thrift Shop.
- ◆ Reconnect shop telephone
- ◆ Purchase the following supplies:
  - Thermometer (“Gun” type)
  - Hand sanitizer
  - Disinfectant wipes and Kleenex Tissue
  - Masks
  - Gloves sizes small, medium and large
  - Painter’s tape
- ◆ Use open-top waste baskets throughout the shop
- ◆ Signs: Post sign at entrance with our Guest guidelines
- ◆ Interior of thrift shop
  - Vacuum and clean surfaces; discard trash and garbage
  - Install a plexiglas or clear plastic shower curtain shield at the cashier’s counter (both sides) with open space for receiving payments.
- ◆ Arrange for ARC of WA to resume regular pick-ups
- ◆ Establish direction for foot traffic inside the shop including 6-ft spacing of customers as they wait to pay.
  - Apply tape to the floors to create directional arrows

**St. James Episcopal Church, Kent, WA**  
Individual Attestation and Consent Form – Thrift Shop Customers

**By signing below, I attest that:**

- I have read completely and acknowledge the information provided about COVID-19.
- I have not been in close contact with anyone who has had symptoms or who has tested positive for COVID-19 within the last 14 days and I have not tested positive for COVID-19 within the last 14 days.
- I follow all officials' guidelines about physical distancing, wearing masks, cleaning hands, and have not been in gatherings that do not follow these rules.
- I have not traveled outside the state of Washington or to any hotspots in the state in the last 14 days.
- I do not have symptoms of COVID-19 including but not limited to:
  - 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

**And I consent to:**

- St. James Episcopal Church keeping this form on file for the next 21 days for contact tracing *only*.
- Accept the risks I may still get COVID-19 and/or other contagious or infectious diseases even with the precautions used.
- Wear a mask at all times on St. James property, use hand sanitizer, stay at least 6 feet from anyone I encounter, have my temperature checked, and leave St. James property immediately if I don't do this.
- Release **St. James Episcopal Church, Kent, Washington** from any liability in the event that I am exposed and/or become ill.

*Please fill out completely:*

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Name (please print clearly)

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Phone Number

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Email Address

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Signature (Parent or Guardian if under 18)

---

Date

09/17/20

Page 1 of 2

**St. James Episcopal Church, Kent, WA**  
Individual Attestation and Consent Form – Thrift Shop Customers

Location Information:

Church/Organization: St. James Episcopal Church

Event Location: 24447 94<sup>th</sup> Ave. SE, Kent, WA 98030

Event Venue: Thrift Shop

Event Description: Shopping

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**St. James Episcopal Church, Kent, WA**  
Individual Attestation and Consent Form

In compliance with the State of Washington’s “Safe Start” plan and the Diocese of Olympia’s “Guide to Gathering in Person,” St. James Episcopal Parish of Kent, Washington<sup>1</sup>, requires:

- (1) That you be informed of the symptoms and mechanisms of spread of the 2019 novel Coronavirus (COVID-19);
- (2) Attest to be symptom-free at time of entering the premises;
- (3) Consent to the risks of shopping at the SJEC Thrift Shop; and
- (4) To release St. James Episcopal Church from any liability in the event of exposure or sickness.

**What is the Coronavirus and how does it spread?**

COVID-19 is an illness caused by a virus that is spread person-to-person or by touching a contaminated surface and then touching your eyes, nose, mouth, or face. The virus is believed to be spread primarily through respiratory droplets and microscopic “aerosolized” particulates. Those who have been infected have reported mild to severe symptoms, and can include:

**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.**

While all people are at risk of contracting COVID-19, older people (over the age of 65) and those with underlying health conditions (heart, lung, liver, kidney disease, diabetes, etc.) are at greater risk of adverse health effects and death and are ***strongly encouraged to stay home.***

*If you have experienced any of the above symptoms within 14 days prior to the event you plan to attend at St. James (e.g., shopping at the Thrift Shop), or have come into contact with anyone who has shown signs of these symptoms or has tested positive for COVID-19 within the same 14 day period, you are required **not** to attend the event at St. James (or if already on site for the event to vacate the premises immediately) and strongly encouraged to contact your medical care provider.*

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<sup>1</sup> In this document known hereafter as St. James Episcopal Church or SJEC.